

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: Liberal Arts Dept/Division: Political Science

Contact Person: Marybeth Beller Phone: X62763

Rationale for Request:

Standardized tests (GRE, GMAT and MAT) are often cost prohibitive for students. Our Admissions Committee believes that the other applications documents required for consideration to enter our program are sufficient and that eliminating the requirement of the standardized test will enable more students to apply to the MPA program.

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 [Signature] Date 10/9/2017
Fall 2018

Registrar [Signature] 440501 Date 10/10/17

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.

Admission Requirements

Applicants should follow the admissions process outlined in the Graduate Catalog or at the Graduate College website at HYPERLINK "<http://www.marshall.edu/graduate/admissions/how-to-apply-for-admission>"
www.marshall.edu/graduate/admissions/how-to-apply-for-admission.

In addition, applicants must have:

Standardized test scores (GRE, GMAT, or MAT) from exams completed no more than five years prior to the application submission to the program. Recommended minimum scores are: GRE, combined 800 on Verbal and Quantitative, or 286 on current combined score; GMAT, 500; OR MAT, 392. Please note that the MAT can be taken, by appointment, on the South Charleston campus. Standardized test scores are waived for applicants with a graduate degree from an accredited university.

A current resume or curriculum vitae.

A personal statement describing the applicant's interest in the program and goals from program completion.

For non-native English speakers, minimum TOEFL scores of 550 (paper-based exam), 213 (computer-based exam), and 79 (Internet-based exam) are required. TOEFL exam must be completed no more than two years prior to the application submission for the program. Graduates of English speaking universities will have TOEFL requirements waived. Minimum undergraduate GPA scores and standardized test scores will be waived for applicants who have previously earned degrees above the baccalaureate level from accredited institutions.

Request for Graduate Non-Curricular Changes – Page 3

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.

Admission Requirements

Applicants should follow the admissions process outlined in the Graduate Catalog or at the Graduate College website at www.marshall.edu/graduate/admissions/how-to-apply-for-admission.

In addition, applicants must have:

- ~~Standardized test scores (GRE, GMAT, or MAT) from exams completed no more than five years prior to the application submission to the program. Recommended minimum scores are: GRE, combined 800 on Verbal and Quantitative, or 286 on current combined score; GMAT, 500; OR MAT, 392. Please note that the MAT can be taken, by appointment, on the South Charleston campus. Standardized test scores are waived for applicants with a graduate degree from an accredited university.~~
- A current resume or curriculum vitae.
- A personal statement describing the applicant's interest in the program and goals from program completion.
- For non-native English speakers, minimum TOEFL scores of 550 (paper-based exam), 213 (computer-based exam), and ~~79~~ ⁸⁰ (Internet-based exam) are required. TOEFL exam must be completed no more than two years prior to the application submission for the program. Graduates of English speaking universities will have TOEFL requirements waived. Minimum undergraduate GPA scores and standardized test scores will be waived for applicants who have previously earned degrees above the baccalaureate level from accredited institutions.

Request for Graduate Non-Curricular Changes – Page 4

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.

Admission Requirements

Applicants should follow the admissions process outlined in the Graduate Catalog or at the Graduate College website at www.marshall.edu/graduate/admissions/how-to-apply-for-admission.

In addition, applicants must have:

- A current resume or curriculum vitae.
- A personal statement describing the applicant's interest in the program and goals from program completion.
- For non-native English speakers, minimum TOEFL scores of 550 (paper-based exam), 213 (computer-based exam), and 80 (Internet-based exam) are required. TOEFL exam must be completed no more than two years prior to the application submission for the program. Graduates of English speaking universities will have TOEFL requirements waived. Minimum undergraduate GPA scores and standardized test scores will be waived for applicants who have previously earned degrees above the baccalaureate level from accredited institutions.

Request for Graduate Non-Curricular Changes – Page 5

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

Type of change request: **Change in Admission Requirements**

Department: **Political Science**

Degree program: **Masters in Public Administration**

Effective date (fall/spring/summer, year): **Fall 2018**