

Request for Graduate Non-Curricular Changes

PLEASE USE THIS FORM FOR ALL NON-CURRICULAR CHANGE REQUESTS (changes in admission requirements or requirements for graduation, changes in existing or new policies/procedures, changes in program descriptions in catalog, general language changes in catalog).

SIGNATURES may not be required, depending on the nature of the request and from where it originates. Consult Graduate Council Chair.

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: _____ Dept/Division: _____

Contact Person: _____ Phone: _____

Rationale for Request:

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

NOTE: all requests may not require all signatures.

Department/Division Chair _____ Date _____

Registrar _____ Date _____

College Curriculum Committee Chair _____ Date _____
(or Dean if no college curriculum committee)

Graduate Council Chair _____ Date _____

NOTE: please complete information required on the following pages before obtaining signatures above.

Request for Graduate Non-Curricular Changes – Page 2

1. **Current Catalog Description (if applicable):** Please insert the catalog description from the current catalog for entries you would like to change.

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2. **Edits to current description:** Attach or insert a PDF copy of the current catalog description prepared in MS WORD with strikethroughs to mark proposed deletions and use the highlight function to indicate proposed new text.

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3. **New Catalog Description:** Provide a “clean” copy of your proposed description without strikethroughs or highlighting. This should be what you are proposing for the new description.

Request for Graduate Non-Curricular Changes – Page 5

Please insert below your proposed change information for the Graduate Council agenda.

Type of change request:

Department:

Degree program:

Effective date (fall/spring/summer, year):

Rationale

The language describing the Graduate Student's GPA is ambiguous in some places and leads to misinterpretation among students, faculty, Graduate College staff, and the Graduate Dean. Specifically, there is an essential difference between a student's cumulative GPA (e.g., all graduate courses taken) and the student's GPA as presented in the Plan of Study. In most cases, the two numbers are identical as students enroll in and complete only those courses required for the degree. A difference in the two GPA will arise when a student begins one degree and then changes major, modifies the Plan of Study to replace one completed course with another, or other situations where a student completes a course not required from the degree and absent from the Plan of Study.

The intent of those writing the original policy was to use Plan of Study GPA to be the sole number for making decisions about academic standing (Good Academic Standing versus Probation), dismissal from the program, and graduation. Over time, the language of the catalog may have inadvertently changed to diminish this distinction. Similarly, the original text may have afforded alternative interpretations. As such, the attached revision attempts to address the problem.

The revision attempts to make clear that for the graduate catalog, all statements about Grade Point Average (GPA) refer to the average of grades listed in the Plan of Study. All other GPAs in the catalog are modified (e.g., cumulative GPA and final transcript GPA that refer to the student's entire graduate college academic experience).

Note, for example, that Federal Regulations require the Financial Aid staff to use the cumulative GPA when determining eligibility for financial support. Students may use the distinction between the Graduate College's definition of GPA and the cumulative GPA should they need to appeal a financial aid appeal.

Also, the change in the definition of the GPA does not affect those departmental policies that require dismissal when a student earns a second C or departments that have specific grade requirements for courses.

Original

ACADEMIC PROBATION

Any student who has less than a 3.0 GPA either overall or in his or her current major will be placed on academic probation by the Graduate Dean. Following notification of probation and before subsequent registration, the student's advisor or department chair will review with the student nature of the probation and requirements for returning to Good Academic Standing within the next nine semester hours of enrollment. Students may repeat courses for which they earned a low grade if permitted by the department or division. Please review *Repeating Courses* for more information. The students will not be permitted to register without the written approval of the Dean of the Graduate College or the Dean of the College Education and Professional Development. A second counseling session will follow the first semester or term of subsequent enrollment to review of the student's progress. If the student has not returned to Good Academic Standing within a satisfactory time, , the Dean of the Graduate College in consultation with the graduate department will determine if the student is to be retained or recommended for dismissal and what counseling or remediation steps will be required of the student as a condition of retention.

ACADEMIC PROGRESS

Graduate students may enroll in a minimum of 9 and maximum of 12 hours to be considered as enrolled full-time. A minimum Grade Point Average of 3.0 is required to be in Good Academic Standing. Therefore, a full-time graduate student is required to complete a minimum of 9 hours with a 3.0 or higher GPA for normal academic progress.

DISMISSAL FROM PROGRAM

Only grades of A, B, C, CR, or S are acceptable in fulfilling graduate degree requirements on any *Plan of Study*. Particular programs may require higher performance than C in certain courses. Exclusively, all courses completed after admission to the current degree program, along with any previous Marshall University coursework to be counted toward the currerit degree (should be in the student's Plan of Study), will be used to calculate the student's GPA-no other courses will be included in the GPA.

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

A graduate student is required to maintain a minimum cumulative GPA of 3.0 for this coursework. If upon the completion of 12 hours or thereafter, a degree student's GPA is less than 3.0, the student may be subject to dismissal from the program.

See *Academic Probation, Grade Point Average and Other Requirements for Graduation and Repeating Courses* for more information.

GRADE INFORMATION AND REGULATIONS

Grade Point Average Defined

Anywhere in this catalog where GPA is discussed, unless otherwise noted, GPA means *Plan of Study* degree GPA. However, the *inal ranscript GPA* includes all graduate-level grades taken at Marshall University at any time, regardless of whether or not they count toward the student's degree. The GPA is calculated only on graduate coursework taken at Marshall University, and only includes coursework taken within the past seven years, or older for coursework that has been revalidated (see Time Limitations for coursework older than seven years). Exclusively, all courses completed after admission to the current degree program, along with any previous Marshall University coursework to be counted toward the current degree (should be in the student's Plan of Study), will be used to calculate the student's GPA—no other courses will be included in the GPA.

Courses with grades of *W*, *PR*, *NC*, *CR*, *S*, or *U* are not computed in the GPA. The grade of *I* is computed as an *F* in determining qualifications for graduation.

Grade Point Average Requirements – Good Academic Standing All students must maintain a GPA of 3.0 or greater to remain in Good Academic Standing. All grades of *C* or less are counted in computing the GPA, but no more than six hours of *C* and no grades below *C* may be applied toward a graduate degree. If upon the completion of 12 hours or thereafter, a degree student's GPA is less than 3.0, the student may be placed on academic probation or may be dismissed from the program. Individual degree programs may have more stringent requirements, so refer to your degree program for information.

GRADE POINT AVERAGE AND OTHER REQUIREMENTS FOR GRADUATION

The requirements for graduation include completion of the program requirements, successful completion of required comprehensive assessments, a GPA of at least 3.0 (see *Grade Information and Regulations*), and satisfactory fulfillment of other academic requirements as may be established by the various programs. Additionally, the student must have at least a 3.0 GPA in the major, or in CORE courses of an interdisciplinary program. Only grades of *A*, *B*, *C*, *CR*, or *S* are acceptable in fulfilling graduate degree requirements on any *Plan of Study*. Particular programs may require higher performance than *C* in certain courses. Grades of *W*, *PR*, *CR*, *NC*, *S*, *U*, and *I* are not counted in the GPA calculation, except that an *I* grade will be calculated as an

F (for courses where a letter grade is normally given), *NC*, or *U*, depending on the type of course, for determining qualifications for graduation.

REPEATING COURSES

Students who earn a grade of *C* or less may repeat the course with the goal of earning a higher grade unless otherwise prevented by department or division policy. If the course is required for the student's *Plan of Study*, the more current grade may be used to fulfill degree requirements. All course grades, original and repeated, will be listed on the student's transcript and will be used in the calculation of the *Final Transcript GPA*.

Several programs maintain a policy that stipulates dismissal of students who earn two grades of *C* or less. Repeating a course for a higher grade does not negate the existence of the former grade. As such, a student may be dismissed from the program upon earning a second grade of *C* or less even if the student repeated a course and earned a higher grade. See *Grade Point Average and Other Requirements for Graduation* for more information.

Revised

ACADEMIC PROBATION

~~Any student who has less than a 3.0 GPA either overall or in his or her current major will be placed on academic probation by the Graduate Dean.~~ The Graduate Dean will place all students whose GPA is less than 3.0 on academic probation. Following notification of probation and before subsequent registration, the student's advisor or department chair will review with the student nature of the probation and requirements for returning to Good Academic Standing within the next nine semester hours of enrollment. Students may repeat courses for which they earned a low grade if permitted by the department or division. ~~Please review *Repeating Courses* for more information.~~ The sStudents placed on academic probation must have written permission will not be permitted to register without the written approval of the from the Dean of the Graduate College or the Dean of the College Education and Professional Development to register for courses.

A second counseling session will follow the first semester or term of subsequent enrollment to review of the student's progress. If the student has not returned to Good Academic Standing within a satisfactory time, the department may stipulate further action as a condition of retention or recommend dismissal from the program to the ,the Dean of the Graduate College, in consultation with the graduate department will determine if the student is to be retained or recommended for dismissal and what counseling or remediation steps will be required of the student as a condition of retention.

See *Dismissal from Program, Grade Point Average Defined, and Repeating Courses.*

ACADEMIC PROGRESS

Graduate students may enroll in a minimum of 9 and maximum of 12 hours to be considered as enrolled full-time. A minimum ~~Grade Point Average~~ GPA of 3.0 is required to be in Good Academic Standing. Therefore, a full-time graduate student is required to complete a minimum of 9 hours with a 3.0 or higher GPA for normal academic progress.

DISMISSAL FROM PROGRAM

Only grades of A, B, C, CR, or S are acceptable in fulfilling graduate degree requirements on any *Plan of Study*. Particular programs may require higher performance than C in certain courses. ~~Exclusively, all courses completed after admission to the current degree program, along with any previous Marshall University coursework to be counted toward the currerit degree (should be in the student's Plan of Study), will be used to calculate the student's GPA. n The GPA refers to the student's degree program as outlined in the student's Plan of Study. No other courses will be included in the GPA. o other courses will be included in the GPA.~~

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A graduate student is required to maintain a minimum cumulative GPA of 3.0 for this coursework. If upon the completion of 12 hours or thereafter, a degree student's GPA is less than 3.0, the student may be subject to dismissal from the program.

See *Academic Probation, Grade Point Average and Other Requirements for Graduation and Repeating Courses* for more information.

GRADE INFORMATION AND REGULATIONS

Grade Point Average Defined

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Courses with grades of *W*, *PR*, *NC*, *CR*, *S*, or *U* are not computed in the GPA. The grade of *I* is computed as an *F* in determining qualifications for graduation.

Grade Point Average Requirements – Good Academic Standing

All students must maintain a GPA of 3.0 or greater to remain in Good Academic Standing. All grades of C or less are counted in computing the GPA, but no more than six hours of C and no grades below C may be applied toward a graduate degree. If upon the completion of 12 hours or thereafter, a degree student's GPA is less than 3.0, the student may be placed on academic probation or may be dismissed from the program. Individual degree programs may have more stringent requirements, so refer to your degree program for information.

GRADE POINT AVERAGE AND OTHER REQUIREMENTS FOR GRADUATION

The requirements for graduation include completion of the program requirements, successful completion of required comprehensive assessments, a GPA of at least 3.0 (see *Grade Information and Regulations*), and satisfactory fulfillment of other academic requirements as may be established by the various programs. ~~Additionally, the student must have at least a 3.0 GPA in the major, or in CORE courses of an interdisciplinary program.~~ Only grades of A, B, C, CR, or S are acceptable in fulfilling graduate degree requirements on any *Plan of Study*. Particular programs may require higher performance than C in certain courses. Grades of W, PR, CR, NC, S, U, and I are not counted in the GPA calculation, except that an I grade will be calculated as an F (for courses where a letter grade is normally given), NC, or U, depending on the type of course, for determining qualifications for graduation.

REPEATING COURSES

Students who earn a grade of C or less may repeat the course with the goal of earning a higher grade unless otherwise prevented by department or division policy. If the course is required for the student's *Plan of Study*, the more current grade may be used to fulfill degree ~~requirements~~requirements. All course grades, original and repeated, will be listed on the student's transcript and will be used in the calculation of the Final Transcript GPAs.

Several programs maintain a policy that stipulates dismissal of students who earn two grades of C or less. Repeating a course for a higher grade does not negate the existence of the former grade. As such, a student may be dismissed from the program upon earning a second grade of C or less even if the student repeated a course and earned a higher grade. See *Grade Point Average and Other Requirements for Graduation* for more information.

Final

ACADEMIC PROBATION

The Graduate Dean will place all students whose GPA is less than 3.0 on academic probation. Following notification of probation and before subsequent registration, the student's advisor or department chair will review with the student nature of the probation and requirements for returning to Good Academic Standing within the next nine semester hours of enrollment. Students may repeat courses for which they earned a low grade if permitted by the department or division. Students placed on academic probation must have written permission from the Dean of the Graduate College or the Dean of the College Education and Professional Development to register for courses.

A second counseling session will follow the first semester or term of subsequent enrollment to review of the student's progress. If the student has not returned to Good Academic Standing within a satisfactory time, the department may stipulate further action as a condition of retention or recommend dismissal from the program to the Dean of the Graduate College. See *Dismissal from Program*, *Grade Point Average Defined*, and *Repeating Courses*.

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