



Graduate Council

MEMORANDUM

To: Mr. Brad D. Smith, President

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

Date: May 15th, 2025

Subject: **Review of Graduate Council Minutes: April 25, 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

5/16/25

Date

Note to Cora Pyles, Executive Assistant to the President:

Please return the signed original to Dr. Richard Eggleton eggleton@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, cantrell1@marshall.edu

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

MU Graduate Council Meeting Minutes

April 25, 2025

Hybrid Meeting – Drinko 349 + Teams

Members Present: Chattin, Davis, Egleton, Hancock, Heaton, Kimble, Hughes, Lucas-Adkins, Meadows, Perkins, Sardahi, Simonton, Yuan

Members Absent: Stroebel, Vallejo

Ex-Officio Voting Members Absent: Schulenberg

Ex-Officio Non-Voting Members Present: Mummert, Maher,

Ex-Officio Non-Voting Members Absent: Mukherjee

Guests: P. Georgel, S. Cantrell-Johnson, K. Adkins, D. Lockwood, E. Beeson

Agenda

Egleton	Welcome; Quorum; Approval of the Agenda
Egleton	Approval of March 2025 Minutes Attachment #1
Yuan	Graduate Faculty Status Candidates (Attachment #2) GC-25-04-01-CRC
Davis	Planning Committee (Attachment #3) GC-25-04-02- PC -- GC-25-04-20- PC Academic Requirements and Regulations Proposal GC-25-04-21- PC
Simonton	Curriculum Committee Report (Attachment #4) GC-25-04-22- CC -- GC-25-04-26- CC
Meadows	Program Review No report
Egleton	Chairs Report - Discussion Items <ul style="list-style-type: none">• International students• Propose an adhoc committee for fall to discuss excused absence policy at the graduate level• Alternate funding for graduate programs• Marketing for Graduate programs• SOPs for various graduate committees (Attachment #5)
Mummert	<ul style="list-style-type: none">• Graduate Studies Report (Attachment #6)
Schulenberg	Faculty Senate Report
Egleton	Wrap up

Attachments

Attachment #1 – March Minutes

Attachment #2 – Credentialling Report

Attachment #3 – Planning Report

WELCOME, INTRODUCTIONS, ANNOUNCEMENTS

- R. Egleton thanked everyone for adjusting their schedules to attend meeting today. Originally, meeting was scheduled for April 18th, but WV governor declared ½ day holiday.
- R. Egleton reminded members who were participating via Teams to raise their virtual hands for voting and to raise virtual hand if they wanted to speak.

MOTION TO AMEND AGENDA

APPROVED

- Scott Davis made motion to remove item 25-04-13 from the Planning Committee's report. This request was made by the department. Scott Simonton seconded the motion.
- Also approved the edit to the meeting minutes reference from February to March

MOTION TO APPROVE AGENDA with amendments

APPROVED

MOTION TO APPROVE March Meeting Minutes

APPROVED

(See Attachment #1)

CREDENTIALING COMMITTEE

(See Attachment #2)

Huanshu Yuan presented report: April faculty members for Graduate Faculty Status approval and committee will share final report of audit for 3 colleges soon.

GC-25-04-01CRC

APPROVED

PLANNING COMMITTEE

(See Attachment #3)

Scott Davis presented report:

COEPD

GC-25-04-02PC Course for CI EdS students

GC-25-04-03PC Counseling catalogue change

GC-25-04-04PC Remove GRE requirement for MA, Leadership Studies

Committee recommended approval and GC Approved

COHP

GC-25-04-05PC DNP, Doctor of Nurse Practitioner Degree Program

GC-25-04-06PC DNP, Doctor of Nurse Practitioner Major (includes POS and required courses by semester)

GC-25-04-07PC Family Nurse Prac, Pst MS CERT (CERT-PM)- Editing courses to be in compliance with accreditation requirements

GC-25-04-08PC Family Nurse Pract, Emphasis- Changes to be in compliance with accreditation requirements

GC-25-04-09PC MSN, Nursing- Changes to be in compliance with accreditation requirements

Modifying the Academic Progression Policy

Committee recommended approval and GC Approved

SOM

GC-25-04-11 PC Biomedical Research Clin Transl Sciences- Catalogue changes

Committee recommended approval and GC Approved

COS

GC-25-04-12 PC Geology, Emphasis- Clarify changes

GC-25-04-13 PC- Removed from agenda at dept's request

GC-25-04-14 PC Format the degree requirements into a table for Chemistry, MS

GC-25-04-15 PC MS, Mathematics Degree Program (M.S.) – New Program Proposal
(Degree Program)

GC-25-04-16 PC MS, Mathematics – New Major

GC-25-04-17 PC MS, Physical and Applied Sci – Program Change

GC-25-04-18 PC Statistics, Emphasis – New AOE Proposal

Committee recommended approval and GC Approved

COLA

GC-25-04-19 PC MA, Sociology- Eliminate comprehensive exam requirement

GC-25-04-20 PC PsyD, Psychology- Updates

Committee recommended approval and GC Approved

Academic Requirements and Regulations Proposal

GC-25-04-21- PC

Committee recommended approval and GC Approved

CURRICULUM COMMITTEE

(See Attachment #4)

Scott Simonton presented the report:

COEPD

GC-25-04-22 CC- included CI and Counseling requests

Committee recommended approval and GC Approved

COAM

GC-25-04-23 CC- included requests from Music

The committee recommended approval and GC Approved

COS

GC-25-04-24 CC- included requests from NRE, math, and CJ

COHP

GC-25-04-25 CC- included requests from NUR and SWK

Committee recommended approval and GC Approved

COLA

GC-25-04-26 CC- included requests from PSY

Committee recommended approval and GC Approved

PROGRAM REVIEW COMMITTEE

No report

GRADUATE COUNCIL CHAIR UPDATES

Updates from Richard Eggleton:

- **International Students:** Consider international students to be an added bonus. It may not be advisable to actively recruit international students right now unless your program is completely online. Dr. Mummert says MU administration (including Dr. Rivas, Asst Provost for Global Education) is doing their best to support students and MU is monitoring the issue closely.
- **Excused absence policy:** Faculty Senate passed weather and excused absence policy for undergraduates yesterday. Plan is for an ad-hoc committee to address these issues at the graduate level in the fall.
- **Alternate Funding for Graduate Students/Programs:** Encouraged all to talk with MURC about alternative funding sources for graduate students. Richard has a meeting with the foundation for his program and will keep his ears open for funding options that may apply to any and all graduate programs.
- **Marketing for Graduate programs-** Richard has met with Dave Traub and President Smith. President Smith is encouraging programs to think about how to show prospective students that they will get a high return on their investment- the investment being their decision to pursue their degree from MU. Think about the career paths students will have once they complete your graduate program and what is the predicted demand for that career over the next few years.
- **SOPs for Graduate Council Subcommittees-** Richard would like all subcommittees to put together SOP. Lisa has submitted one for the Curriculum Committee (see Attachment #5)

GRADUATE STUDIES REPORT

(See Attachment #6)

Carl Mummert shared his report.

FACULTY SENATE REPORT

Shawn Schulenberg was not in attendance today due to another commitment.

CONCLUDING REMARKS:

- He will be sending a schedule of meetings for next year soon.

Meeting Adjourned at 2:04 PM

Graduate Council
Credentialing Committee
April 2025 (GC-25-04-01-CRC)
Attachment #2

Type	Faculty Member	E-mail	College/School	Department/Division	Graduate Faculty Level	Term Start	Term Expires
Add	Cole, Margaret	STEPHENS56@marshall.edu	COEPD	School Psychology	Associate	1/13/2025	5/15/2028
Add	Johnson, William	johnson1604@marshall.edu	COEPD	Counseling	Associate	8/18/2025	12/15/2028
Add	McPeake, Jacqueline	MCPEAKE2@marshall.edu	COEPD	Leadership Studies	Associate	8/18/2025	12/15/2028
Add	Moore, Christopher	moore27@marshall.edu	COS	Biological Sciences	Graduate	1/13/2025	5/15/2030
Add	Walden, Harley	WALDEN4@marshall.edu	COEPD	Curriculum and Instruction	Associate	8/18/2025	12/15/2028
Edit	Brooks, Clayton	brooksc@marshall.edu	COS	Mathematics & Physics	Associate	1/13/2025	5/15/2028
Edit	Cuchta, Thomas	cuchta@marshall.edu	COS	Mathematics and Physics	Graduate Chair	8/21/2023	12/15/2028

**Graduate Council
Planning Committee
April 2025
Attachment #3**

College of Education and Professional Development (COEPD)

(GC-25-04-02- PC) 155: Curriculum and Instruction – AOE EdS, Education Specialist

Department: Curriculum and Instruction

Rational: This request is to remove the option of CI 677 Writing for Publication or HUMN Expository Writing from the plan of study. We would like to replace this course with CI 627 Program Planning and Evaluation. The faculty believe the program planning course will be a better fit for students completing the Education Specialist degree in Curriculum & Instruction. Someone working as a curriculum specialist is more likely to plan and evaluate educational programs versus preparing manuscripts for publication. The writing for publication course is a better fit for our Doctor of Education students.

Effective Date: Summer 2025

Planning Committee Recommends: Recommend Approval

(GC-25-04-03- PC) 157: MA, Counseling

Department: Counseling

Rational: Graduation requirements were left out of the last catalogue.

Clarifying language related to program requirements and to be consistent with other changes moving through the system.

Effective Date: Fall 2025

Planning Committee Recommends: Recommend Approval

(GC-25-04-04- PC) 171: MA, Leadership

Department: Leadership Studies

Rational: Removing the GRE should allow more students to apply.

Effective Date: Fall 2025

Planning Committee Recommends: Recommend Approval

College of Health Professions (COHP)

(GC-25-04-05- PC) 228: DNP, Doctor of Nurs Prac Deg P (D.N.P)

Department: Nursing

Rational: The Marshall University Post Master's Doctor of Nursing Practice Program prepares advance practice nurses to practice at the highest level of professional nursing.

Program Clarification: Change in admission/program requirements and change in the name of the program DNP, Doctor of Nurs Prac to Post Master's DNP-PM DNP.

Effective Date: Fall 2025

Planning Committee Recommends: Recommend Approval

(GC-25-04-06- PC) 229: DNP, Doctor of Nurs Prac Major

Department: Nursing

Rational: The Marshall University Post Master's Doctor of Nursing Practice Program prepares advance practice nurses to practice at the highest level of professional nursing.

Program Clarification: Change in admission/program requirements and change in the name of the program DNP, Doctor of Nurs Prac to Post Master's DNP-PM DNP.

Effective Date: Fall 2025

Planning Committee Recommends: Recommend Approval

(GC-25-04-07- PC) 371 Family Nurse Prac, Pst MS CERT (CERT-PM)

Department: Nursing

Rational: This is an existing certificate program we are editing NUR 620, NUR 621, NUR 622, NUR 624, NUR 626, NUR 695, NUR 663, and NUR 664 courses to be in compliance with our accreditation requirements.

Effective Date: Fall 2025

Planning Committee Recommends: Recommend Approval

(GC-25-04-08- PC) 205: Family Nurse Pract, Emphasis

Department: Nursing

Rational: Based on new requirements of our accreditation, ACEN, our plans of study, course credits, and clinical hours have been changed to be in compliance.

Effective Date: Fall 2025

Planning Committee Recommends: Recommend Approval

(GC-25-04-09- PC) 203: MSN, Nursing

Department: Nursing

Rational: Editing overview only due to changes in timely of course offerings and changes in clinical hours required by our accreditors.

Effective Date: Fall 2025

Planning Committee Recommends: Recommend Approval

(GC-25-04-10- PC) 287: DPT, Physical Therapy

Department: School of Physical Therapy

Rational: Introducing a Junior Early Assurance Admission Pathway: High-achieving college juniors can apply for early admission to the DPT program, reserving a seat until they complete their undergraduate degree. To boost enrollment in the Doctor of Physical Therapy (DPT) program.

Modifying the Academic Progression Policy: Students struggling academically in PT 701 during the fall (year 1) term may enter the 4-year deceleration pathway. They can withdraw from PT 701, continue other courses, and transition to the deceleration pathway in the spring.

Rationale: To enhance retention rates.

Effective Date: Summer 2025

Planning Committee Recommends: Recommend Approval

School of Medicine (SOM)

(GC-25-04-11- PC) 278: PhD, Biomedical Research

Department: Biomedical Research Clin Transl Sciences

Rational: We are requesting some catalog changes. The primary change is to our method of application. Previously we used the Biomedcas platform for applications. We have decided to return to the Marshall Graduate admissions office to run our applications and have to change the catalog language to match. We have also a number of changes to the language to help clarify our programs for applicants. Our program also has a number of international applicants; thus, we are also requesting that we can on a case-by-case basis we can allow fall or spring matriculation.

Effective Date: Spring 2025 (Summer 2025)

Planning Committee Recommends: Recommend Approval

College of Science (COS)

(GC-25-04-12- PC) 306: Geology, Emphasis

Department: Mathematics and Physics

Rational: These changes clarify the Geology Area of Emphasis in the MS, Physical and Applied Sciences. After all changes, the MS degree will have only AoE Geology and Physics for Teachers, as these are the only two currently in use.

Effective Date: Fall 2025

Planning Committee Recommends: Recommend Approval

(GC-25-04-13- PC) 953: Mathematics (Grad)

Department: Mathematics and Physics

Rational: The proposed minor in graduate mathematics offers an opportunity for graduate students in another major to earn a minor in mathematics, which will first and foremost, provide a deeper knowledge in the graduate courses of interest, and also provide the opportunity for further graduate studies in mathematics.

Effective Date: Fall 2025

Planning Committee Recommends: Recommend Approval

(GC-25-04-14- PC) 299: MS, Chemistry

Department: Chemistry

Rational: This change is to format the degree requirements for MS, Chemistry into a table format. No changes are proposed for the degree requirements.

Effective Date: Fall 2025

Planning Committee Recommends: Recommend Approval

(GC-25-04-15- PC) 950: MS, Mathematics Degree Program (M.S.) – New Program Proposal (Degree Program)

Department: Mathematics and Physics

Rational: We are changing the Master of Arts (MA) in Mathematics to a Master of Science (MS) to reflect the nature of our program better and align with academic and industry expectations. The MS designation is more widely recognized for its emphasis on rigorous quantitative and analytical training. This change enhances the program's appeal to prospective students and employers, reinforcing its focus on advanced mathematical concepts and their applications in scientific and technical fields. Additionally, with West Virginia University having discontinued its MS program in Mathematics, this change positions our program to help fill the void left by their cancellations.

Effective Date: Fall 2025

Planning Committee Recommends: Recommend Approval

(GC-25-04-16- PC) 951: MS, Mathematics – New Major

Department: Mathematics and Physics

Rational: We are changing the Master of Arts (MA) in Mathematics to a Master of Science (MS) to reflect the nature of our program better and align with academic and industry expectations. The MS designation is more widely recognized for its emphasis on rigorous quantitative and analytical training. This change enhances the program's appeal to prospective students and employers, reinforcing its focus on advanced mathematical concepts and their applications in scientific and technical fields. Additionally, with West Virginia University having discontinued its MS program in Mathematics, this change positions our program to help fill the void left by their cancellations.

Effective Date: Fall 2025

Planning Committee Recommends: Recommend Approval

(GC-25-04-17- PC) 304: MS, Physical and Applied Sci – Program Change

Department: Mathematics and Physics

Rational: Two of the area of emphasis are currently used (GS63 and GS67). Due to the creation of stand alone MA/MS degrees, the other three are no longer used (GS62, GS64, GS6). The changes here reflect that. The three no longer used will be inactivated and admissions suspended to those.

Effective Date: Fall 2025

Planning Committee Recommends: Recommend Approval

(GC-25-04-18- PC) 952: Statistics, Emphasis – New AOE Proposal

Department: Mathematics and Physics

Rational: An area of emphasis in statistics is offered in the Department of Mathematics and Physics. The curriculum for the Master of Science in Mathematics with an Area of Emphasis in Statistics prepares students with a solid background in both theoretical and applied statistics for positions in industry, government agencies, or business; for further graduate study at the doctoral level; and for teaching positions at the secondary or two-year college level.

Effective Date: Fall 2025

Planning Committee Recommends: Recommend Approval

College of Liberal Arts (COLA)

(GC-25-04-19- PC) 245: MA, Sociology

Department: Anthropology Sociology

Rational: The proposed changes are to eliminate our comprehensive examination requirement.

Effective Date: Fall 2025

Planning Committee Recommends: Recommend Approval

(GC-25-04-20- PC) 248: PsyD, Psychology

Department: Psychology

Rational: Update admission requirements and program mission and program goals and objectives as well as updated Internship acceptance rate/numbers for more recent years.

Effective Date: Spring 2025 [Change to Summer 2025]

Planning Committee Recommends: Recommend Approval

(GC-24-04-21 - PC)

Academic Requirements and Regulations

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

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

Course Grade Appeals

Students may only appeal an overall final course grade, not grades for individual assignments. Moreover, course grades may be appealed only under the following conditions:

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

The burden of proof will be with the appealing graduate student.

For the purposes of graduate course grade appeals, an instructional day is a day when regularly scheduled classes are held on the Huntington campus and a business day is a day when the Huntington campus is open for business.

Step 1) Attempt to resolve the matter informally: Within ten (10) instructional days of receiving a final grade, the student should contact the instructor by email requesting a review of the grade. The instructor will respond in writing within ten (10) business days of receiving the request. The student may contact the director/coordinator of the graduate program should the instructor not be available or extraordinary circumstances require urgent action.

Step 2) If the student or instructor is not satisfied with the resolution from step 1, within ten (10) business days of receiving notification from Step 1, submit the Course Grade Appeal Form to the department/unit head in which the grade was issued and the instructor's response. The form can be obtained from the Graduate Studies website, www.marshall.edu/graduate/graduate-student-appeals. The Course Grade Appeal Form lists all materials to be submitted by the student. If the department /unit head was the instructor, submit the materials to the program director or director of graduate studies. The department/unit head will respond in writing within ten (10) business days of receiving the Course Grade Appeal Form and all required materials.

Step 3) If the student or instructor is not satisfied with the resolution from Step 2, within 10 (ten) business days of receiving the notification from Step 2, submit the Course Grade Appeal Form to the Assistant Provost for Graduate Studies. The Assistant Provost for Graduate Studies will issue a final non-appealable decision within ten (10) business days of receiving the Course Grade Appeal Form and all required materials.

Action Based on Academic Performance or Dishonesty Appeals

Sanctions resulting from an Academic Disciplinary Action shall take effect immediately, regardless of whether the student appeals the sanction. In exceptional circumstances, however, the Assistant Provost for Graduate Studies or the CAO may suspend the imposition of sanctions pending the resolution of an appeal. The student should continue to attend and complete all assignments during the appeals process.

The burden of proof will be with the appealing graduate student.

The university policy on Academic Dishonesty, UPAA-1, including the appeal procedure, is located at <https://www.marshall.edu/policies/>. Additional information is available from the Graduate Studies website at <https://www.marshall.edu/graduate/graduate-student-appeals>.

- The director/coordinator of the graduate program, chairperson/department/unit head, or Assistant Provost for Graduate Studies will notify a graduate student in writing of the academic action.

- The academic action may be prescribed by those departments that publish a student handbook that includes sanctions its faculty may impose for academic dishonesty or other actions in violation of the ethical guidelines of the discipline.
- Before initiating a formal appeal, the graduate student must first seek informal resolution from the person who imposed the sanction.
- If there is no informal resolution, the graduate student must submit an appeal to the Assistant Provost for Graduate Studies within ten (10) instructional days of attempting the informal resolution.
- Within ten (10) instructional days of receiving the appeal, the Assistant Provost for Graduate Studies will issue a written decision and provide copies of the decision to the student and person who imposed the sanction.
- If the graduate student is not satisfied with the decision of the Assistant Provost for Graduate Studies, within ten (10) instructional days of receiving the decision, the graduate student may request a hearing of an ad hoc committee of the Graduate Council by contacting the Chair of the Graduate Council.
- Upon receipt of the request for a hearing, the Assistant Provost for Graduate Studies will forward the decision and all attachments to the Chair of the Graduate Council. The academic dean will also be notified and will serve in an advisory role to the Chair of the Graduate Council.
- The Chair of the Graduate Council will convene an ad hoc committee and will schedule a hearing and give all parties ten (10) instructional days written notice of the hearing. The ad hoc committee will include three (3) individuals that may include the Chair of the Graduate Council, the Vice Chair of the Graduate Council, the Secretary, or another member of the Graduate Council.
- The ad hoc committee will review the appeal with all attachments and provide the graduate student and the individual who imposed the sanction the opportunity to review and respond to all evidence. The participants may bring an advisor or legal counsel to the hearing at their own expense.
- The ad hoc committee will operate with due respect to the rights of graduate students, faculty, and administrators including the conduct of interviews, the right of all parties to review and address allegations, and the right to a fair hearing.
- Within ten (10) instructional days of the hearing, the ad hoc committee will render a written decision and forward it to the graduate student, the individual imposing the sanction, the Assistant Provost for Graduate Studies, and the CAO.
- If the graduate student is not satisfied with the ad hoc committee's decision, within ten (10) instructional days of receipt of the decision, the graduate student may submit an appeal to the CAO.
- The CAO's review shall be limited to substantive or procedural issues regarding the hearing. The decision of the CAO is final.

Administrative Steps for Filing a Complaint

Students may file complaints or reports using the electronic system available at https://marshall-advocate.symplicity.com/public_report/. Reports are processed in accordance with Marshall procedures STUDENT-7, "General University Reporting Procedure"; STUDENT-8, "Marshall University Reporting System Procedure"; and ACAD-4 "Reporting Procedure for Academic Issues for Students", which are available from <https://www.marshall.edu/policies/>.

Each report will be reviewed by the Case Manager of the Office of Student Advocacy & Accountability to determine the proper jurisdiction of the report, and will then be directed to the appropriate individual for resolution. Topics of reports may include academic issues other than grade or performance appeals; facility or infrastructure concerns; dining-related concerns; health and safety concerns; student life and services concerns; accessibility and accommodation concerns; faculty concerns; or other concerns of the reporter. The same reporting system is used to submit Title IX reports, which will be directed to the appropriate office.

Academic Rights and Responsibilities of Students

(from Board of Governors Policy SA-2)

The institution and its constituent colleges and schools shall define and promulgate, consistent with the policies, rules and regulations of the Higher Education Policy Commission and the Marshall University Board of Governors, the academic requirements for admission to the institution, for admission to limited enrollment programs and for admission to professional and graduate degree programs (where offered); the criteria for maintenance of satisfactory academic progress, for the successful completion of the program, for the award of a degree or certification, for graduation; the requirements or criteria for any other academic endeavor; and the requirements for student honesty and originality of expression.

A student, by voluntarily accepting admission to the institution or enrolling in a class or course of study offered by the institution, accepts the academic requirements and criteria of the institution. It is the student's responsibility to fulfill coursework and degree or certificate requirements and to know and meet criteria for satisfactory academic progress and completion of the program.

Academic Rights

Concomitant with the academic standards and responsibilities established pursuant to these rules, each student shall have the following academic rights:

- The student shall be graded or have his/her performance evaluated solely upon performance in the course work as measured against academic standards. The student shall not be evaluated prejudicially, capriciously, or arbitrarily. The student shall not be graded nor shall his/her performance be evaluated on the basis of his/her race, color, creed, sex or national origin.
- Each student shall have the right to have any academic penalty, as set out in Section 4.2 of these rules below and more specifically defined by his/her institution, reviewed.
- Each student shall have access to a copy of the college or university catalog or program brochure in which current academic program requirements are described (e.g., required courses, total credit requirements, time in residence requirements, special program requirements, minimum grade point average, probation standards, professional standards, etc.). Students have the right to receive from the instructor written descriptions of content and requirements for any course in which they are enrolled (e.g., attendance expectations, special requirements, laboratory requirements including time, field trips and costs, grading standards and procedures, professional standards, etc.).
- The instructor of each course is responsible for assigning grades to students enrolled in the course, consistent with the academic rights set out in the preceding sections.

Application of Policy to Students

Student — any person who has been admitted to an institution to pursue a course of study, research, or service, who is currently engaged in an institutionally sponsored activity, and who has some right or privilege to be on the campus or in the facilities of the institution, or to use the same, in connection with study, research, or service, or who yet has some right or privilege to receive some benefit or recognition or certification from the institution, under the rules, regulations, or policies of the Higher Education Policy Commission, the Marshall University Board of Governors or the institution.

A student, as defined in this policy, shall be subject to any applicable penalties for failure to comply with the academic requirements and standards promulgated by the institution and/or its constituent colleges and schools according to these rules. Students are expected to adhere to these academic standards in all academic settings, classrooms, laboratories, clinics and any other activities which are part of academic requirements.

Academic Requirements and Consequences of Failure to Meet Requirements

The institution and its constituent colleges and schools shall define and promulgate the academic requirements, criteria and standards as set out in these rules. Normally, students may finish a program of study according to the requirements under which they were admitted to the program. However, requirements are subject to change at any time, with reasonable notice provided to the students.

A student who fails to meet the academic requirements or standards, including those for academic honesty as defined by the institution and its constituent colleges and schools according to Section 2.1 of these rules, may be subject to one or more of the following penalties:

- A lower grade or failure of the course or exclusion from further participation in the class (including laboratories or clinical experiences), all of which may be imposed by the instructor.
- Academic probation as determined and defined by the institution and its constituent colleges and schools.
- Academic suspension as determined and defined by the institution and its constituent colleges and schools.
- Academic dismissal.

Academic dismissal is defined as termination of student status, including any right or privilege to receive some benefit or recognition or certification. A student may be academically dismissed from a limited enrollment program and remain eligible to enroll in courses in other programs at the institution, or a student may be academically dismissed from the institution and not remain eligible to enroll in other courses or programs at the institution.

A student may appeal any penalty according to the procedures below. Each institution and its constituent colleges and schools shall determine and specify the point at which penalties, excluding those specified in these rules, may be imposed. Each instructor determines the point at which the penalties specified may be imposed. Each institution and its constituent colleges and schools shall determine the method(s), if any, by which a student may correct the condition(s) leading to imposition of these penalties and thereby have them removed.

Appeals

Each institution and its constituent colleges and schools shall establish policies and procedures by which a student may appeal or challenge any academic penalties imposed by a faculty member or by the institution or one (1) of its constituent colleges and schools, including those described in these rules.

Additional procedures may include but not be limited to:

- Appeals of a grade penalty or exclusion from class;
- Appeals of final course grades;
- Appeals of imposition of academic probation;
- Appeals of imposition of academic suspension;
- Appeals of dismissal from undergraduate programs;
- Appeals of dismissal from graduate programs;
- Appeals of dismissal from professional degree programs; and
- Appeals of dismissal from the institution.

Policies and procedures relating to appeals of academic penalties shall be governed by due process and shall include, as a minimum:

- Written notice to the student
 - . of his/her failure to meet or maintain an academic standard,
 - . of the methods, if any, by which the student may correct the failure, and
 - . of the penalty which may be imposed.
- An opportunity for the student to meet with the faculty member(s) or other individual(s) who have judged his/her performance to be deficient, to discuss with these faculty member(s) or other individual(s) the information forming the basis of the judgment or opinion of his/her performance, to present information or evidence on his/her behalf, and to be accompanied at any such meeting by an advisor of his/her choice from the institution. Such advisors may consult with but may not speak on behalf of their advisees or otherwise participate directly in the proceedings, unless they are given specific permission to do so by the individual or committee conducting the appeal.
- An opportunity for the student to appeal the decision or judgment of faculty members through the established institutional appeals procedure within thirty (30) calendar days after written notice of the decision or judgment.

- The appeal to the appropriate academic officer or appeals committee is not adversarial in nature; the formal rules of evidence do not apply.
- An opportunity to appeal to the president of the institution or his/her designee within thirty (30) calendar days after the receipt of written notice of the decision or judgment.
- The decision of the president or his/her designee regarding an academic appeal is final.

Policies and procedures relating to appeals of academic dismissal shall be governed by due process and shall include, as minimum in addition to the requirements of the rules above:

- The student may be advised by a person of his/her choice; likewise, the faculty member, academic officer, or committee recommending academic dismissal may have an advisor.
- Witnesses may be called by any of the parties involved.
- A record of the appeal shall be prepared in the form of summary minutes and relevant attachments and will be provided to the student upon request.
- The decision of the president or his/her designee regarding academic dismissal is final.

Publication

All standards, criteria and procedures of the institution shall be published in one or more appropriate institutional publications such as catalogs, student handbooks, academic pamphlets, and handouts. Such requirements are subject to change with reasonable notice provided to the students.

Accelerated Graduate Degree (AGD)

Marshall University offers an accelerated path through a number of its graduate degree programs. We encourage qualified undergraduates to consider participating in an Accelerated Graduate Degree (AGD) option, as it allows them to complete the requirements for the baccalaureate and graduate degree in less time and at lower cost.

Undergraduates accepted into an AGD program can begin taking graduate coursework during their senior year. Programs offering an accelerated master's degree option may allow up to 12 hours of graduate-level coursework. Programs offering an accelerated doctoral degree option may allow up to 18 hours of graduate-level coursework.

Programs may use one of two models for the AGD option. For those offering a 3+ graduate option, the department may allow specified graduate-level courses to double-count as fulfilling a portion of the bachelor's and master's degree requirements. For those offering an accelerated graduate degree option, the department will specify the graduate-level courses that double-count as fulfilling a portion of the bachelor's and master's degree requirements and those graduate-level courses that will serve as electives for completion of the baccalaureate degree but not the graduate degree. Each program offering an AGD will clearly list how students may count courses for both degrees in the description of the degree options presented subsequently in this catalog.

Advantages of an Accelerated Degree

- complete the Bachelor's degree with up to 12 fewer credit hours (*Note:* Students must meet all other degree requirements for the bachelor's degree);
- begin work on the graduate degree during the senior year;
- complete a portion of graduate credits paying undergraduate tuition rates;
- earn a bachelor's and graduate degree in less time.

Programs Available

Accelerated Graduate Programs may be found in the Programs A-Z sections of the Undergraduate Catalog and the Graduate Catalog.

Eligibility Requirements for Accelerated Graduate Degree

- must have completed at least 90 hours toward the bachelor's degree;

- must have at least a 3.30 overall undergraduate GPA;
- must have at least a 3.30 GPA in the major;
- must meet the admission requirements of the chosen master's degree program. (*Note:* AGD programs may have admission requirements that differ from the admission requirements for the regular master's degree. For example, some departments might waive the required admission test, such as the GRE, GMAT or Miller Analogies Test. Students should check with the chosen graduate degree program.)

Note on Incomplete Grades and PR Grades

All grades of *I* must be removed by the end of the following Spring or Fall term and the Grade Change Form for the grade must be received by the registrar's office in Huntington no later than the date for submitting final grades established by the Registrar. This also applies to the recording of grades for thesis. Failure to meet this deadline will cause the student's name to be removed from the final graduation list.

Curricular Definitions

A **Degree Type** is an award signifying a rank or level of educational attainment and is conferred on students who have successfully completed a Degree Program. Examples of Degree Types include Bachelor of Science (B.S.), Bachelor of Arts (B.A.), Master of Arts (M.A.), Doctor of Pharmacy (Pharm.D.), etc. The Degree Type (Bachelor of Science) of the primary major is noted on the student's diploma. The Degree Type abbreviation (e.g., B.S.) is noted on the transcript.

A **Degree Program** is a combination of a Degree Type (e.g., Bachelor of Science) and a program title that represents the overarching content areas of the program's major or majors (e.g., Chemistry). Each Degree Program is assigned a Classification of Instructional Programs code (CIP code) reflecting its overall content area. Degree Programs are listed with their CIP codes on the official inventory of degree programs with the Higher Education Policy Commission (HEPC). A Degree Program must include at least one major.

- An associate Degree Program requires a minimum of 60 credits.*
- A bachelor's Degree Program requires a minimum of 120 credits.*
- A master's Degree Program requires a minimum of 30 credits.*
- The minimum number of required graduate credits for a doctoral Degree Program is established by the program.

A **Major** is a field of study within an approved degree program with its own curriculum. A Degree Program must have at least one Major and may have more than one Major. For example, a Degree Type of Bachelor of Science with a Degree Program of Chemistry may have a Major in Environmental Chemistry and a Major in Forensic Chemistry. Typically, an undergraduate baccalaureate Major requires a minimum of 24 credits, while Majors at the master's level require 30 credits or more. A Major may be offered within one department or by a combination of departments. All courses in the Major must be taken for a grade except internships, practica, and approved study abroad courses. Marshall includes the name of the Major(s) on the students' diplomas and transcripts.

An **Area of Emphasis** is a specific subject area of study within a major. Normally, an area of emphasis at the undergraduate level has a minimum of 12 credit hours, while graduate areas of emphasis require 6 credits or more. Areas of emphasis are listed on the transcript but not listed on the diploma.

A **Minor** is a secondary area of study outside the student's Major field of study. A Minor is smaller in scope than a Major. An undergraduate Minor typically requires 12 credit hours, while graduate Minors require 6 credit hours or more. Minors are noted on the transcript but not on students' diplomas.

Certificates are professional continuing education programs of typically 12 to 21 credit hours. Certificates are available to students admitted under the Certificate/Professional Development and Degree-seeking categories. Certificates are classified as undergraduate, master's level, or post-master's level. The main purpose of Certificate programs is to provide opportunities to students to complete a cohesive program of coursework that is less than a degree, but which provides advanced training in a specific area. A Certificate is noted on the student's transcript and a separate diploma is provided for a Certificate.

* Please see Marshall University Academic Affairs Administrative Procedure ACAD-2, which is available at <https://www.marshall.edu/policies/>.

Dismissal from Program

Only grades of *A*, *B*, *C*, *CR*, or *S* are acceptable in fulfilling graduate degree requirements on any Plan of Study. Particular programs may require higher performance than *C* in certain courses.

Several programs maintain a policy that stipulates dismissal of students who earn two grades of *C* or less. Repeating a course for a higher grade does not negate the existence of the former grade. As such, a student may be dismissed from the program upon earning a second grade of *C* or less even if the student repeated a course and earned a higher grade. Students are advised to review with care the degree requirements for their program of study in the *Graduate Catalog* published the year they began the program.

To earn a degree, a student must have a graduation GPA of 3.0 or higher. This graduation GPA will be calculated using all courses completed after the most recent admission to the degree program along with any previous Marshall University coursework counted toward the degree (as shown in the student's Plan of Study). The graduation GPA is distinct from the cumulative (transcript) GPA which includes all courses in the appropriate section of the student's transcript.

A graduate student is required to maintain a minimum cumulative GPA of 3.0. If, upon the completion of 12 hours or thereafter, a degree student's cumulative GPA is less than 3.0, the student may be subject to dismissal from the program. See Grade Point Average and Other Requirements for Graduation *and* Repeating Courses for more information.

Doctoral Degrees

Marshall University follows The U.S. Department of Education's definition of a doctoral degree as an earned degree that carries the title of Doctor. The Doctor of Philosophy degree (Ph.D.) requires mastery within a field of knowledge and demonstrated ability to perform scholarly research. Other doctor's degrees are awarded for fulfilling specialized requirements in professional fields, such as education (Ed.D.), nursing practice (D.N.P.), pharmacy (Pharm.D.), physical therapy (D.P.T.), psychology (Psy.D.) and business (D.B.A.). (<https://nces.ed.gov/programs/coe/glossary.asp>)

Since 1992, Marshall University has offered the Ph.D. in Biomedical Sciences. The doctorate in clinical psychology (the Psy. D.) admitted its first class in the Fall of 2002. The Ed.D. features majors in Curriculum and Instruction and Educational Leadership. The Doctor of Nurse Anesthesia Practice and Management (D.N.A.P.) is offered by the College of Business in collaboration with the School of Nurse Anesthesia of the Charleston Area Medical Center. In 2011, Marshall University added the Doctor of Physical Therapy (D.P.T.), and Doctor of Pharmacy (Pharm.D.) degrees. The Doctor of Nursing Practice (D.N.P.) was first offered in 2021, and the Doctor of Business Administration (D.B.A.) followed in 2022. A Ph.D. in Engineering was first offered in Fall 2024.

Graduate Assistantships

Many departments offering graduate degrees as well as non-academic units have graduate assistantships available. The amount of the award will vary depending upon the unit offering the assistantship, the residency status of the student, and the time commitment required (10 hours a week or 20 hours a week). Graduate Assistant awards may also include a stipend and a waiver of a portion of the tuition. Each Graduate Assistant position contract specifies the specific pay and tuition benefits of the position.

Graduate Assistantships are available each semester in teaching, research, or administrative work. Reappointment depends on job performance and academic progress. Please note that a student cannot hold more than one position at a time without approval from the Graduate Studies office. More information is at this site: <https://www.marshall.edu/graduate/graduate-assistantship-overview/>.

Eligibility

- Full or Conditional admission to a graduate degree-granting program at Marshall University.

- First-time graduate students must have a minimum undergraduate GPA of 2.75 on a 4.0 scale for all previously completed undergraduate coursework; returning GA's must have a minimum graduate GPA of 3.0.
- During Fall or Spring semester must be enrolled for at least 9 hours of graduate coursework for a full-time assistantship or at least 3 hours of graduate coursework for a half-time assistantship; during summer terms must be enrolled for at least 4-5 hours of graduate coursework for a full-time assistantship or at least 2-3 hours of graduate coursework for a half-time assistantship. *Note:* undergraduate hours are eligible for a tuition benefit when required in a student's graduate program.

Apply for an assistantship by contacting the department in which you intend to be enrolled.

Note: By an act of Congress, all graduate assistants must submit an approved I-9 form. Payment of the GA stipend will not be authorized until this form is accepted by the Human Resources office.

Inquiries about graduate fellowships, work-study opportunities, loans, and other forms of financial assistance for graduate students should be directed to the Graduate Studies office or to the Office of Student Financial Assistance, Marshall University, Huntington, WV 25755.

Minor

Minors approved by the Graduate Council to which code numbers have been assigned may appear on a graduate student's transcript if the following conditions are met:

- the student's advisor approves the minor courses as part of the student's Plan of Study; and
- the program offering the minor allows it to be designated as the student's minor. Such permission must be obtained in writing. The department or division chair in the minor program signs the student's Plan of Study to signify approval.

A list of graduate minors currently offered may be found in the *Programs A-Z* section of this catalog.

Syllabus Policy

During the first two weeks of semester classes (first 3 days of each summer term), instructors must provide each student a copy of the course requirements which includes these items:

- Course name and number.
- Instructor's name, office location, phone, e-mail address and office hours.
- List of all required texts.
- Attendance policy.
- Grading policy.
- Due dates for major projects and exams.
- Course description from most recent catalog
- Course student learning outcomes.
- Schedule of class sessions and assignments.
- Grid showing how each course student learning outcome will be practiced, and assessed, in the course.
- Link to Official University Policies located on the Academic Affairs website.
- Semester course meets, e.g., Spring 2012
- Time course meets, e.g. M/W/F 1:00-1:50 p.m.
- Course location.

This policy may not apply to the following types of courses: thesis, seminar, problem report, independent study, field work, internships, practicum and medical clerkships.

Colleges may develop more detailed requirements concerning the content of the syllabus.

In many cases, syllabi will be available on the World Wide Web. In the case of an Independent Study, the student must complete the necessary form, obtain the required signatures, and submit it or a permission to enroll form to the Registrar before enrolling.

Academic Requirements and Regulations

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

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

Course Grade Appeals

Students may only appeal an overall final course grade, not grades for individual assignments. Moreover, course grades may be appealed only under the following conditions:

4. The grade assigned for a course reflects an error in calculation or reporting (e.g., a computational error, oversight of submitted materials, or posting the wrong grade);
5. Standards different from those established in the written department or University policies, if specific policies exist, were used in assigning the grade;
6. The instructor departed from his or her previously articulated, written standards, without notifying graduate students, in determining the grade.

The burden of proof will be with the appealing graduate student.

For the purposes of graduate course grade appeals, an instructional day is a day when regularly scheduled classes are held on the Huntington campus and a business day is a day when the Huntington campus is open for business.

Step 1) Attempt to resolve the matter informally: Within ten (10) instructional days of receiving a final grade, the student should contact the instructor by email requesting a review of the grade. The instructor will respond in writing within ten (10) business days of receiving the request. The student may contact the director/coordinator of the graduate program should the instructor not be available or extraordinary circumstances require urgent action.

Step 2) If the student or instructor is not satisfied with the resolution from step 1, within ten (10) business days of receiving notification from Step 1, submit the Course Grade Appeal Form to the department/unit head in which the grade was issued and the instructor's response. The form can be obtained from the Graduate Studies website, www.marshall.edu/graduate/graduate-student-appeals. The Course Grade Appeal Form lists all materials to be submitted by the student. If the department /unit head was the instructor, submit the materials to the program director or director of graduate studies. The department/unit head will respond in writing within ten (10) business days of receiving the Course Grade Appeal Form and all required materials.

Step 3) If the student or instructor is not satisfied with the resolution from Step 2, within 10 (ten) business days of receiving the notification from Step 2, submit the Course Grade Appeal Form to the Assistant Provost for Graduate Studies. The Assistant Provost for Graduate Studies will issue a final non-appealable decision within ten (10) business days of receiving the Course Grade Appeal Form and all required materials.

Action Based on Academic Performance or Dishonesty Appeals

Sanctions resulting from an Academic Disciplinary Action shall take effect immediately, regardless of whether the student appeals the sanction. In exceptional circumstances, however, the Assistant Provost for Graduate Studies or the CAO may suspend the imposition of sanctions pending the resolution of an appeal. The student should continue to attend and complete all assignments during the appeals process.

The burden of proof will be with the appealing graduate student.

The university policy on Academic Dishonesty, UPAA-1, including the appeal procedure, is located at <https://www.marshall.edu/policies/>. Additional information is available from the Graduate Studies website at <https://www.marshall.edu/graduate/graduate-student-appeals>.

- The director/coordinator of the graduate program, chairperson/department/unit head, or Assistant Provost for Graduate Studies will notify a graduate student in writing of the academic action.
- The academic action may be prescribed by those departments that publish a student handbook that includes sanctions its faculty may impose for academic dishonesty or other actions in violation of the ethical guidelines of the discipline.
- Before initiating a formal appeal, the graduate student must first seek informal resolution from the person who imposed the sanction.
- If there is no informal resolution, the graduate student must submit an appeal to the Assistant Provost for Graduate Studies within ten (10) instructional days of attempting the informal resolution.
- Within ten (10) instructional days of receiving the appeal, the Assistant Provost for Graduate Studies will issue a written decision and provide copies of the decision to the student and person who imposed the sanction.
- If the graduate student is not satisfied with the decision of the Assistant Provost for Graduate Studies, within ten (10) instructional days of receiving the decision, the graduate student may request a hearing of an ad hoc committee of the Graduate Council by contacting the Chair of the Graduate Council.
- Upon receipt of the request for a hearing, the Assistant Provost for Graduate Studies will forward the decision and all attachments to the Chair of the Graduate Council. The academic dean will also be notified and will serve in an advisory role to the Chair of the Graduate Council.
- The Chair of the Graduate Council will convene an ad hoc committee and will schedule a hearing and give all parties ten (10) instructional days written notice of the hearing. The ad hoc committee will include three (3) individuals that may include the Chair of the Graduate Council, the Vice Chair of the Graduate Council, the Secretary, or another member of the Graduate Council.

- The ad hoc committee will review the appeal with all attachments and provide the graduate student and the individual who imposed the sanction the opportunity to review and respond to all evidence. The participants may bring an advisor or legal counsel to the hearing at their own expense.
- The ad hoc committee will operate with due respect to the rights of graduate students, faculty, and administrators including the conduct of interviews, the right of all parties to review and address allegations, and the right to a fair hearing.
- Within ten (10) instructional days of the hearing, the ad hoc committee will render a written decision and forward it to the graduate student, the individual imposing the sanction, the Assistant Provost for Graduate Studies, and the CAO.
- If the graduate student is not satisfied with the ad hoc committee's decision, within ten (10) instructional days of receipt of the decision, the graduate student may submit an appeal to the CAO.
- The CAO's review shall be limited to substantive or procedural issues regarding the hearing. The decision of the CAO is final.

Administrative Steps for Filing a Complaint

Students may file complaints or reports using the electronic system available at https://marshall-advocate.symplicity.com/public_report/. Reports are processed in accordance with Marshall procedures STUDENT-7, "General University Reporting Procedure"; STUDENT-8, "Marshall University Reporting System Procedure"; and ACAD-4 "Reporting Procedure for Academic Issues for Students", which are available from <https://www.marshall.edu/policies/>.

Each report will be reviewed by the Case Manager of the Office of Student Advocacy & Accountability to determine the proper jurisdiction of the report, and will then be directed to the appropriate individual for resolution. Topics of reports may include academic issues other than grade or performance appeals; facility or infrastructure concerns; dining-related concerns; health and safety concerns; student life and services concerns; accessibility and accommodation concerns; faculty concerns; or other concerns of the reporter. The same reporting system is used to submit Title IX reports, which will be directed to the appropriate office.

Academic Rights and Responsibilities of Students

(from Board of Governors Policy SA-2)

The institution and its constituent colleges and schools shall define and promulgate, consistent with the policies, rules and regulations of the Higher Education Policy Commission and the Marshall University Board of Governors, the academic requirements for admission to the institution, for admission to limited enrollment programs and for admission to professional and graduate degree programs (where offered); the criteria for maintenance of satisfactory academic progress, for the successful completion of the program, for the award of a degree or certification, for graduation; the requirements or criteria for any other academic endeavor; and the requirements for student honesty and originality of expression.

A student, by voluntarily accepting admission to the institution or enrolling in a class or course of study offered by the institution, accepts the academic requirements and criteria of the institution. It is the student's responsibility to fulfill coursework and degree or certificate requirements and to know and meet criteria for satisfactory academic progress and completion of the program.

Academic Rights

Concomitant with the academic standards and responsibilities established pursuant to these rules, each student shall have the following academic rights:

- The student shall be graded or have his/her performance evaluated solely upon performance in the course work as measured against academic standards. The student shall not be evaluated prejudicially, capriciously, or arbitrarily. The student shall not be graded nor shall his/her performance be evaluated on the basis of his/her race, color, creed, sex or national origin.
- Each student shall have the right to have any academic penalty, as set out in Section 4.2 of these rules below and more specifically defined by his/her institution, reviewed.

- Each student shall have access to a copy of the college or university catalog or program brochure in which current academic program requirements are described (e.g., required courses, total credit requirements, time in residence requirements, special program requirements, minimum grade point average, probation standards, professional standards, etc.). Students have the right to receive from the instructor written descriptions of content and requirements for any course in which they are enrolled (e.g., attendance expectations, special requirements, laboratory requirements including time, field trips and costs, grading standards and procedures, professional standards, etc.).
- The instructor of each course is responsible for assigning grades to students enrolled in the course, consistent with the academic rights set out in the preceding sections.

Application of Policy to Students

Student — any person who has been admitted to an institution to pursue a course of study, research, or service, who is currently engaged in an institutionally sponsored activity, and who has some right or privilege to be on the campus or in the facilities of the institution, or to use the same, in connection with study, research, or service, or who yet has some right or privilege to receive some benefit or recognition or certification from the institution, under the rules, regulations, or policies of the Higher Education Policy Commission, the Marshall University Board of Governors or the institution.

A student, as defined in this policy, shall be subject to any applicable penalties for failure to comply with the academic requirements and standards promulgated by the institution and/or its constituent colleges and schools according to these rules. Students are expected to adhere to these academic standards in all academic settings, classrooms, laboratories, clinics and any other activities which are part of academic requirements.

Academic Requirements and Consequences of Failure to Meet Requirements

The institution and its constituent colleges and schools shall define and promulgate the academic requirements, criteria and standards as set out in these rules. Normally, students may finish a program of study according to the requirements under which they were admitted to the program. However, requirements are subject to change at any time, with reasonable notice provided to the students.

A student who fails to meet the academic requirements or standards, including those for academic honesty as defined by the institution and its constituent colleges and schools according to Section 2.1 of these rules, may be subject to one or more of the following penalties:

- A lower grade or failure of the course or exclusion from further participation in the class (including laboratories or clinical experiences), all of which may be imposed by the instructor.
- Academic probation as determined and defined by the institution and its constituent colleges and schools.
- Academic suspension as determined and defined by the institution and its constituent colleges and schools.
- Academic dismissal.

Academic dismissal is defined as termination of student status, including any right or privilege to receive some benefit or recognition or certification. A student may be academically dismissed from a limited enrollment program and remain eligible to enroll in courses in other programs at the institution, or a student may be academically dismissed from the institution and not remain eligible to enroll in other courses or programs at the institution.

A student may appeal any penalty according to the procedures below. Each institution and its constituent colleges and schools shall determine and specify the point at which penalties, excluding those specified in these rules, may be imposed. Each instructor determines the point at which the penalties specified may be imposed. Each institution and its constituent colleges and schools shall determine the method(s), if any, by which a student may correct the condition(s) leading to imposition of these penalties and thereby have them removed.

Appeals

Each institution and its constituent colleges and schools shall establish policies and procedures by which a student may appeal or challenge any academic penalties imposed by a faculty member or by the institution or one (1) of its constituent colleges and schools, including those described in these rules.

Additional procedures may include but not be limited to:

- Appeals of a grade penalty or exclusion from class;
- Appeals of final course grades;
- Appeals of imposition of academic probation;
- Appeals of imposition of academic suspension;
- Appeals of dismissal from undergraduate programs;
- Appeals of dismissal from graduate programs;
- Appeals of dismissal from professional degree programs; and
- Appeals of dismissal from the institution.

Policies and procedures relating to appeals of academic penalties shall be governed by due process and shall include, as a minimum:

- Written notice to the student
 - of his/her failure to meet or maintain an academic standard,
 - of the methods, if any, by which the student may correct the failure, and
 - of the penalty which may be imposed.
- An opportunity for the student to meet with the faculty member(s) or other individual(s) who have judged his/her performance to be deficient, to discuss with these faculty member(s) or other individual(s) the information forming the basis of the judgment or opinion of his/her performance, to present information or evidence on his/her behalf, and to be accompanied at any such meeting by an advisor of his/her choice from the institution. Such advisors may consult with but may not speak on behalf of their advisees or otherwise participate directly in the proceedings, unless they are given specific permission to do so by the individual or committee conducting the appeal.
- An opportunity for the student to appeal the decision or judgment of faculty members through the established institutional appeals procedure within thirty (30) calendar days after written notice of the decision or judgment.
- The appeal to the appropriate academic officer or appeals committee is not adversarial in nature; the formal rules of evidence do not apply.
- An opportunity to appeal to the president of the institution or his/her designee within thirty (30) calendar days after the receipt of written notice of the decision or judgment.
- The decision of the president or his/her designee regarding an academic appeal is final.

Policies and procedures relating to appeals of academic dismissal shall be governed by due process and shall include, as minimum in addition to the requirements of the rules above:

- The student may be advised by a person of his/her choice; likewise, the faculty member, academic officer, or committee recommending academic dismissal may have an advisor.
- Witnesses may be called by any of the parties involved.
- A record of the appeal shall be prepared in the form of summary minutes and relevant attachments and will be provided to the student upon request.
- The decision of the president or his/her designee regarding academic dismissal is final.

Publication

All standards, criteria and procedures of the institution shall be published in one or more appropriate institutional publications such as catalogs, student handbooks, academic pamphlets, and handouts. Such requirements are subject to change with reasonable notice provided to the students.

Accelerated Graduate Degree (AGD)

Marshall University offers an accelerated path through a number of its graduate degree programs. We encourage qualified undergraduates to consider participating in an Accelerated Graduate Degree (AGD) option, as it allows them to complete the requirements for the baccalaureate and graduate degree in less time and at lower cost.

Undergraduates accepted into an AGD program can begin taking graduate coursework during their senior year. Programs offering an accelerated master's degree option may allow up to 12 hours of graduate-level coursework. Programs offering an accelerated doctoral degree option may allow up to 18 hours of graduate-level coursework.

Programs may use one of two models for the AGD option. For those offering a 3+ graduate option, the department may allow specified graduate-level courses to double-count as fulfilling a portion of the bachelor's and master's degree requirements. For those offering an accelerated graduate degree option, the department will specify the graduate-level courses that double-count as fulfilling a portion of the bachelor's and master's degree requirements and those graduate-level courses that will serve as electives for completion of the baccalaureate degree but not the graduate degree. Each program offering an AGD will clearly list how students may count courses for both degrees in the description of the degree options presented subsequently in this catalog.

Advantages of an Accelerated Degree

- complete the Bachelor's degree with up to 12 fewer credit hours (*Note:* Students must meet all other degree requirements for the bachelor's degree);
- begin work on the graduate degree during the senior year;
- complete a portion of graduate credits paying undergraduate tuition rates;
- earn a bachelor's and graduate degree in less time.

Programs Available

Accelerated Graduate Programs may be found in the Programs A-Z sections of the Undergraduate Catalog and the Graduate Catalog.

Eligibility Requirements for Accelerated Graduate Degree

- must have completed at least 90 hours toward the bachelor's degree;
- must have at least a 3.30 overall undergraduate GPA;
- must have at least a 3.30 GPA in the major;
- must meet the admission requirements of the chosen master's degree program. (*Note:* AGD programs may have admission requirements that differ from the admission requirements for the regular master's degree. For example, some departments might waive the required admission test, such as the GRE, GMAT or Miller Analogies Test. Students should check with the chosen graduate degree program.)

Note on Incomplete Grades and PR Grades

All grades of *I* must be removed by the end of the following Spring or Fall term and the Grade Change Form for the grade must be received by the registrar's office in Huntington no later than the date for submitting final grades established by the Registrar. This also applies to the recording of grades for thesis. Failure to meet this deadline will cause the student's name to be removed from the final graduation list.

Curricular Definitions

A **Degree Type** is an award signifying a rank or level of educational attainment and is conferred on students who have successfully completed a Degree Program. Examples of Degree Types include Bachelor of Science (B.S.), Bachelor of Arts (B.A.), Master of Arts (M.A.), Doctor of Pharmacy (Pharm.D.), etc. The Degree Type (Bachelor of Science) of the primary major is noted on the student's diploma. The Degree Type abbreviation (e.g., B.S.) is noted on the transcript.

A **Degree Program** is a combination of a Degree Type (e.g., Bachelor of Science) and a program title that represents the overarching content areas of the program's major or majors (e.g., Chemistry). Each Degree Program

is assigned a Classification of Instructional Programs code (CIP code) reflecting its overall content area. Degree Programs are listed with their CIP codes on the official inventory of degree programs with the Higher Education Policy Commission (HEPC). A Degree Program must include at least one major.

- An associate Degree Program requires a minimum of 60 credits.*
- A bachelor's Degree Program requires a minimum of 120 credits.*
- A master's Degree Program requires a minimum of 30 credits.*
- The minimum number of required graduate credits for a doctoral Degree Program is established by the program.

A **Major** is a field of study within an approved degree program with its own curriculum. A Degree Program must have at least one Major and may have more than one Major. For example, a Degree Type of Bachelor of Science with a Degree Program of Chemistry may have a Major in Environmental Chemistry and a Major in Forensic Chemistry. Typically, an undergraduate baccalaureate Major requires a minimum of 24 credits, while Majors at the master's level require 30 credits or more. A Major may be offered within one department or by a combination of departments. All courses in the Major must be taken for a grade except internships, practica, and approved study abroad courses. Marshall includes the name of the Major(s) on the students' diplomas and transcripts.

An **Area of Emphasis** is a specific subject area of study within a major. Normally, an area of emphasis at the undergraduate level has a minimum of 12 credit hours, while graduate areas of emphasis require 6 credits or more. Areas of emphasis are listed on the transcript but not listed on the diploma.

A **Minor** is a secondary area of study outside the student's Major field of study. A Minor is smaller in scope than a Major. An undergraduate Minor typically requires 12 credit hours, while graduate Minors require 6 credit hours or more. Minors are noted on the transcript but not on students' diplomas.

Certificates are professional continuing education programs of typically 12 to 21 credit hours. Certificates are available to students admitted under the Certificate/Professional Development and Degree-seeking categories. Certificates are classified as undergraduate, master's level, or post-master's level. The main purpose of Certificate programs is to provide opportunities to students to complete a cohesive program of coursework that is less than a degree, but which provides advanced training in a specific area. A Certificate is noted on the student's transcript and a separate diploma is provided for a Certificate.

* Please see Marshall University Academic Affairs Administrative Procedure ACAD-2, which is available at <https://www.marshall.edu/policies/>.

Dismissal from Program

Only grades of *A*, *B*, *C*, *CR*, or *S* are acceptable in fulfilling graduate degree requirements on any Plan of Study. Particular programs may require higher performance than *C* in certain courses.

Several programs maintain a policy that stipulates dismissal of students who earn two grades of *C* or less. Repeating a course for a higher grade does not negate the existence of the former grade. As such, a student may be dismissed from the program upon earning a second grade of *C* or less even if the student repeated a course and earned a higher grade. Students are advised to review with care the degree requirements for their program of study in the *Graduate Catalog* published the year they began the program.

To earn a degree, a student must have a graduation GPA of 3.0 or higher. This graduation GPA will be calculated using all courses completed after the most recent admission to the degree program along with any previous Marshall University coursework counted toward the degree (as shown in the student's Plan of Study). The graduation GPA is distinct from the cumulative (transcript) GPA which includes all courses in the appropriate section of the student's transcript.

A graduate student is required to maintain a minimum cumulative GPA of 3.0. If, upon the completion of 12 hours or thereafter, a degree student's cumulative GPA is less than 3.0, the student may be subject to dismissal from the program. See Grade Point Average and Other Requirements for Graduation *and* Repeating Courses for more information.

Doctoral Degrees

Marshall University follows The U.S. Department of Education's definition of a doctoral degree as an earned degree that carries the title of Doctor. The Doctor of Philosophy degree (Ph.D.) requires mastery within a field of knowledge and demonstrated ability to perform scholarly research. Other doctor's degrees are awarded for fulfilling specialized requirements in professional fields, such as education (Ed.D.), nursing practice (D.N.P.), pharmacy (Pharm.D.), physical therapy (D.P.T.), psychology (Psy.D.) and business (D.B.A.). (<https://nces.ed.gov/programs/coe/glossary.asp>)

Since 1992, Marshall University has offered the Ph.D. in Biomedical Sciences. The doctorate in clinical psychology (the Psy. D.) admitted its first class in the Fall of 2002. The Ed.D. features majors in Curriculum and Instruction and Educational Leadership. The Doctor of Nurse Anesthesia Practice and Management (D.N.A.P.) is offered by the College of Business in collaboration with the School of Nurse Anesthesia of the Charleston Area Medical Center. In 2011, Marshall University added the Doctor of Physical Therapy (D.P.T.), and Doctor of Pharmacy (Pharm.D.) degrees. The Doctor of Nursing Practice (D.N.P.) was first offered in 2021, and the Doctor of Business Administration (D.B.A.) followed in 2022. A Ph.D. in Engineering was first offered in Fall 2024.

Graduate Assistantships

Many departments offering graduate degrees as well as non-academic units have graduate assistantships available. The amount of the award will vary depending upon the unit offering the assistantship, the residency status of the student, and the time commitment required (10 hours a week or 20 hours a week). Graduate Assistant awards may also include a stipend and a waiver of a portion of the tuition. Each Graduate Assistant position contract specifies the specific pay and tuition benefits of the position.

Graduate Assistantships are available each semester in teaching, research, or administrative work. Reappointment depends on job performance and academic progress. Please note that a student cannot hold more than one position at a time without approval from the Graduate Studies office. More information is at this site: <https://www.marshall.edu/graduate/graduate-assistantship-overview/>.

Eligibility

- Full or Conditional admission to a graduate degree-granting program at Marshall University.
- First-time graduate students must have a minimum undergraduate GPA of 2.75 on a 4.0 scale for all previously completed undergraduate coursework; returning GA's must have a minimum graduate GPA of 3.0.
- During Fall or Spring semester must be enrolled for at least 9 hours of graduate coursework for a full-time assistantship or at least 3 hours of graduate coursework for a half-time assistantship; during summer terms must be enrolled for at least 4-5 hours of graduate coursework for a full-time assistantship or at least 2-3 hours of graduate coursework for a half-time assistantship. *Note:* undergraduate hours are eligible for a tuition benefit when required in a student's graduate program.

Apply for an assistantship by contacting the department in which you intend to be enrolled.

Note: By an act of Congress, all graduate assistants must submit an approved I-9 form. Payment of the GA stipend will not be authorized until this form is accepted by the Human Resources office.

Inquiries about graduate fellowships, work-study opportunities, loans, and other forms of financial assistance for graduate students should be directed to the Graduate Studies office or to the Office of Student Financial Assistance, Marshall University, Huntington, WV 25755.

Minor

Minors approved by the Graduate Council to which code numbers have been assigned may appear on a graduate student's transcript if the following conditions are met:

- the student's advisor approves the minor courses as part of the student's Plan of Study; and
- the program offering the minor allows it to be designated as the student's minor. Such permission must be obtained in writing. The department or division chair in the minor program signs the student's Plan of Study to signify approval.

A list of graduate minors currently offered may be found in the *Programs A-Z* section of this catalog.

Syllabus Policy

During the first two weeks of semester classes (first 3 days of each summer term), instructors must provide each student a copy of the course requirements which includes these items:

- Course name and number.
- Instructor's name, office location, phone, e-mail address and office hours.
- List of all required texts.
- Attendance policy.
- Grading policy.
- Due dates for major projects and exams.
- Course description from most recent catalog
- Course student learning outcomes.
- Schedule of class sessions and assignments.
- Grid showing how each course student learning outcome will be practiced, and assessed, in the course.
- Link to Official University Policies located on the Academic Affairs website.
- Semester course meets, e.g., Spring 2012
- Time course meets, e.g. M/W/F 1:00-1:50 p.m.
- Course location.

This policy may not apply to the following types of courses: thesis, seminar, problem report, independent study, field work, internships, practicum and medical clerkships.

Colleges may develop more detailed requirements concerning the content of the syllabus.

In many cases, syllabi will be available on the World Wide Web. In the case of an Independent Study, the student must complete the necessary form, obtain the required signatures, and submit it or a permission to enroll form to the Registrar before enrolling.

**Graduate Council
Curriculum Committee
April 2025
Attachment #4**

College of Education - GC-25-04-22- CC

CIEC 625_ Exploring AI in Education
New course

COUN 608_ Practicum

requesting a change in the course grade structure from C/NC (current) to Normal Letter Grades.

COUN 691_ Intern Mental Health Coun

COUN 698_ Internship in School Coun

Both courses - credit hour associated changed from 3-6 credits to 1-6 credits

Recommend Approval

College of Arts and Media - GC-25-04-23- CC

MUSE 543_ Contemporary Music Ensemble

Change in course numbering: We are revamping our course numbering system to make it easier for students to find ensembles (currently nestled among all MUS courses).

Recommend Approval

MUSP 580_ Special Topics

MUSP 581_ Special Topics

MUSP 582_ Special Topics

MUSP 583_ Special Topics

MUSP 584_ Special Topics

MUSP 585_ Independent Study

MUSP 586_ Independent Study

MUSP 587_ Independent Study

MUSP 588_ Independent Study

MUSP 591_ Workshop

MUSP 592_ Workshop

MUSP 593_ Workshop

MUSP 594_ Workshop

Change in Alpha designator: The School of Music is renumbering its courses using new alpha designators for the purposes of new program development. Change in CIP Code: The Music Theory and Composition code is too specific.

Recommend Approval.

College of Science- GC-25-04-24- CC

NRE 535_ Biomonitoring

NRE 545_ Sustainable Tropical Ecology

NRE 546L_ Sustain Tropical Travel Lab

NRE 547L_ Sustainable Tropical Lab

New graduate courses to cross-list with existing undergrad courses

Recommend Approval.

MTH 655_ Number Theory and Cryptography

The current MTH 655 Number Theory course is being changed to include cryptography topics.

Recommend Approval.

CJ 656_ Data Applications in CJ

Course title and description change to reflect more broadly how applied statistics can be used in practice

Recommend Approval.

College of Health Professions - GC-25-04-25- CC

NUR changes/additions generally associated with new accreditation requirements

NUR 623_ Adv Pathophysiology

NUR 623 (3 hours) will take the place of NUR 620 (2 hours) and NUR 621 (2 hours)

NUR 625_ Advanced Physical Assessment

NUR 625 (3 hours) will take the place of NUR 622 (5 hours),

NUR 627_ Advanced Family Nursing I

This course will take the place of NUR 624. The clinical hours for this course will be increased from 60 to 120 hours to meet the new requirements by ACEN.

NUR 628_ Advanced Family Nursing II

This course will take the place of NUR 626. The clinical hours for this course will be increased from 60 to 120 hours to meet the new requirements by ACEN.

NUR 629_ FNP Summer Practicum

Creation of this course will allow students to complete some of the required clinical hours during the summer.

NUR 630_ Advanced Pharmacology

NUR 630 (4 hours) will take the place of NUR 663 (2 hours) and NUR 664 (2 hours),

NUR 635_ FNP Practicum

This course will take the place of NUR 695.

Recommend Approval

SWK 654_ MSW Supervision

This course was previously offered under a "Dummy" course code - SW 582 and requires a permanent course code.

SWK 680_ Intro to SW in Healthcare Set

This is an elective that will be a part of a certificate program in hospital SW.

Recommend Approval

COLA - GC-25-04-26- CC

PSY 506_ Psychometrics

Existing course to be cross-listed with PSY 406

PSY 516_ Psychology of Learning

Existing course to be cross-listed with PSY 416

PSY 517_ Inter Behavioral Stat

Existing course to be cross-listed with PSY 417

PSY 520_ Intro to I-O Psychology

Existing course to be cross-listed with PSY 420

All cross-listed courses have additional requirements for Grad

PSY 620_ Assessment Adults Practicum

PSY 621_ Assessment Children Practicum

PSY 670_ Clinical Practicum

PSY 671_ Clinical Practicum

PSY 769_ Pract in Clinical Psychology

These 5 courses - Credit hours are being changed from variable 1 hour to 3 hours to a stagnant 3 hour course

PSY 707_ Int Assessment Pract I

PSY 709_ Int Assessment Pract II

These 2 courses credit hour change from 1 to 3

PSY 768_ Pract in Clinical Psychology

The PsyD program is requiring students to get an additional semester of supervision of their clinical work in the summer. This new course will allow the faculty member to have a class assigned to them.

Recommend Approval

**Graduate Council
April 2025
Attachment #5**

Example for an SOP for Curriculum Committee (prepared by Lisa Heaton)

What's the nature of the curriculum request? Course Addition, Course Change, Course Deletion

Course Additions

These are entirely new courses being proposed for addition to the catalog. Some things I look for in this area, include:

1. Is the new course going to be required in a program or offered as an elective?
2. Is the course title relevant to the program proposing the course?
3. Is their potential duplication with courses that already exist? (a catalog search can help with this)
 - a. Has the program already consulted and provided supporting documentation if there is potential for duplication?
4. Is the new catalog description within the word limit and well written, without errors?
5. Does the university have adequate resources (faculty, library, etc.) to offer the course?
6. Is the syllabus provided and in good shape, particularly related to description, objectives, and types of activities? For cross-linked courses, both undergraduate and graduate syllabi are included.

Course Changes

Changes could include alpha designator, course number, catalog description, course content, or credit hours. Prerequisite changes don't necessarily go through Graduate council.

1. What type or types of changes are being made?
2. Is an appropriate rationale provided for each type of change?
3. Does the attached syllabus reflect and support the changes? For cross-linked courses, both undergraduate and graduate syllabi are included.
4. If a catalog description is changed, are there any errors that need to be corrected? Is it within the word limit?

These three questions are most relevant if there are content changes and because of a policy change last year that asked programs to confirm how their cross-linked courses differ in order to continue adding them to the schedule next academic year.

5. Is the course cross-linked with an undergraduate class?
6. Is the undergraduate syllabus also included?
7. Does the form address how the graduate/undergraduate courses differ?

Course Deletions

Deletions are usually easy to accept, but there are a few things to consider.

1. When will the course be deleted? Is it just being deleted or replaced?

2. Is there a plan to teach out or substitute for students who need the class?
3. Are there other programs/departments using the course?

Attachment #6

Graduate Studies Report for Graduate Council (April 2025 Report)

To: Graduate Council
From: Carl Mummert, Assistant Provost for Graduate Studies
Date: April 25, 2025

Action Item Updates

- **Council of Graduate Schools (CGS):** Marshall has now re-joined the CGS as a regular member. This professional association provides Marshall with peer data and research, and keeps us connected with the national conversation about graduate education.
- **Grad & Professional Student Association:** I anticipate that a set of bylaws will be finished over the summer for a student ratification vote in Fall 2025.
- **Grant Compensation Policy:** Possible revisions of policy UPAA-17 (Faculty Compensation from Grants and Contracts) are under discussion at the Research Committee. No change will go forward this semester, and a draft will be circulated to Graduate Council as part of shared governance process in the fall.
- **HSTA Graduate Waivers:** The list of eligible programs for the HSTA graduate waiver has been updated. Graduate program directors, the Financial Aid office, and the HSTA office have been notified of the new list. The West Virginia HSTA program supports West Virginia students to earn undergraduate and graduate STEM+M degrees.

Thesis & Dissertation Review & Reused Content

Electronic Thesis and Dissertation (ETD) review is ongoing. To avoid last-minute delays, chairs should ensure their students have completed the *ETD Training* ahead of time and have all necessary *IRB/IACUC Letters* or an exemption letter before performing any research. Full information about all requirements is on the LibGuide at <https://libguides.marshall.edu/etd>.

The upcoming deadlines for final ETDs to be uploaded for university review are:

- Summer 2025: July 11, 2025
- Fall 2025: November 14, 2025

Reused content in this context is any content that the student did not create themselves, or which they did create and previously published elsewhere. This can include charts and figures that incorporate copyrighted data such as ArcGIS maps. There are particular copyright concerns and attribution needs for reused data so that Marshall and ProQuest can publish the ETD. More guidance and training about reused content will be provided in Fall 2025.

Accreditation Reminder

Please remember to let Mary Beth Reynolds know about any accreditation reviews or visits that will occur each year. Whenever we receive a formal decision from an accreditor, whether it is a positive recommendation or a finding, observation, probation, etc., a copy should be sent to her as well. It is important for university compliance that AA is aware of the status of all of our accreditations across the university. In the end, the President is responsible for all accreditations across the entire university.

Catalog Editing

The Catalog Editors have already solicited general edits to the portions of the catalog that do not require shared governance. All curricular items approved this academic year will be added to the catalog over the summer. The goal is to have the catalog for Fall 2025 published well before the first day of classes in the fall. Any CIM curricular items that are not fully approved this fall will need to be deleted over the summer to ensure there is no chance they reach the published catalog. If your program has any items that were started but not approved, please save a copy (in Word or otherwise) so that it is easy to re-enter them in the fall. Faculty Senate Resolution SR 24-25-34 AHC, which passed the Senate on April 24, lays out exactly which kinds of changes require shared governance and which can be performed by the catalog editors. This resolution also specifies the information needed for each kind of catalog entry. The resolution envisions a staggered three-year process beginning with the 2026-2027 catalog to add any missing information.

What information do I need for the catalog?

	OVERVIEW For Overview information see recommendation	ADMISSION REQUIREMENTS If there are additional requirements	GRADUATION REQUIREMENTS If there are additional requirements	COURSE REQUIREMENTS	SEMESTER PLAN/PLAN OF STUDY	TWO CONTACT NAMES
College/ School	✓					✓
Department/ Division	✓					✓
Major	✓	✓	✓	✓	✓	
Area of Emphasis	✓	✓	✓	✓	✓	
Certificate	✓	✓	✓	✓	✓	
Accelerated Graduate Degree	✓	✓	✓	✓	✓	
Minor	✓			✓		

Source: SR 24-25-34 AHC