



Graduate Council

MEMORANDUM

To: Mr. Brad D. Smith, President

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

Date: November 14th, 2025

Subject: **Review of Graduate Council Minutes: October 31, 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 MSC 2W16-B and via TEAMS.

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

Minutes approved.


Mr. Brad D. Smith
President, Marshall University

11/18/25
Date

Note to Cora Pyles, Executive Assistant to the President:

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

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

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

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

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

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

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

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

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

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

MU Graduate Council- October 31, 2025

Meeting Minutes

Hybrid Meeting – MSC 2w16-B + Teams

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

Members Absent: Botes

Ex-Officio Voting Members Present: Schulenberg

Ex-Officio Non-Voting Members Present: Mummert

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

Guests: E. Royles, A. Carey, P. Georgel, K. Bradley, D. Lockwood, S. Cantrell-Johnson, S. Tusing, A. Mummert, L. Lucas, G. McIlvain, D. Dampier. V. Stroehrer

Agenda

Egleton	Welcome; Approval of the Agenda
Lucas-Adkins	Approval of September Minutes (Attachment #1)
Egleton	Introduction of graduate student member Eric Dillon
Carey and Meadows	Update on graduate program review (Attachment 2 and 3)
Yuan	No report
Stroebel	Planning committee (Attachment #4)
Perkins	Curriculum Committee (Attachment #5)
Egleton	- CD 622 Speech Sound Disorders, adding approval from last year to minutes. - Special request for graduate faculty status COS (Attachment #6, 7, 8)
Mummert	Proposal for graduate withdrawal UPAA4 (Attachment #9)
Egleton	- Retreat - Split level form (Attachment #10) - Reminder to review Carl's slides and give him feedback
Mummert	Graduate Studies Report (Attachment #11)
Schulenberg	Faculty Senate Report

At this time, all meetings will be Hybrid.

November 21, 2025 (MSC 2w16b + Teams)

January 30, 2026 (MSC 2w16b + Teams)

February 27, 2026 (MSC 2w16b + Teams)

March 27, 2026 (MSC 2w16b +Teams)

April 24, 2026 (MSC 2w16b + Teams)

Attachments

1	September Minutes
2	Program Review Assignments
3	Thoughts on program review
4	Planning Committee
5	Curriculum Committee
6	Letter Dean Stites
7	Grad Faculty application - Compton
8	Grad Faculty application - King
9	Proposal UPAA4
10	Proposal Split Level form
11	Grad Studies Report

Meeting Called to Order at 1:00 PM

WELCOME, INTRODUCTIONS, ANNOUNCEMENTS

- Richard introduced the new graduate student member, Eric Dillon. Eric is a Master's student in the English dept. He will be joining the Credentialing committee.

MOTION TO APPROVE AGENDA

APPROVED

MOTION TO APPROVE September Meeting Minutes

(See Attachment #1)

APPROVED

PROGRAM REVIEW DISCUSSION

(See Attachments #2 and #3)

Allison Carey and Amanda Meadows discussed program review process and updates for this year.

- Allison updated the program review report previously provided by Mary Beth Reynolds. Allison reformatted and added a hyperlink to HEPC Series 10. She added a section on "how to proceed as a reviewer."
- Program review documents are in the Teams. The link to the "evidence" is password protected. See attachment #2 for password. You must go to the end of the section to access the link. If you try to follow a link within the narrative of the document, you will get an error message.
- Rubric has not changed in content or format.
- Timeframe for review is different this year, because HEPC has flexed the deadline, but Allison is not sure if this extended timeframe will persist after this year. **We have until Feb. 20th to complete our reviews. Reviews are due to Amanda Meadows on or before Feb. 20th.**
- Use the URL rubric. This has replaced the Word doc. There is also a blank pdf version of the rubric if you want to use it and plan for what you will enter.
- There is no reason to go to Taskstream for the review.
- Once the reviewer completes the URL rubric, notifications to the appropriate parties will be automatic. There will be no need for individual reviewers to contact department chairs regarding results of review.

- GC reviewers will have access to some external reviewers' reports, since several visits have been scheduled. So, if a GC member is reviewing a program that has an external review on file, please look at it as part of the GC review.
- For programs that are accredited, a link to the accreditation report will be embedded in the review documents.
- In the future, Allison is planning to ask programs for a list of external reviewers to come in the summer. The goal is to have external reviews completed by November.
- Wendy Perkins will have a new program to review, because the one she was initially assigned is in her college. Amanda will make the change and notify Wendy.

CREDENTIALING COMMITTEE

No report this month. Richard will send information to committee for the Nov. meeting.

PLANNING COMMITTEE

(See Attachment #4)

Sandra Stroebel presented the report:

GC 25-10-01-PC

COEPD, Leadership Studies, Admissions change to catalog, Effective Spring 26

APPROVED

GC 25-10-02-PC

COEPD, Special Education, Admissions change to catalog, Effective Spring 26

APPROVED

CURRICULUM COMMITTEE

(See Attachment #5)

Wendy Perkins presented the report:

GC 25-10-03- CRC

COHP, Social Work, MSW new course, effective Spring 26

APPROVED

CHAIR REPORT

(See Attachments #6, #7, #8)

Richard Eggleton presented the report:

- Recognized the course CD 622 Speech Sound Disorders as approved last year but not included in the minutes.
- COS requesting Graduate Faculty Status for adjunct faculty with BAs when they are teaching courses that require a specialized skill set. Provost approved their request to move forward to Graduate Council.
- **GC voted to approve the move of this request and the supporting documentation from COS to the Credentialing Committee for consideration.**

REQUEST from OFFICE OF GRADUATE STUDIES

(See Attachment #9)

- **GC voted to approve the move of the proposed total withdrawal policy from Dr. Carl Mummert to the Planning Committee for consideration. Edits may be suggested to the Planning Committee.**

CONTINUED CHAIR REPORT

(See Attachment #10)

- Richard thanked everyone for a successful Graduate Council Retreat. He shared the draft of the cross-linked course approval form that was developed during the retreat. This draft will go to the Curriculum Committee for review and be presented at next month's GC meeting.
- Carl will email GC his slides for the BOG December meeting. **Please review the slides and send suggestions to him by the end of the day on November 7th.**

GRADUATE STUDIES REPORT

(See Attachment #11 for detailed report)

Carl Mummert shared his report. Main topics included:

- Strategic Enrollment Update (shared slides)
- Program Health Report Cards
- ETD Upload Deadlines
- Upcoming Graduate Studies Events

FACULTY SENATE REPORT

Shawn Schulenberg shared the following report:

The Faculty Senate last met on 10/23/2025. It was a great meeting with wonderful conversation. We passed a proposal to revise MU BOG AA 6, 7, 8, 9, and 15 into a single document (under AA6) as a single policy that covers the full career lifecycle of a faculty member at Marshall University. It introduces several new elements bringing us in line with an R2 institution, including more faculty tracks (teaching/research) and the ability to go up for non-tenure-track instructors to go up for promotion. Two years ago, we passed MU BOG AA 16 on professional responsibilities and rights, of which we began the process of becoming except from HEPC Series 9. Revisions to AA 6 are the second part of the process, and this is currently under Admin 20 shared governance review. We expect this to be on the February BOG agenda. If approved, this new rule will take effect in 2028, which will give each academic unit the ability to align their colleges/department T&P requirements.

The final step to complete the HEPC exemption process is to pass a local university policy on faculty misconduct. We currently do not have any process that explains what to do if a faculty member violates AA 16 or any university rule/policy/procedure. Classified and Nonclassified staff are covered under UPHR2 Employee Infractions. In addition to this, we hope to pass a policy on post-tenure review in the spring.

In other affairs, the BAPC sent us a recommendation to change undergraduate midterm reporting grades from just D/F students to all undergraduate students. However, the BAPC asked for it back so they could make further edits. We expect to see it back in the Senate soon.

The next Faculty Senate Executive Committee meeting is November 10, and the next Faculty Senate meeting is November 20. All recommendations/resolutions for that meeting are due by end of today, October 31.

CONCLUDING REMARKS

- Richard thanked everyone for their participation and work

Meeting Adjourned: 2:36 PM



Graduate Council

MEMORANDUM

To: Mr. Brad D. Smith, President
From: Dr. Richard Egleton, Graduate Council, Chair Richard Egleton *Richard Egleton*
Date: October 22, 2025
Subject: **Review of Graduate Council Minutes: September 19, 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 MSC 2W16-B and via TEAMS.

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

Minutes approved.



Mr. Brad D. Smith
President, Marshall University

10/28/25
Date

Note to Cora Pyles, Executive Assistant to the President:

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MU Graduate Council - September 19, 2025
Meeting Minutes
Hybrid Meeting – MSC 2w16-B + Teams

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

Members Absent: None

Ex-Officio Voting Members Absent: Schulenberg

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

Ex-Officio Non-Voting Members Absent: None

Guests: K. Adkins, E. Royles, A. Carey, P. Georgel, K. Bradley, D. Lockwood, S. Cantrell-Johnson, J. Rader, R. Conley-Riner, S. Tusing, M. Brooks, V. Stroehrer

Agenda

Egleton	Welcome; Approval of the Agenda
Lucas-Adkins	Approval of April Minutes (Attachment #1)
Bookwalter	Update from the Provost
Riner	Shared Governance Review Committee Review of what the committee does before membership election
Rader	Total Withdrawal Counselling for Grad Students
Egleton	- CIM update - Retreat - Graduate student member election
Mummert	Graduate Studies Report (Attachment #2)
Schulenberg	Faculty Senate Report
All	Elect Shared Governance Review Committee Member

At this time, all meetings will be Hybrid.

October 31, 2025 (MSC 2w16b + Teams)

November 21, 2025 (MSC 2w16b + Teams)

January 30, 2026 (MSC 2w16b + Teams)

February 27, 2026 (MSC 2w16b + Teams)

March 27, 2026 (MSC 2w16b + Teams)

April 24, 2026 (MSC 2w16b + Teams)

Attachments

Attachment #1: Minutes of the past meeting

Attachment #2: Graduate Studies Report

Meeting Called to Order at 1:00 PM

WELCOME, INTRODUCTIONS, ANNOUNCEMENTS

MOTION TO APPROVE AGENDA

APPROVED

MOTION TO APPROVE August Meeting Minutes
(See Attachment #1)

APPROVED

PROVOST UPDATES

Updates from Provost Bookwalter:

Review of Enrollment- 2.2% enrollment growth in graduate students; 23% growth in online graduate students, so be thinking about how to accommodate the growth (especially online growth) with current faculty

MU faculty & staff #s are appropriate for 12, 800 students; MU currently has 12, 686 students

HOME Certification required for faculty teaching online courses; Deadline for certification is June 30, 2025; Contact Julia Spears if a department-level training is requested

Program Reviews- Allison Carey has discussed reviews for this year with Amanda Meadows; 5-year program reviews due in mid-October

Colleges need to schedule hooding ceremonies so Carl Mummert can attend all of them; As ceremonies are organized, please inform Provost Bookwalter and Dr. Mummert

University Cabinet has discussed aftermath of Charlie Kirk assassination; As an institution, MU will not be issuing a statement other than stating that we do not condone violence; We will refer to the MU Creed; If MU employees make personal statements, we need to preface them by detaching the statements from MU; Be conscientious of how we represent ourselves, our profession, and our institution.

Scott Davis- asked if there is a national trend for students choosing institutions closer to their homes

- Provost Bookwalter provided anecdotal information; did not have current national data to share; Encouraged all to target nearby institutions with undergraduate but no graduate programs as a recruitment effort

Richard Eggleton discussed demonstrating to students the ROI for attending MU as a marketing strategy.

Discussion about recruitment for graduate programs tending to fall on the programs/departments/colleges themselves. Consider faculty as being the better “sales people” of their disciplines

SHARED GOVERNANCE REVIEW COMMITTEE UPDATE

Updates provided by Robin Conley-Riner:

Goal of the Shared Governance Review Committee will be to review the shared governance practices for all units on a rotating basis.

Inaugural meeting for this committee will be Tuesday, Sept 30th.

- Need a volunteer from Grad Council to serve

- Committee will decide how often to meet
- Committee will establish a process for handling reviews with the anticipated reviews to begin in Fall 2026

TOTAL WITHDRAWAL COUNSELING UPDATE

Updates provided by Jay Rader:

This is a supplemental advising service from his office as an attempt to ensure students who are withdrawing (total withdrawals) are not hit with administrative issues or surprises (i.e. financial obligations). Also this will be a way to collect reasons why students are withdrawing.

Richard Eggleton- Asked for information about how and when this counseling begins; what is the process?

- The Registrar's office will notify the Center for Student Success (Jay's office) when there is a total withdrawal by a graduate student, so the counseling services can be set in motion
- As academic advisors, faculty can also encourage students to set up appointments with the Center for Student Success when they are withdrawing.
- Contact: TWC@marshall.edu or rader4@marshall.edu with questions or referrals

GRADUATE COUNCIL CHAIR UPDATE

Richard Eggleton presented the following:

CIM

- Timelines are very important to remember; One example is the timeline for new program planning- the final step is not with Grad Council, so need to plan in advance for the required steps following actions of Grad Council, i.e. BOG approval. (Suggestion- if new programs are intended to begin in Fall 26, Grad Council actions need to take place in Fall 25. Ideally, the new program would be on the BOG April 26 agenda)

GC Retreat

- Scheduled for Oct 3rd 12-4PM
- Richard will send agenda soon; please send suggestions for the agenda to Richard

Graduate Student Member

- Three grad students have self-nominated, so the election will be soon.
- Goal is to have grad student member in place for the October GC meeting

General Info

- No reports from GC subcommittees this month because requests were not received by Sept. 1; additionally, there were some issues with Redbook that had to be addressed which interfered with the Grad Faculty Status actions this month

GRADUATE STUDIES REPORT

(See Attachment #2)

Carl Mummert presented his report:

Enrollment Update

Please see the attached enrollment update based on data from September 11, 2025.

The source for enrollment data is the **IR Factbook**, a report in Power BI available to Deans, Associate/Assistant Deans, and Chairs who complete an access form. Headcount data reflects only enrolled students and uses their primary (first) major. The data is updated each day from Banner. The Institutional Research office is the key contact with questions about data definitions and access.

Virtual Recruiting / Info Sessions

There are several online graduate info sessions planned for potential students. These are a continuation of a series Marshall Online and Graduate Studies ran last spring. A general graduate session was held on September 18 and a “Back to Marshall” event is scheduled next week.

Future events this semester will focus on specific programs or colleges including CS/Cyber/Data Science, Master of Public Administration, and College of Business programs.

Anticipated Policy Proposals

There are several policies where I anticipate proposed revisions this year:

- UPAA-4 Course Withdrawal – a technical revision to make the policy language match the intended practice, especially for Total Withdrawals and withdrawal deadlines. No substantive changes to practice are expected.
- Academic Appeal and Hearing Procedures – I will present about this during my report. The revision would set up a well-documented procedure for academic hearings with alignment between different types and levels of appeals (e.g. dishonesty/grade, undergraduate/graduate).
- Graduate Catalog: Academic Requirements and Regulations – a technical revision to clean up language to reduce redundancy and make the academic policies clearer and easier for students to navigate.

Each of these will proceed through the Graduate Council and/or BAPC and Faculty Senate as appropriate.

Upcoming Graduate Advising Events

These events will be facilitated by Sarah Davis, Senior Director of Advising. They continue the program of professional development for graduate advisors from last year.

- Virtual Resource Fair: September 24, 10:00am
- Graduate Advisor Lunch (brown bag): October 15
- Mental Health First Aid Training: November 5

FALL 2025

Graduate Advising Events



Wednesday, 10AM

Virtual Resource Fair

Meet the resource offices on campus that support graduate students, including Counseling, Student Success, Online Services, Advocacy, Veteran Services, and more.

Sep
24
VIRTUAL ON
TEAMS



Wednesday, time tbd

Graduate Advisor Lunch

Come together to share lunch and conversation about advising.

Oct
15
LOCATION
TBD



Wednesday, 8am - time tbd

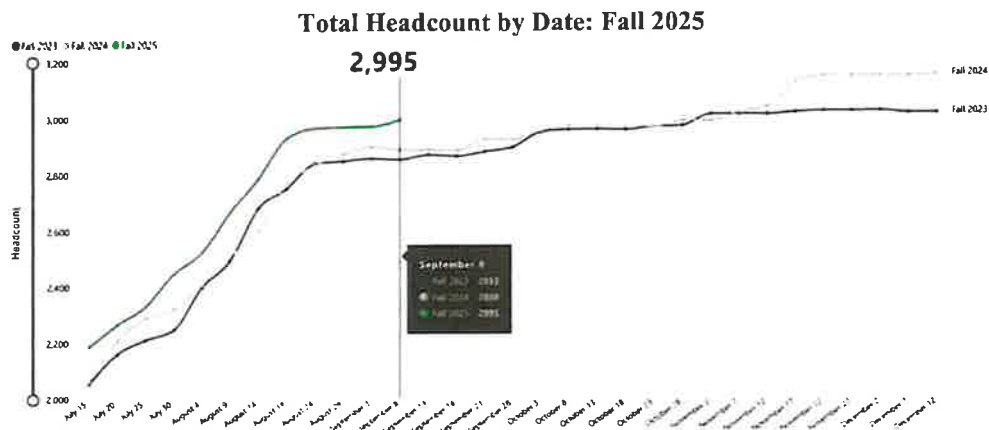
Mental Health First Aid

This is an RSVP event - you will meet online for training from a certified Mental Health First Aid trainer. This training is meant to help you feel confident when a student comes in with a crisis. More info will be sent by email soon

Nov
5
VIRTUAL ON
TEAMS

Enrollment Update (September 11, 2025)

Population	9/16/21	9/15/22	9/14/23	9/12/24	9/11/25	1 year	3 year
Total	2,955	2,774	2,871	2,888	2,995	3.7%	8.0%
Degree-seeking	2,868	2,658	2,744	2,751	2,901	5.5%	9.1%
Online	857	839	968	1,144	1,421	24.2%	69.4%
Professional doctorate	770	752	718	672	666	-0.9%	-
Research doctorate	178	194	213	217	217	0.0%	11.9%



Degrees Awarded by Year

Level	2020-21	2021-22	2022-23	2023-24	2024-25	1 year	3 year
Master's	761	679	677	635	704	10.9%	3.7%
Professional Doctorate	207	205	208	194	176	-9.3%	14.1%
Research Doctorate	20	24	26	25	33	32.0%	37.5%
EDS	38	64	57	58	60	3.4%	-6.3%
Certificate	65	51	69	71	54	23.9%	5.9%

IR Factbook in Power BI is where the provost's office retrieves data; if others would like access, requests need to be submitted and will be considered

Keith Beard asked for updates regarding Graduate Student Association (GPSA) and stipends for GAs:

- Carl will be more hands-on with establishing GPSA this year, since students did not take the lead last year
- MU is working to get rid of financial deficits and is not in the position for increase GA stipends yet. The projection is for MU to be in the black in 2 years and hopefully be able to address GA stipends at that time.

FACULTY SENATE REPORT

Richard Eggleton shared information in light of Shawn's absence:

- FS is requesting nominations for speakers at the winter commencement ceremony and nominations for honorary degrees

CONCLUDING REMARKS

- Richard asked for volunteers to the Shared Governance Review Committee. Conrae Lucas-Adkins volunteered. Richard will discuss details further with Robin Conley-Riner and solicit other nominations/volunteers if needed.

Meeting Adjourned: 2:33 PM

Attachment #2
Graduate Council Meeting September 19, 2025

Graduate Studies Report for Graduate Council (September 2025 Report)

To: Graduate Council
From: Carl Mummert, Assistant Provost for Graduate Studies
Date: September 19, 2025

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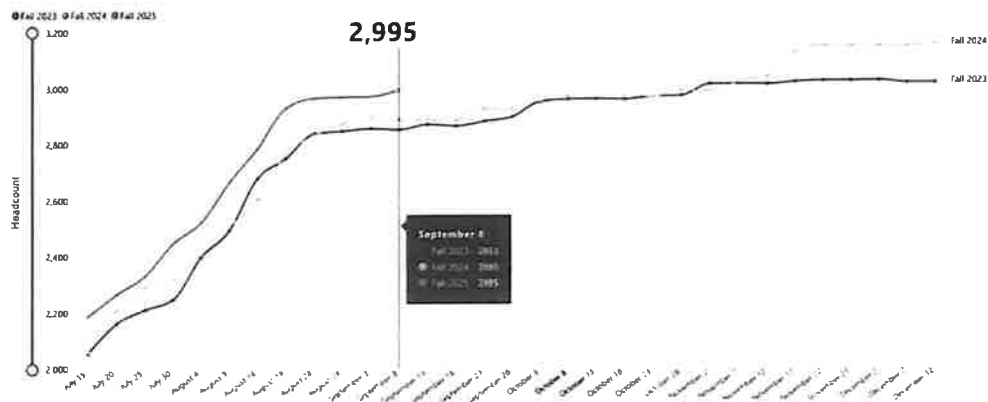
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**Graduate Council Minutes October 31, 2025
Attachment 2**

**Graduate Council Program Reviews, 2025-2026
Member Assignments**

BS to Professional MS in Athletic Training

Johan Botes, Yousef Sardahi

Certificate, Digital Forensics (grad)

Sandra Stroebe, Conrae Lucas-Adkins

MA English

Scott Davis, Huanshu Yuan

MS Biomechanics

Wendy Perkins, Amanda Meadows

MS Computer Science

Craig Kimble, Lisa Heaton

MS Criminal Justice

Keith Beard, Lori Thompson

MS Cybersecurity

Amanda Meadows, Scott Simonton

MS Data Science

Johan Botes, Lori Thompson

MS Environmental Safety and Health

Yousef Sardahi, Scott Simonton

MS Exercise Science

Sandra Stroebe, Craig Kimble

MS Forensic Science

Keith Beard, Huanshu Yuan

MS Natural Resources and the Environment

Scott Davis, Wendy Perkins

No formal review – being closed

MS Safety

MA Journalism

MS Cyber Forensics and Security

Amanda Meadows

Graduate Council Minutes October 31, 2025
Attachment 3

There are eight major sections of the review, with three of these sections mandated by the HEPC and a fourth mandated by the HLC. Although HEPC does not have the authority to make decisions about Marshall programs, state code requires that we complete reviews for each of our programs every five years and I must submit a report outlining how each program is doing in the three mandated sections each year.

Program Review Major Sections (HEPC and HLC Mandated Sections Bolded)

1. Signatures and Dean's Recommendation – at this point, there may be nothing in the signature subsection. We now ask program chairs and deans to indicate their requested recommendation on a dynamic form. Richard Eggleton should have these and be able to share what those recommendations are. After the university's recommendations are approved by the BOG, I upload the dynamic form, with all recommendations and signatures given during the process, to that section. The second subsection is the dean's written recommendation with rationale. That should be present in the review. Reviewers should note its presence and take the dean's words into consideration when making their recommendations for the program.
2. Consistency with the University's Mission
 - Mission alignments – this section should show how the program's mission aligns with that of Marshall University.
 - Learning Outcomes Alignments – this section should show how the program's student learning outcomes align with Marshall University's nine learning goals, which are really broad areas of learning.
3. Accreditation Information or External Peer Review Report
 - Accreditation Information – IF the program has specialized accreditation, it should list the name of its accreditor, the date of its most recent self-study and site visit, and its current accreditation status. It should have uploaded a PDF of its most recent self-study, a PDF of its most recent accreditation action letter, and PDFs of its annual reports if the accreditor requires them (not all do). If the program is not accredited, there should be an indication that this section is "not applicable."
 - External Peer Review Report – if the program is accredited, it will note that this section is not applicable. If the program is not accredited, it will note that the peer review SWOT analysis will be uploaded to this section when it is received. Note: Most of these reports will not come in until after the holidays.
4. **Quality of Program (and its outcomes) – required by HEPC Series 10**
 - **Curriculum Currency – this section should include the program's curriculum and the program should explain why it's current, steps they take to keep it current, etc.**
 - **Student Entrance Standards – this section outlines the program's admission requirements.**
 - **Program's Plan for Assessment of Student Learning – this section should include a comprehensive plan to assess student learning. It should include student learning outcomes, assessment measures, performance benchmarks, etc.**
 - **Assessment Results, Analysis, and Planned Actions during the Review Period – this section should give a summary of student performance on the program's learning**

outcomes, whether (or not) benchmarks were achieved, how the program used assessment data to improve student learning in their programs.

- **Indirect Assessment: Student Satisfaction with their Learning in the Program** – this section should highlight any surveys given to students that specifically ask them questions about their learning while in the program. These data should be used by the program to improve student learning and the overall student experience.
- **Feedback from the Assessment Office/Committee** – this section will have letters sent to programs acknowledging that they submitted annual assessment reports. The letter will share feedback from reviewers and from me.
- **Special Features of the Program** – this section is not mandatory, but the program should indicate that it's not applicable and not just simply leave it blank. However, most programs do complete it indicating how the program has made significant contributions nationally, statewide, regionally, etc.
- **Results of the Most Recent Review** – this will simply give the BOG's recommendation from the program's last review.
- **Success of Graduates** – the major thrust of this section is to report how many (or %) of graduates during the review period are employed or pursuing further study. If the program is accredited, it should also list any professional or state licensure pass rate information. Programs may also discuss completion rates in this section.
- **Quality of the Faculty** – this section includes aggregated information about overall teaching effectiveness, scholarly output, collaboration with students on scholarship, and professional and public service carried out by its faculty. Some reports attached faculty CVs or data sheets and some listed faculty individually in the narrative. However, THIS WAS NOT REQUIRED, and no program should be penalized because they did not do this. I especially emphasized a collective narrative that told the story of the collective efforts of the faculty.

5. External Demand – required by HEPC Series 10

- **U. S. Department of Labor Projections for Graduates** – this is self-explanatory and should be included in each review.
- **Student Demand** – the data in this section were supplied by IR. They show # of applicants, Admits, Total students enrolled, and Yield.
- **Program Enrollment, Persistence, and Completion Rates** – these data were also supplied by IR. Please note that enrollments are for the fall semester of each year; Persistence rates are calculated by taking the total number of students enrolled in the designated fall term who were still enrolled the following fall term minus any students who completed the program. Reviewers should pay attention to the five-Year trends in comparison to the Five-Year university trends. If students migrated out of the program in question, but remained at Marshall, that information will be attached to that section.
- **Commentary regarding Program Enrollment, etc.** – programs should discuss the numbers and trends in the previous section.

6. Internal Demand

- **Course Enrollments** – programs should examine their fill rates to ensure efficiency.
- **Services provided by the program** – this section is not mandatory and is mostly geared to programs that teach a lot of courses to non-majors. However, the directions encourage programs to discuss any services (academic or non-academic) they provide to other parts of campus.

7. Cost of Program Delivery – required by HEPC Series 10

- **The chart examines the ratio of Instructional Salary to Modeled Net Tuition and Instructional Salary to Assessed Tuition. There is an attachment that explains how the numbers were derived, but long story short, the smaller the percentages the less expensive it is for the university to run the program.**
- 8. Plans for Program Improvement – required by HLC**
- **Update from the last program improvement plan – the program should indicate whether (or not) they have addressed weaknesses from the last program review.**
 - **Program Improvement: Five-Year Implementation plan – this section should include the program’s goals for improvement and a five-year implementation plan.**

In reviewing the documents, I recommend that after reading each subsection, reviewers think holistically about the overall section, while being aware that the bolded sections are most important. Examples below:

Quality – programs should show that their curriculum is updated as need to remain current. They should have a well-designed plan for assessing student learning and they should have evidence that it has been implemented and results have been **used** (note that this includes information from several subsections). Of course, success of graduates is an important extension of assessment of student learning and a strong curriculum and having a productive and engaged faculty is important.

External Demand – the most important section here is the section on enrollment, persistence, and completion (AKA graduation) trends. It is important to consider the commentary programs provide concerning their numbers.

Cost of Delivery – I should emphasize that the “salary” information is derived from all faculty who taught courses in which the program’s majors were enrolled – it does NOT only include the salaries of program faculty.

Improvement Plan – It is critically important that programs address both how they used the last improvement plan and include an updated plan for the next five years.

Attachment 4
Planning Committee Report
October 31, 2025

(GC-25-10-31-01-PC) *Program (Non-Curricular) Change*

College: College of Education and Professional Development

Department: Leadership Studies

Major or Degree: EdD; Leadership Studies

Type of Change: Admissions Change to Catalog

Effective: Spring 2026

Rationale: With the recent move to a test-optional, holistic admission review process, there has been a significant increase in the amount of time needed for program faculty to evaluate applications and correspond with applicants. Essentially, we are requesting to move from an April 15th “priority deadline” to a February 1st application evaluation start date, with admission continuing on a rolling and competitive basis, as long as capacity in the incoming cohort remains available. This will allow us to notify selected students earlier in the admission cycle, thereby retaining some prospective students who currently choose other programs that offer earlier admission decisions.

Committee Recommendation: Approval

(GC-25-10-31-02 -PC) *Program (Non-Curricular) Change*

College: College of Education and Professional Development

Department: Special Education

Major or Degree: MA; Special Education

Type of Change: Admissions Change to Catalog

Effective: Spring 2026

Rationale: We are only changing 1 admissions requirement -- removing the GRE/MAT test scores to aid with recruitment.

Committee Recommendation: Approval

Graduate Council Minutes October 31, 2025
Attachment 5

(GC-25-10-03 -CRC)

Course # SWK601 Title: Suicide Prevention: Systems, Policy, and Practice

College: Health Professions
Department: Social Work
Major: MSW
Type: New Course

Credit Hours: 3

Effective: Spring 2026

Course Description: This course takes an in-depth exploration of suicide as a community health issue, preparing students to evaluate policy, brainstorm prevention strategies, and design safety supports across healthcare, education, and community settings.

Is the course split level (Grad and Undergrad), what are the differences between UG and G

Split level course number

Proposed Prerequisites: SW 615

Grading Rationale:

Recommendation and Comments Approve

Graduate Council Minutes October 31, 2025
Attachments 6, 7, and 8 follow this page



**COLLEGE
OF SCIENCE**
DEAN'S OFFICE

Wesley Stites, Dean
270 Science Building
One John Marshall Drive
Huntington, WV 25755-2500
304-696-2371
stites@marshall.edu
marshall.edu/cos

To: Richard Egleton, Chair Graduate Council

Date: October 27, 2025

Subject: Request for Graduate Faculty Status – Compton and Kin

Dear Dr Egleton,

In accordance with University Policy UPAA-8: Qualifications for College Teaching, Stephen Compton and Stephen King have received approval from the Provost to teach graduate-level courses in the Forensic Science graduate program.

Stephen Compton

- FSC 606 Crime Scene / Death Investigation
- FSC 607 Blood Stain Pattern Analysis
- FSC 615 Advanced Crime Scene Investigation
- FSC 617 Advanced Crime Scene Photography & Documentation

Stephen King

- FSC 618 Forensic Comparative Sciences

This approval followed submission of the program director's justification outlining their qualifications, endorsement by Dean Wesley Stites, and final approval by Provost Robert Bookwalter.

In accordance with University Policy UPAA-13: Graduate Faculty Membership, please accept this memorandum as a written petition for consideration by the Graduate Council for special approval of Graduate Faculty Status for both Compton and King. This request is consistent with the instructional authorization granted under UPAA-8 and supported by the attached documentation.

Attachments:

- Provost's approval
- Dean's endorsement
- Program Director's justification
- Graduate Faculty Application with CV

Sincerely,

Wesley Stites
Dean, College of Science



Outlook

Re: Teaching Requests for Compton and King in Forensic Science

From Bookwalter, Robert <bookwalt@marshall.edu>

Date Sun 9/28/2025 5:18 PM

To Stites, Wesley <stites@marshall.edu>

Cc Mummert, Anna <anna.mummert@marshall.edu>; Waugh, Lauren <richards18@marshall.edu>; Bora, Dru <bora@marshall.edu>; Mummert, Carl <mummertc@marshall.edu>; Hurula, Carol <hurula@marshall.edu>

These requests are approved.

R.B. Bookwalter
Interim Provost & Sr VP of Academic Affairs
Marshall University
Huntington, WV 25755
304.696.2731

On Sep 28, 2025, at 4:36 PM, Stites, Wesley <stites@marshall.edu> wrote:

Hi RB-

Attached you will find Lauren Waugh's outline of the qualifications of two instructors, her requests that they be allowed to continue to teach courses in Forensics, and my endorsements of those requests; all pursuant to the requirements of UPAA-8, the faculty qualifications policy -

<https://www.marshall.edu/policies/files/2025/09/UPAA-8-Qualifications-for-College-Teaching.pdf>

I hope we will see your approval of this request as well.

Best,

Wes

<King Teaching Request.pdf>

<Compton Teaching Request.pdf>



**COLLEGE
OF SCIENCE**
DEAN'S OFFICE

Wesley E. Stites, *Dean*
770 Science Building
One John Marshall Drive
Huntington, WV 25755-2500
304-686-2377

To: Interim Provost R.B. Bookwalter
From: Wesley Stites, Dean, College of Science
Date: September 29, 2025
Subject: Endorsement of Captain Stephen M. Compton for Teaching FSC 606, 607, 615, and 617

I write to endorse the request for Retired Captain Stephen M. Compton to teach FSC 606 – Crime Scene and Death Investigation, FSC 607 – Bloodstain Pattern Analysis, FSC 615 – Advanced Crime Scene Investigation, and FSC 617 – Advanced Photography & Documentation. Captain Compton has taught these courses successfully for years and has consistently demonstrated outstanding instructional ability.

Captain Compton retired in 2025 after over 20 years with the Huntington Police Department, including extensive service as a forensic investigator. He has direct experience with hundreds of major crime scenes, extensive specialized training, and recognition as an expert witness in multiple forensic areas.

Captain Compton has a bachelors degree in Criminal Justice, but not a graduate degree. This is a situation where section 3.4 of the UPAA-8 faculty qualifications policy applies, as his extensive and unique professional expertise provides qualifications equivalent to or exceeding traditional academic credentials.

No other better qualified individual is available to teach these advanced courses, and we have no intention of assigning Captain Compton to courses outside his professional expertise.

In accordance with UPAA-8, I request your approval for Captain Compton to continue teaching these courses. This is the first step in the process, after which we will seek approval for him to teach graduate-level courses through the appropriate channels.

Sincerely,

Wesley E. Stites
Dean, College of Science

To: Wes Stites, Ph.D.

From: Lauren R. Waugh – MSFS Program Director

Date: September 15, 2025

Subject: Captain Stephen M. Compton Instructor Qualification Review

Retired Captain Stephen M. Compton served as a Forensic Investigator with the Huntington Police Department from 2004 -2022 and then in the Administrative Bureau from 2022 until his retirement in June 2025. He is exceptionally qualified to teach FSC 606 – Crime Scene and Death Investigation, FSC 607 – Bloodstain Pattern Analysis, FSC 615 – Advanced Crime Scene Investigation, and FSC 617 – Advanced Photography & Documentation. Captain Compton holds a Bachelor of Arts in Criminal Justice from Marshall University and a Certificate of Law Enforcement from the WV State Police Academy. His professional background reflects a rare combination of deep field experience, specialized training, and instructional expertise. The following is a summary of how his credentials align with each course. I am also attaching a list of the training certificates earned by Captain Compton.

For FSC 606 – Crime Scene and Death Investigation, Captain Compton’s qualifications are through his direct involvement with over 375 death scenes, including approximately 125 homicides and more than 275 shooting incidents. His collaborative work with federal and local agencies such as the FBI, DEA, and ATF further emphasizes his operational depth. He has completed formal training in forensic death investigation, crime scene processing, and reconstruction through institutions such as the Institute of Police Technology and Management (IPTM) and the West Virginia Office of the Chief Medical Examiner (WV OCME). Additionally, he has been approved to teach this course and those outlined below by the Forensic Science Education Programs Accreditation Commission (FEPAC). He is qualified as an expert witness in crime scene investigation and reconstruction in West Virginia Circuit Courts. Additionally, Compton is still a certified law enforcement instructor in WV specifically in the areas of crime scene investigation

In relation to FSC 607 – Bloodstain Pattern Analysis, Captain Compton has completed advanced coursework in bloodstain pattern analysis, shooting incident reconstruction, and bullet trajectory interpretation. His training includes specialized workshops such as “Bullets Through Glass” with Lucien Haag and advanced bloodstain analysis through IPTM. He has been qualified in court as an expert in both bloodstain pattern analysis and latent fingerprint comparison. His instructional experience includes facilitating mock crime scenes and laboratory exercises, as well as teaching report writing in criminal justice contexts.

Captain Compton’s qualifications for FSC 615 – Advanced Crime Scene Investigation are equally robust. He has received training in post-blast scene investigation through the ATF and has worked closely with the West Virginia State Fire Marshal’s Office on fire-related cases. His expertise in impression evidence is supported by FBI training in footwear impressions and advanced ridgeology coursework. He has also completed advanced

training in unresolved death investigations, which includes wound analysis and cold case methodology.

Finally, for FSC 617 – Advanced Photography & Documentation, Captain Compton provides a strong foundation in forensic photography and documentation. He has completed multiple courses in digital imaging, including UV and IR photography for invisible evidence. He has served as the instructor for FSC 617 since Spring 2016 and has overseen hundreds of complex investigations requiring detailed documentation and scene management. His administrative oversight of evidence room operations further reinforces his qualifications in crime scene documentation and control.

Captain Compton's credentials reflect a comprehensive and field-tested mastery of forensic science in addition to a commitment to education and ethical practice. His instructional roles, courtroom credibility, and specialized training make him an ideal instructor for these advanced forensic science courses. His unique and comprehensive training and experience in many areas of crime scene and death investigation provide him with a set of skills that uniquely qualify him to teach the courses for the Crime Scene Investigation portion of the Forensic Science Graduate Program.

Sincerely,

Lauren R. Waugh, Ph.D.
Director/Associate Professor
Forensic Science Graduate Progra

Captain Stephen M. Compton Training Certificates

Bloodstain Pattern Analysis

- Advanced Bloodstain Pattern Analysis through the University of North Florida
- Institute on the Physical Significance of Bloodstain Evidence
- Bloodstain Documentation and Collection Methods from RTI International in cooperation with the National Institute of Justice

Crime Scene & Death Investigation

- Digital Photography for Law Enforcement from the Institute of Police Technology and Management at the University of North Florida
- Crime Scene Processing from the Institute of Police Technology and Management at the University of North Florida
- Death Investigation Training through the West Virginia Office of the Chief Medical Examiner
- Multiple Death Disaster Management through Tri-State Fire Academy
- Advanced Techniques for Unresolved Death Investigations from the Institute of Police Technology and Management at the University of North Florida

Crime Scene Reconstruction & Shooting

- Crime Scene Reconstruction from the Institute of Police Technology and Management at the University of North Florida
- Officer Involved Shooting through Public Agency Training
- Crime Scene Reconstruction of Shooting Incidents through the Public Safety Division of the Institute of Police Technology and Management

Fingerprint & Footwear Comparison

- Essential Ridgeology Concepts sponsored by the International Association for Identification and the Boston Police Department
- Basic Fingerprint Classifications at the Ohio Peace Officer Training Academy
- Footwear Impression Examination – U.S. Department of Justice, Federal Bureau of Investigation
- Basic Forensic Ridgeology sponsored by the International Association for Identification and the North Carolina IAI Division

Others

- Post Blast Investigative Training from the Bureau of Alcohol, Tobacco, Firearms and Explosives
- Managing the Property and Evidence Room through Public Agency Training

MARSHALL UNIVERSITY
GRADUATE FACULTY MEMBERSHIP APPLICATION COVERSHEET

Name Compton, Stephen, M. MU ID 901133386
Last, First, Middle

MU College/School College of Science
MU Department/Division Criminal Justice, Criminology & Forensic Sciences

Academic Rank	Employment Status	Tenured?	☐	Term?	☐
Professor	(Please check the box that matches your status)	Tenure Track?	☐	Temporary?	☐
		Adjunct?	☒	Other (specify)?	

Highest Academic Degree (Please describe your highest academic degree/credentials in the box to the right)

Bachelor of Arts Degree in Criminal Justice (Cum Laude) Marshall University - 1997 graduate with emphasis in Law Enforcement, minor in Psychology
Certificate of Law Enforcement West Virginia State Police Academy - 1999 graduate of the 102nd Basic Class

Is the above degree a terminal degree? Yes ☐ No ☒

Is the above degree research-oriented? Yes ☐ No ☒

Is the above degree appropriate professionally for the discipline? Yes ☒ No ☐

In the box below, briefly describe any additional coursework you have had beyond the above degree:

Certificate of Law Enforcement from the WV State Police Academy
Certified Law Enforcement Instructor
24 Formal Training courses through various State, Federal, and Regional Agencies or Forensic Science Organizations

Departmental responsibilities in graduate program

Do you or will you have responsibilities in a graduate program? Yes ☒ No ☐ Not Applicable ☐

Do you or will you have responsibilities chairing a thesis or dissertation? Yes ☐ No ☒ Not Applicable ☐

In the box below, briefly describe your graduate program responsibilities currently or upcoming:

FSC 606 Crime Scene / Death Investigation
FSC 607 Blood Stain Pattern Analysis
FSC 615 Advanced Crime Scene Investigation
FSC 617 Advanced Crime Scene Photography & Documentation

I apply for the following graduate faculty membership level and have attached the appropriate checklist with this coversheet along with all supporting materials to justify my application (select the appropriate level):

☐ Graduate Chair Faculty ☐ Graduate Faculty ☒ Associate Graduate Faculty

Stephen Compton
Applicant's Signature

10-9-25
Date Submitted

Associate Graduate Faculty Application for (Name): **Stephen M. Compton**

Term = 3* years (unless shortened by individual academic unit requirements)

Criterion	Yes	No	This Applicant
1	☐	☐	Holds a terminal degree or a master's degree in the field of instruction that is augmented with tested experience.
2	☐	☐	Provides appropriate documentation of credentials and/or experience and this documentation is filed with the division for which courses will be taught.
3	☐	☐	Has current or expected departmental responsibilities in the graduate program during the term of Associate Graduate Faculty membership. (Examples: teaching, serving on committees, participating in comprehensive assessment.)
4	☐	☐	Presents evidence of at least one of the following accomplishments within the last 3* years: scholarly or creative activity, advanced graduate level work, professional accomplishments in the field, or other activities deemed appropriate to bring current information or experience to the courses being taught.

NOTES:

1	To receive Associate Graduate Faculty membership, the applicant must satisfy requirements 1-4 ("Yes" answers). If these requirements are not satisfied, the candidate cannot have Associate Graduate Faculty status.
2	*The length of three years can be shortened by the dean of the academic unit, if such is preapproved by the Graduate Council. In that case, all terms above shown as "3*" would have the shorter time duration. For example, all the 3s might be changed to 2s. This is to be indicated on the individual academic unit requirements sheet attached by the academic unit to this sheet.

I certify that the above information is correct to the best of my knowledge **and** that this applicant qualifies for Associate Graduate Faculty status. Documentation justifying this decision is attached. If additional qualifications are required and approved by the Graduate Council for this academic unit, they too are satisfied by this applicant and are shown as being satisfied on the documentation accompanying this application. (As part of the documentation, please include a checked list for the additional requirements.)

Academic Dean's Signature

Date

NOTE: Please be sure to attach the **application coversheet** with this graduate faculty membership checklist and all supporting materials.

Curriculum Vitae

Curriculum Vitae



Captain Stephen M. Compton

Huntington Police Department
Criminal Investigations Bureau
Forensic Investigations Unit
675 10th Street
Huntington, WV 25701
Office: (304)696-5560
Fax: (304)696-5910
Email:

Objective

The objective of the curriculum vitae is to inform the courts of my education, experience, training and abilities.

Education

Bachelor of Arts Degree in Criminal Justice (Cum Laude) *Marshall University* - 1997 graduate with emphasis in Law Enforcement, minor in Psychology

Certificate of Law Enforcement *West Virginia State Police Academy* - 1999 graduate of the 102nd Basic Class

Employment

Patrolman Huntington Police Department / Patrol Bureau
1998 – 2004

My first six years of employment at the Huntington Police Department were spent in the Patrol Bureau. The duties I performed included responding to emergency calls, making misdemeanor and felony arrests, conducting preliminary investigations and becoming familiar with the various aspects of crime scene investigation and handling physical evidence.

Forensic Investigator Huntington Police Dept. / Forensic Investigations Unit / Detective Bureau
2004 – 2022

Primarily, the responsibility of the Forensic Investigations Unit is to respond, when requested, to scenes of major crimes; i.e. homicides, suicides, suspicious deaths, shootings, robberies, sexual assaults, etc. to perform crime scene investigations. We also examine and process items of physical evidence, usually for latent fingerprints, on items that we collect or patrol bureau personnel collects. Finally, we report our findings and testify in court as to our results.

Administrative Bureau Commander Huntington Police Department / Administrative Bureau
2022 – Present

The Administrative Bureau is responsible for overseeing the department's budgeting, purchasing, payroll, records management, building and fleet management, training, as well as property and evidence room management.

Crime Scene Investigation Experience

My time in the Forensic Investigations Unit has given me the opportunity to process hundreds of crime scenes, including over 375 death scenes (approximately 125 homicide cases) and more than 275 shooting incidents. I have had the opportunity to assist various agencies including the Cabell County Sheriff's Department, the Wayne County Sheriff's Department, the Lawrence County (OH) Sheriff's Department, the Barboursville Police Department, the South Charleston Police Department, the Ceredo Police Department, the Marshall University Police Department, the Ashland (KY) Police Department, the WV State Fire Marshal's Office, the local FBI, ATF, DEA, U.S. Marshal's Office, and U.S. Secret Service agents with their fingerprint and/or crime scene related matters.

Instructor Experience

As a certified law enforcement instructor I have provided police officers at the Huntington Police Department with lecture and practical training in the disciplines of crime scene investigation for in-service training.

From 2011 to 2017 I was employed by Mountwest Community and Technical College as an adjunct instructor. There I gave instruction in the areas of criminal justice, report writing for criminal justice, and criminal investigations.

Since the fall of 2004, I have been involved in training and education at Marshall University's Forensic Science (master's degree) program. I have also had occasion to supervise many student job-shadows and internships. During the spring semester of 2016 I became the instructor of the programs Advanced Crime Scene Photography and Documentation course (FSC 617) and in the Fall of 2017, the instructor of the Crime Scene and Death Investigation course (FSC 606). Annually, the Forensic Investigations Unit assists in the facilitation of mock crime scene scenarios, trajectory and bloodstain analysis exercises for students of the program.

In addition to that I have had opportunity to be a guest lecturer at various schools including Marshall University's undergraduate criminal justice program.

Expert Witness Experience

Over the years I have provided expert testimony in criminal trials in the Circuit Courts of Cabell and Wayne County, WV. I have been qualified in the areas of crime scene investigation, crime scene reconstruction, latent fingerprint development and comparison and bloodstain analysis.

Formal Training

Crime Scene Reconstruction Institute of Police Technology & Management / St. Petersburg, FL
February 14th to 18th, 2005
A 40 hour course with lecture and hands-on training pertaining to crime scene reconstruction.

Fingerprint Classification Ohio Peace Officer Training Academy / London, OH
March 7th to 11th, 2005
A 40 hour instruction on the Henry System of fingerprint classification.

Forensic Death Investigation WV Office of the Chief Medical Examiner / Stonewall Jackson, WV
March 14th to 16th, 2005

A 24 hour seminar-style conference pertaining to various aspects of death investigation.

Multiple Death & Disaster Symposium Tri-state Fire Academy / Huntington, WV
April 12th to 14th, 2005

A 24 hour seminar-style conference pertaining to various aspects of mass casualty scenarios.

Bloodstain Pattern Analysis Inst. on the Physical Significance of Bloodstain Evidence/Corning, NY
September 26th to 30th, 2005

A 40 hour course with intensive wet- lab practical training pertaining to bloodstain pattern analysis.

Forensic Ridgeology Dr. David Ashbaugh / Wake Forest, NC
December 5th to 9th, 2005

A 40 hour course on the quantitative and qualitative analysis of latent fingerprints.

Advanced Bloodstain Analysis Institute of Police Technology & Management / St. Petersburg, FL
October 16th to 20th, 2006

A 40 hour course with lecture and practical training pertaining to the documentation and presentation of bloodstain pattern evidence.

Instructor Development West Virginia State Police Academy / Institute, WV
December 4th to 8th, 2006

A 40 hour course designed to train the trainer.

Footwear Impression Evidence Federal Bureau of Investigation / Huntington, WV
May 7th to 11th, 2007

A 40 hour course with lecture and hands-on training pertaining to questioned footwear impression comparison.

Digital Photography for Law Enforcement Inst. of Police Tech. & Mgmt. / Jacksonville, FL
November 19th to 21st, 2008

A 24 hour course with lecture and practical application of various techniques of crime scene photography.

Advanced Techniques For Unresolved Death Investigations Institute of Police Technology & Management / Jacksonville, FL August 3rd to 7th, 2009

A 40 hour course based on criminal profiling and techniques for solving cold cases.

Crime Scene Reconstruction of Shooting Incidents Institute of Police Technology & Management / Orlando, FL September 14th to 18th, 2009

A 40 hour course on the principles of shooting reconstruction, including bullet trajectory analysis using instrumentation and mathematics.

Forensic Uses of Digital Imaging (IST 448) Marshall University College of Integrated Science & Technology / Huntington, WV August 24th to December 10th, 2009
A semester long college course on the use of Adobe Photoshop to enhance digital evidence.

Crime Scene Processing Workshop Institute of Police Technology & Management / Silver Spring, MD August 15th to 19th, 2011
A 40 hour course covering the fundamentals of crime scene investigations, latent fingerprint development, and impression evidence.

Essential Ridgeology Concepts Ron Smith & Associates / Boston, MA November 7th to 11th, 2011
A 40 hour course on the analysis and comparison of friction ridge skin.

AFIX Tracker Operating System AFIX Tracker Technologies / Huntington, WV December 8-9th, 2011 & January 5th, 2012
Twenty four hours of training for utilization of the Automated Fingerprint and Palm Print Identification System currently housed at the Huntington Police Department.

Untested Sexual Assault Kit Training National Center for Victims of Crime / Richfield, OH March 18th, 2014
A 6 ¼ hour seminar on the testing of, and follow-up investigation on untested sexual assault kits.

Officer Involved Shooting Public Agency Training Council / Knoxville, TN September 30th to October 2nd, 2014
A 20 hour course on handling officer involved shooting incident investigations.

Managing the Property and Evidence Room Public Agency Training Council / Columbus Ohio July 7th to July 8th 2015
A 16 hour course in property room management.

Basic Crisis/Hostage Negotiator Federal Bureau of Investigation / Pittsburg, PA November 16th to 20th 2015
A 40 hour course in basic crisis negotiations.

Post-Blast Scene Investigation Bureau of Alcohol, Tobacco, Firearms and Explosives / Kanawha County Sheriff's Department, Charleston WV May 14th to May 18th 2018
A 40 hour course in the scene investigation and evidence analysis of explosive events.

Recovery of Metallic Evidence King Brown / West Virginia State Police Academy Shooting Range, Institute WV June 5th 2018
A 4 hour workshop providing instruction and practical application on the proper function and use of metal detectors at crime scenes.

Using UV & IR Photography for the Discovery and Documentation of Invisible Evidence King Brown / Charleston, WV June 6th 2018

A 4 hour workshop about the basic use of UV and IR photography techniques to capture invisible evidence.

Bullets Through Glass Lucien Haag / West Virginia State Police Academy Shooting Range, Institute WV June 8th 2018

An 8 hour workshop providing lecture and practical application about the damage to glass caused by fired bullets.

Total Hours of Formal Training in Crime Scene Related Topics: 674 hours +

Professional References

Lt. (Ret.) David J. Castle West Virginia State Police Crime Scene Coordinator

Cell: (304)617-6331

David.j.castle@wvsp.gov

The Honorable Chris Chiles Circuit Court Judge—Cabell County Courthouse, Cabell County, WV

Office: (304)526-8653

Fax: (304)526-8679

Attorney John Laishley Attorney-at-Law / Cabell County, WV

Office: (304)522-4433

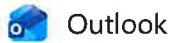
Supervisor Contact

Phil Watkins, Chief of Police

Office: (304)696-5510

watkinsp@hungtingtonwv.gov

Revised: 01-30-2023



Re: Teaching Requests for Compton and King in Forensic Science

From Bookwalter, Robert <bookwalt@marshall.edu>

Date Sun 9/28/2025 5:18 PM

To Stites, Wesley <stites@marshall.edu>

Cc Mummert, Anna <anna.mummert@marshall.edu>; Waugh, Lauren <richards18@marshall.edu>; Bora, Dru <bora@marshall.edu>; Mummert, Carl <mummertc@marshall.edu>; Hurula, Carol <hurula@marshall.edu>

These requests are approved.

R.B. Bookwalter
Interim Provost & Sr VP of Academic Affairs
Marshall University
Huntington, WV 25755
304.696.2731

On Sep 28, 2025, at 4:36 PM, Stites, Wesley <stites@marshall.edu> wrote:

Hi RB-

Attached you will find Lauren Waugh's outline of the qualifications of two instructors, her requests that they be allowed to continue to teach courses in Forensics, and my endorsements of those requests; all pursuant to the requirements of UPAA-8, the faculty qualifications policy -

<https://www.marshall.edu/policies/files/2025/09/UPAA-8-Qualifications-for-College-Teaching.pdf>

I hope we will see your approval of this request as well.

Best,

Wes

<King Teaching Request.pdf>

<Compton Teaching Request.pdf>



**COLLEGE
OF SCIENCE**
DEAN'S OFFICE

Wesley E. Stites, Dean
270 Science Building
One John Marshall Drive
Huntington, WV 25755-2500
304-696-2371

To: Interim Provost R.B. Bookwalter
From: Wesley Stites, Dean, College of Science
Date: September 28, 2025
Subject: Endorsement of Mr. Stephen C. King for Teaching FSC 618

I write to endorse the request by Dr. Waugh for Mr. Stephen C. King to teach FSC 618 – Forensic Comparative Sciences in the Forensic Science Graduate Program. Mr. King has taught this course successfully for the past three years, consistently demonstrating excellence in both subject matter expertise and classroom instruction.

Mr. King has served with the West Virginia State Police Forensic Laboratory since 1993, currently as supervisor and forensic analyst in the Latent Print Section. He is a Certified Latent Print Examiner by the International Association for Identification, a distinction held by only about 1,000 professionals worldwide, and he maintains this certification through 2029. With over 3,800 hours of specialized training and extensive courtroom experience, he is exceptionally qualified to teach this course.

We are not aware of any other better qualified individual available to teach FSC 618. Mr. King's expertise is precisely aligned with the course content, and we have no intention of assigning him to teach any course outside his professional expertise.

In accordance with UPAA-8, I request your approval for Mr. King to continue teaching FSC 618. This is the first step in the process, after which we will seek approval for him to teach graduate-level courses through the appropriate channels.

Sincerely,

Wesley E. Stites
Dean, College of Science

To: Wes Stites, Ph.D.

From: Lauren R. Waugh – MSFS Program Director

Date: September 15, 2025

Subject: Steven C. King Instructor Qualification Review

Purpose:

This memo evaluates the qualifications of Stephen C. King to teach an introductory course on comparative forensic methods, specifically focusing on the analysis of fingerprints, questioned documents, and firearms (specifically FSC 618 – Forensic Comparative Sciences).

Qualifications:

Mr. Stephen King has been employed by the West Virginia State Police Forensic Laboratory (WVSPL) in the Latent Prints section since 1993. While completing their Latent Print Examiner Training Program, Mr. King earned a Bachelor of Arts in Technical Writing from WV State College (now WV State University) in Institute, WV. Currently, he serves as the supervisor for and a forensic analyst in the Latent Print Section. Mr. King has been teaching the FSC 618 – Forensic Comparative Sciences course in the Forensic Science Graduate Program for the past three years as an adjunct professor. He is exceptionally qualified to teach a course on these topics with deep technical expertise, extensive courtroom experience, and a strong instructional background. The following is an outline of his qualifications.

Mr. King's primary focus in his career is fingerprint analysis (one of the key comparative sciences). He is a Certified Latent Print Examiner by the International Association for Identification (IAI), with recertification valid through 2029. There are only approximately 1,000 certified latent print examiners worldwide. Mr. King has achieved and maintained this certification with over 3,800 hours of specialized training in latent print and fingerprint examination. He is competent in all areas of fingerprint analysis including morphology, all areas of processing of latent prints, use of AFIS and other digital systems, and analysis, comparison, evaluation, and verification of latent and inked prints.

Stephen King's experience in Firearms also uniquely qualifies him for teaching the FSC 618 course. He has experience with crime scene management and evidence handling relevant to firearm-related investigations. He is trained to competency in collecting evidence from firearms and ammunition magazines for entry into forensic databases. While not a primary specialization, Mr. King's broad forensic training and experience with evidence documentation and latent print recovery support foundational instruction in document analysis principles

In addition to Mr. Stephen King's technical qualifications in Forensic Comparative Sciences, some of his additional credentials include being a former ASCLD (American Society of Crime Lab Directors)/LAB inspector and former member of the WVSP Forensic Laboratory's Quality Assurance board. His extensive training in ethics, cognitive bias, and

expert witness standards (Daubert and Frye) demonstrate his ability to teach the legal and procedural dimensions of forensic comparisons. He is an active member of multiple professional forensic organizations allowing him to stay current with the current standards in his discipline and incorporate them into his curriculum. He has instructional experience as a former faculty member at West Virginia State University, a guest lecturer at West Virginia University and Waynesburg College, and a trainer for law enforcement personnel at the WV State Police Academy.

King's blend of hands-on forensic practice, courtroom credibility, and instructional experience makes him an ideal candidate to teach a course introducing comparative forensic methods. He has been approved as an instructor for this course through FEPAC (the Forensic Science Education Programs Accreditation Commission). His depth in fingerprint analysis is unmatched, and his exposure to firearms and document-related evidence through crime scene and lab work provides a solid foundation for guiding students through the principles, techniques, and ethical considerations of forensic comparison.

Sincerely,

Lauren R. Waugh, Ph.D.
Director/Associate Professor
Forensic Science Graduate Program

MARSHALL UNIVERSITY
GRADUATE FACULTY MEMBERSHIP APPLICATION COVERSHEET

Name King, Stephen, C.

Last, First, Middle

MU ID 901047560

MU College/School

College of Science

MU Department/Division

Criminal Justice, Criminology & Forensic Sciences

Academic Rank

Professor

Employment Status

(Please check the box
that matches your status)

Tenured?

Tenure Track?

Adjunct?

☐☐☒

Term?

Temporary?

Other (specify)?

☐☐

Highest Academic Degree

(Please describe your highest
academic degree/credentials in
the box to the right)

Bachelor of Arts (English – Technical Writing), WV State College, Institute, WV

Is the above degree a terminal degree?

Yes

☐

No

☒

Is the above degree research-oriented?

Yes

☐

No

☒

Is the above degree appropriate
professionally for the discipline?

Yes

☒

No

☐

In the box below, briefly describe any additional coursework you have had beyond the above degree:

Certified Latent Print Examiner by the International Association for Identification (only
~1000 certified latent print examiners worldwide)
3800+ Credit Hours of training in latent and fingerprint examinations and related fields

Departmental responsibilities in graduate program

Do you or will you have responsibilities in
a graduate program?

Yes

☒

No

☐

Not Applicable

☐

Do you or will you have responsibilities
chairing a thesis or dissertation?

Yes

☐

No

☒

Not Applicable

☐

In the box below, briefly describe your graduate program responsibilities currently or upcoming:

FSC 618 Forensic Comparative Sciences

I apply for the following graduate faculty membership level and have attached the appropriate checklist with this coversheet along with all supporting materials to justify my application (select the appropriate level):

☐ Graduate Chair Faculty

☐ Graduate Faculty

☒ Associate Graduate Faculty

Applicant's Signature

Date Submitted

08-22-2023

Graduate Faculty Application Coversheet

Associate Graduate Faculty Application for (Name): **Stephen C. King**

Term = 3* years (unless shortened by individual academic unit requirements)

Criterion	Yes	No	This Applicant
1	☒	☐	Holds a terminal degree or a master's degree in the field of instruction that is augmented with tested experience.
2	☒	☐	Provides appropriate documentation of credentials and/or experience and this documentation is filed with the division for which courses will be taught.
3	☒	☐	Has current or expected departmental responsibilities in the graduate program during the term of Associate Graduate Faculty membership. (Examples: teaching, serving on committees, participating in comprehensive assessment.)
4	☒	☐	Presents evidence of at least one of the following accomplishments within the last 3* years: scholarly or creative activity, advanced graduate level work, professional accomplishments in the field, or other activities deemed appropriate to bring current information or experience to the courses being taught.

NOTES:

1	To receive Associate Graduate Faculty membership, the applicant must satisfy requirements 1-4 ("Yes" answers). If these requirements are not satisfied, the candidate cannot have Associate Graduate Faculty status.
2	*The length of three years can be shortened by the dean of the academic unit, if such is preapproved by the Graduate Council. In that case, all terms above shown as "3*" would have the shorter time duration. For example, all the 3s might be changed to 2s. This is to be indicated on the individual academic unit requirements sheet attached by the academic unit to this sheet.

I certify that the above information is correct to the best of my knowledge and that this applicant qualifies for Associate Graduate Faculty status. Documentation justifying this decision is attached. If additional qualifications are required and approved by the Graduate Council for this academic unit, they too are satisfied by this applicant and are shown as being satisfied on the documentation accompanying this application. (As part of the documentation, please include a checked list for the additional requirements.)

Academic Dean's Signature

Date

NOTE: Please be sure to attach the **application coversheet** with this graduate faculty membership checklist and all supporting materials.



**West Virginia State Police
725 Jefferson Road
South Charleston, West Virginia 25309-1698
Forensic Laboratory**

**Colonel J. C. Chambers
Superintendent**

**STEPHEN C. KING
West Virginia State Police Forensic Laboratory**

POSITION TITLE AND DESCRIPTION:

The West Virginia State Police Forensic Laboratory employs me as the supervisor for and a forensic analyst in the Latent Print Section. I am responsible for the day-to-day technical and administrative operations of the section, including supervision and training of the other analysts working in the section. I am trained to competency in all facets of the latent print discipline and fingerprint analysis and comparison. This competency includes knowledge of the biological morphology of friction ridge skin, knowledge and experience in the physical, chemical, and electronic processing of evidence for latent palmar and plantar friction ridge skin impressions; in the preservation of developed latent impressions; in the analysis, comparison, evaluation and verification of developed latent impressions; in the analysis, comparison, evaluation, and verification of non-latent impressions (i.e. inked or electronically taken fingerprints); in the appropriate methods of documenting examination results; in the use of all equipment in the section, including the Automated Fingerprint Identification System (AFIS); in the preparation of a latent print report for the investigator; in the conducting of administrative and technical quality reviews of case files for other examiners in the section; and in providing court testimony of my examinations when requested. I have been trained to competency to collect touch DNA samples from firearms and ammunition magazines that are eligible for entry into the National Integrated Ballistic Information Network (NIBIN).

COURTROOM EXPERIENCE:

I have been accepted as an expert witness in the field of latent print and fingerprint examination in West Virginia circuit and magistrate courts and in US federal courts within the state. I have testified 187 times.

CERTIFICATIONS:

I am a Certified Latent Print Examiner tested and declared qualified by the Latent Print Certification Board of the International Association for Identification (IAI). I re-certify every five years. My current certification expires 10/09/29. There are approximately 1,000 certified latent print examiners in the world.

PUBLICATIONS: None

Integrity Fairness Respect Honesty Courage Compassion

www.wvsp.gov

QUALIFICATIONS/TRAINING:

Bachelor of Arts (English – Technical Writing), WV State College, Institute, WV – August 1994

I have earned over 3,800 credit hours of training in latent and fingerprint examinations and related fields (see Schools, Conferences, and Miscellaneous), and I participate in continuing education. Before my transfer to the laboratory, I worked as a fingerprint examiner and supervisor of fingerprint examiners in the state Criminal Identification Bureau – Records Section. I have also worked as a fingerprint examiner for the FBI in Washington, D.C.

I am an active member of the International Association for Identification (IAI), both the parent body and the regional chapter (Chesapeake Bay Division). I was an inspector for the American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLD/LAB) for eight years, and I was on the West Virginia State Police Forensic Laboratory's Quality Assurance Board for nine years.

I teach basic fingerprint and latent print concepts to police officers at the West Virginia State Police Academy and on location for departments who request training. I am an adjunct instructor for Marshall University for the Forensic Master's Degree program and teach a course on latent prints. I was an instructor for the Criminal Justice Department at West Virginia State University (Courses: *The Science of Fingerprints*, *Techniques of Crime Scene Investigation*, *Introduction to Forensic Science*), and have been a guest lecturer at Marshall University for the Forensic Master's Degree program and a guest lecturer at West Virginia University for the Forensics Department. I have been a lecturer and instructor at the Crime Scene Investigation Camp for the Forensic Science Department at Waynesburg (Pennsylvania) College. I was also the editor of the *Forensic Focus: The Journal of the West Virginia State Police Forensic Laboratory* and *The Forensic Laboratory Field Manual*. I was a co-editor of the laboratory's most recent newsletters, *The Lab Report* and *The Forensic Review*.

SCHOOLS, CONFERENCES, AND MISCELLANEOUS:

1. FBI Course for New Fingerprint Examiners, Washington, D. C., October 1977 to February 1978
2. West Virginia State Police Forensic Laboratory's Latent Print Examiner Training Program, South Charleston, West Virginia, January 1993 to May 1994
3. Advanced Palm Print Identification Course, Palm Print Symposium, Williamsburg, Virginia, July 7 – 9, 1993
4. Imaging Basic 35 mm Photography Course, Polaroid School of Law Enforcement, Institute, West Virginia, December 7, 1993
5. Advanced Latent Fingerprint Techniques Course, FBI, Alcoa, Tennessee, January 10 – 14, 1994

Integrity Fairness Respect Honesty Courage Compassion

6. Fall Education Conference, International Association for Identification (Chesapeake Bay Division), Ocean City, Maryland, November 4 – 5, 1994
7. Violent Crime Scene Management Course, FBI, Institute, West Virginia, December 11 – 12, 1995
8. Latent Fingerprint Workshop of Cyanoacrylate Techniques, Detecto Print, Huntington, West Virginia, April 1, 1996
9. Administrative Advanced Latent Fingerprint School, FBI Academy, Quantico, Virginia June 3 – 21, 1996
10. International Association for Identification's 82nd Educational Seminar, Danvers, Massachusetts, July 27 – August 2, 1997
11. Footwear Impression Examination Course, FBI, Quantico, Virginia, March 30 – April 4, 1998
12. Instructor Development Training Program, West Virginia Department of Public Safety, Institute, West Virginia, January 18 – 21, 2000
13. Remote Fingerprint Editing Software (RFES) User Training Course, Lockheed Martin Corporation, South Charleston, West Virginia, November 14 – 16, 2000
14. Priority Management, West Virginia Corrections Academy, Institute, West Virginia, January 4, 2001
15. American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLD/LAB) Inspector Training Class, Atlanta, Georgia, March 10 – 12, 2002
16. Spring Educational Conference, International Association for Identification (Chesapeake Bay Division), Williamsburg, Virginia, April 12 – 13, 2002
17. ASCLD/LAB Inspector (Latent Prints) on the inspection of the Arizona Department of Public Safety laboratory system, Phoenix and Flagstaff, Arizona, February 1 – 7, 2003
18. Supervising for Success: Fundamentals of Supervision, West Virginia Division of Personnel, OHRD Section, Charleston, West Virginia, June 28 – 30, 2004
19. ASCLD/LAB Inspector (Latent Prints) on the inspection of the Maryland State Police laboratory system, Pikesville, Maryland, April 24 – 29, 2005
20. Supervising for Success II: Leadership Essentials, West Virginia Division of Personnel, OHRD Section, Institute, West Virginia, August 2 – 4, 2005

21. Spring Educational Conference, International Association for Identification (Chesapeake Bay Division), Charlottesville, Virginia, March 31 – April 1, 2006
22. ASCLD/LAB Inspector (Latent Prints) on the inspection of the Indiana State Police laboratory system, Indianapolis and Evansville, Indiana, April 29 – May 4, 2007
23. Presentation: *The CSI Effect*. Private Investigators & Security Professionals of West Virginia conference at West Virginia State University, Institute, West Virginia, May 19, 2007.
24. Fall Educational Conference, International Association for Identification (Chesapeake Bay Division), York, Pennsylvania, November 2 and 3, 2007
25. ASCLD/LAB Inspector (Latent Prints) on the inspection of the Charleston Police Department Laboratory, Charleston, South Carolina, October 27 – 29, 2008
26. Motorola Printrak AFIS User Training Course, Motorola Corporation, South Charleston, West Virginia, November 12 – 13, 2008
27. Ethics Training, South Charleston, West Virginia, March 9, 2009
28. Motorola Printrak AFIS User Training Course (Advanced Latent Training), Motorola Corporation, South Charleston, West Virginia, March 10 – 11, 2009
29. ASCLD/LAB Inspector (Latent Prints) on the inspection of the Boston Police Department Latent Print Unit, Boston, Massachusetts, September 22 – 25, 2009
30. Fall Educational Conference, International Association for Identification (Chesapeake Bay Division), Roanoke, West Virginia, October 9 and 10, 2009
31. Latent Cold Case User Conference, FBI Center, Clarksburg, West Virginia, July 28, 2010
32. New Research in Pattern Evidence and Statistical Models, RTI International/NIJ Web Seminar Series presentation by Dr. Emma Dutton, June 21, 2012
33. Fall Educational Conference, International Association for Identification (Chesapeake Bay Division), Gettysburg, Pennsylvania, November 9 and 10, 2012
34. Fall Educational Conference, International Association for Identification (Chesapeake Bay Division), Charleston, West Virginia, October 18 and 19, 2013
35. Sure Footing: Fundamental Forensic Science Research – Part II, RTI International/NIJ Web Seminar Series presentations by Dr. Cedric Neumann and Dr. Thomas Busey, April 15, 2014

36. Understanding Basic Statistical Concepts: Fingerprints, RTI International/Forensic COE Web Seminar Series presentation by Michelle Triplett, July 23, 2014
37. What Could Happen When Prosecutors Don't Follow the Rules, RTI International NIJ/Forensic Technology COE Web Seminar Series presentation by Anthony Graves, May 24, 2016
38. New Paradigm for Fingerprint Reporting Without Individualization, RTI International NIJ/Forensic Technology COE Web Seminar Series presentation by Henry Swofford, July 14, 2016
39. FBI Biometric Services Section (BSS) Next Generation Identification (NGI) Users' Conference, Clarksburg, WV, September 11 – 13, 2018
40. Idemia AFIS Factory Acceptance Test and Training, Anaheim, CA, April 15 – 19, 2019
41. NIJ Forensic Technology Center of Excellence, Leadership Series, Modules: Emotional Intelligence, Generations, Leadership & Change, Leadership & Power, Leadership & Ethics, and The Moral Compass, July 16 – 19, 2019
42. The Emperor's New Clothes: A Guide to Latent Print Testimony, RTI International NIJ/Forensic Technology COE Web Seminar Series presentation by Heidi Eldridge, July 25, 2019
43. 104th International Association for Identification's Educational Conference, Reno, NV, August 11 – 17, 2019
44. Idemia AFIS (MorphoBIS) Latent Training, South Charleston, WV, September 25 and 26, 2019
45. Results of a Black Box Study on the Accuracy and Reliability of Palm Print Comparisons, RTI International NIJ/Forensic Technology COE Web Seminar Series presentation by Heidi Eldridge and Christophe Champod, March 12, 2020
46. NIJ Forensic Technology Center of Excellence, Leadership Series, Modules: Leadership Principles & Concepts, Founding Fathers on Leadership, Cultural Diversity, Personal Leadership, Entry Level & Mid Level Supervisor, and Leadership Theories & DiSC, March 24 – 30, 2020
47. Fingerprint Identification: Reliability and Accuracy, RTI International NIJ/Forensic Technology COE Web Seminar Series presentation by Dr. Lynn Abbott and Dr. Cedric Neumann, March 31, 2020
48. Collection of Touch DNA from Firearms for NIBIN Program, in-house training by David Miller, Biology – Processing Section, November 17, 2020
49. Idemia (AFIS) Conference (virtual - included separate training classes), September 14 – 16, 2021
50. Intelligent Influence: The Key Ingredients to Leadership and Professional Success, presentation and workshop by John M. Collins, Critical Victories, LLC, October 16, 2021

51. A Reasonable Degree of Scientific Certainty, presentation by Keith Randolph, WVSP Legal Division, Institute, WV, April 28, 2022
52. Cognitive Biases, presentation by Keith Randolph, WVSP Legal Division, Institute, WV, December 15, 2022
53. Qualifications of an Expert Witness for Legal Professionals – The Daubert Standard, RTI International NIJ/Forensic Technology COE, Virtual Workshop (5 hours), November 28 and 29, 2023
54. Qualifications of an Expert Witness for Legal Professionals – The Frye Standard, RTI International NIJ/Forensic Technology COE, Virtual Workshop (3.5 hours), December 12, 2023
55. Palm Prints Searching Smart Online Course – Ron Smith & Associates, August 01 – 05, 2024 (40 hours)
56. Ethics and the Practice of Forensic Science, workshop by Dr. Robin Bowen, WVU, Institute, WV, May 02, 2025 (4 hours)

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Attachment 9**

Draft revision of UPAA-4
10/24/2025

UNIVERSITY POLICY FOR ACADEMIC AFFAIRS

Policy No. UPAA-4

COURSE WITHDRAWAL

1. General Information

- 1.1. Scope: Academic policy regarding students dropping courses, high demand courses, and withdrawing from the institution.
- 1.2. Authority: W. Va. Code §18B-1-6
- 1.3. Passage Date: June 16, 2022
- 1.4. Effective Date: July 26, 2022
- 1.5. Controlling over: Marshall University
- 1.6. History: SR 90-91(144)296(ASCR), SR 92-93(127)273(ASCR), SR 96-97(4)70R(BAPC), SR 96-97(17)82(BAPC/SCWC), SR 96-97(53)119B(BAPC); Revised: 2/20/2020 and 6/25/2020; Revised and approved by BOG 6/16/2022.

2. Policy

2.1. Scope

- 2.1.1. This policy covers undergraduate and graduate students in all programs other than the M.D. Doctor of Medicine program. Students in the M.D. program should consult the most recent edition of the Joan C. Edwards School of Medicine *Academic Bulletin* for withdrawal policies and procedures.

2.2. Dropping of Courses

- 2.2.1. A student who wishes to withdraw from an individual course after the schedule adjustment period must present the request to the Registrar's Office via an electronic submission as outlined in the Marshall University *Undergraduate Catalog* or *Graduate Catalog*.

2.3. High Demand Course Withdrawal Policy

- 2.3.1. Any student who withdraws during the "W" period from a course identified as a "high demand" course shall not be allowed to pre-register for the course for

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the following Fall or Spring semester during advance registration. Updated listings of high demand courses are available from the Office of the Registrar. Students who dropped high demand courses due to medical or other extenuating circumstances should contact their academic advisor for guidance and assistance.

2.4. Total Withdrawal from the University

2.4.1. Total Withdrawal from the University is defined as dropping all courses for which a student is registered. A student who wishes to totally withdraw from the university must first secure the signature of a Total Withdrawal Counselor and then present the request to the Registrar's Office in person, by email, or by mail. If the request is made in person, a drop form bearing the signature of a Total Withdrawal Counselor must be submitted to the Registrar's Office. Requests by email must be sent from the student's MU email account. For mailed requests, the postmark will be the official date of withdrawal. In cases where the student is unable to secure the physical signature of a Total Withdrawal Counselor, permission may be obtained via email.

2.5. Deadline for Dropping an Individual Course or Totally Withdrawing from the University

2.5.1. The final date for dropping an individual course is 5 instructional days prior to the last day of the course as defined in the Academic Calendar for each term. A grade of "W" will be reported for courses dropped within this deadline.

2.5.2. The final date for a total withdrawal from the university is the last day of classes as defined in the Academic Calendar for each term. A grade of "W" will be recorded for each course dropped during a total withdrawal requested within this deadline.

2.5.3. Exact "W" dates are identified in the Academic Calendar.

2.5.4. A "W" grade (withdrew) will have no bearing on the student's grade point average but may affect a student's Satisfactory Academic Progress (SAP) for purposes of financial aid.

2.5.5. Students who drop courses without approval, or who do not follow regulations provided in the preceding paragraphs, receive a grade of "F" at the end of the term.

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- 2.5.6. Students who are enrolled in a course scheduled for a partial term and totally withdraw from the University after the last day of the partial term will still earn a grade other than “W” for the course.

2.6. Military Service

- 2.6.1. Men and women called to active duty in the armed services of the United States are granted full refund of fees, but no credit, if the call comes before the end of the first three-fourths of the semester or term; and full credit, but no refund of fees, is granted if the call comes thereafter. Credit, as described above, will be granted only in those courses in which the student is maintaining a passing mark at the time of departure to military service. The term “called to active duty” is herein defined as being called to active duty as the result of the federal activation of the armed forces, a total reserve component, a National Guard unit, or any portion thereof which involves a particular student or an individual who is a bona fide member of the armed forces, a reserve component or a National Guard unit. The final grades, both passing and failing, for three fourths of a term or more are to be shown on the student’s official transcript.

- 2.6.2. NOTE: It is extremely important to direct students with questions regarding military activation to the Registrar’s Office, which certifies students for educational benefits. The Registrar’s Office is required to notify the Veteran’s Administration when students receiving educational benefits are activated for military service.

2.7. International students

- 2.7.1. Before dropping any course that may reduce enrollment below full-time, international students must obtain prior RCL (Reduced Course Load) authorization and written clearance from the International Student Services Office. Unauthorized drops can result in SEVIS termination. Students are solely responsible for maintaining lawful status and any consequences arising from drops/withdrawals.

2.8. Medical or Emergency Withdrawal

- 2.8.1. In cases when students withdraw from the university for medical reasons, their request for total withdrawal must be supported by certification from the

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attending physician. In order to be readmitted after this total withdrawal, the student must provide a letter and supporting documentation from the attending physician indicating that the student is able to return. Confidentiality will be maintained at all times except on a need-to-know basis.

2.8.2. In cases when students withdraw from the university for emergency reasons, their request for total withdrawal must be supported by appropriate documentation related to a catastrophic situation. In order to be readmitted after this total withdrawal, the student must provide supporting documentation indicating that the student is able to return. Confidentiality will be maintained at all times except on a need-to-know basis.

2.8.3. Requests for medical or emergency total withdrawals from the university or from an individual course will be handled on a case-by-case basis through the Office of Student Advocacy and Accountability. Students who receive a medical or emergency total withdrawal shall receive a grade of "W."

2.9. Backdated Withdrawal Procedures

2.9.1. Generally, the date of a withdrawal from a course is the date on which the student presented the request to the registrar. In rare instances, when it is deemed it would not be possible for the student to make this request in a timely fashion, a backdated withdrawal from a course (or courses) may be granted.

2.9.2. For undergraduate and graduate students, the academic college dean has the authority to request a backdated withdrawal within the same term. Before determining a date of withdrawal, the dean will consult with the Financial Aid Office. If a student has received a loan or other financial aid (federal, state, or institutional) predicated upon full or parttime enrollment, the student may have to repay the university before the course withdrawal can be backdated.

2.9.3. Backdated withdrawals in previous terms are granted only in exceptional circumstances and require approval of the University Registrar.

**Graduate Council Minutes October 31, 2025
Attachment 10**

Cross Level Linked Course Approval Form

- Link to the PDF of the policy document

Introduction

- College:
- Program:
- Undergraduate course prefix/number (text input)
- Undergraduate course title (text input)
- Graduate course prefix/number (text input)
- Graduate course title (text input)
- Any other courses cross-listed with these courses (text input)
- Has this cross listing been previously approved? (Yes/No)
 - Have there been significant changes to any of the courses since the previous approval? (Yes/No)
- Is the course being taught by someone by graduate faculty status? (Yes/No)

Required Documentation (file attachments)

- All syllabi as a single PDF file

Justifications (long text boxes):

- Explain the differences between the graduate and undergraduate classes including assignments, assessment, grading scales, learning outcomes, academic rigor, and other aspects from the cross-level course policy (200-500 words)
- Explain how the graduate level course has an academic rigor equivalent to other graduate courses in the program (100-300 words)
- List the the prerequisites for the graduate course.

Which grad council minutes contain this approval? (text input filled by grad council step)

Approval signatures for Dynamic Form

- Department/program chair
- College curriculum committee
- Dean
- Graduate council (following Grad council vote and president signing the minutes)

Attachment 11

Graduate Studies Report for Graduate Council (October 2025 Report)

To: Graduate Council
From: Carl Mummert, Assistant Provost for Graduate Studies
Date: October 31, 2025

Thanks/Announcements

- Retreat
- School of Pharmacy for their Dual Degree proposal
- BOG presentation November – will send slides
- ETD deadline November 14
- Plan of study to the Registrar's office

Strategic Enrollment Management Update

Please see the attached slides with information on the activities being taken by numerous offices to support graduate recruiting, enrollment, and retention.

Program Health Report Cards

The Office of Assessment and Graduate Studies have been working to develop annual program health checks – lightweight check-ups each year to help programs identify any issues quickly and make adjustments inside the regular 5 year review cycle.

This fall, we will begin by creating a program health report card for each graduate program. These are purely informational reports with the key indicators for each program: applicants and admits, enrollment, persistence, and completion. No report or response will be required. The goal is for the report cards to provide info to each program and spark organic conversations as appropriate.

ETD Upload Deadline

The deadline for final, defending, complete theses and dissertations to be uploaded for Fall 2025 graduation is November 14, 2025. Please see <https://libguides.marshall.edu/etd> for full information.

Upcoming Graduate Studies Events

- **Mental Health First Aid Training**, November 5.
- **Lunch with the Assistant Provost (brown bag), South Charleston**, November 12, noon-1pm, Thomas Board Room
- **Graduate Studies South Charleston Office Hours**, November 12, 1pm-4pm

Graduate Strategic Enrollment Management

Update for Graduate Faculty

October 21, 2025



**GRADUATE
STUDIES**

1

Strategic Enrollment Management

A comprehensive viewpoint of the entire student experience and path before, during, and after earning their degree.

A collaboration between programs, colleges, and multiple MU offices.



**GRADUATE
STUDIES**

2

University-Wide Initiatives

University Marketing & Communications

- University-wide campaigns
- Available to consult and assist with paid and organic program specific marketing efforts
- Graphic design, MU branding, and Printing

Graduate Recruiting

- Program-specific recruiting is in the hands of specific programs
- New university-wide graduate recruiter onboarded October 2025
- University-wide efforts will begin with focus on communication plans for inquiries and applicants

Program Info Sessions

- Online info sessions for potential applicants
- Collaboration of Grad Studies, MU Online, and other offices
- General and program specific events in Fall 2025 and Spring 2026



3

University-Wide Initiatives

Enrollment Coaching

- Partnership with the Anthology corporation
- Makes calls, sends texts and emails to inquiries and applicants
- Supports increasing our % of completed applications

Graduate Admissions

- Manages applications along with programs
- Admissions Counselors
- Manages the MU communication plan for graduate inquiries and applicants

Graduate Studies Office

- Collaborates with and monitors all relevant offices
- Communications plan for enrolled students
- Orientation & WOW
- General academic support for students, programs, and colleges



4

Student Support

Marshall Online

- Online orientation for all graduate students
- Communications for online students
- Student Development & Success Events
- Student Success Coaching

Student Success Office & Student Affairs

- Non-academic support
- Referrals to other support on- and off-campus
- Student advocacy

University Supports

- Accommodations
- HELP & Autism Centers
- Counseling
- Tutoring
- Career Education



5

What Graduate Programs Can Do

- **Provide prompt responses to student inquiries and prompt admission decisions throughout the calendar year.**
- Provide prompt and friendly support to guide newly admitted students as they enroll for their first semester.
- Continue program-level and college-level recruiting and marketing.
- Continue to develop graduate advising and monitor retention and time-to-graduation across all your programs.
- Monitor program enrollments, retention, time-to-graduate, and curriculum. Make adjustments as needed.
- Contribute to SEM planning discussions.



6