MARSHALL UNIVERSITY®

Graduate Council

MEMORANDUM

To: Mr. Brad D. Smith, President

From: Dr. Richard Egleton, Graduate Council, Chair Richard Egleton *Richard Egleton*

Date: March 19th, 2025

Subject: **Review of Graduate Council Minutes: February 28, 2025**

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 Drinko 349 and via TEAMS.

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

Minutes approved.

Mr. Brad D. Smith
President, Marshall University

3/24/25
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. Avinandan Mukherjee Provost, mukherjeea@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, cantrel1@marshall.edu
Dr. Mary Beth Reynolds, Associate VP Assessment reynoldm@marshall.edu

MU Graduate Council Meeting Minutes
February 28, 2025
Hybrid Meeting – Drinko 349 + Teams

Agenda

Egleton	Welcome; Quorum; Approval of the Agenda
Egleton	Approval of January 2025 Minutes (Attachment #1)
Yuan	Graduate Faculty Status Candidates (Attachment #2, GC-25-02-01-CRC)
Davis	Planning Committee (Attachment #3, GC-25-02-02-PC – GC-25-02-12-PC)
Simonton	Curriculum Committee Report (Attachment #4, GC-25-02-13-CC – GC-25-02-16-CC)
Meadows	Program Review
Egleton	First reading of UPGA-10 as part of shared governance (Attachment #5)
Egleton	Nominations and vote for GC representative to Shared Governance Review Committee (Attachment #6, GC-25-02-17
Egleton	**Chairs Report - Discussion Items** • Change in admission language and request for planning committee to review (Draft document from Carl Attachment #7) • Graduate faculty review by credentialling • Delay of rolling out cross level reporting. Asking executive committee to produce a form for council review and approval. • Rucker Award (Attachment #8)
Mummert	Graduate Studies Report (Attachment #9)
Schulenberg	Faculty Senate Report
Egleton	• Wrap up

At this time, all meetings will be Hybrid.
March 28, 2025 (MSC 2w16b +Teams)

April 18, 2025 (MSC 2w16b + Teams)

Attachment #1: January 2025 Minutes
Attachment #2: Credentialling Report
Attachment #3: Planning Committee
Attachment #4: Curriculum Committee
Attachment #5: UPGA-10
Attachment #6: Shared Governance Review Committee discussion
Attachment #7: Proposed new Admissions language in grad catalog
Attachment #8: Rucker award
Attachment #9: Graduate Studies Report

Meeting Called to Order at 1:00 PM
Members Present:
Richard Egleton, Yousef Sardahi, Gena Chattin, Huanshu Yuan, Scott Simonton, Wendy Perkins, Lisa Heaton, Craig Kimble, Scott Davis, Shawn Schulenberg, Amanda Meadows, Meghan Hancock, Sandra Stroebel, Sydney Hughes

Members Absent:
Conrae Lucas-Adkins, Phillip Vallejo
Guests:
Carl Mummert, Mary Beth Reynolds, Sonja Cantrell, Dohee Lee, Jay Radar, Kelli Adkins, Monica DellaMea, Phillipe Georgel, Debbie Lockwood, John Maher, Anna Mummert

WELCOME, INTRODUCTIONS, ANNOUNCEMENTS
- R Egleton started meeting by thanking Huanshu Yuan, for agreeing to be the chair of the credentialing committee. R Egleton and L Heaton had met with the committee to explain the workload etc.

MOTION TO APPROVE AGENDA	**APPROVED**

MOTION TO APPROVE January Meeting Minutes	**APPROVED**

(See Attachment #1)

GRADUATE FACULTY STATUS
(See Attachment #2)
Huanshu Yuan presented the report:
GC-25-02-01-CRC   **APPROVED**
- Note as shown in the report several applications were tabled

Planning Committee
(See Attachment #3)
Scott Davis presented the report
GC-25-02-02-PC   **APPROVED**
GC-25-02-03-PC   **APPROVED**
GC-25-02-04-PC   **APPROVED**
GC-25-02-05-PC   **APPROVED**
GC-25-02-06-PC   **APPROVED**
GC-25-02-07-PC   **APPROVED**
- Committee recommended approval with a change to the effective date to Summer 2025. COEPD representative agreed, R Egleton will edit in CIM prior to signing.

GC-25-02-08-PC   **APPROVED**
GC-25-02-09-PC   **APPROVED**
GC-25-02-10-PC   **APPROVED**
- Committee noted that character length was over 30 characters in title, recommended changing major to Maj.

GC-25-02-11-PC   **APPROVED**
GC-25-02-12-PC   **APPROVED**

CURRICULUM COMMITTEE
(See Attachment #4)
Scott Simonton presented the report:
- **Prior to presenting the report S Simonton recommended that due to the large number of reports that we only discussed curricular changes that the CC had issues otherwise just discuss the number of curricular items per college.**

GC-25-02-13-CC   **APPROVED**
GC-25-02-14-CC   **APPROVED**
GC-25-02-15-CC   **APPROVED**

PROGRAM REVIEW COMMITTEE
- **There was no report, however S Davis requested that the GC could in future receive the external review of programs as part of the general review process.**
- **Mary Beth Reynolds indicated this was an issue of timing and many reports would not be available in time**
- **It was agreed that the GC would receive the external review documents after the review to help us improve our process.**

SHARED GOVERNACE READING OF UPGA-10
(See Attachment #5)
There was a rigorous discussion related primarily to two areas, which is summarized below:
Section 6 Guidelines for Data Classification
- It was recommended that the technology committees should carry out the review for the addition of tools and services to the approved list rather than just the CIO and CISO.

Section 6.1:
The third bullet point states that
"Personally owned equipment and software should NEVER be used to process, store, or transmit restricted information."
- This is not possible as this would restrict the ability for faculty and TAs to perform most of their duties outside of the office.
- This would include submitting grades, checking and answering emails on a phone. It is not feasible and probably not enforceable.
- It would significantly limit 9-month faculty members' ability to work over the summer
- Many faculty members do not have university supplied computers that are able to perform the required duties

Section 7.1 VPN Access
The third requirement is that the device must be a university managed device.
- In essence only people who have been assigned a university cell phone, a University Laptop, or a home computer would be able to use VPN access. Again, this would limit the ability of faculty to fulfill their educational duties

There was also a question regarding if this policy was similar to any of our peers. Have we benchmarked with other institutions?
It was suggested that R Egleton draft appropriate changes to the policy for discussion at the next meeting.
NOMINATION AND VOTE FOR GC SHARED GOVERNANCE REVIEW COMMITTEE
GC-25-02-17
Meghan Hancock (COLA) was nominated   **APPROVED**

Chairs Report:
- R Egleton asked Carl Mummert to discuss his request for the Planning Committee to review proposed new language for the admissions section of the graduate catalog.
- Scott Davis agreed and the planning committee will work on this for the next meeting.
- R Egleton indicated that the GC would delay the reporting need for cross level courses, due to their not being an appropriate structure in place. The executive committee will work on a form to present at a future meeting.

- The Rucker award was discussed and applications are being received.

Graduate Studies Report:
- C Mummert thanked the GC for approving the MLS degree and agreeing to review the admissions language
- Mentioned the Graduate advisor speaker, was pleased with attendance
- Discussed the various hooding ceremonies
- Announced (and also gave some other background information) that Marshall had maintained R2 status.
- Discussed the budget model and how some software related to graduate students would be paid for. L Heaton asked about specific software packages.
- S Davis asked about where Marshall was in the in the CGS application process. C Mummert indicated that we are proceeding slowly due to a hold up at the state level.

Faculty Senate Report:
Given by Shawn Schulenberg
1. The Faculty Senate last met on February 20, and Assistant Chair Mindy Varney ran the meeting as I was out of the country. Our Board of Governor's Chair, Geoff Sheils, made his annual visit to speak to the Senate. We approved several items, including a Legislative Affairs Committee recommendation to urge the legislature to preserve and protect the Governor's Schools. In addition, we approved our Spring 2025 Commencement Speaker and Honorary Degree Candidate. That information will be by the Office of the President at their discretion. Finally, Dr. Jim Denvir from the School of Medicine read a letter out loud from the parents of Maribeth Cox, the student who was killed by a car a little over three years ago expressing disappointment at the lack of progress fixing pedestrian safety near campus.

2. Physical Plant finalized a new home for our Faculty Award plaque immediately outside of the Senate Office in Old Main 310. As you may remember, Kelli Johnson informed me in the fall that we had these plaques located on the 4th Floor of Drinko Library, and they had not been updated since 2016. Hailey Bibbee has been working hard to update all plaques, including adding a new one for the Rucker Award, which is of special interest to the Graduate Council.

3. If any departments wish to make changes to their undergraduate degree programs, majors, or courses, those proposals must be to the UCC by tomorrow, March 1, so that they have enough time to be approved by the Faculty Senate. Otherwise, they must resubmit in Fall 2025. The reason for this is CIM proposals must be "cleaned out" for Academic Affairs to publish our catalogs this summer, which is thankfully much earlier than we did in the past. Our deadline and calendar are earlier than those for graduate programs because of our different structures.

4. The University just sent an email a few minutes before this meeting clarifying our DEI implementation efforts. Please read this email as it contains a lot of important information.

5. The General Education Review Committee met this morning and is nearing a framework for our undergraduate programs. They hope to have a basic plan together soon and start visiting some constituencies, such as the Council of Chairs, soon.

6. The Budget Advisory Committee will be meeting next Thursday for our sixth meeting, reviewing more budgets.

7. The Presidential AI Task Force has been hard at work with several initiatives, but are largest project is university communication. We will soon be launching our one-stop-shop website at www.marshall.edu/ai.

8. Marshall Day at the WV State Capitol is scheduled for March 4. Please put it on your calendar and attend if possible. The format this year will focus on the six pillars, and we should hear more information about that soon.

9. Upcoming Meetings/Events

    a. The Spring General Faculty meeting is scheduled for April 10th, 2025, at 4:00 PM in the Joan C. Edwards Playhouse. Agenda items include honoring retiring faculty and the recognition of award-winning faculty.

    b. The next Executive Committee meeting is scheduled for March 10 for items to be taken up at the March 27 Faculty Senate meeting. All recommendations and resolutions for those meetings are due at senate@marshall.edu by February 28. The BAPC has already submitted recommendations to update our Class Attendance Policy (UPAA 2) and Weather Related and/or Emergency Closure or Delays (UPGA 2).

Meeting Adjourned at 2:20

Attachment # 2
Credentialling Committee Report
February 2025
GC-25-02-01CRC

Type	Faculty Member	College/School	Department/Division	Graduate Faculty Level	Term Start	Term Expires
Add	Agee, James	COEPD	Curriculum and Instruction	Associate	1/13/2025	5/15/2028
Add	Akter, Sadia	COS	Biological Sciences	Graduate Chair	1/13/2025	5/15/2030
Add	Anderson, Dennis	COEPD	Leadership Studies	Graduate	1/13/2025	5/15/2030
Add	Bradley, Kailey	COEPD	Counseling	Associate	1/13/2025	5/15/2028
Add	Givens, Stephen	COEPD	Counseling	Associate	1/13/2025	5/15/2028
Add	Guha, Manamee	COLA	History	Graduate	1/13/2025	5/15/2030
Add	Hovious, Meredith	COEPD	Curriculum and Instruction	Associate	1/13/2025	5/15/2028
Add	Khalid, Sumaira	COHP	Public Health	Graduate Chair	1/13/2025	5/15/2030
Add	Larson, Jeffrey	COB	Management/HCA	Graduate	8/19/2024	12/15/2029
Add	LeGrow, Tracy	COLA	Psychology	Graduate	1/13/2025	5/15/2030
Add	Lee, Mina	CAM	School of Music	Temporary	1/13/2025	5/9/2025
Add	Lu, George	COB	Accounting/Legal Environment	Graduate	8/19/2024	12/15/2029
Add	Malaimare, Ion Alexandru	CAM	School of Music	Graduate	1/13/2025	5/15/2030
Add	Maue, John	COEPD	Curriculum and Instruction	Associate	1/13/2025	5/15/2028
Add	Mimica, Jasmina	COEPD	Counseling	Associate	1/13/2025	5/15/2028
Add	Nicholson, Barbara	COEPD	Leadership Studies	Graduate Chair	8/19/2024	12/15/2029
Add	ORourke, Molly	COEPD	Curriculum and Instruction	Associate	1/13/2025	5/15/2028
Add	Osterfeld, Rebecca	COEPD	Curriculum and Instruction	Associate	1/13/2025	5/15/2028
Add	Page, Lindsey	COEPD	Counseling	Associate	1/13/2025	5/15/2028
Add	Price, Kish	COEPD	Counseling	Associate	1/13/2025	5/15/2028
Add	Rees, Kathy	COEPD	Master of Arts in Teaching	Associate	1/13/2025	5/15/2028
Add	Risher, William	COS	Biology	Graduate Chair	1/13/2025	5/15/2030
Add	Saveliev, Peter	COS	Mathematics & Physics	Graduate	1/13/2025	5/15/2030
Add	Stephens, Margaret	COEPD	School Psycholoogy	Associate	1/13/2025	5/15/2028

Add	Swanson, Lars	CAM	School of Music	Associate	1/13/2025	5/15/2028
Add	Taylor, Elizabeth	SOP	Pharmacy Practice, Administration &Research	Graduate	1/13/2025	5/15/2030
Add	Tuckwiller, Brenda	COEPD	Adult and Continuing Education	Graduate	1/13/2025	5/15/2030
Add	Varney, Melinda	SOP	Pharmaceutical Sciences	Graduate	1/13/2025	5/15/2030
Add	Wang, Liang	COHP	Public Health	Graduate	8/19/2025	12/15/2030
Delete	Bailey, Charles	CAM	Journalism and Mass Communications	Graduate^	8/20/2018	12/8/2023
Delete	Browning, Jordan	SOP	Pharmacy Practice, Administration, and Research	Graduate^	8/22/2022	12/15/2027
Delete	Marshall, Megan	COLA	English	Temporary	8/21/2023	12/8/2023
Delete	Morris, Burnis	CAM	Journalism and Mass Communications	Associate^	1/14/2019	5/6/2022
Delete	Brooks, Clayton	COS	Mathematics &Physics	Associate	1/13/2025	5/15/2028
Edit	Eng, Ben	COB	MKT/MIS/ENT	Graduate	1/13/2025	5/15/1930
Edit	Konz, Suzanne	COHP	School of Kinesiology	Doctoral	1/13/2025	
Edit	Magnusson, Joni	COLA	English	Associate	1/13/2025	5/15/2028
Edit	Mays, Herman	COS	Biological Science	Graduate	1/13/2025	5/15/1930
Edit	Miller, Montserrat	COLA	History	Graduate	1/13/2025	5/15/1930
Edit	Pacioles, Elizabeth	COHP	Health Sciences and School of Kinesiology	Graduate Chair	8/19/2024	12/15/2029
Edit	Pleska, Cathy	COLA	Graduate Humanities	Associate	1/13/2025	5/15/2028
Edit	Puppo, Pamela	COS	Biology	Graduate Chair	1/13/2025	5/15/1930
Edit	Ryu, Jungsu	COHP	School of Kinesiology	Graduate Chair	8/19/2024	12/15/2029
Edit	Shakirov, Yevgeniy	COS	Biology	Graduate Chair	1/13/2025	5/15/1930
Edit	Subedi, Deepak	COB	MGT/HCA	Graduate	1/13/2025	5/15/1930
Edit	Zhu, Guo_Zhang	COS	Biology	Graduate Chair	1/13/2025	5/15/1930
	Hoey, Brian	COLA	Sociology and Anthropology	Graduate	8/15/2017	8/15/2022
	Murchison, Matthew	CAM	Music	Instructor	8/15/2018	8/15/2020

Wrong or missing expiration date (Bolded in table):

- Montserrat Miller (History)

- Pamela Puppo (Biology, Graduate Chair)

- Yevgeniy Shakirov (Biology, Graduate Chair)

- Deepak Subedi (MGT/HCA)

- Guo Zhang Zhu (Biology, Graduate Chair)

- Suzanne Konz (School of Kinesiology) – No expiration date listed.

Missing / Unreadable Documents (Italic Bold in table): Should table till next meeting

- Couldn't find any files for George Lu, Margaret Stephens, Jungsu Ryu, or Matthew Murchison

- Couldn't view the CV for Elizabeth Pacioles

- Elizabeth Taylor didn't include a CV

College of Health Professions

(GC-25-02-02- PC) 909 MS Health & Movement Sciences – New Degree
Health & Movement Sciences
- o   Strength and Conditioning Major
- o   Sports Science Major
- o   Exercise Physiology Major
- o   Biomechanics Major

Rationale: The School of Health and Movement Sciences (SHMS), housed within the College of Health Professions, currently offers degree programs in Athletic Training, Biomechanics, and Exercise Science. Each of these programs has a foundational core stemming from the study of kinesiology. The SHMS is proposing to consolidate two of these programs into a single degree program, the M.S. in Health and Movement Sciences (MSHMS). With our current degree programs common core and new accreditation requirements, we wish to move the Current MS in Exercise Science and MS in Biomechanics programs as majors under a single degree program called the MS Health & Movement Sciences

Effective Date – Fall 2025

Committee Recommendation - Approval

(GC-25-02-03- PC) 899 Biomechanics – New Major
School of Health and Movement Sciences (SHMS)
Rationale: This major is part of combining the MS Biomechanics and MS Exercise Science degree programs.

Effective Date – Fall 2025

Committee Recommendation - Approval

(GC-25-02-04- PC) 900 Exercise Physiology – New Major

School of Health and Movement Sciences (SHMS)

Rationale: This is part of combining the MS Biomechanics and MS Exercise Science as MS Health & Movement Sciences (MSHMS). The Exercise Physiology Major is a multidisciplinary field of study involving the understanding of the active human body in the areas of anatomy, physiology, metabolism, and human kinetics.

Effective Date – Fall 2025

Committee Recommendation - Approval

(GC-25-02-05- PC) 914 Sports Science – New Major
School of Health and Movement Sciences (SHMS)
Rationale: This is part of combining the MS Biomechanics and MS Exercise Science as MS Health and Movement Sciences. Integrates exercise science, biomechanics, physiology, and technology to optimize athletic performance and human movement.

Effective Date – Fall 2025

Committee Recommendation - Approval

(GC-25-02-06- PC) 913 Strength & Conditioning – New Major

Rationale: This is part of combining the MS Biomechanics and MS Exercise Science as MS Health and Movement Sciences (MSHMS). Is designed to prepare students for careers in athletic performance enhancement through evidence-based training methodologies. Accredited by the Council on Accreditation of Strength and Conditioning Education (CASCE),

Effective Date – Fall 2025

Committee Recommendation - Approval

College of Education and Professional Development

(GC-25-02-07- PC) 176 EdD, Curriculum and Instruction – Catalog Change – Admission Requirements
Department of Curriculum and Instruction

Rationale: We were granted emergency approval to use the proposed admission's requirements for Spring 2025. We are requesting to formally update the admission's requirements to remove the GRE and add a timed writing assessment. Many doctoral programs are eliminating GRE scores from their requirements. In addition, the details of our program admission's requirements are not fully outlined in the catalog. We would like to provide the most current information possible to prospective applicants.

<mark>Effective Date – Spring 2025</mark>

Committee Recommendation - Approval with change of effective date to Summer 2025 and ensure that the change is made in CIM after GC approval.

Lewis College of Business

(GC-25-02-08- PC) 148 Doctor of Business Admin – Program Change
Department: College of Business
Rationale: To clarify catalog language and allow for repeating of DBA 790 and DBA 791. Minor changes to admissions requirements.
Committee Recommendation - Approval

(GC-25-02-09- PC) 123 MBA, AACSB Accredited Program Degree (M.B.A.) – Catalog Change – admission requirements
Department: Masters of Business Administration
Rationale: Updating admission requirements for both the degree program and major.

Effective Date – Fall 2025

Committee Recommendation - Approval

(GC-25-02-10- PC) 124 MBA, MU AACSB Accredited Program Major – Catalog Change - admission
Department: Masters of Business Administration
Rationale: Updating Admission requirements.
Effective Date – Fall 2025

Committee Recommendation - Approval. Note About Character Limit in CIM

School of Library Science

(GC-25-02-11- PC) 903 MS, Library Science Degree Program (M.S.) – New Degree

Rationale: Marshall University proposes an MSLS program starting in 2025-26 to address the lack of local preparation for academic and public librarians in West Virginia. This will be the first MSLS program in the state, reducing the need for residents to seek costly out-of-state education. The program aims to address librarian shortages, enhance specialized training, and provide career opportunities in academia, archives, and public libraries. Marshall's long history of producing school librarians and commitment to excellence supports this initiative, which Hanover Research and state-level partners further validate. The program will pursue ALA accreditation to elevate its prestige, impact, and job placement.

Effective Date – Fall 2025

Committee Recommendation - Approval

(GC-25-02-12- PC) 902 MS, Library Science – MS, Library Science – New Major
Department: School of Library Science
Rationale: Marshall University proposes an MSLS program starting in 2025-26 to address the lack of local preparation for academic and public librarians in West Virginia. This will be the first MSLS program in the state, reducing the need for residents to seek costly out-of-state education. The program aims to address librarian shortages, enhance specialized training, and provide career opportunities in academia, archives, and public libraries. Marshall's long history of producing school librarians and commitment to excellence supports this initiative, which Hanover Research and state-level partners further validate. The

program will pursue ALA accreditation to elevate its prestige, impact, and job placement.

<u>Effective Date</u> – Fall 2025

Committee Recommendation - Approval

COS
GC-25-02-13-CC

CHM 525:	**Brownie, Beer, Bacon Chemistry**
College:	College of Science
Department:	Chemistry
Major:	Exercise Science and Sport
Type:	New Course
Credit Hours:	3
Effective:	Fall 2025
Course Description:	The application of biochemistry and physical chemistry to foods and fermented beverages. Kitchen activities and tastings are employed to demonstrate chemical principles.
Split level? Proposed Prerequisites:	Yes, CHM 425 - Brownie, Beer, Bacon Chemistry difference in 400 / 500 ok
Delivery	Lab and Lecture
Grading	Normal
Rationale:	This course offers students a unique opportunity to apply concepts learned in general, organic, biological, and physical chemistry to food and fermented beverages. Throughout the course, emphasis is placed on how science can be interpreted for the general public. The course is the only one in the chemistry curriculum that exposes students to the fields of food science and brewing chemistry and therefore is an important opportunity to introduce other possible career paths for chemistry majors. The course also meets the practical needs of students pursuing degrees in chemistry. Majors in Chemistry are required to take chemistry elective courses to fulfill their degree requirements and some students complain that there is a lack of courses to choose from. There is also a need for additional graduate courses in chemistry that can be cross-listed with undergraduate courses so that they may be delivered within the teaching workload of the faculty. There is high demand for this course as evidenced by enrollments (close to the kitchen capacity of 20 students) when it was offered twice previously as a special topics course. This proposed course will likely be offered every other year with a projected enrollment of 20 students.
Equipment / cost	$600 is needed for ingredients and consumable supplies used in kitchen activities. These may be purchased from a local grocery store in the week prior to each class meeting. The Department of Chemistry has used its budget to cover the cost of these supplies in the past offerings as a Special Topics course.
A kitchen facility with cooking ranges, oven, food processors, and standard cooking utensils is required. The Department of Chemistry will request use of the kitchen facility from the Department of Dietetics, as has been done in the past. The department already owns or has access to some specialized equipment such as fermentation jars and a beer brewing kit.
Recommendation and Comments	Approve

COE
GC-25-02-14-CC

CI 605	**Trauma Res. Child Guid. in ECE**

College:	College of Education
Department:	Curriculum and Instruction
Major:	Early Childhood Ed, Emphasis; Early Childhood Ed, Grad Cert
Type:	New Course
Credit Hours:	3
Effective:	Fall 2025
Course Description:	Analysis of research-based, developmentally appropriate child guidance methods through a trauma-responsive lens that can be implemented by those who work with young children.
Split level?	No
Delivery	This course will be delivered via an asynchronous online model utilizing the University's learning management system and other online tools as applicable. Engaging and enriching peer-to-peer and instructor-to-peer experiences and assignments will be possible via this online format.
Proposed Prerequisites:	
Grading	Normal
Rationale:	This course will replace ECE 535, Administration of Early Childhood Programs, which was almost entirely focused on how to prepare a graduate-level student to become a childcare manager or director.

Relevant content from ECE 535 will be infused into CI 633, Adult Involvement in Early Childhood Education and CI 632, Early Childhood Programs. Therefore, content from ECE 535 that focuses on working with families across various early childhood education settings will remain in the curriculum for the Early Childhood Education Area of Emphasis and Graduate Certificate Program.

Replacing ECE 535 with a course that focuses on helping educators learn more about how to become more readily capable of helping young children (ages 3-5) to develop problem solving skills and social competence will benefit all students who enroll in the course. Moreover, the large focus in this revised class on helping classroom educators become aware of and attuned to providing trauma responsive care is more applicable than in past decades, with negative child behaviors soaring due to a multitude of reasons. Many of these reasons include Adverse Childhood Experiences (ACEs) and other forms of trauma they have experienced or witnessed in their young lives.

Equipment / cost	NA
	Will be part of the Early Childhood Ed, Emphasis; Early Childhood Ed, Grad Cert
Recommendation and Comments	Approve

CI 631   Early Child. Approach & Method

College:	College of Education
Department:	Curriculum and Instruction
Major:	Early Childhood Ed, Emphasis; Early Childhood Ed, Grad Cert
Type:	Course Change – Title and Description
Credit Hours:	3
Effective:	Fall 2025

Course Description:	Exploration of research-based and instructional-focused approaches to early childhood education in and out of the classroom environment.
Split level?	No
Delivery	All coursework will be delivered via an asynchronous online model. Students will have opportunities to engage in peer-to-peer and instructor-to-peer experiences and assignments through use of the University's learning management system.
Old Title	Curr Influ Early Child Ed
New Title	Early Child. Approach & Method
Old Course Description:	A study of recent findings in the behavioral sciences and their implications for early childhood education.
New Course Description:	Exploration of research-based and instructional-focused approaches to early childhood education in and out of the classroom environment.
Proposed Prerequisites:	
Grading	Normal
Rationale:	Renaming this course to "Early Childhood Approaches and Methods" reflects revisions that emphasize the various approaches, practices, methods, and pedagogical systems that early childhood educators may use to implement curriculum and research-based best practices with young children aged three through six in and out of early childhood classroom settings.

This course will provide students the opportunity to explore research-based and instructional-focused approaches to early childhood education programming, both in and out of the classroom environment.

Projected semester enrollment for this course=approximately 10 students.

Revisions to this course are necessary to include the latest research about best practices for classroom educators and others who currently or will serve children ages three through six.

Focus on an integrated and inquiry-based approach that is balanced with intentionally-planned teaching and learning opportunities will be included in the course.

The course will place a strong emphasis on developing students' comprehensive understanding and application of the holistic framework that is a pillar of high-quality early learning environments and experiences, including various research-proven, high-yield approaches to early childhood education.

Equipment / cost	NA
Recommendation and Comments	Approve

CI 797	**Curr & Inst Dissertation Res**
College:	College of Education
Department:	Teacher Education
Major:	EdD, Curriculum and Instruction
Type:	Course Change – Change in credit hours
Credit Hours:	1-9
Effective:	Summer A 2025

Course Description:	This course is designed to support the student's doctoral research. The major focus is completion of the dissertation. (PR: Admitted to Candidacy of C & I Doctoral Program. First Term Offered: Spring 2004)
Split level?	No
Delivery	Synchronous online - Students working on their dissertations meet virtually with their chairperson, as needed, throughout the semester. When students are ready to present their prospectus and defend their dissertation, these meetings take place virtually with the doctoral committee. There are no campus-based requirements.
Old Title	NA
New Title	NA
Old Course Description:	NA
New Course Description:	NA
Proposed Prerequisites:	NA
Grading	Normal
Rationale:	The curriculum was changed some time ago for students to take a maximum of 9 hours of CI 797 rather than 12 hours. However, the range of hours was not changed on the course as it is listed in the catalog
Equipment / cost	NA
Recommendation and Comments	Approve

COB

GC-25-02-15-CC

DBA 790   **Dissertation Design**

College:	College of Business
Department:	Doctor Business Administration
Major:	DBA
Type:	Course Change – description
Credit Hours:	3-6
Effective:	Fall 2025
Course Description:	This course is an individualized scholarly investigation of an important topic in business. It prepares students for the dissertation process and focuses on issues such as dissertation committee selection. Repeatable.
Split level?	No
Delivery	
Old Title	NA
New Title	
Old Course Description:	This course is an individualized scholarly investigation of an important topic in business. It prepares students for the dissertation process and focuses on issues such as dissertation committee selection.
New Course Description:	This course is an individualized scholarly investigation of an important topic in business. It prepares students for the dissertation process and focuses on issues such as dissertation committee selection. Repeatable.
Proposed Prerequisites:	
Grading	
Rationale:	This is to add the term "repeatable" to clarify that it is the intent of the program to allow this course of instruction to continue for a period of time.

Equipment / cost	Various
Recommendation and Comments	Approve

DBA 791   **Dissertation**

College:	College of Business
Department:	Doctor Business Administration
Major:	DBA
Type:	Course Change – description and credit hours
Credit Hours:	1-18 (was 9-18)
Effective:	Spring 2025
Course Description:	Coursework supports and guides doctoral candidates in their research and the development and defense of the dissertation. The course provides individual time with members of the student's dissertation committee. Repeatable.
Split level?	No
Delivery	
Old Title	NA
New Title	
Old Course Description:	Coursework supports and guides doctoral candidates in their research and the development and defense of the dissertation. The course provides individual time with members of the student's dissertation committee.
New Course Description:	Coursework supports and guides doctoral candidates in their research and the development and defense of the dissertation. The course provides individual time with members of the student's dissertation committee. Repeatable.
Proposed Prerequisites:	
Grading	
Rationale:	The only change to be made is changing from 9-18 hours of credit to 1-18 hours of credit. This request is made to properly align with program intentions.
Equipment / cost	Various
Recommendation and Comments	Approve

COLA
GC-25-02-16-CC
HST 570   **The Civil War in Myth & Memory**

College:	College of Liberal Arts
Department:	History
Major:	History (Elective)
Type:	New Course
Credit Hours:	3
Effective:	Fall 2025
Course Description:	In a reading seminar, students will examine the historiography as well as origins and change over time of Civil War memory from 1865 to the present.
Split level?	Yes, HST 470 - The Civil War in Myth & Memory, ok

Proposed Prerequisites:	
Delivery	In person
Grading	Normal
Rationale:	This 500 level course will provide graduate students with an opportunity to explore the Civil War in Myth and memory with more depth and rigor that I can provide in an undergraduate course. The projected semester enrollment is anywhere between 3-7 students.
Equipment / cost	NA
Recommendation and Comments	Approve

UNIVERSITY POLICY FOR GENERAL ADMINISTRATION

Policy No. UPGA-10
INFORMATION SECURITY POLICY

1   General Information:

- Statutory References: WV. Code § 18 B-1-6
- Passage Date: September 12, 2019
- Effective Date: October 15, 2019
- Updated Date: February 20, 2025

1.2. Scope:

This Policy applies to all faculty, staff, and third-party Agents of MarshallUniversity as well as any other University agents who are authorized to access Institutional Data.

1.3. Background:

Marshall University ("University") has adopted the following Information Security Policy ("Policy") as a measure to protect the confidentiality, integrity, and availability of Institutional Data as well as any Information Systems that store, process, or transmit Institutional Data.

2   Definitions:

2.1. "Agent" For the purpose of this Policy, is defined as any third-party that has been contracted by the University to provide a set of services and stores, processes or transmits Institutional Data as part of those services.

2.2. "Information System" is defined as any electronic system that stores, processes, or transmits information.

2.3. "Institutional Data" is defined as any data that is owned or licensed by the University, or its agent.

3   Policy:

3.1. Throughout its lifecycle, all Institutional Data shall be protected in a manner that is consistent with the Guideline for Data Classification , given the level of sensitivity, value and criticality that the Institutional Data has to the University and its agents. Any Technology Resource that stores, processes or transmits Institutional Data shall be secured in a manner that is considered reasonable and appropriate according to the Guideline for Data Classification.

3.2. Individuals who are authorized to access Institutional Data shall adhere to the Information Security Roles and Responsibilities, as defined in this document.

3.3. This Policy will be reviewed by the University's Information Security Office on an annual basis or as deemed appropriate based on changes in technology or regulatory requirements.

3.4. Some violations of this Policy may occur unknowingly and will be addressed in collaboration with MUIT and the employee. However, serious or repeated violations of this Policy may result in restricted or revoked access to Institutional Data and University-owned Information Systems. In cases of extreme or willful misconduct, further administrative actions may be taken, up to and including termination of employment or contractor status, in accordance with existing policies and procedures. In certain situations, civil or legal consequences may also apply.

3.5. Violations of this Policy may result in further investigation. Wil Exceptions to this Policy must be approved by the Information Security Office, under the guidance of the Chief Information Officer and formally documented. Policy exceptions will be reviewed on a periodic basis for appropriateness.

4 Information Security Roles and Responsibilities

4.1. Chief Information Officer

The Chief Information Officer (CIO) is a senior-level executive responsible for the overall technology strategy and implementation at the University. Responsibilities of the CIO include the following:

- Developing and implementing the University's IT strategy to support the institution's goals and objectives.

- Overseeing the management of IT infrastructure, including hardware, software, networks, and data centers.

- Ensuring the reliability, security, and scalability of the University's IT systems.

- Evaluating and implementing new technologies to improve efficiency and effectiveness.

- Ensuring compliance with relevant regulations and standards related to IT and data management.

- Developing and maintaining relationships with external vendors and partners.

4.2. Chief Information Security Officer

The Chief Information Security Officer (CISO) is a senior-level employee of the University who oversees the University's information security program. Responsibilities of the CISO include the following:

- Developing and implementing a university-wide information security program.

- Documenting and disseminating information security policies and procedures.

- Coordinating the development and implementation of a university-wide information security training and awareness program.

- Coordinating a response to actual or suspected breaches in the confidentiality, integrity, or availability of Institutional Data.

4.3. Chief Data Officer

The Chief Data Officer (CDO) is a senior-level executive responsible for the governance and utilization of data as a strategic asset at the University. Responsibilities of the CDO include the following:

- Developing and implementing a data governance framework to ensure the quality, integrity, and security of Institutional Data.

- Overseeing data management practices and ensuring that data is used effectively across the University.

- Establishing data policies and standards to guide data collection, storage, processing, and usage.

- Ensuring compliance with data-related regulations and standards, including privacy laws and data protection regulations.

- Leading the data management team and coordinating with Data Stewards and Data Custodians.

- Identifying opportunities for data integration and analytics to enhance the University's operations and services.

4.4. Data Steward

A Data Steward is a senior-level employee of the University who oversees the lifecycle of one or more sets of

Institutional Data. Responsibilities of the Data Steward include the following:

- Assign appropriate classification to Institutional Data by its sensitivity, value, and criticality of the University as defined by the Guidelines for Data Classification.

- Assign day-to-day administrative and operational responsibilities for Institutional Data to Data Custodians.

- Approve standards and procedures related to the day-to-day operational management of Institutional Data.

- Determine the appropriate criteria for obtaining access to Institutional Data. Provisioning access is the responsibility of the Data Custodian, or the assigned Data Steward based on the business function or support role.

- Ensure that Data Custodians implement reasonable and appropriate security controls to protect the confidentiality, integrity, and availability of Institutional Data.

- Understand and approve how Institutional Data is stored, processed, and transmitted by the University and/or third-party agents of the University.

- Define risk tolerances and accept or reject related security threats that impact the confidentiality, integrity, and availability of Institutional Data.

- Understand legal obligations and cost of non-compliance of data protections.

- Understand how Institutional Data is governed by university policies, State and Federal Regulations, Contracts, and other binding agreements.

4.5. Data Custodian

A Data Custodian is an employee of the University who has administrative and/or operational responsibility to oversee Institutional Data. In many cases, there will be multiple Data Custodians. Data Custodian responsibilities are responsible for the following:

- Understand and report on how Institutional Data is stored, processed, and transmitted by the University, its agents, and third-party agenda of the University.

- Implement appropriate physical and technical safeguards to protect the confidentiality, integrity, and availability of Institutional Data.

- Document and disseminate administrative and operational procedures to ensure consistent storage, retention, processing, and transmission of Institutional Data.

- Provision and deprovision access to Institutional Data as authorized by the Data Steward.

- Understand and report security risks and how they impact the confidentiality, integrity, and availability of Institutional Data.

4.6. Users

Users are any employee, contractor, agent, or third-party agent of the University who has authorized access to University Systems and/or Institutional Data. A user is responsible for the following:

- Adhere to policies, guidelines, and procedures pertaining to the protection of Institutional Data.

- Report suspected vulnerabilities in the confidentiality, integrity, or availability of Institutional Data to the Information Security office.

5   Information Security Awareness & Training

Any user with an account at Marshall University must complete the following annual information security trainings. Failure to complete these trainings may include disruption to your university account and/or te

rmination of your university account.

- General Information Security Awareness Training (mandatory for all), including Phishing Awareness and FERPA training.

- GLBA Training (mandatory for any working with student financial accounts)

- HIPAA Training (mandatory for any working with Personal Health Information)

- PCI Training (mandatory for any working with payment card transactions)

6   Guidelines for Data Classification

Employees, agents, and third-party agents of Marshall University should be mindful and only utilize approved acceptable tools and services when storing, processing, and/or transmitting Institutional Data. Technology tools and services, even those at no cost to the University, must be reviewed according to ITP-3: Technology Governance and Procurement Review. This includes personal productivity technologies, including artificial

intelligence (AI) tools, that process and retain data (i.e., meeting recording and transcription, large language models (LLMs), small language models (SLMs), image processors, etc.) If there are technology tools or services not listed in the Data Classification Guide, the CIO and the CISO should be notified via e-mail to vet through and information review and be approved accordingly. The Data Classification Guide will be reviewed and updated semi-annually by MUIT.

Table 6.1: Data Classification Guide

Type of Data	Description of Data	Examples of Data	Exposure Risk	Acceptable Tools & Services
Restricted	Data should be classified as Restricted when the unauthorized disclosure, alteration or destruction of that data could cause a significant level of risk to the University or its agents.	- Data protected by state or federal privacy regulations. (i.e., FERPA, HIPAA) - Data protected by confidentiality agreements. - Accounts Payable Information - Bank Account Information - Employee Personnel Information - Student Loan/Financial Aid Information - Student Advising Information - Student Conduct Information - Enrollment Data - Student Health Data (i.e., Immunizations) - Donor Information - Building Utilities & Life Safety Information - Legal documents and litigation-related information - Network security information. - Critical infrastructure control systems information	High	- Blackboard LMS - Banner Student - Banner Finance - Banner HR - Banner Document Management - Dynamic Forms - OneDrive - Oracle Cloud Infrastructure (OCI) and associated data tables - MS Teams Files - SharePoint - E-Mail (only if ENCRYPT feature is used) - Qualtrics - Salesforce CRM - EAB Navigate - Exxat (Dietetics and Physical Therapy only) - Titanium (Speech and Hearing only) - Symplicity Advocate - StarRez (for the Landing only) - eResLife

				- Synchronizing files from OneDrive/MS Teams/Sharepoint to a Device is NOT ALLOWED for restricted data, unless device is encrypted. - PHI only allowable for M365, Titanium, and Exxat Software. - TouchNet Student Account Center, Advisor, e-Refunds
Private	Data should be classified as Private when the unauthorized disclosure, alteration or destruction of that data could result in a moderate level of risk to the University or its agents.	- By default, all Institutional Data that is not explicitly classified as Restricted or Public data should be treated as Private data. - University Budget Detail Information - Chart of Accounts & Ledger Information - Procurement Information & Contracts - Research Proposals & Grants - Limited Directory Information - Building Egress Plans - Room Utilization Data - Non-disclosure agreements (NDAs) and other contractual documents - Internal audit reports - Detailed IT infrastructure documents	Medium	- All the above - E-Mail does NOT have to be encrypted for this data. - Synchronizing files between One Drive/MS Teams/SharePoint is permitted for Private information. - Adobe Express, Adobe Creative Cloud, Adobe Acrobat Pro DC - Copilot.Microsoft.com -
Public	Data should be classified as Public when the unauthorized disclosure, alteration or destruction of that data would result in little or no risk to the University and its agents.	- Public Record Information - Press Releases - Course Information - Research Publications - General Directory Information - Campus Map - University policies and procedures that are publicly available. - Event announcements and community outreach information - Award and recognition information for faculty, staff, and students	Low	- No restrictions on storing or sending this type of data.

6.1. Guidelines for Storing, Processing, & Transmitting Restricted Information

As noted, restricted information is any data that when the unauthorized disclosure, alteration or destruction of that data could cause a significant level of risk to the University or its agents. The following provides best practices and guidelines for storing, processing, or transmitting restricted information:

- SharePoint sites must indicate visual cues of restricted information storage, access must be limited to only those with a need to know.

- Do not include restricted information in the subject line of a meeting or appointment on your calendar. Ensure the meeting details are protected via access controls or marked "Private."

- Do not download restricted information to a computing or mobile device unless device encryption is in place. Personally owned equipment and software should NEVER be used to process, store, or transmit restricted information.

- Do not share passwords. If you need to share or remember passwords, utilize a password management software approved by the Information Security Office.

- Do not leave paper copies of restricted information unattended. Ensure restricted information is secured and shredded when no longer needed.

- Do not e-mail restricted information. Instead send a copy of the information via a secure, access-controlled link. Alternatively, utilize the "ENCRYPT" feature in e-mail to encrypt the transmission of the message.

- Do not use personal e-mail to conduct business or e-mail restricted information to a personal account.

- All systems storing restricted information must be reviewed and approved by the Information Security Office. Any systems storing, processing, or transmitted restricted information must utilize Multi-Factor Authentication standards (MFA).

- Keep in mind that FERPA and PHI is considered restricted information. Any data beyond "directory" level information should be considered restricted information. Note: MUID numbers, also known as "901" numbers are considered restricted information. For more information, visit FERPA – Consumer Information and Disclosures (marshall.edu).

- All university printers must be reviewed and approved by Marshall University Information Technology.

7 Technical Controls & Guidelines

7.1. VPN Access

VPN access provides users access to the University network and systems from a remote location. When connected to the university network (onsite or through VPN), information may be collected to ensure security and compliance. This information includes authentication attempts, device configuration compliance, unusual traffic patterns, duration of connection, latency, throughput, bandwidth utilization, and any anomalies.

VPN access will be audited, reviewed, and approved annually. VPN access is granted through the IT Service Desk, upon approval by an employee's direct supervisor and must meet the following requirements:

Multi-Factor Authentication (MFA) must be enabled

- the user's device is encrypted

- the user's device is registered for routine security updates, and has anti-malware software installed

- the user's device is a university managed device

To ensure optimal security when accessing the university network through VPN, the VPN connection will timeout after thirty (30) minutes of inactivity. Additionally, the maximum connection time of the VPN will be twelve (12) hours before reauthentication is required.

7.2. Device Administrative Access

In general, most users do not require administrative access to their university managed device. Device administrative access is granted through the IT Service Desk, upon approval by an employee's direct supervisor. Device administrative access is audited, reviewed, and approved annually.

7.3. Device Encryption

MUIT requires device encryption for any devices that have the potential to store restricted information, including FERPA and HIPAA data. Additionally, external file storage such as hard drives or USB drives must be approved by MUIT Information Security and encrypted when handling restricted information.

7.4. System Logging & Auditing

MUIT routinely collects logs on activities utilizing the University network. System logs will be retained for up to one year to

ensure MUIT can conduct compliance reviews and investigations. MUIT also regularly monitors and analyzes log data to detect suspicious activities and identify potential security risks. Only authorized personnel in MUIT will have access to log data. Log data includes the following:

- Startup and shutdown events

- System errors and/or updates

- User activities including login attempts, file access, and changes to user permissions

- Network traffic information including source and destination IP Addresses, port numbers, and protocols

- Application logs including error messages, transaction records, and user activity

- Alerts and logs from security tools such as firewalls, intrusion detection systems, and endpoint detection software

7.5. Guest Accounts

Guest Accounts are provided to non-employees of Marshall University. Guest accounts require a university sponsor and will be audited, reviewed, and approved annually.

- Access to enterprise systems and Institutional Data must be approved by the employee's supervisor or guest account sponsor, as well as the Data Steward (or designee). Access to enterprise systems and Institutional Data will be audited, reviewed, and approved annually by the Data Steward (or designee) and the employee's supervisor or guest account sponsor.

- The University will participate in annual penetration testing to ensure the security of its information technology infrastructure and network. Any remediations will be coordinated by the Information Security Office and may include the participation and cooperation of other units and/or employees of the University.

- Marshall University Information Technology may collect and audit system transaction log files to detect and respond to security incidents in a timely manner. This may include user access, administrative actions, system errors, and security events.

7.6. Security Audits & Risk Assessments

MUIT participates in a variety of security audits and assessments. MUIT will routinely test and monitor the effectiveness of our technical safeguards through these assessments.

8   Vendor Risk Management

All technology systems or services used by the University, its agents, or third-party agents must undergo an information security review, as outlined in ITP-3: Technology Governance and Procurement Review. The Information Security Office utilizes the Higher Education Community Vendor Assessment Toolkit (HECVAT) provided by Educause to assess risk for technology vendors. The HECVAT is a questionnaire framework specifically designed for higher education to measure vendor risk. Elevated risk technologies or those that do not meet the standards herein must be approved by the Technology Executive Council, as well as the Chief Legal Counsel of the University.

9   Information Security Incident Response Procedure

9.1. Incident Definition:

An incident is the act of violating an explicit or implied security policy. These include but are not limited to:

- attempts (either failed or successful) to gain unauthorized access to a system or its data resulting in an unwanted disruption or denial of service.
- the unauthorized use of a system for the processing or storage of data,
- changes to system hardware, firmware, or software characteristics without the owner's knowledge, instruction, or consent.

All MU employees, agents, and third-party agents are required to report any activities that meet these incident criteria. It is our policy to keep any information specific to the incident confidential.

9.2. Incident Response Procedure:

- Step 1 - Information Security office and the IT Response Team is notified that a potential or actual breach has occurred through one of the following modalities: 1) IT Service Desk, 2) Direct Contact (i.e., Incident Response Form or e-mail abuse@marshall.edu), 3) Legal Counsel, Campus Police, or other Law Enforcement Agencies, 4) Internal/External Audit groups, 5) Human Resources, 6) External or Internal Complaints/Observations, etc.

- Step 2 – Determination of Severity

  Determination of the level of severity are as follows:

Severity	Symptoms
1	- Network or system outage with significant impact to the user population or operation of the University. - High probability of propagation. - Probable or actual release or compromise of sensitive data (financial records, personal data, passwords, etc.) - Requires immediate remedial action to prevent further compromise of data and adverse impact to network or other entities. - Notification of entities outside the University is required.
2	- Some adverse impact to the operation of the University. - Adverse effects are localized or contained, or minimal risk of propagation. - No apparent release or compromise of sensitive data. - Remedial but not immediate action is required. - Notification of entities within the University is required.

3	• Minimal impact to small segment of user population or operation of university. • Completely localized, with few individuals affected, and presenting little or no risk to other entities. • No loss or compromise of sensitive data. • Remedial action is required. • Individual notification is required.

- Step 4 – Initial Notification of Incident: Based on the determined severity level, the following will receive an initial notification of the incident. All Severity 1 incidents require the formation of an Incident Response Team.

    o Severity 1: President, Chief of Staff, Chief Legal Counsel, Chief Information Officer, Chief Data Officer, Provost, Chief Financial Officer, Chief Marketing & Communications Officer, Chief of Police, others as determined.

    o Severity 2: Chief Legal Counsel, Chief Information Officer, Chief Data Officer, others as determined.

    o Severity 3: Chief Legal Counsel, Chief Information Officer, Chief Data Officer, others as determined. Notifications for this severity level will be sent post investigation.

- Step 5 – Investigation: The IT Information Security designate meets with the reporting organization or personnel to discuss and begin the investigation and documentation of the incident. The investigation proceeds as rapidly as possible to a highly probable conclusion of Severity Level. A preliminary report and Severity Level determination is provided to the Information Security within 48 hours. Investigation will include the following questions:

    o What happened?

    o What systems, devices, etc., were compromised?

- What is the net damage and costs?

- Was information lost or stolen? If yes, what?

- Was the information restricted or private?

- How was the information acquired?

- How was the system or device configured?

- What are the maintenance procedures?

- Do log files exist?

- Who was affected by the breach?

- Step 6: Determine level of external involvement needed included the following:

  - WV-BRIM

  - Law Enforcement

  - Cyber-Security consulting services

  - Others, as identified.

- Step 7: Documentation & Remediation will include the following processes:

  - Preservation of evidence

  - Determine root cause.

  - Implement required technology remediations.

  - File criminal charges (if required)

- Step 8: Develop & Implement Communication Plan for all notifications and media outreach.

  - Notification letters should contain the following: 1) a description of the breach, 2) Contact information for major credit reporting agencies, 3) recommendation to place a fraud alert on respective credit reports and ongoing monitoring, 4) a university contact for additional information.

- Notifications of security incidents will be sent via first class mail on university letterhead to impacted individuals.

- University Marketing and Communications will follow established policies and procedures for media relations and notifications.

- All media inquiries or questions should be directed to the Chief Information Officer, Chief Information Security Officer, or a member of University Marketing & Communications.

- Step 9: Conclusion & Final Report: The Information Security Office will provide a final report to all identified stakeholders.

Shared Governance Review Committee Bylaws

I. <u>History:</u>

These bylaws were adopted on _____ with review and approval from the University Advisory Council and the President of the university.

II. <u>Membership and terms</u>**:**

The Shared Governance Review Committee shall consist of the following members:

- Designee elected by the Student Government Association
- Designee elected by the Faculty Senate
- Designee elected by the Graduate Council
- Designee elected by the Classified Staff Council
- Designee elected by the Non-Classified Staff Council
- Designee from Academic Affairs appointed by the Provost
- A member of the cabinet appointed by the President

Members will serve staggered, two-year terms. Members can serve an unlimited number of terms. The following inaugural members will serve a three-year first term, unless they are replaced on their representative body, in which case a new representative will be chosen (Group B):

- Faculty Senate Representative (must join the committee in their first term as Faculty Senator)
- Classified Staff Council Representative (must join the committee in their first term on staff council)
- Academic Affairs representative

After the first two years of the Review Committee's inaugural review cycle, the following new members will be chosen (Group A):

- Student government representative
- Graduate Council representative
- Non-classified staff council representative
- Cabinet representative

The following is a summary of the staggered schedule for choosing new members:

Review Cycle 1 (2024-2028)
- Two-years into cycle, spring semester
  - Group A will choose new members: Student government representative, Graduate council representative, Non-classified staff council representative, cabinet representative chosen
- Three years into cycle, spring semester
  - Group B will choose new members: Faculty Senate representative, Classified Staff Council representative, Academic Affairs representative
- Four years into cycle, spring semester: Group A will choose new members

Review Cycle 2 (2028-2032)

- One year into cycle, spring semester: Group B will choose new members
- Two years into cycle, spring semester: Group A will choose new members
- Three years into cycle, spring semester: Group B will choose new members
- Last year of cycle: Group A will choose new members

The selection of new members continues on this staggered schedule.

The committee shall elect a new chair every two years, also in the Spring semester, after the new members have been selected for that term.

III. <u>Duties:</u>

- Review each unit at Marshall to assess their adherence to shared governance principles. This should include a self-reflection from each body reviewed, including any challenges they face that prevent them from achieving shared governance principles. Findings should be submitted in a review report to each unit. Review reports should also be made public and submitted to the President.
- Each governing body will be reviewed at least once every four years on a rotating basis. It is the duty of the Review Committee to establish the schedule for reviewing bodies.
- The Review Committee shall establish a rubric, based on the shared governance principles outlined in section V, to be used for each review.
- Conduct a survey every four years to assess constituents' satisfaction with the shared governance process. Survey results should be made public and shared with the University Advisory Committee.
- Accept requests for investigations into violations of the shared governance principles via the online form provided on the shared governance website.

IV. <u>Bodies to be reviewed:</u>

The governance structures and processes of each of the following bodies should be reviewed:

- Faculty Senate
- Graduate Council
- Board of Governors
- Student Government Association
- Classified Staff Council
- Non-classified Staff Council
- President's Cabinet
- Academic Affairs
- Libraries
- Each academic unit/college (as of the date of execution of these bylaws, this includes the following, but if additional colleges or academic units are established, they should be added to the review cycle):
  - College of Liberal Arts
  - College of Education and Professional Development
  - Schools of Business
  - Aviation
  - School of Medicine
  - College of Science
  - College of Arts and Media
  - College of Engineering & Computer Sciences
  - School of Pharmacy
  - College of Health Professions
- Information Technology
- Finance

V. <u>Shared Governance Principles:</u>

Reviews of each body should be conducted according to the following principles. Specific procedures for conducting the reviews will be established by the Review Committee.

Va. <u>Transparency and Communication</u>: We strive for a system of governance that encourages and relies on open communication among stakeholders and governing bodies. We understand that information must sometimes remain confidential during decision-making processes, but this principle assumes that each governing body makes a genuine attempt to communicate as much as possible about ongoing decision-making processes to stakeholders. Meaningful and productive lines of communication should be established for stakeholders to provide input on relevant decisions.

Vb. <u>Accountability</u>: It should be clearly communicated to constituency groups which persons/bodies hold ultimate authority for decisions. An appeal process for decisions made by each governing body should be established and directed to the appropriate authority.

Vc. <u>Shared Decision-Making</u>: Each decision should be made with meaningful and adequate input from relevant constituency groups. This input should be provided during the process of decision-making, not simply after a decision has been made.

Vd. <u>Inclusion and Respect for Diverse Perspectives:</u> All governing units should strive for participation from a diverse, equitable, representative, and balanced sector of each group they represent. No single classification of constituents (e.g., women, non-tenured faculty) should shoulder the brunt of shared governance work.

Ve. <u>Clarity of Roles and Responsibilities:</u> The roles and responsibilities for each governing body should be clearly defined and communicated. Each governing body shall onboard new members by communicating these roles and responsibilities. The shared governance matrix provided below outlines the types of decisions that are the purview of each governing body.

Vf. <u>Freedom of speech</u>: All constituents of Marshall University, including students, tenure-track and non-tenure-track faculty, staff, and members of the administration and governance of the university, have a right to provide open and honest input on decisions that affect them and the university's . All constituents have the right and responsibility to contribute to Marshall University's mission and well-being.

VI. <u>Amendments to these bylaws:</u>

These bylaws may be amended by a majority vote of the Shared Governance Review Committee.

Graduate Council
February 2025
Attachment # 7

Admission to A Graduate Program

The first step for a student interested in attending Marshall as a graduate student is to obtain admission information from the department offering the desired program or from the Graduate Admissions Office. Instructions for applying are available at the website at http://www.marshall.edu/graduate/admissions/how-to-apply-for-admission. Prospective graduate students should apply for admission as early as possible.

Accelerated Graduate Degrees

Marshall undergraduates who wish to begin graduate studies before completing their bachelor's degree should consult *Accelerated Graduate Degree (AGD)* in the *Academic Requirements and Regulations* section of this Catalog. Accelerated options in specific programs can be found by accessing individual program overviews from the *Graduate Programs A-Z* section of the Catalog. Students in an accelerated degree program apply for graduate admission during the semester when they complete their bachelor's degree requirements.

Graduate Admission Checklist

To apply to Marshall as a graduate student, an applicant must follow these steps:

- Complete, sign, and submit the *Graduate Application for Admission*, along with any required application fee, by the published deadline. The *Graduate Application for Admission* is available online at https://www.marshall.edu/admissions/apply/.
- Request that the registrar's office of each institution previously attended (except Marshall) send official transcripts from U.S. institutions directly to the Graduate Admissions Office as required. Marshall Graduate Admissions will obtain an applicant's transcript from Marshall, if applicable.
  - Students who cannot yet receive official transcripts for a recently completed a bachelor's degree should consult *Conditional Admission* under *Admission Classification of Graduate Students* in this section of the Catalog.
  - Transcripts from non-U.S. institutions must be accompanied by NACES member evaluations as described under *Transcript Requirement*.
- Have the appropriate testing agency submit official standardized exam scores (if required) directly to the Graduate Admissions Office.

- Send or have sent all other items required by the desired academic program to the Graduate Admissions Office.

Applications are reviewed only after all required documents and credentials and any required application fee are received. Holds or other obligations from previous institutions may cause a delay in application processing or may cause the application not to be processed.

Certain programs utilize a Centralized Application System (CAS). Information on the application process for these programs may be found in the *Admission Requirements* section of each program description in this Catalog. Students in these programs must meet all university and program requirements for admission.

Application Deadlines for Applicants who Do Not Require a Visa to Study in the United States

The *Graduate Application for Admission*, all required documents and credentials, and any required application fee must be submitted to the Graduate Admissions Office no later than the deadline for the desired academic term. Applicants who require a visa have earlier admission deadlines listed in the section *Application Deadlines for Students who Require a Visa to Study in the United States*.

> *Application Deadlines for Applicants who Do Not Require a Visa to Study in the United States*
> - Fall Term: August 1
> - Spring Term: December 1
> - Summer Term: May 1

Certain academic programs have earlier, program-specific deadlines. Program-specific deadlines are included in each program listing under *Admissions* in this Catalog.

Application Fees

Applicants should pay any required application fee at the time the application is submitted, either via the application portal or by calling the Graduate Admissions office after submission. Information about the application fee for a particular applicant and desired program may be obtained from the Graduate Admissions Office. Application fees are not refundable regardless of whether the application is accepted or not accepted or whether the applicant is unable to enroll or attend classes.

Admissions Criteria

Admission to a graduate degree program is based primarily on receipt of a bachelor's degree from an accepted, accredited institution, the Grade Point Averages shown on required transcripts or transcript evaluations, the scores on required admissions examinations, and the information provided on the *Graduate Application for Admission* form. Certain programs have additional program-specific criteria as described in the *Admission Requirements* section of each program in this Catalog.

Marshall reserves the right, even after the arrival and enrollment of a student, to make individual curricular adjustments whenever particular deficiencies or needs are identified. These deficiencies will be determined by the student's advisor, the Program Director, or the Department Chair. Students may be required to take such courses without credit toward the master's degree and at their own expense. This provision also applies to additional coursework in Speech and/or English whenever necessary.

Admission to Marshall University does not guarantee admission to all programs. Applicants must apply to the specific program that they wish to pursue. Additional admissions requirements or exceptions applicable to specific programs are noted in the specific program entries in this Catalog.

Any appeals of admissions decisions should be directed to the Program Director, Chair, or Dean of the academic program to which the individual applied.

Admission Classification of Graduate Students

Degree Seeking Students

An applicant who desires admission as a degree-seeking graduate student must have an overall Grade Point Average of 2.50 on a 4.0 scale from the bachelor's-degree-granting institution. The applicant must provide an official transcript from the degree-granting institution, accompanied by a NACES member transcript evaluation for non-U.S. institutions. Individual schools and programs may require higher grade point averages and/or additional credentials or documentation.

Applicants who have not earned the required minimum undergraduate GPA from the degree-granting institution may be considered for full admission if they have successfully completed a graduate/advanced degree from an accepted, accredited institution.

Dual-Degree Seeking Students

Applicants who wish to seek admission to more than one degree program at a time (Dual-Degree Status) must complete a separate application for each program, pay an additional application fee if applicable, submit all required credentials, and meet all admission requirements for each academic program to which admission is sought.

A maximum of 12 semester credit hours from a prior degree may be applied toward a subsequent master's degree, with the approval of the department from which the subsequent degree is sought. Not all departments may accept a student who is already admitted to another graduate level program. Prior to submitting a *Graduate Application for Admission* form, applicants should check with the academic department(s) of the program(s) in which they are interested. Students who desire a second area of emphasis within their major should notify their advisor or Program Director after admission to see if it is permissible within that major.

Certificate or Professional Development Admission

Applicants who do not wish to be enrolled in a degree program but who wish to enroll in certificate/licensure programs or other programs that require the completion of specified sequences of courses should apply as certificate or professional development students.

In most cases, requirements for admission to certificate or professional development programs are the same as for admission to degree programs, including at least a 2.50 overall undergraduate GPA. However, requirements for admission to these programs can vary and are explained in the *Admissions Requirements* section of each program in this Catalog.

Provisional Admission

An applicant may be granted Provisional Admission to a degree program after submission of all required application materials when he or she possesses a bachelor's degree and shows academic promise but does not meet the criteria for regular admission.

A provisionally admitted student must be fully admitted no later than the completion of the 12th graduate credit hour to take additional coursework. This change of status is accomplished by meeting the conditions established by the academic program and by maintaining at least a 3.0 GPA in courses identified by the program faculty and approved by the appropriate Dean. Not all programs offer provisional admission. Please see the *Admission Requirements* section for each program in this Catalog for program-specific information.

Applicants to non-degree majors may be admitted provisionally if they possess a bachelor's degree and show academic promise, but do not meet the criteria for regular admission. Applicants for non-degree provisional admission must submit a written rationale, and the provisional admission must be approved by the Assistant Provost for Graduate Studies.

Conditional Admission

The Conditional Admission status may be sought by applicants who expect to receive a bachelor's degree before beginning graduate work at Marshall, but have not officially received the degree at the time of application. All required credentials, including official transcripts, are necessary for consideration, including an official letter of good standing/proof of pending graduation.

Applicants who are not fully admitted may be conditionally admitted for the term for which they have applied for entry based upon submission of:

1. A properly completed *Graduate Application for Admission* form and any appropriate application fee,
2. An official transcript demonstrating anticipated conferral of a bachelor's degree from an accepted, accredited institution,
3. An undergraduate GPA from the bachelor's degree institution that meets or exceeds 2.50 on a 4.0 scale as well as the program's minimum GPA requirement (if applicable), and
4. All other application materials required by the academic program.

Not all programs offer conditional admission. Please see the *Admission Requirements* section for each program in this catalog for program-specific information.

An applicant can be conditionally admitted for one term only, whether or not they enroll for that term. The applicant must be fully admitted to the requested program before enrolling for subsequent terms. "Enrollment" is defined as registration for at least one class at any time during a term.

A student cannot be conditionally admitted to multiple programs within one calendar year and cannot be conditionally admitted to the same program, at any time, more than once. Credit for coursework taken while conditionally admitted will not be applied toward a degree unless the admission process is completed and full admission is granted.

Temporary Admission

Some professional programs may offer Temporary Admission to applicants when the application has been accepted on a preliminary basis pending fulfillment of all admission requirements, including successful completion of required prerequisite courses, prior to the start of the selected entry term. If all admission requirements are not met by the start of the selected admit term, the temporary admission status will be rescinded and a denial of admission will be issued.

Non-Degree Admission

Individuals who desire university instruction without becoming graduate degree candidates may attend as non-degree students, provided they have received a bachelor's degree from an accepted, accredited institution.

The fees for attendance as a non-degree student are the same as those for other graduate students. Non-degree students generally are not eligible for financial aid or graduate tuition waivers.

Students wishing to take courses offered by the College of Business must secure approval of the academic advisor. Non-degree enrollment for graduate courses is not available to individuals under suspension by the university.

A non-degree student who does not hold a master's or higher degree may take a maximum of 15 semester credit hours. Permission for these students to register for additional hours beyond 15 can be granted by the Dean of the academic program. A non-degree student holding a master's or higher degree may take an unrestricted number of additional credit hours for which he/she has the prerequisites and departmental permission, provided both a transcript verifying the undergraduate degree and a transcript verifying a master's degree or higher (both from an accepted, accredited institution) are submitted along with any required transcript evaluations.

Applicants for non-degree status will complete a *Graduate Application for Admission*, pay any applicable application fee, and submit official transcripts showing proof of a bachelor's degree not later than the scheduled time of registration. All transcripts must be official and sent to the Graduate Admissions Office directly from the Registrar's office of the original institution.

Non-degree graduate students may apply later for admission to degree programs by filing the necessary documents, provided they meet the admission requirements described in the current Marshall University Graduate Catalog. However, work taken as a non-degree student cannot in itself qualify the student for admission as a degree candidate. Only credit approved by the academic program and the appropriate Dean will be counted toward a degree awarded by the university.

Transient Admission

A graduate student who is enrolled at another accepted, accredited graduate institution may, upon submission of an admission application and a letter of good standing from the registrar at the home institution, enroll for Marshall graduate coursework. This admission is

valid for one term only. The student must submit a new application and provide a letter of good standing for each term he or she wishes to attend.

Each institution determines the amount of transfer work that it will accept. Permission to transfer credits is arranged by the student with the home institution. Transient students who wish to register for coursework beyond twelve credit hours at Marshall are required to obtain the approval of the Assistant Provost for Graduate Studies.

Staff Development Admission

School personnel approved by their county school systems may use a departmental form to be admitted in the Staff Development category. Students admitted in this category are restricted to registering for Staff Development classes (560 series) in the College of Education and Professional Development, for which they will receive credit/non-credit or satisfactory/unsatisfactory grades. Such classes cannot be used in degree, professional development or licensure programs. Students who wish to enroll in both regular and Staff Development classes must seek regular admission to a graduate program.

Senior Admission

Senior-level undergraduate students at accepted, accredited institutions with a cumulative GPA of at least 2.75 may register for graduate classes (500 and 600 series) after they have received approval from their undergraduate Dean, the chair of the department offering the course, and the appropriate graduate academic Dean. Complete applications must be on file in the appropriate academic Dean's office and permission secured prior to the opening of the term of enrollment.

Credit for graduate courses completed as a senior can be applied by Marshall to either an undergraduate or a graduate degree at Marshall but not to both, except in Marshall Accelerated Graduate Degree programs. A student must determine at the time of registration whether a course will apply to undergraduate or graduate degree requirements. No more than 12 graduate hours may be taken as an undergraduate. Additional information is provided under *Accelerated Graduate Degree (AGD)* in the *Academic Requirements and Regulations* section of this Catalog.

Bachelor's Degree Requirement

The receipt of a bachelor's degree from an accepted, accredited institution is a basic requirement for admission as a graduate student to Marshall.

- A degree earned at a non-U.S. institution, when documented as equivalent to a U.S. bachelor's degree as part of a course-by-course credential evaluation from a

member of the National Association of Credential Evaluation Services (NACES), is sufficient to satisfy the Bachelor's Degree Requirement.

- An applicant who holds a master's degree or higher from an institution that is accepted and accredited, but holds a bachelor's degree that is not accepted and accredited, may file an appeal to request a waiver of the Bachelor's Degree Requirement. Appeals will be reviewed by the Office of Academic Affairs and the Dean of the applicant's proposed college, on a case-by-case basis, and will be granted on an extremely limited basis when the situation warrants. To initiate the appeal process, send a letter of request to the Graduate Admissions Office.

- An applicant who has earned a bachelor's degree outside of the United States, and has subsequently earned a graduate degree from an accepted, accredited institution in the United States, may satisfy the Bachelor's Degree Requirement by providing the official transcript for the graduate degree earned in the United States and official transcripts for all subsequent degrees earned or attempted, along with all other required application materials.

- There are limited exceptions to the Bachelor's Degree Requirement for students enrolled in the Doctor of Pharmacy program and those students participating in approved articulated programs of study offered by Marshall and a collaborating accepted, accredited institution of higher education. Please contact the Graduate Admissions Office for information in these cases.

English Proficiency Requirement

All applicants must demonstrate, through official credentials or exam scores, that they have a sufficient mastery of the English language.

- The receipt of a high-school diploma from a U.S. high school or the receipt of a post-secondary degree (such as an associate's or bachelor's degree) from an accepted, accredited institution of higher education located within the U.S. is sufficient to demonstrate English proficiency.

- English proficiency can be demonstrated though standardized exam scores for graduate English proficiency. English language exam results taken more than two (2) years prior to the date of the application submission cannot be accepted. The minimum acceptable scores are shown below. Some programs may require higher scores for applicants demonstrating English proficiency via standardized language exams.

    Minimum Acceptable Scores on Language Examinations
    TOEFL iBT: 80

IELTS Academic: 6.5
Duolingo: 105
MELAB: 82%
PTEA: 53

- English proficiency can be demonstrated through transfer credit equivalent to ENG 101 Beginning Composition with a grade of C or better from an accepted, accredited institution located within the United States.

- English proficiency can be demonstrated through successful completion of an approved English as a Second Language (ESL) program such as Marshall's English Language Institute.

- English proficiency can be demonstrated through the successful completion of the equivalent of a U.S. post-secondary degree from an accepted, accredited institution in an approved country where the primary language is English. To view the current list of approved countries, please visit: https://www.marshall.edu/admissions/approved-list-of-countries-for-english-proficiency-exemption/.

Transcript requirement

One official copy of an undergraduate transcript showing the degree earned and the date on which it was conferred must be sent directly from the Registrar's Office of the applicant's undergraduate institution to the Graduate Admissions Office before the application will be reviewed.

Transcripts bearing the stamp "Issued to Student", transcripts marked as unofficial, hand-delivered transcripts, transcripts mailed or handled by the student, faxed transcripts, or transcripts issued to third parties cannot be accepted.

Certain degree programs may require that additional transcripts, up to all official transcripts from all institutions previously attended, must be directly from the issuing institution to the Graduate Admissions Office.

For transcripts from non-U.S. institutions, an official course-by-course credential evaluation from a member of the National Associate of Credential Evaluation Services (NACES) must be submitted for each transcript.

All materials submitted in support of an application for admission become the property of Marshall. Materials will not be returned or released to the applicant or to third parties.

Any student admitted on the basis of false and/or incomplete information is subject to immediate dismissal along with possible disciplinary action.

In some programs, applicants may be granted conditional admission as described under Conditional Enrollment in this catalog.

Poor academic performance in prior graduate work may serve as the basis for the denial of admission to a graduate degree program, at the discretion of the program faculty.

Standardized Examinations

The Graduate Record Examination (GRE), Graduate Management Admissions Test (GMAT), or other standardized examinations may be required prior to admission. Specific exam requirements are indicated in each program or departmental description in later sections of this catalog. A master's level academic program may waive the standardized exam requirement for applicants who have earned a master's degree from an accepted, accredited institution. Certain programs may waive standardized exam scores for additional reasons as documented in the admissions language for the program in this Catalog. Ultimate responsibility for this decision rests with the program faculty.

The ETS code for Marshall University is #5396. Exam scores must be sent by the appropriate testing agency directly to:

> Marshall University
> Graduate Admissions Office
> One John Marshall Drive
> Huntington, WV 25755

For complete information regarding standardized examinations and the services provided by the Marshall University Testing Center, please see https://www.marshall.edu/testing-center/.

Duplicate Degrees

A student who has earned a graduate degree at a certain level (e.g. Master's or Doctorate) may not enroll as a degree-seeking student in a degree at Marshall in the same field at the same level. This restriction also applies to degrees earned at non-U.S. institutions which are evaluated to be equivalent to a degree program at Marshall.

The Graduate Admissions Office will notify students if the level and field of the degree to which they are applying is the same as the level and field of a degree which the student has earned.

If there is a substantial difference between the degree already earned and the degree the applicant is requesting, the applicant may appeal for an exception to the Duplicate Degree

policy by writing a letter to the Graduate Admissions Office. The appeal will be reviewed by the Dean of the academic college and the Assistant Provost for Graduate Studies.

Admission of Students Requiring a Visa to Study In the United States

Marshall is authorized by the U.S. Department of Homeland Security to enroll non-immigrant visa students. International students must have earned the equivalent of a U.S. bachelor's degree or higher from an accepted, accredited institution, as described in the section *Bachelor's Degree Requirement* and demonstrate English proficiency as described in the section *English Proficiency Requirement*.

In most circumstances, an applicant must be fully admitted to a degree program in order for an I-20 form to be issued, or must be fully admitted as a transient student for a DS-2019 form to be issued. Please contact the International Admissions office with questions about other admission types.

How to Apply: For Applicants Requiring a Visa to Study in the United States

1. Meet Admission Requirements

Review the admission requirements of the degree program you have selected to determine if you meet the requirements for admission. Admission requirements for each program are listed under *Admissions* in the entry for each program in this Catalog.

2. Understand the Admission Process

The Graduate Admissions Office will review your application to ensure the application is complete and that you have met the minimum institutional requirements for admission. Your completed application and supporting materials are then sent to the degree program you selected on your application for an admission decision.

3. Submit Your Application

Complete and submit the *Graduate Application for Admission* available at www.marshall.edu/graduate/admissions/international-admission/.

The application may require a non-refundable application fee. Please note that this fee cannot be refunded in the event you are not accepted, are unable to obtain a student visa, or are unable to enroll or attend classes.

The application fee may be paid with a credit card online through the application portal or by contacting Graduate Admissions at 1-304-696-4723. A processing fee will be charged for each credit or debit card transaction. VISA, MasterCard, Discover and American Express credit cards are accepted.

Additional payment methods including check and wire transfer may be available. Please contact the Office of the Bursar at bursar@marshall.edu for additional information.

4. Provide Supporting Documents

All applicants must submit all required documents to be considered for admission.

Official NACES Member Credential Evaluation

Applicants to graduate programs must provide a credential evaluation by a member of the National Association of Credential Evaluation Services (NACES) for any transcript issued by an institution not within the United States. The current list of NACES members can be found at www.naces.org/members. The evaluation report must include a course-by-course evaluation with GPA calculation of all higher education coursework earned outside of the U.S.

The NACES member evaluation company must send the credential evaluation report directly to Marshall for the report to be considered official. Copies of transcripts, marksheets, and degrees earned outside of the U.S. are not required by Marshall, as the evaluation company will determine the U.S. equivalency and the GPA of all coursework.

Transcripts from U.S. institutions do not require a NACES evaluation. These transcripts from U.S. schools must be sent directly by the registrar of the issuing institution to the Marshall University Graduate Admissions Office.

English Language Institute (ELI) applicants are required to have their proof of bachelor's degree sent to Marshall University directly from the issuing source/official records office to be considered official. A NACES evaluation is not required for applicants who are applying to the ELI but are not also applying to a graduate program.

Proof of English Language Proficiency

All applicants, regardless of citizenship, must provide proof of English Language Proficiency as described in the section *English Proficiency Requirement*.

Standardized Examination Scores

Some programs will not consider applications without an official score report from the GRE, GMAT or other standardized examination as described in the section *Standardized Examination Scores*. The ETS code for Marshall University is #5396.

International Credential Submission

Applicants should login to the application portal, review the required application materials on the checklist, and upload the materials within the portal. For documents or application

materials sent directly from a third party, such as a NACES member company or a testing agency, the NACES member company or testing agency should send those electronically to international@marshall.edu or upload them directly through the company or testing agency portal.

For applicants who studied outside the US, Marshall University reserves the right to accept official credentials directly from a limited number of third-party agencies that have been approved by the university. Additional or alternate admission credentials may be accepted at the discretion of the Graduate Admissions Office depending on the applicant's country of origin. Please contact International Admissions for details regarding specific admission requirements for applicants from your country.

Application Deadlines for Applicants Who Require a Visa to Study in the United States

- June 15 - for students applying to the fall term beginning in August
- October 15 - for students applying to the spring term beginning in January
- March 15 - for students applying to the summer term

Certain programs may have application deadlines that are earlier than the ones provided above. In those cases, an applicant must meet the program's deadline to be considered for admission. These deadlines are described in the *Admission Requirements* section of the entry for each program in this Catalog.

Finalize Your Plans

Each admitted student will receive a letter of acceptance and a list of items needed to issue the I-20 or DS-2019 form. Once all necessary items are received, including the enrollment deposit, Marshall will issue the I-20 or DS-2019 form, which is used to apply for a student visa at a United States Embassy or Consulate. Marshall will also send accepted students a housing application and a form to notify Marshall of the expected date of arrival. Additional pre-departure and orientation information is available at www.marshall.edu/iss.

An applicant who is not able or chooses not to attend in the term for which they applied should contact the Graduate Admissions Office. The application term will be updated to the term when the applicant will be able to attend. The same application materials are acceptable for the next two terms, including summer terms. After two terms, a new application is required.

Residency Classification for Admission and Fee Purposes

Requests for changes in residency status for new students will be evaluated by the Office of Admissions provided a completed residency application with all required supporting documentation is submitted by the end of the first week of the term of admission. Contact admissions@marshall.edu for more information. Thereafter, all requests for

changes in residency status for currently enrolled students will be evaluated by the Office of the Registrar for subsequent terms. Contact registrar@marshall.edu for more information.

Residency decision will be based on West Virginia Higher Education Policy Commission Title 133, Series 25, "Residency Classification for Admission and Fee Purposes".

TITLE 133
PROCEDURAL RULE
WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION
SERIES 25
RESIDENCY CLASSIFICATION FOR ADMISSION AND FEE PURPOSES

1.1. Scope. -- Rule regarding residency classification of students for admission and fee purposes.

1.2. Authority. -- West Virginia Code §§18B-10 and 18B-2B-6.

1.3. Filing Date. – March 11, 2019.

1.4. Effective Date. – April 11, 2019.

1.5. Repeal of Former Rule. -- Repeals and replaces Title 133, Series 25 which had an effective date of June 9, 2017.

§133-25-2. Classification for Admission and Fee Purposes.

2.1. Students enrolling in a West Virginia public institution of higher education shall be assigned a residency status for admission, tuition, and fee purposes by the institutional officer designated by the President. In determining residency classification, the issue is essentially one of domicile. In general, the domicile of a person is that person's true, fixed, permanent home and place of habitation. The decision shall be based upon information furnished by the student and all other relevant information. The designated officer is authorized to require such written documents, affidavits, verifications, or other evidence as is deemed necessary to establish the domicile of a student. The burden of establishing domicile for admission, tuition, and fee purposes is upon the student.

2.2. If there is a question as to domicile, the matter must be brought to the attention of the designated officer at least two (2) weeks prior to the deadline for the payment of tuition and fees. Any student found to have made a false or misleading statement concerning domicile shall be subject to institutional disciplinary action and will be charged the nonresident fees for each academic term theretofore attended.

2.3. The previous determination of a student's domiciliary status by one institution is not conclusive or binding when subsequently considered by another institution; however, assuming no change of facts, the prior judgment should be given strong consideration in the interest of consistency. Out-of-state students being assessed resident tuition and fees as a result of a reciprocity agreement may not transfer said reciprocity status to another public institution in West Virginia.

§133-25-3. Residence Determined by Domicile.

3.1. Domicile within the state means adoption of the state as the fixed permanent home and involves personal presence within the state with no intent on the part of the applicant

or, in the case of a dependent student, the applicant's parent(s) to return to another state or country. Residing with relatives (other than parent(s)/legal guardian) does not, in and of itself, cause the student to attain domicile in this State for admission or fee payment purposes. West Virginia domicile may be established upon the completion of at least twelve (12) months of continued presence within the state prior to the date of registration: Provided, That such twelve (12) months' presence is not primarily for the purpose of attendance at any institution of higher education in West Virginia. Establishment of West Virginia domicile with less than twelve (12) months' presence prior to the date of registration must be supported by evidence of positive and unequivocal action. In determining domicile, institutional officials should give consideration to such factors as the ownership or lease of a permanently occupied home in West Virginia, full-time employment within the state, paying West Virginia property tax, filing West Virginia income tax returns, registering of motor vehicles in West Virginia, possessing a valid West Virginia driver's license, and marriage to a person already domiciled in West Virginia. Proof of a number of these actions shall be considered only as evidence which may be used in determining whether or not a domicile has been established. Factors militating against the establishment of West Virginia domicile might include such considerations as the student not being self-supporting, being claimed as a dependent on federal or state income tax returns or on the parents' health insurance policy if the parents reside out of state, receiving financial assistance from state student aid programs in other states, and leaving the state when school is not in session.

§133-25-4. Dependency Status.

4.1. A dependent student is one (1) who is listed as a dependent on the federal or state income tax return of his/her parent(s) or legal guardian or who receives major financial support from that person. Such a student maintains the same domicile as that of the parent(s) or legal guardian. In the event the parents are divorced or legally separated, the dependent student takes the domicile of the parent with whom he/she lives or to whom he/she has been assigned by court order. However, a dependent student who enrolls and is properly classified as an in-state student maintains that classification as long as the enrollment is continuous and that student does not attain independence and establish domicile in another state.

4.2. A nonresident student who becomes independent while a student at an institution of higher education in West Virginia does not, by reason of such independence alone, attain domicile in this state for admission or fee payment purposes.

§133-25-5. Change of Residence.

5.1. A person who has been classified as an out-of-state student and who seeks resident status in West Virginia must assume the burden of providing conclusive evidence that he/she has established domicile in West Virginia with the intention of making the permanent home in this State. The intent to remain indefinitely in West Virginia is evidenced not only by a person's statements, but also by that person's actions. In making a determination regarding a request for change in residency status, the designated institutional officer shall consider those actions referenced in §133-25-3 of these rules. The change in classification, if deemed to be warranted, shall be effective for the academic term or semester next following the date of the application for reclassification.

§133-25-6. Military

6.1. An individual who is on full-time active military service in another state or a foreign country or an employee of the federal government shall be classified as an in-state student for the purpose of payment of tuition and fees: Provided, That the person established a domicile in West Virginia prior to entrance into federal service, entered the federal service from West Virginia, and has at no time while in federal service claimed or established a domicile in another state. Sworn statements attesting to these conditions may be required. The spouse and dependent children of such individuals shall also be classified as in-state students for tuition and fee purposes.

6.2. Persons assigned to full-time active military service in West Virginia and residing in the state shall be classified as in-state students for tuition and fee purposes. The spouse and dependent children of such individuals shall also be classified as in-state students for tuition and fee purposes.

6.3. Any student living in West Virginia and receiving education or vocational rehabilitation benefits from the U.S. Department of Veterans Affairs shall be charged in-state tuition and fees to attend a West Virginia public institution of higher education so long as such student is considered a "covered individual" as described in 38 U.S.C. §3679, as in effect at any time.

§133-25-7. Aliens.

7.1. Students who meet the domiciliary requirements noted in Sections 3, 4, and 5 of this policy, and who are U.S. Permanent Resident Aliens, Political Asylees or Political Refugees, or who hold an A, E, G, H, I, L, O, P, R, TD, TN, U, or V visa, may apply to be reviewed for in-state residency for tuition purposes.

7.2. Students who hold B, C, D, F, J, K, M, or Q visas are not eligible for establishing in-state residency for tuition purposes.

7.3. Students who meet the domiciliary requirements and who are the beneficiary of a pending I-485 application to adjust status to permanent resident may apply to be reviewed for in-state residency for tuition purposes.

§133-25-8. Former Domicile.

8.1. A person who was formerly domiciled in the State of West Virginia and who would have been eligible for an in-state residency classification at the time of his/her departure from the state may be immediately eligible for classification as a West Virginia resident provided such person returns to West Virginia within a one (1) year period of time and satisfies the conditions of §133-25-3 of these rules, regarding proof of domicile and intent to remain permanently in West Virginia.

§133-25-9. Appeal Process.

9.1. Each institution shall establish procedures which provide opportunities for students to appeal residency classification decisions with which they disagree. The decisions of the designated institutional official charged with the determination of residency classification may be appealed in accordance with appropriate procedures established by the president of the institution. At a minimum, such procedures shall provide that:

9.1.a. An institutional committee on residency appeals will be established to receive and act on appeals of residency decisions made by the designated institutional official charged with making residency determinations.

9.1.a.1. The institutional committee on residency shall be comprised of members of the institutional community, including faculty and at least three, in any event, an odd number. The student representative(s) shall be appointed by the president of the institutional student government association while the faculty representative(s) shall be selected by the campus-wide representative faculty organization.

9.1.a.2. The student contesting a residency decision shall be given the opportunity to appear before the institutional committee on residency appeals. If the appellant cannot appear when the committee convenes a meeting, the appellant has the option of allowing committee members to make a decision on the basis of the written materials pertaining to the appeal or waiting until the next committee meeting.

9.1.b. The residency appeal procedures will include provisions for appeal of the decision of the institutional committee on residency appeals to the president of the institution.

9.1.c. Residency appeals shall end at the institutional level.

John and Frances Rucker
Outstanding Graduate Advisor Award
in memory of Larry and Cheryl "Rucker" Tweel

Goal: Acknowledge the contributions of Marshall's outstanding graduate advisors. One advisor from the Huntington campus and one advisor from the South Charleston campus will each receive a monetary award and plaque acknowledging their exceptional service to Marshall's graduate students.

Eligibility: Marshall University faculty members with Associate, Graduate, Doctoral, or Graduate Chair graduate faculty status, who have not received this award within the past five years. A list of previous recipients is available online at https://www.marshall.edu/graduate-council/john-and-frances-rucker-outstanding-graduate-advisor-award/.

You may determine eligible graduate faculty by going to the below URL and clicking on the College/School column heading to find the graduate status of faculty from your college:

https://mubert.marshall.edu/redbook/redbooklisting.php

Primary Evaluation Criteria:
• Advises students by providing helpful and accurate information
• Availability to students by making timely responses
• Inclusion of students in service, scholarly or creative activities

Who May Nominate an Advisor: Marshall graduate students, graduate alumni, graduate student groups, and faculty other than the nominee.

Nomination Process: Submit a letter of nomination detailing why the nominee deserves this award. Please be sure to discuss the above Primary Evaluation Criteria bullets as you write your nomination letter. Note: The content and quality of these letters will influence the selection process. Nominations must be signed, dated, and clearly state the name of both the advisor being nominated and the person or group making the nomination. If more than three letters are received by Graduate Council for a nominated faculty member, all letters for that faculty member will be sent to him/her, who will then be asked to select the three letters s/he would like to be used in the evaluation process used by Graduate Council.

Nomination Deadline: **March 7, 2025**

Email Nominations to: graduatestudies@marshall.edu

To: Graduate Council
From: Carl Mummert, Assistant Provost for Graduate Studies
Date: February 24, 2025

Graduate Advising Speaker

As part of our professional development for Graduate Advising, we have invited an external speaker, Dr. Joanne Damminger, to speak on February 27, 2025.

- **Virtual Keynote:** 10:00am – 10:50am, "Advising Matters! Supporting Graduate Student Degree Completion"
- **Virtual Hands-on Workshop:** 11:00am – 12:30pm, "Developing a Toolbox of Advising Approaches for Effective Graduate Advising"
- **Attend in-person** in the John Spotts Room (MSC) or **join on Zoom**: Zoom Link (Meeting ID: 997 8123 8555. Passcode: 806817)

Graduations and Countdown to Commencement

The spring Countdown to Commencement event will be March 11th and 12th from 10 AM to 6 PM. Faculty are encouraged to share the dates with their graduating students.

Hooding events

Starting last, all graduate hooding ceremonies are separate from the main university commencement ceremonies. I compile a list of ceremonies each term. For Spring 2025 I have already noted ceremonies for COB, COEPD, COS, Nursing, Physical Therapy, Pharmacy, and Physician Assistant. Additional colleges with finishing graduate students are encouraged to consider having a hooding ceremony for their students.

R2 status

Marshall's continuing R2 Status has been confirmed for the 2025 cycle of the Carnegie Classifications. The classifications are changing significantly this year, and I will present information about the changes.