



Graduate Council

MEMORANDUM

To: Mr. Brad D. Smith, President

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

Date: April 11th, 2025

Subject: **Review of Graduate Council Minutes: March 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

4/23/2025

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, cantrell@marshall.edu

Dr. Mary Beth Reynolds, Associate VP Assessment reynoldm@marshall.edu

MU Graduate Council Meeting Minutes

March 28, 2025

Hybrid Meeting – Drinko MSC 2w16b + Teams

Agenda

Egleton	Welcome; Quorum; Approval of the Agenda
Egleton	Approval of February 2025 Minutes (Attachment #1)
Yuan	Graduate Faculty Status Candidates (Attachment #2) GC-25-03-01-CRC
Davis	Planning Committee (Attachment #3 and #4) GC-25-03-02-PC -- GC-25-03-02-15-PC
Simonton	Curriculum Committee Report (Attachment #5) GC-25-03-16-CC -- GC-25-03-19-CC
Meadows	Program Review
Egleton	Second reading of UPGA-10 as part of shared governance and vote (Attachment #6)
Egleton	Chairs Report - Discussion Items <ul style="list-style-type: none"> • Rucker Award • Alternate funding for graduate programs
Mummert	<ul style="list-style-type: none"> • Graduate Studies Report (Attachment #7)
Schulenberg	Faculty Senate Report
Egleton	Wrap up

At this time, all meetings will be Hybrid.

April 18, 2025 (MSC 2w16b + Teams)

Attachment #1: February 2025 Minutes

Attachment #2: Credentialling Report

Attachment #3: Planning Committee

Attachment #4: Admissions Language

Attachment #5: Curriculum Committee

Attachment #6: UPGA-10

Attachment #7: Graduate Studies Report

Attachment #8: Faculty Senate Report

Meeting Called to Order at 1:00 PM

Members Present:

Richard Egleton, Yousef Sadahi, Scott Davis, Sydney Hughes, Amand Meadows,

Members Absent:

Guests:

Debbie Lockwood, Carl Mummert, David Dampier, Monica DallaMea, Eric Beeson, Anna Mummert,

WELCOME, INTRODUCTIONS, ANNOUNCEMENTS

- R Egleton welcomed everyone back from Spring break.

MOTION TO APPROVE AGENDA

APPROVED

MOTION TO APPROVE January Meeting Minutes

(See Attachment #1)

APPROVED

GRADUATE FACULTY STATUS

(See Attachment #2)

Huanshu Yuan presented the report:

GC-25-03-01-CRC

APPROVED

- Note to ensure that end dates are added to Redbook

Planning Committee

(See Attachment #3)

Scott Davis presented the report

GC-25-03-02-PC

APPROVED

GC-25-03-03-PC

APPROVED

GC-25-03-04-PC

APPROVED

GC-25-03-05-PC

APPROVED

GC-25-03-06-PC

APPROVED

GC-25-03-07-PC

APPROVED

GC-25-03-08-PC

APPROVED

GC-25-03-09-PC

APPROVED

GC-25-03-10-PC

APPROVED

GC-25-03-11-PC

APPROVED

GC-25-03-12-PC

APPROVED

GC-25-03-13-PC

APPROVED

GC-25-03-14-PC

APPROVED

Proposal from Planning committee to reorganize the admissions language in the graduate catalog as recommended by academic affairs

(See Attachment #4)

GC-25-03-15-PC

APPROVED

- There were some comments made to clarify why the changes were being made including:
 - To put all the language related to admissions in one section of the catalog. Currently the admissions information is in multiple sections of the catalog
 - This should clarify admissions policies for students, and generally make the catalog a more professional document

CURRICULUM COMMITTEE

(See Attachment #5)

Scott Simonton was absent, so Lisa Heaton presented the report:

School of Pharmacy:

GC-25-03-16-CC

APPROVED

- One change was requested for PHAR 591
 - For consistency with other courses we should spell out "First" rather than use "1st".

College of Liberal Arts:

GC-25-03-17-CC

APPROVED

College of Science:

GC-25-03-18-CC

APPROVED

PROGRAM REVIEW COMMITTEE

- There was no report

Discussion Related to UPGA-10

(See Attachment #6)

- Richard Eggleton mentioned the changes made by the faculty senate, and also pointed out that any new software or equipment approvals would be by the decision of the CIO and CISO. Richard Eggleton indicated this should probably be a function of the Administrative Technology Committee and the Faculty Technology Committee.
- Encouraged faculty to make comments when the general comment phase is underway

CHAIRS REPORT

- Richard Eggleton discussed the Rucker award and thanked the Credentialling Committee for selecting two outstanding awardees.
- Richard Eggleton discussed the need for programs to try to find new funding sources
 - a. Recommended that each program director should contact MURC and ask them to look for grants that either the program or specific students could apply for.

GRADUATE STUDIES REPORT

(Attachment #7)

Presented by Carl Mummert

- Carl Mummert thanked all the committee members for their work reviewing the various items
- Watching enrollment carefully and discussed the importance of the salesforce software
- Encouraged programs to be prompt about sending decision sheets to the admissions

FACULTY SENATE REPORT

(Attachment #8)

Presented By Shawn Schulenberg

- Discussed the policy recommendations by BAPC related to inclement weather and attendance policies
- Discussed the state bills aimed at removing BOG voting rights from Faculty, Staff, and Students. Also discussed bills related to DEI program terminations, and a senate bill that would prevent teaching sexual orientation in curriculum.
- Discussed House Bill 3297, the creation of a Washington Center for Civics, Culture and Statesmanship at WVU head by a political appointee.
- Distributed the Campus Community Safety Workgroup report
- Reiterated the changes made by the faculty senate to the IT security policy

WRAP UP

Meeting adjourned at 1:45 pm

Attachment # 2
Credentialling Committee Report
March 2025

GC-25-03-01-CRC

Type	Faculty Member	E-mail	College/School	Department/Division	Graduate Faculty Level	Term Start	Term Expires
add	Abu-Lebdeh, Ghassan	abulebdeh@marshall.edu	CECS	CE	Graduate	1/13/2025	5/15/2030
add	Bates, Megan	bates60@marshall.edu	CECS	CSEE	Associate	1/13/2025	5/15/2028
add	Bowen, Tonji	BOWEN58@marshall.edu	COEPD	Leadership Studies	Associate	1/13/2025	5/15/2028
add	Chinn, Carl	chinn11@marshall.edu	COEPD	Counseling	Associate	1/13/2025	5/15/2028
add	Cole, Keith	cote31@marshall.edu	COEPD	Counseling	Associate	1/13/2025	5/15/2028
add	Conley, Morgan	mong1@marshall.edu	COEPD	Counseling	Associate	1/13/2025	5/15/2028
add	Daniels, Jacqueline	danielsja@marshall.edu	COEPD	Leadership Studies	Associate	1/13/2025	5/15/2028
add	Daugherty, Danielle	daugherty27@marshall.edu	COEPD	Counseling	Associate	1/13/2025	5/15/2028
add	Elkins, David	elkins101@marshall.edu	CECS	Mechanical and Industrial Engineering	Associate	1/13/2025	5/15/2028
add	Jana, Ananya	jana@marshall.edu	CECS	CSEE	Graduate	1/13/2025	5/15/2030
add	Lu, George	lug@marshall.edu	COB	Accounting/Legal Environment	Graduate	8/19/2024	12/15/2029
add	Maynard, Brent	maynard169@marshall.edu	CECS	CSEE	Associate	1/13/2025	5/15/2028
add	Sampte, Charmaine	samplec@marshall.edu	CECS	CSEE	Graduate	1/13/2025	5/15/2030

add	Taylor, Elizabeth	taylor@marshall.edu	SOP	Pharmacy Practice, Administration & Research	Graduate	1/13/2025	5/15/2030
add	Zatar, Wael	zatar@marshall.edu	CECS	CE	Graduate Chair	1/13/2025	5/15/2030
delete	Archambault, Jeffrey	archambault@marshall.edu	COB	Accounting/Legal Environment	Graduate^	6/10/2019	6/10/2024
edit	Chowdhury, Tanvir	chowdhuryt@marshall.edu	CECS	CSEE	Graduate	1/13/2025	5/15/2030
edit	Konz, Suzanne	konz@marshall.edu	COHP	School of Kinesiology	Doctoral	1/13/2025	5/15/2030
edit	Lanham, Susan	lanham53@marshall.edu	COB	ACC/LE	Graduate	1/13/2025	5/15/2030
edit	Maynard, Brent	maynard169@marshall.edu	CECS	Computer Science	Associate	1/13/2025	5/15/2028
edit	Miller, Montserrat	millerm@marshall.edu	COLA	History	Graduate	1/13/2025	5/15/2030
edit	Paciolet, Elizabeth	caseyel@marshall.edu	COHP	Health Sciences and School of Kinesiology	Graduate Chair	12/15/202	9
edit	Puppo, Pamela	Pamela.puppo@marshall.edu	COS	Biology	Graduate Chair	8/19/2024	5/15/2030
edit	Ryu, Jungsu	ryuj@marshall.edu	COHP	School of Kinesiology	Graduate Chair	12/15/202	9
edit	Shakirov, Yevgeniy	shakirov@marshall.edu	COS	Biology	Graduate Chair	8/19/2024	5/15/2030
edit	Sollosy, Marc	sollosy@marshall.edu	COB	MGT/HCA	Doctoral	1/13/2025	5/15/2030
edit	Zatar, Wael	zatar@marshall.edu	CECS	Department of Civil Engineering	Graduate Chair	1/13/2025	5/15/2030
edit	Zhu, Guo_Zhang	zhu4@marshall.edu	COS	Biology	Graduate Chair	1/13/2025	5/15/2030

Attachment # 3
Planning Committee Report
March 2025

College of Arts and Media

(GC-25-03-_02 PC) 197 Applied Music Performance – POS change

Department: Music

Rational: Replacing MUS 681 Thesis with MUSA 676 Graduate Recital. The culminating master's project for performance-based emphases (applied music performance/jazz studies) and the music composition emphasis in the M.A. in Music is a public recital of approximately 60 minutes or more duration. In the past, students were expected to enroll in MUS 681 Thesis to fulfill this requirement, which was confusing not only to students and faculty at Marshall, but also to doctoral programs in music to which our students applied. This course will also demonstrate to our accrediting body (NASM) that we are meeting required standards for performance and composition.

Effective Date: Fall 2025

Planning Committee Recommends approval

(GC-25-03-03- PC) 201 Jazz Studies, Grad Emphasis – Change of POS

Department: Music

Rationale: Replacing MUS 681 Thesis with MUSA 676 Graduate Recital. The culminating master's project for performance-based emphases (applied music performance/jazz studies) and the music composition emphasis in the M.A. in Music is a public recital of approximately 60 minutes or more duration. In the past, students were expected to enroll in MUS 681 Thesis to fulfill this requirement, which was confusing not only to students and faculty at Marshall, but also to doctoral programs in music to which our students applied. This course will also demonstrate to our accrediting body (NASM) that we are meeting required standards for performance and composition.

Effective Date: Fall 2025

Planning Committee Recommends approval

(GC-25-03-04- PC) 196 MA, Music – Catalog Change

Department: Music

Rationale: Updating admission and graduation requirements to align with actual practice; catalog changes to satisfy accreditation requirements.

Effective Date: Fall 2025

Planning Committee Recommends approval

(GC-25-03-05- PC) 830 Composition Emphasis – Change POS

Department: Music

Rationale: Replacing MUS 681 Thesis with MUSA 676 Graduate Recital. The culminating master's project for performance-based emphases (applied music performance/jazz studies) and the music composition emphasis in the M.A. in Music is a public recital of approximately 60 minutes or more duration. In the past, students were expected to enroll in MUS 681 Thesis to fulfill this requirement, which was confusing not only to students and faculty at Marshall, but also to doctoral programs in music to which our students applied. This course will also demonstrate to our accrediting body (NASM) that we are meeting required standards for performance and composition.

Effective Date: Fall 2025

Planning Committee Recommends approval

College of Education and Professional Development

(GC-25-03-06- PC) 159 Clinical Mental Health Counseling – Change POS

Department: Counseling

Rationale: We are changing the plan of study to include COUN 675 and removing COUN 630. During our program evaluation, we identified the need to enhance our legal and ethical training outcomes. Adding 675 to the plan of study will provide more focused legal and ethical preparation for students prior to their clinical placement.

Effective Date: Fall 2025

Planning Committee Recommends approval

(GC-25-03-07- PC) 181 Early Childhood Ed. Emphasis – Change AOE Early Childhood Ed, Emphasis

Department: Curriculum and Instruction

Rationale: Revisions to the requirements for this area of emphasis within the master's in education are necessitated to improve and streamline the existing curriculum and to align the courses available to students in the early childhood education area of emphasis.

Intended results include courses that are grounded in the most recent research-based best practices, course assignments that are embedded with the aforementioned research, fewer low enrollment courses being offered, and a more marketable curriculum for those interested in studying early childhood education at the graduate level.

Effective Date: Fall 2025

Planning Committee Recommends approval

(GC-25-03-08- PC) 343 Early Childhood Ed, Grad Cert (CERT-GR)

Department: Curriculum and Instruction

Rationale: Revisions to the requirements for the graduate certificate program in early childhood education are necessitated to improve and streamline the existing curriculum and demonstrate a stronger alignment to the early childhood education area of emphasis within the master's degree in education. Intended results include courses that are grounded in the most recent research-based best practices, course assignments that are embedded with the aforementioned research, fewer low enrollment courses being offered, and a more marketable curriculum for those interested in earning their graduate certificate in early childhood education.

Effective Date: Fall 2025

Planning Committee Recommends approval

College of Engineering

(GC-25-03-09- PC) 337 MSE, Civil/Environmental Engr – Catalog Change

Department: Civil Engineering

Rationale: Existing program. Simplification of admission requirements.

Effective Date: Summer 2025

Planning Committee Recommends approval

(GC-25-03-10- PC) 325 MSE, Engineering Management

Department: Civil Engineering

Rationale: Existing program. Admissions requirements being simplified to streamline the application process and clarify the requirements to enroll.

Effective Date: Summer 2025

Planning Committee Recommends approval

College of Health Professions

(GC-25-03-11- PC) 206 Nursing Education, Emphasis Change POS

Department: Nursing

Rationale: I want the currently required education class (CIEC 600) to become an elective. The new N610 class will be a required class.

Effective Date: Fall 2025

Planning Committee Recommends approval

School of Pharmacy

(GC-25-03-12- PC) 291 MS, Pharmaceutical Sci Major

Department: School of Pharmacy

Rationale: The program has rolling admission. Fall decisions are more difficult to make in Aug-Dec because we do not know how many students the program can accommodate 9-12 months in advance. These decisions are based on lab availability, research grants to fund student's thesis projects, and whether students graduate on time. Change will allow reviews to begin in February and continue on a rolling basis. Also request to remove interview requirement under admissions.

Effective Date: Fall 2025

Planning Committee Recommends approval

College of Science

(GC-25-03-13- PC) 293 MA, Biological Sciences – Catalog Integration

Department: Biology

Rationale: Updating the catalog integration to include a table of requirements.

Effective Date: Fall 2025

Planning Committee Recommends approval

(GC-25-03-14- PC) 296 MS, Biological Sciences – Catalog Integration

Department of Biology

Rationale: Updating the catalog integration to include a table of requirements.

Effective Date: Fall 2025

Planning Committee Recommends approval

Draft of updated admissions language for the Graduate Catalog
2-9-25

Graduate Council
February 2025

Formatted: Centered

Admission to A Graduate Program

Commented [CM1]: This is a comprehensive reorganization and edit of the admissions section currently in the Graduate Catalog

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.

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- 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

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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.

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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

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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

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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

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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 through 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

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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 Association 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.

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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

Commented [CM2]: This section on duplicate degrees is a newly drafted part of the policy. We have implemented this in practice for some time, it should be documented in the admissions language.

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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.

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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

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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

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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

Commented [CM3]: The remainder of this policy is simply a copy of the text of title 133 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

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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.

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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.

Attachment # 5
Curriculum Committee Report
March 2025

SOP

PHAR 512 : Pharmacy Skills Lab I

Change In credit hours

Increasing contact hour to reflect time spent in course instruction.

CC Vote – Approve

PHAR 549 : Intro to Community Pharm IPPE

New Course

Provide patient care and distribution services in community setting. Students gain experience in professional communication, drug information, patient counseling (prescription and OTC), medication distribution, extemporaneous products, and application of regulations.

CC Vote – Approve

PHAR 550 : Intro to Institutional IPPE

New Course

Provide patient care and distribution services in institutional setting. Students gain experience in professional communications, drug information, patient counseling, medication distribution, medication-management systems, policies and procedures, and application of regulations.

CC Vote – Approve

PHAR 591 : Cont Prof Dev (CPD) 1

New Course

1st of six courses for co-curriculum and tracking achievement milestones. Expands problem solving/critical thinking, education, patient advocacy, cultural awareness, interprofessional collaboration, communication, self-awareness, leadership, innovation and entrepreneurship, and professionalism.

CC Vote – Approve

PHAR 592 : Cont Prof Dev (CPD) 2**New Course**

Second of six courses for co-curriculum and tracking achievement milestones. Expands problem solving/critical thinking, education, patient advocacy, cultural awareness, interprofessional collaboration, communication, self-awareness, leadership, innovation and entrepreneurship, and professionalism.

CC Vote – Approve

PHAR 593 : Cont Prof Dev (CPD) 3**New Course**

Third of six courses for co-curriculum and tracking achievement milestones. Expands problem solving/critical thinking, education, patient advocacy, cultural awareness, interprofessional collaboration, communication, self-awareness, leadership, innovation and entrepreneurship, and professionalism.

CC Vote – Approve

PHAR 594 : Cont Prof Dev (CPD) 4**New Course**

Fourth of six courses for co-curriculum and tracking achievement milestones. Expands problem solving/critical thinking, education, patient advocacy, cultural awareness, interprofessional collaboration, communication, self-awareness, leadership, innovation and entrepreneurship, and professionalism.

CC Vote – Approve

PHAR 595 : Cont Prof Dev (CPD) 5**New Course**

Fifth of six courses for co-curriculum and tracking achievement milestones. Expands problem solving/critical thinking, education, patient advocacy, cultural awareness, interprofessional collaboration, communication, self-awareness, leadership, innovation and entrepreneurship, and professionalism.

CC Vote – Approve

PHAR 596 : Cont Prof Dev (CPD) 6

New Course

Sixth of six courses for co-curriculum and tracking achievement milestones. Expands problem solving/critical thinking, education, patient advocacy, cultural awareness, interprofessional collaboration, communication, self-awareness, leadership, innovation and entrepreneurship, and professionalism.

CC Vote – Approve**PHAR 649 : Intro Outpt Clin Skills IPPE****New Course**

Provides care in interdisciplinary outpatient setting. Participate in clinical care conferences, take medication histories, monitor drug therapy including performing physical assessments, provide patient education, and research patient-specific drug information questions.

CC Vote – Approve**PHAR 650 : Intro Inpat Clin Skills IPPE****New Course**

Provide patient care and explore interprofessional health team roles. Students attend clinical rounds, take medication histories, monitor drug therapy, provide patient education, and research drug information questions.

CC Vote – Approve**PHAR 724 : Special Populations****New Course**

Emphasizes unique needs and differences in therapeutic recommendations for patients in following categories: pediatrics, geriatrics, end-of-life, women's health, diverse cultural backgrounds, co-morbidities (HIV and Opportunistic Infections), and underserved populations.

CC Vote – Approve**PHAR 735 : Pharmacy Law & Ethics**

Course Change changing an error in CIM

CC Vote – Approve

PHAR 761 : Therapeutics 5 - Infect Dis

Course description and credit hour

Course Description

This course discusses clinical microbiology and principles of anti-infective therapy as well as the pathophysiology, associated pharmacology, and therapeutic approaches to infectious diseases.

Credit Hours

5-6

CC Vote – Approve

Deleted: Successful completion of PHAR 542 is a prerequisite.

Deleted: 6

PHAR 762 : Infect Disease Therapeutics

New Course

This course discusses clinical microbiology and principles of anti-infective therapy as well as the pathophysiology, associated pharmacology, and therapeutic approaches to infectious diseases and conditions of the integumentary system.

CC Vote – Approve

PHAR 887 : APPE - Elective

Course Description Change to allow course to be taken twice

APPE electives take place in variety of pharmacy practice settings and provide student with highly focused experiences based on the preceptor's specialty. Can be taken twice in same semester.

CC Vote – Approve

Deleted: a

Deleted: (both patient care

Deleted: non-patient care).

Deleted: Electives provide the student with highly focused experiences based on the preceptor's speciality.

COLA

GC-25-03-17-CC

GEO 523 : Cartography & GIS

Course Change

Adding cross linking to GEO 423

CC Vote – Approve

GEO 524 : Transportation Geography

Course Change

Adding cross linking to GEO 424

CC Vote – Approve

GEO 526 : ~~Geographic Information Systems~~

Change of course title and course title

GEO 526 : ~~Geographic Information Systems~~,

~~Geographic Information Systems (GIS) principles, techniques, and applications for the social and natural sciences, emphasizing core geographic concepts through an integrated lecture and lab format.,~~

CC Vote – Approve

Deleted: Principles of GIS

Deleted: This course allows incoming graduate students to obtain foundational GIS skills required to succeed in more specialized graduate level GIScience courses.

GEO 529 : ~~GIS Location Analytics~~

Title Change, Addition of split level, Description change, reduction in credit hours

GEO 529 : ~~GIS Location Analytics~~,

Split level with GEO 429

~~This course explores how Geographic Information Systems (GIS) are used in business for market analysis, site selection, logistics, and data-driven decision-making.,~~

Credit Hours

~~3,~~

CC Vote – Approve

Deleted: Analysis and GIS

Deleted: Concepts, models, and methods of geographic location analysis of natural resources extraction, manufacturing, services, retail and market area analytics, and logistics using GIS.

Deleted: 4

GEO ~~640~~ : Spatial Statistics ~~using~~ GIS

Course level change, title change, description change,

Formerly known as: ~~GEO 540~~

Spatial Statistics ~~using~~ GIS

Course Description

Deleted: and

This course equips students with the skills to understand, apply, and critically evaluate geostatistical methods in GIS, emphasizing spatial data analysis, model development, visualization, and real-world problem-solving.

CC Vote – Approve

Deleted: Statistical methods applied to problem solving in geography and using GIS for display and analysis. Primary focus on descriptive and inferential spatial statistics, mapping, and spatial analysis of data.

GEO 660 : Weather Analysis

Title Change, Addition of split level, Course level change, Asynchronous

GEO 660 : Weather Analysis

Deleted: 560

Split Level Course

GEO 460 - Weather Analysis

Asynchronous online course (AO): No class Meetings, asynchronous work.

The course will be fully online. Students can log in at different times but will be expected to log in regularly via Blackboard to view lectures, submit assignments, exams and assessments. Students will have a window of time to complete all coursework.

The course is being upgraded from 500-level to 600-level, to provide 600 level credit for students interested in the graduate meteorology certificate program. By moving the course to 600-level, it will encourage students to pursue the full Masters in Geography. It will be offered in the Fall semesters of odd years. Enrollment of the graduate section will be around 12 students.

CC Vote – Approve

COS

GC-25-03-18-CC

Natural Resources & Earth Sci

NRE 541 : Fisheries Management

New Course

Course Description

The history, regulations, theory, and science behind the management/mismanagement of inland fisheries.

Rationale for a new course, projected semester enrollment, etc.

The American Fisheries Society has a fisheries professional certification process. That process requires a biologist to have had a fisheries management lab course to qualify. We created a

400/500 to complete this certification process for MU graduates. This course has been taught a few times with enrollments from 15 to 20 students.

CC Vote – Approve

NRE 550 : Aquatic Invertebrates

New Course

Course Description

A survey course of the freshwater invertebrates found in the eastern United States. This course focuses on the taxonomy, life histories, and ecology of crustaceans, mollusks, and insects.

Rationale for a new course, projected semester enrollment, etc.

This class has been taught twice before with enrollments between 12 and 17 students. A survey course of the freshwater invertebrates found in the eastern United States. This course focuses on the taxonomy, life histories, and ecology of crustaceans, mollusks, and insects. The goal of the course is to prepare students to take various national freshwater invertebrate identification certification exams. In the eastern US mollusks, crayfishes, and then stoneflies (insect) have the highest proportion of state/federal protected species. Almost 70% of freshwater mussels are protected at the federal level. Populations of all three of these groups are in serious decline. We are the only University in WV to offer this course. Significant job opportunities exist based on state/federal position and funding.

CC Vote – Approve

NRE 604 : Compost Science & Operations

Course Description

An advanced exploration of composting systems, evaluation methods, sustainable management strategies, compost quality characteristics and analysis, and community, environmental, and operational aspects of compost production and utilization.

Rationale for a new course, projected semester enrollment, etc.

The proposed course is designed to equip students from Natural Resources and the Environment MS programs with advanced knowledge and practical skills in sustainable organic waste management. As the global emphasis on environmental sustainability intensifies, expertise in composting has become increasingly valuable for enhancing soil health, reducing landfill waste, and promoting sustainable agricultural practices.

This course was designed based on a 40-hour compost operations certification training course that the instructor and Sustainability Department staff attended with additional theoretical instruction

and experiential learning activities included. It offers an in-depth exploration of composting processes, including the evaluation of various methods, design of efficient systems, and analysis of compost quality. Students will engage in hands-on experiences, such as building and monitoring compost piles, conducting laboratory analyses, and developing comprehensive management plans. These activities are designed to foster critical thinking and problem-solving skills, aligning with higher-order learning objectives.

The anticipated enrollment of 5-10 students per semester, which will allow for personalized instruction and collaborative projects. Students who take this course will be well-prepared to apply the knowledge of effective composting practices gained from this course in the workplace to advance environmental sustainability.

CC Vote – Approve

Chemistry

CHM 574 : Introductory Biochemistry

New Course

Split level with CHM365

Course Description

A survey course including introduction to basic biochemical concepts, metabolic pathways, and bioenergetics.

Rationale for a new course, projected semester enrollment, etc.

A graduate-level course is needed for students who have not had biochemistry previously. Forensic Science master's students may take this course. This course will be cross leveled with CHM 365 (Introductory Biochemistry). Students taking the graduate-level course proposed here will need to write a paper and conduct a presentation in addition to exams given to all students.

CC Vote – Approve

Biology

BSC 632 : Data Analysis in Bio Sciences

Split Level with BSC 432 - Data Analysis in Bio Sciences

Course Description

Example-led lectures and practical sessions to build proficiency in analyzing real data in biological sciences using R. Includes data wrangling, visualization, and mapping with emphasis on reproducible research practices.

Rationale for a new course, projected semester enrollment, etc.

R is an open-source coding language that biologists and ecologists use to conduct repeatable and reproducible data analysis and visualization. As such, employers and graduate programs often require competency in the language. Furthermore, R packages allow our graduate students the means to conduct sophisticated biological and ecological analyses that would otherwise be impractical to attempt. This course differs from courses taught in other departments in that it: 1) is designed for students with no prior computer coding experience; 2) does not teach statistics, per se (students do learn to code basic statistical tests); 3) focuses explicitly on the process of using the R language to write repeatable and reproducible code; 4) is strongly biased towards ecological (especially) and biological analyses and includes a significant component on geospatial applications.

This course has previously been offered as a Special Topics course. Student interest in the course is very high with enrollments of approximately 15 each time it is offered. Nearly every one of our graduate students takes this course before graduation.

Enrollments in BSC 680, SpTp: R Data Analysis: Spring 2024, 13 students; Spring 2022, 20 students; Fall 2020, 14 students; Fall 2018, 17 students; Spring 2017, 16 students

CC Vote – Approve

COHP

GC-25-03-19-CC

NUR 610 : Nur. Patho, Assess, and Pharm

Course Description

This course in advanced physiology/pathophysiology, advanced physical assessment, and pharmacology r/t prevalent disease processes across the life span. Course integrates core concepts at advanced level for nursing clinical practice.

Rationale for a new course, projected semester enrollment, etc.

This course is only for MSN students in the Nursing Education Emphasis. NUR 610 will be a required course, and the current required course, CIEC 600 will be an elective.

CC Vote – Approve

Graduate Council
February 2025
Attachment #6 – UPGA-10

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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 Marshall University 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:

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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. Will 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.

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- 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

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

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- 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 termination 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

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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, the CISO, and the Chair of the Faculty Technology Committee (FTC) should be notified via e-mail. The new technology tools or services will then be reviewed by the FTC. 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.	<ul style="list-style-type: none"> - 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 Advisory 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	<ul style="list-style-type: none"> - 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) - Symphany Advocate - StarRez (for the Landing only) - eResLife

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				<ul style="list-style-type: none"> - Synchronizing files from OneDrive/MS Teams/Sharepoint to a Device is NOT ALLOWED for restricted data, unless device is encrypted - PHI only allowable for Mv65, Titanium, and Exxat Software - Toucl-Net Student Account Center - Adv. for 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.	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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.	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - No restrictions on storing or sending this type of data

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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.
- 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.

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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

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:

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- 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

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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:

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3	<ul style="list-style-type: none"> 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.
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- 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.
 - 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.
 - Severity 2: Chief Legal Counsel, Chief Information Officer, Chief Data Officer, others as determined.
 - 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:
 - What happened?
 - What systems, devices, etc., were compromised?

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- o What is the net damage and costs?
- o Was information lost or stolen? If yes, what?
- o Was the information restricted or private?
- o How was the information acquired?
- o How was the system or device configured?
- o What are the maintenance procedures?
- o Do log files exist?
- o Who was affected by the breach?

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

- o WV-BRIM
- o Law Enforcement
- o Cyber-Security consulting services
- o Others, as identified.

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

- o Preservation of evidence
- o Determine root cause
- o Implement required technology remediations
- o File criminal charges (if required)

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

- o 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.

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- 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.

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Graduate Studies Report for Graduate Council Attachment #7

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

Application Trends

The Graduate Studies office and Enrollment Management offices monitor application trends closely. At this point in the year, the trends in graduate applications are uniformly positive, across all colleges.

We have also been improving our underlying data management and our dashboards for enrollment and applications. One particular improvement is a project to integrate additional CAS (common application system) information directly into our Salesforce application system, starting with the Pharmacy program which uses PharmCAS. This project to continue developing Salesforce is ongoing.

The key steps that programs can take to facilitate admissions are to process applications as promptly as reasonable, making admissions decisions and sending back decision sheets. Programs should also continue to work with accepted students.

Graduate Recruiting Events

Graduate Studies and Marshall Online held a virtual graduate recruiting event on March 13, which was well attended. This event was focused on graduate studies generally, across all programs. Two additional program-specific events are scheduled for April. We hope these events will help us develop a “template” that can make it easier for additional programs to run program-specific events.

Graduate Advising Professional Development Community

The keynote presentation from Dr. Joanne Damminger went very well, along with the learning community meeting on March 12. Materials and recordings are posted in a Team as they are available; the Team is available for all faculty and staff to join. Requests can be sent to Graduate Studies.

There is one more meeting this semester, on Wednesday, April 2, at 9:00am. Please watch your email for additional information including daily themes and Teams links.

South Charleston Office Hours

I will be available for in-person meetings on the South Charleston campus during these days. I am also glad to schedule Teams meetings at any time.

- Monday, March 31, 1:00-5:00pm
- Tuesday, April 15, 8:00-noon

Graduate Council

Attachment #8

March 2025

Faculty Senate Chair Report

1. The Faculty Senate met yesterday, and we approved several items, including changes to our Inclement Weather Policy and our Class Attendance University Policies. These will now go through shared governance approval via Admin 20. We also approved a resolution against HB 3279, which would strip voting rights from faculty, students, and staff on our Board of Governors.
2. The current legislative session in Charleston is advancing quickly. Crossover day is April 2 and the session is scheduled to end on April 12. SB 474 on “Ending Diversity, Equity, and Inclusion Programs” passed the Senate yesterday, and was introduced in the House, referenced to Education and then Judiciary. This will be our state-level guidance for DEI programs moving forward if it passes. In addition to the legislation we discussed at prior meetings, including DEI and the budget, there are a few items on my radar. As I mentioned before, HB 3279 removes the voting rights from our student, faculty, and staff BOG representatives, repositioning them as simply non-voting, advisory members. It has passed the House Education Committee, and it is currently scheduled for its second reading on the House floor today as we meet. SB 841 would prohibit us from talking about sexual orientation or gender identity in curriculum. HB 3297 would create a “Washington Center for Civics, Culture, and Statesmanship” at WVU under the direction of the Governor’s political appointee.
3. The Executive Committee evoked its right to recommend changes to this under the authority of Admin 20. We passed SR 24-25-28 EC, which recommended striking the language that restricted and sensitive data could only be accessed on university managed (issued) devices, given that many employees do not have access to one, and this would significantly hinder the ability of many of us to do our work. This language will change in the final draft so that we may use personal devices if they are encrypted and password protected.
4. The Campus and Community Safety Workgroup meet on February 21. Hailey just distributed the notes from that meeting, but the topic of traffic and pedestrian safety was the main topic of conversation. Please review that information carefully and reach out to me if you have any questions or concerns you would like me to share.
5. 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. Our last Executive Committee meeting of the year is scheduled for April 14 for items to be taken up at the April 24 Faculty Senate meeting. All recommendations and resolutions for those meetings are due at senate@marshall.edu by April 4.