



Graduate Council

MEMORANDUM

To: Mr. Brad D. Smith, President

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

Date: September 9th, 2026

Subject: **Review of Graduate Council Minutes: August 27th, 2026**

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

9/11/2026
Date

Note to Andera Gray, Executive Assistant to the President:

Please return the signed original to Dr. Carl Mummert with .pdf copies e-mailed to:

Dr. Richard Eggleton, Chair Graduate Council, eggleton@marshall.edu

Dr. Steven Young, Secretary, Graduate Council, young250@marshall.edu

Dr. Diane Petrella, Provost, petrellad@marshall.edu

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

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

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

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

Dr. Sonja Cantrell, Registrar, cantrell1@marshall.edu

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

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

MU Graduate Council Meeting -August 28th, 2026

MINUTES

Hybrid Meeting—MSC 2W16-B + Teams

Members Present: Richard Egleton, Amanda Meadows, Stephen Young, Timothy Bryan, Johan Botes, McKenzie Brittain, Monica DellaMea, Tammy Johnson, Yousef Sardahi, Sarah Clemins, Ashley Walters, Julie Snyder-Yule, Craig Kimble, Sandra Stroebe, and Huanshu Yuan

Members Absent: Nate Floyd, Graduate Student

Ex-Officio Voting Members Present: Rick Gage

Ex-Officio Non-Voting Members Present: Carl Mummert

Ex-Officio Non-Voting Members Absent: Diana Petrella and Gautam Pillay

Guests: Anna Mummert, Scott Davis, Debbie Lockwood, Susan Tusing, Eryn Roles, Sonja Contrell-Johnson, Carleen O'Neill, and Vikki Stroeher

Agenda

Egleton	Welcome; Approval of the Agenda, introduction of New Vice Chair and Secretary
Young	Approval of April Minutes (Attachment #1)
Egleton	• Role of the Graduate Council and Bylaws (Attachment #2) • Review Committees and Assignments (Attachment #3) • Retreat AI Review Bylaws Any other suggestions?
Mummert	Graduate Studies Report (Attachments # 4 and 5)
Gage	Faculty Senate Report (Attachment #6)
Egleton	Discussion within committees to elect chairs Wrap up and adjournment

Attachments

Attachment #	Description
1	April 2026 minutes
2	Bylaws
3	Committee assignments
4 & 5	Graduate Studies Report

6	Faculty Senate Report
7	International Student Change

Future Meetings 2026 - 2027:

- August 28th – MSC 2W16-b
- September 25th – MSC 2W16-b
- October 30th – MSC 2W16-b
- November 20th – MSC 2W16-b
- January 29th – MSC 2W16-b
- February 26th – Drinko 349
- March 26th – MSC 2W16-b
- April 30th – Drinko 349

Meeting Called to Order at 1:00pm

Welcome

MOTION TO APPROVE AGENDA

- Amendment to Agenda
 - Chair motioned to Add New Timeline Review of Programs to the Agenda to the Chair Updates Section
 - Rick Gaged Seconded
 - Approved
- Agenda Approved following Amendment

FURTHER WELCOMES

The Chair then requested members to introduce themselves including an introduction of new executive members

- Vice Chair: Amanda Meadows
- Secretary: Stephen Young

MOTION TO APPROVE APRIL MEETING MINUTES (Attachment #1)

- Approved

UPDATES FROM CHAIR

Richard Eggleton shared updates:

- Role of the Graduate Council and Bylaws (Attachment #2)
- Review Committees and Assignments (Attachment #3)
 - Provided primary role of each committee

- **Credentiailling Committee:** focuses on reviewing credentials to provide graduate faculty status
 - **Planning:** is focused on policies broadly related to graduate education
 - **Curriculum:** reviews any changes to a courses and/or any other policies related to graduate curriculum
 - **Review Committee:** coordinates the review of all graduate programs to be reviewed this academic year (13 programs and 12 certificates). All members share in the review process, but the committee coordinates all review efforts
 - Each committee will need to elect a chair (time was provided at end of meeting to do so).
- Chair announced a plan to submit a proposal for all new programs and major reviews be required to be submitted by a March 1st deadline in case anything needs to be tabled. Doing so will provide additional time/meeting(s) to continue said review(s).
 - Chair will work with various offices to get a clear timeline for when program materials must be submitted to other committees across the university. The purpose of this change being to provide more consistency across committees regarding due dates.
 - Upcoming Guests
 - Provost will attend next meeting (September 25th) to discuss her thoughts on graduate education
 - Dr. Pillay (VP for Research MURC) will discuss external funding opportunities for scholarships, graduate assistants, and the creation of new programs through grant funding during the October 30th meeting.
 - Deans will be informed of this discussion
 - HEPC review is May 31st.
 - Program reviews need to be done late December/early January to meet this review timeline.
 - Chair will meet with Allison Carey in Academic Affairs to clarify timeline
 - Be prepared for workload near end of Fall Semester
 - Retreat Topic Discussion
 - Chair will send out a Microsoft form to find a consensus date to schedule the retreat
 - Should be at least a full afternoon

- Not a voting meeting. More of a discussion to help other decisions later in the semester/moving forward with other policies
- Possible discussion points
 - AI Discussion
 - Based on President's retreat over summer 2026
 - Helps determine hurdles based on proposed changes
 - Review of Bylaws
 - Will need to discuss the creation of a policy to provide guidance when a faculty member loses their graduate status
 - Other Suggestions Provided
 - Can email the Chair with any suggestions

Graduate Studies Report (see Attachments #4 and #5)

Carl Mummert shared the Graduate Studies Report

- Provided his report
- Thanked all members for their service on the committee
 - Thanked the catalog editing committee (specifically Jennifer Morgan and Elizabeth Hanrahan)
- HLC accreditation was approved summer of 2026
- Reminder that programmatic approvals need to be in contact with Academic Affairs
- Budget is still in deficit and enrollment for Fall 2026 is soft so the Graduate Studies Office is continuing to look for further efficiencies and means to improve enrollment
 - Worked with a firm Huron to find efficiencies on the administrative side
- Looking at procedures for professional licensure
- Regulation changes on distant education programs to match federal changes
- Provided an update on enrollment
 - Data and overview provided in attachments
 - 54% of students are distance students (77% of all distance students at Marshall are graduate students)
 - Mostly a master's level institution
 - International enrollment is down (historically make up a small number of graduate students)
 - Decrease in enrollment mostly in master's level

- No single college is causing the decline in enrollment
- Carl will meet with Deans of each college to determine particular causes of changes in enrollment
- Graduate FTTE (tuition paid) is down on average
 - Students with waivers count in FTTE
- Funnel data shows how new students progress through the application process (from starting applications to being enrolled)
- When looking at program level data
 - Several programs are seeing an increase in enrollment
 - Some programs we expected to decline due to various reasons such as shuttering the program or requirements of the program
 - Other programs are seeing a decline and need to see why at the program level said decline is occurring
- Other announcements
 - Changes to international students related to changes at the federal level
 - F1 or J1 visa changes in “duration of status”
 - Visas now have a fixed expiration date and will have to apply for extensions
 - Slides provided in minutes give more detail
 - Importance will be focusing on getting students to graduate in visa timeline
 - Limiting changing majors as changing members makes staying in status more difficult
 - Advising side of things is where faculty play an important role
 - There is also a progression requirement. Can earn a master’s and then doctorate but cannot do two master’s back to back or go “backwards” in degree seeking
 - Students on a F1 visa must have 6 hours in face to face classes
 - Marshall has historically been flexible on this requirement
 - Starting Fall 2026, these students have to be in a true face to face class to meet the 6 hours in case the university or student is audited

- Department of Homeland Security sent a letter about curricular practice training
 - Marshall will need to require CPT for every student to be in compliance with guidelines
- New regulations on financial aid for graduate students are in effect
 - No more grad plus loans for new programs
 - Limits on graduate loans are lower
 - Part-time students will see their loan limits reduced based on how many hours the student is enrolled
 - Current students thinking about making a change in full/part-time status or program/major need to check with financial aid to see how these changes impact their loans
- Graduate advising with Sarah Davis is planning four programs (see attachment)
- Carl Mummert will have three open sessions to discuss graduate studies ideas, concerns, etc. (see attachment)
- Carl Mummert will also have office hours in South Charleston on certain dates (see attachment)
- Emails will also be sent to update on all these events
- Accessibility changes are due April of 2027 per the law
 - Every college now has an accessibility liaison to support faculty in making changes to courses
 - All deadlines (legal and internal) will be sent out to all faculty in the coming weeks

Faculty Senate Report (see Attachment #6)

Rick Gage shared the Faculty Senate Report

- Started with an introduction of himself as new Faculty Senate Chair (began July 1st)
- Faculty Senate has yet to meet
 - Finalizing committee assignments
- AA17 Faculty Conduct Policy was approved by the BOG
 - Faculty and others submitted feedback resulting in language changes
 - Policy should be in effect soon

- Working on a university wide policy on AI
 - Workgroup will seek feedback before any policy is finalized
- First Faculty Meeting is September 3rd from 4 to 5:30pm in the Don Morris Room
- Discussed faculty appreciation sporting events

Committee List Provide and Separate Discussion on Chair Nominations

Selected Chairs:

- Credentialling Committee Chair: Huanshu Yuan
- Planning Committee Chair: Sandra Stroebe
- Curriculum Committee Chair: (will have a conversation through email to determine chair and let Chair know by September 4th)
- Review Committee Chair: Amanda Meadows

Closing Remarks

Adjourn at 2:09pm



Graduate Council

MEMORANDUM

To: Mr. Brad D. Smith, President

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

Date: May 8th, 2026

Subject: **Review of Graduate Council Minutes: April 24, 2026**

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

5/11/26
Date

Note to Cora Pyles, Executive Assistant to the President:

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

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

Dr. 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 careya@marshall.edu

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

MU Graduate Council Meeting - April 24, 2026

MINUTES

Hybrid Meeting – MSC 2w16-B + Teams

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

Members Absent: Botes, Dillon

Ex-Officio Voting Members Present: Schulenberg

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

Ex-Officio Non-Voting Members Absent: None

Guests: A. Carey, A. Mason, A. Alzarrad, A. Coustasse-Hencke, D. Dampier, M. Sollosy, S. Tusing, K. Adkins, S. Young, D. Subdei, M. Della Mae, M. Brittain, A. Mummert, S. Cantrell-Johnson, K. Bradley, S. Clemens, R. C. David, L. Bittenger, E. Hanrahan, T. Johnson, E. Roles, V. Stroeher, R. McKinney M. Brooks, E. Beeson, J. Snyder-Yuly, R. Conley Riner, K. McComas

Agenda

Egleton	Welcome; Approval of the Agenda
Lucas-Adkins	Approval of March Minutes (Attachment #1)
Yuan	Credentialling Report (Attachment #2) (GC-26-4-01-CRC)
Stroebl	Planning Committee Report (Attachment # 3) (GC-26-4-02-PC -- GC-26-4-27-PC) Policy review (Attachment #4) (GC-26-4-28-PC)
Perkins	Curriculum Committee Report (attachment #5)
Meadows	Program Review Report
Egleton	Updates • Thank you to all outgoing Committee Members • Welcome to all new members • Call for nominations for Chair / Vice Chair / Secretary • GC Retreat in early fall • Have asked Brian Morgan and Carl to work on a more streamlined process for graduate faculty status
Mummert	Graduate Studies Report
Schulenberg	Faculty Senate Report
Egleton	Vote for GC leadership Wrap up and adjournment

Attachments

Attachment #	Description
1	March minutes
2	Credentialling
3	Planning
4	Appeals policy
5	Curriculum

Meeting Called to Order at 1:00 PM

WELCOME, INTRODUCTIONS, ANNOUNCEMENTS

- Welcome to new members and reminder of Robert's Rules
- Reminder that this is a professional organization and collegiality is expected

MOTION TO APPROVE AGENDA

APPROVED

MOTION TO APPROVE March meeting minutes
(See Attachment #1)

APPROVED

CREDENTIALING COMMITTEE
(See Attachment #2)

Huanshu Yuan presented the report:

GC-26-04-01 CRC with edits

APPROVED

- Edits to the year (e.g. 1931 to 2031)
- Remove duplicate names and faculty who no longer work at MU

PLANNING COMMITTEE

(See Attachments #3 and #4)

Sandra Stroebe presented the report:

GC-26-4-02 – PC

MBA, MU AACSB Accredited Program (Degree Program), Effective Fall 2026

APPROVED

GC 26-04-03-PC

MBA, MU AACSB Accredited Program (Major), Effective Fall 2026

APPROVED

GC 26-04-04-PC

MS, Health Care Admin Degree Program (Degree Program), Effective Fall 26

APPROVED

GC 26-04-05 PC

MS, Health Care Admin Degree Program (Major), Effective Fall 26

APPROVED

GC 26-04-06 PC

MS, Accountancy Degree Program (Degree), Effective Fall 26

APPROVED

GC-26-4-07 – PC

MS, Sport Administration Degree (Degree Program), Effective Fall 2026

APPROVED

GC 26-04-08-PC

MS, Sport Administration (Major), Effective Fall 2026

APPROVED

GC 26-04-09-PC

MD/MS Health Informatics (HIN) (Non-Degree Major), Effective Fall 26

- Note the following concern from Dr. Anna Mummert, Associate Dean of College of Science:
Speaking on behalf of the College of Science, I'd like to note that the Statistics program was not consulted on this proposal, which includes STA 518 Biostatistics. A transition to a fully online format has implications for course delivery, staffing, and student support. Going forward, we request that proposals affecting another college's offerings include prior coordination before submission to ensure alignment and feasibility.

APPROVED

GC 26-04-10 PC

MBA, Accelerated (Major), Effective Fall 26

APPROVED

GC 26-04-11 PC

MA, Counseling Degree Program, Effective Fall 26

APPROVED

GC-26-4-12 – PC

MA, Counseling (Major), Effective Fall 2026

APPROVED

GC 26-04-13-PC

School Counseling (AOE), Effective Fall 2026

APPROVED

GC 26-04-14-PC

Clinical Mental Health Coun (AOE), Effective Fall 26

APPROVED

GC 26-04-15 PC

EdS, School Psychology (Major), Effective Fall 26

APPROVED

GC 26-04-16 PC

EdD, Education Degree Program Effective Summer A 2026

APPROVED as amended to Summer A 2026 effective date

GC-26-4-17 – PC

Curriculum and Instruction Degree Program (Major) Effective Summer A 2026

APPROVED

GC 26-4-18-PC

Violence Loss Trauma Counseling Graduate Certificate, Effective Fall 2026

APPROVED

GC 26-04-19-PC

MSE, Electrical Engineering (Major), Effective Fall 26

APPROVED

GC 26-04-20 PC

MSE, Biomedical Engineering (Major), Effective Fall 26

APPROVED

GC 26-04-21 PC

Mechanical Engineering (Major), Effective Fall 26

APPROVED

GC 26-04-22- PC

Dual Degree: PharmD and MSHCA, Effective Fall 26

APPROVED

GC 26-04-23 PC

MS, Forensic Science Degree Program, Effective Fall 2026

APPROVED

GC-26-4-24 – PC

MA, Biological Sciences Degree Program, Effective Fall 2026

APPROVED

GC 26-4-25-PC

MA, Biological Sciences (Major), Effective Fall 2026

APPROVED

GC 26-04-26-PC

MS, Biological Sciences Degree (Degree Program), Effective Fall 26

APPROVED

GC 26-04-27 PC

MS, Biological Sciences (Major), Effective Fall 26

APPROVED

GC-26-04-28 PC

(See Attachment #4)

Academic Requirements Regulations

APPROVED

CURRICULUM COMMITTEE

(See Attachment #5)

Wendy Perkins presented the report:

GC 26-04-29-CC

College of Engineering

- 11 New Courses

APPROVED

GC 26-04-30 CC

College of Science

- 1 New Course

APPROVED

GC 26-04-31 CC

College of Education & Professional Development

- 5 Catalog Changes

APPROVED

GC 26-04-32 CC

Lewis College of Business

- 35 New Courses
- 1 Catalog Change

APPROVED

APPROVED

PROGRAM REVIEW COMMITTEE

Amanda Meadows shared the following:

- Appreciation to Richard Egleton and Allison Carey
- Program reviews are taking place with Provost Bookwalter this week

UPDATES from CHAIR

Richard Egleton shared updates:

- Thank you to all outgoing Committee Members
- Welcome to all new members
- Call for nominations for Chair / Vice Chair / Secretary
- GC Retreat in early fall
- Have asked Brian Morgan and Carl to work on a more streamlined process for graduate faculty status

GRADUATE STUDIES REPORT

Carl Mummert shared the following:

HLC Accreditation Visit

Thank you to all faculty and staff who contributed to the recent accreditation visit. The reviewers were extremely complimentary both to Marshall and to everyone they interacted with. The review helped us identify some areas for improvement, particularly in making sure our student success services are integrated and seamless. But we are looking forward to a very positive overall report and have no concerns about our accreditation.

Graduate & Professional Student Association Vote

A vote was held for all graduate students to ratify bylaws for the Graduate and Professional Student Association. The bylaws passed with an overwhelming majority. The next step will be to hold elections for student officers at the start of the Fall semester.

Accessibility Deadline Extension

The federal government has extended the deadline for institutions including Marshall to comply with the new accessibility guidelines for online content, to April 26, 2027. We have made great progress on bringing our learning and online materials into compliance, but we shouldn't use the extension to slow down. Please watch your email for additional information and targets – by Spring 2027 we plan for all teaching materials to be compliant.

Strategic Enrollment Management Planning (see attached slides)

Along with Kelli Adkins, Director of Graduate Admissions, I am a co-lead for the Graduate Student segment for our strategic enrollment plan. Kelli and I gave a presentation at the Enrollment Action Committee this month. I will include the slides with my report in the minutes. We have met with a number of programs, conducted peer comparisons, and examined our internal processes to begin shaping the central strategies.

One key area we are developing are automated communication plans from Graduate Admissions to applicants and accepted students. This is an early priority for our graduate recruiter, Jessica Kraschnewski. We are starting with general communications that cover all programs, and then we will be contacting programs about program-specific communications.

FACULTY SENATE UPDATES

Shawn Schulenberg shared the following:

1. Thank you to everyone who made it to the Spring General Faculty meeting. It is always a pleasure to see the fantastic work being done by our award-winning faculty. You can find a link to the livestream recording and a PDF of the slide deck on the Faculty Senate website.
2. The Board of Governors met earlier this month and voted to approve our revisions to MUBOG Rule AA-6. The new Rule will be finalized after the public comments period comes to an end on May 20. These guidelines go into effect AY 2028-29.
3. Last month, we passed proposed a new BOG Rule, MUBOG Rule AA17 Faculty Conduct and Disciplinary Procedures. This is currently open for Admin 20 shared governance review until April 30, and it should be on the June BOG agenda.

4. On Tuesday the Provost sent an email via the Faculty Senate Office that the 2024 Title II web accessibility compliance deadline has been extended to April 24, 2027.
5. The 2024-26 Faculty Senate had its final schedule meeting yesterday, although we stay in our roles until June 30, 2026. At this meeting, we approved a new university policy of Fitness-for-Duty and a new policy on Student Appeals, with the accompanying change in UPAA1 Academic Dishonesty, and revisions to UPAA 9 Course Evaluations. Finally, we approved the recommendation to update language in our catalogs. These addition/changes to university policies will now go through Admin 20 shared governance review.
6. The next Faculty Senate (2026-28) will meet for the first time next week on April 30 at 4:00 PM in the MSC Don Morris Room to elect their officers and the Executive Committee. Today's election of Graduate Council Chair is the final ex-officio seat on the Senate.

CLOSING REMARKS

- Vote of acclamation for Richard Eggleton as Graduate Council Chair for 2026/27
- Vote of acclamation for Amanda Meadows as Vice Chair for 2026/27
- No nominations for Secretary. Need to revisit this role at beginning of 2026/27

Adjourn at 2:14 PM

Attachment # 2 Graduate Council Meeting April 20226

Credentiailling Committee Report

Column1	name	email	college	Dept	level	start	end	Column2
add	Corrigan, Michael	corrigan@marshall.edu	COEPD	Department of Leadership Studies/Adult Education/School Psychology	Graduate Chair	1/12/2026	5/15/2031	
add	Daniels, Jacqueline	danielsj@marshall.edu	COEPD	LSACE/ISP	Associate	1/12/2026	5/15/2029	
add	Do Not Use, Do Not Use	donotuse@marshall.edu	COHP	Social Work	Tenutory	8/21/2023	12/8/2023	
add	Floyd, Nathaniel	floyd21@marshall.edu	LIB	School of Library Science	Associate	8/17/2026	12/15/2029	
add	Gilkey, Amber	johnsoa6@marshall.edu	COEPD	Curriculum and Instruction	Associate	1/12/2026	5/15/2029	
add	Heaton, Lisa	heaton@marshall.edu	COEPD	Curriculum and Instruction	Graduate Chair	1/12/2026	5/15/2031	
add	Jordan, Barbara	noivell7@marshall.edu	COEPD	School Psychology	Associate	1/12/2026	5/15/2029	
add	Lucas, Lindsey	noel17@marshall.edu	COEPD	Curriculum and Instruction	Associate	1/12/2026	5/15/2029	
add	Mika-Lude, Karl	mikalude@marshall.edu	COEPD	Counseling	Graduate Chair	1/12/2026	5/15/2031	
add	Stringfellow, Andrew	stringfella@marshall.edu	COEPD	Curriculum and Instruction-LTE	Graduate	1/12/2026	5/15/2031	
Edit	Beatty, Kelly	kbeatty@marshall.edu	COS	Criminal Justice, Criminology and Forensic Science	Graduate	1/12/2026	5/15/1931	
Edit	Brunt, Joshua	josh.brunt@marshall.edu	CECS	COS-Criminal Justice, Criminology and Forensic Science /CECS-Computer Science	Graduate Chair	8/17/2026	12/15/1931	
Edit	Caudill, Michael	caudillm@marshall.edu	COS	Natural Resources and Earth Sciences	Graduate	1/12/2026	5/15/1931	
Edit	Chapa, Deborah	chapad@marshall.edu	COHP	Nursing	Doctoral	1/10/2022		
Edit	Gardner Jr., Billy	gardner62@marshall.edu	COS	Criminal Justice, Criminology and Forensic Science	Graduate	1/12/2026	5/15/1931	
Edit	Georgel, Philippe	georgel@marshall.edu	COS	Biological Sciences	Graduate Chair	1/12/2026	5/15/1931	
Edit	Georgel, Philippe	georget@marshall.edu	COS	Biological Sciences	Graduate	1/12/2026	5/15/1931	
Edit	Lewis, Daniel	lewisdan@marshall.edu	COLA	English	Graduate	1/12/2026	5/15/1931	
Edit	Oudghiri-Otmani, Mohamed Amine	oudghiriolma@marshall.edu	COLA	English	Graduate	1/12/2026	5/15/1931	
Edit	Youn, Sungmin	youns@marshall.edu	CECS	Mechanical Engineering	Graduate	1/10/2028	5/15/1933	

Committee votes to approve all

Planning Committee Report

April 2026

College of Business

(GC-26-4-02- PC) 123: MBA, MU AACSB Accred Program (Degree Program)

Department: Master of Business Administration

Rationale: Creation of the MBA Accelerated, reduction of hours for the MBA online.

Effective Date: Fall 2026

Planning Committee Recommends Approval

(GC-26-4-03- PC) 124: MBA, MU AACSB Accred Program (Major)

Department: Master of Business Administration

Rationale: The program has been reduced to 30 credit hours by removing MGT692 as a required course.

Effective Date: Fall 2026

Planning Committee Recommends Approval

(GC-26-4-04- PC) 134: MS, Health Care Admin Degree Program (Degree Program)

Department: Management

Rationale: We are proposing to revise the current MS HCA program from 36 hours required for students to graduate to 30 credit hours required. We propose to accomplish this by changing HCA 655 Health Care Marketing to an elective course, reduce the elective requirements from 6 credit hours to three credit hours, or one class that can be either an HCA course or a general MGT graduate level course. By removing HCA 655 as a core requirement and reducing elective requirements from two courses to one course of 3 credits, we will reduce the required credits from 36 to 30.

Effective Date: Fall 2026

Planning Committee Recommends Approval

(GC-26-4-05- PC) 135: MS, Health Care Admin Degree Program (Major)

Department: Management

Rationale: We are proposing to revise the current MS HCA program from 36 hours required for students to graduate to 30 credit hours required. We propose to accomplish this by changing HCA 655 Health Care Marketing to an elective course, reduce the elective requirements from 6 credit hours to three credit hours, or one class that can be either an HCA course or a general MGT graduate level course. By removing HCA 655 as a core requirement and reducing elective requirements from two courses to one course of 3 credits, we will reduce the required credits from 36 to 30.

Effective Date: Fall 2026

Planning Committee Recommends Approval

(GC-26-4-06- PC) 140: MS, Accountancy Degree Program (Degree)

Department: Accountancy and Legal Environment

Rationale: Updating degree program to reflect changes in the major.

Effective Date: Fall 2026

Planning Committee Recommends Approval

(GC-26-4-07- PC) 149: MS, Sport Administration Degree (Degree Program)

Department: Marketing

Rationale: It is just an editorial change in the catalog. It is an update to a changed course number.

Effective Date: Fall 2026

Planning Committee Recommends Approval

(GC-26-4-08- PC) 150: MS, Sport Administration (Major)

Department: Marketing

Rationale:

It was an editorial change. The course number was changed but not updated in the Catalogue. I made that change at the request of Dr. Jungsu Ryu.

Effective Date: Fall 2026

Planning Committee Recommends Approval

(GC-26-4-09- PC) 971: MD/MS Health Informatics (HIN) (Non-Degree Major)

Department: Business

Rationale: The MD/MS in Health Informatics dual-degree program addresses the growing need for physicians who can lead in data-driven, technology-enabled health care environments. By integrating medical education with CAHIIM-accredited informatics training, the program equips future physicians with competencies in health information systems, analytics, clinical decision support, and artificial intelligence. Graduates are prepared to improve patient outcomes, enhance quality and safety, and support value-based care delivery. This interdisciplinary program strengthens institutional missions in education and innovation, addresses workforce needs in clinical informatics leadership, and prepares physicians to shape the future infrastructure and performance of the U.S. health care system.

Effective Date: Fall 2026

Planning Committee Recommends Approval

(GC-26-4-10- PC) 978: MBA, Accelerated (Major)

Department: Master of Business Administration

Rationale: To meet the criteria for an AACSB Accredited face-to-face MBA program. The existing MBA program is an online only program.

Effective Date: Fall 2026

Planning Committee Recommends Approval

College of Education

(GC-26-4-11- PC) 156: MA, Counseling Degree Program

Department: Counseling

Rationale: Updating to align with major.

Effective Date: Fall 2026

Planning Committee Recommends Approval

(GC-26-4-12- PC) 157: MA, Counseling (Major)

Department: Counseling

Rationale: Clarification of language, expanding personal statement to include a written and video statement. Adding the video statement and academic writing sample will improve our ability to assess our admissions criteria and reduce risk related to AI applications.

Effective Date: Fall 2026

Planning Committee Recommends Approval

(GC-26-4-13- PC) 158: School Counseling (AOE)

Department: Counseling

Rationale: Clarifying pre-approved electives; reducing electives to 3 hours, and adding COUN 670 as a required course.

Effective Date: Fall 2026

Planning Committee Recommends Approval

(GC-26-4-14- PC) 159: Clinical Mental Health Coun (AOE)

Department: Counseling

Rationale: Clarifying pre-approved electives.

Effective Date: Fall 2026

Planning Committee Recommends Approval

(GC-26-4-15- PC) 169: EdS, School Psychology (Major)

Department: Leadership Studies

Rationale: Since our EdS program has been designated as an online program, we have had a substantial increase in applications. To better manage the application process and help us differentiate between candidates, we added a letter of recommendation and set application due dates rather than having a rolling admission.

Effective Date: Fall 2026

Planning Committee Recommends Approval

(GC-26-4-16- PC) 174: EdD, Education Degree Program

Department: Leadership Studies

Rationale: Changes are being made to the two majors in this degree program: Curriculum and Instruction (CIM key 176) and Leadership Studies (CIM key 175).

Effective Date: Fall 2026

Planning Committee Recommends Approval

(GC-26-4-17- PC) 176: Curriculum and Instruction Degree Program (Major)

Department: Curriculum and Instruction

Rationale: We are requesting catalog changes related to admissions requirements. Requested changes include dropping the writing prompt assessment and updating the goal statement requirements. The writing prompt assessment was added when we dropped the GRE/MAT requirement for admission, but it has not proven to be a deciding factor in comparison to other factors being considered. Updates are also intended to delineate the EdD Degree Program and Curriculum and Instruction Major.

Effective Date: Summer A 2026

Planning Committee Recommends Approval

(GC-26-4-18- PC) 349: Violence Loss Trauma Counseling Graduate Certificate

Department: Counseling

Rationale: The VoLT program offers graduate-level coursework focused on trauma, violence, loss, and recovery within behavioral health professions, including counseling, psychology, social work, and other closely related behavioral health disciplines. The changes permit students to enroll in the courses through a non-certificate track.

Effective Date: Fall 2026

Planning Committee Recommends Approval

College of Engineering and Computer Science

(GC-26-4-19- PC) 993: MSE, Electrical Engineering (Major)

Department: Biomedical, Electrical and Computer Engineering

Rationale: During the 2024-2025 Assessment Cycle, the Provost recommended that the standalone M.S. in Electrical Engineering be converted to a major within the Master of Science in Engineering degree program. This proposal is the implementation of that decision.

Effective Date: Fall 2026

Planning Committee Recommends Approval

(GC-26-4-20- PC) 994: MSE, Biomedical Engineering (Major)

Department: Biomedical, Electrical and Computer Engineering

Rationale: The Biomedical Engineering Major within the Master of Science in Engineering program is proposed to give graduates of an undergraduate program in Biomedical Engineering to pursue a graduate education leading to a degree at the Master's level.

Effective Date: Fall 2026

Planning Committee Recommends Approval

(GC-26-4-21- PC) 995: Mechanical Engineering (Major)

Department: Biomedical, Electrical and Computer Engineering

Rationale: During the 2024-2025 Assessment Cycle, the Provost recommended that the standalone M.S. in Mechanical Engineering be converted to a major within the Master of Science in Engineering degree program. This proposal is the implementation of that decision.

Effective Date: Fall 2026

Planning Committee Recommends Approval

College: School of Pharmacy

(GC-26-4-22- PC) 977: Dual Degree: PharmD and MSHCA

Department: School of Pharmacy

Rationale: The healthcare landscape demands pharmacists who possess both clinical expertise and administrative acumen. A dual PharmD/MS in Health Care Administration addresses this need by equipping students with essential skills in finance, policy, and operations often missing from traditional clinical curricula. This combination prepares graduates for leadership roles in hospital administration, managed care, and industry, significantly enhancing their marketability. By bridging the gap between patient care and organizational management, MUSOP empowers future pharmacists to drive systemic improvements, ensuring they are not just providers, but strategic leaders capable of navigating the complexities of modern healthcare delivery.

Effective Date: Fall 2026

Planning Committee Recommends Approval

College of Science

(GC-26-4-23- PC) 257: MS, Forensic Science Degree Program

Department: Forensic Science

Rationale: The Forensic Science Graduate Program proposes waiving the GRE requirement for applicants with a strong undergraduate GPA (3.40 or higher). Data from the past five years show that these students typically meet recommended GRE scores, and GPA has proven to be a more reliable predictor of success in the program. Students with high GPAs but lower GRE scores have performed comparably to those meeting GRE benchmarks. Additionally, many applicants delay taking the GRE or opt for programs without the requirement. Removing the GRE for strong GPA applicants would enhance recruitment and allow the program to admit more qualified candidates.

Effective Date: Fall 2026

Planning Committee Recommends Approval

(GC-26-4-24- PC) 292: MA, Biological Sciences Degree Program

Department: Biology

Rationale: We are changing the credit hours from a fixed number (36 hours) to a range (36 to 40 hours) to allow greater flexibility for our students. For example, with a variety of courses between 1-4 credits, students have often overshoot the target of 36 hours, or reached it

early, yet any additional courses or hours they take do not apply to the degree. Furthermore, advisors or committees sometimes suggest additional coursework near the end of the degree, and we would like those hours to count. Other edits are made for clarity.

Effective Date: Fall 2026

Planning Committee Recommends Approval

(GC-26-4-25- PC) 293: MA, Biological Sciences (Major)

Department: Biology

Rationale: We are changing the credit hours from a fixed number (36 hours) to a range (36 to 40 hours) to allow greater flexibility for our students. For example, with a variety of courses between 1-4 credits, students have often overshoot the target of 36 hours, or reached it early, yet any additional courses or hours they take do not apply to the degree. Furthermore, advisors or committees sometimes suggest additional coursework near the end of the degree, and we would like those hours to count. Other edits are made for clarity.

Effective Date: Fall 2026

Planning Committee Recommends Approval

(GC-26-4-26- PC) 295: MS, Biological Sciences Degree (Degree Program)

Department: Biology

Rationale: We are changing the credit hours from a fixed number (32 hours) to a range (32 to 40 hours) to allow greater flexibility for our students. For example, with a variety of courses between 1-4 credits, students have often overshoot the target of 32 hours, or reached it early, yet any additional courses or hours they take do not apply to the degree. Furthermore, advisors or committees sometimes suggest additional coursework near the end of the degree, and we would like those hours to count. Other edits are made for clarity.

Effective Date: Fall 2026

Planning Committee Recommends Approval

(GC-26-4-27- PC) 296: MS, Biological Sciences (Major)

Department: Biology

Rationale: We are changing the credit hours from a fixed number (32 hours) to a range (32 to 40 hours) to allow greater flexibility for our students. For example, with a variety of courses between 1-4 credits, students have often overshoot the target of 32 hours, or reached it early, yet any additional courses or hours they take do not apply to the degree. Furthermore, advisors or committees sometimes suggest additional coursework near the end of the degree, and we would like those hours to count. Other edits are made for clarity.

Effective Date: Fall 2026

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Academic Requirements and Regulations

Academic Appeals

See Academic Rights and Responsibilities of Students.

Academic Common Market

Out-of-State Programs at Reduced Tuition

West Virginia residents can pursue academic programs not available within the state through the Academic Common Market (ACM) and through contract programs. Both programs enable West Virginians to enter out of state institutions at reduced tuition rates. Contract programs have been established for study in veterinary medicine, optometry, architecture, and podiatry. ACM provides access to both baccalaureate and graduate programs not otherwise available in West Virginia. The programs are restricted to West Virginia residents who have been accepted for admission to one of the specific programs at designated out of state institutions. For information please contact the Office of Academic Affairs, Old Main 200, (304-696-6690) or The Higher Education Policy Commission. Out-of-state students who have been granted Academic Common Market access to Marshall University should follow the Academic Common Market Procedures available at www.marshall.edu/academic-affairs.

Academic Dishonesty

Introduction

As described in the Marshall University Creed, Marshall University is an “Ethical Community reflecting honesty, integrity and fairness in both academic and extracurricular activities.”

Academic Dishonesty is fundamentally opposed to the goal of “assuring the integrity of the curriculum through the maintenance of rigorous standards and high expectations for student learning and performance” as described in Marshall University’s Statement of Philosophy. As such, instances of academic dishonesty will not be tolerated.

A graduate student, by voluntarily accepting admission to the institution or enrolling in a class or course of study offered by Marshall University accepts the academic requirements and criteria of the institution. It is the student’s responsibility to be aware of policies regulating academic conduct, including the definitions of academic dishonesty, the possible sanctions and the appeal process.

For the purposes of this policy, an academic exercise is defined as any assignment, whether graded or ungraded, that is given in an academic course or must be completed toward the completion of degree or certification requirements. This includes, but is not limited to: Exams,

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quizzes, papers, oral presentations, data gathering and analysis, practica and creative work of any kind.

Definitions of Academic Dishonesty

Below are definitions of some common types of academic dishonesty. Each instructor may modify the general definition of academic dishonesty to fit the immediate academic needs within that particular course of study, provided the instructor defines, in writing and preferably in the course syllabus, the details of any departure from the general definition.

- **Cheating:** Any action which if known to the instructor in the course of study would be prohibited. This includes:
 - The unauthorized use of any materials, notes, sources of information, study aids or tools during an academic exercise.
 - The unauthorized assistance of a person other than the course instructor during an academic exercise.
 - The unauthorized viewing of another person's work during an academic exercise.
 - The unauthorized securing of all or any part of assignments or examinations, in advance of submission by the instructor.
- **Fabrication/Falsification:** The unauthorized invention or alteration of any information, citation, data or means of verification in an academic exercise, official correspondence or a university record.
- **Plagiarism:** Submitting as one's own work or creation any material or an idea wholly or in part created by another. This includes:
 - Oral, written and graphical material.
 - Both published and unpublished work.
 - It is the student's responsibility to clearly distinguish his/her own work from that created by others. This includes the proper use of quotation marks, paraphrasing and the citation of the original source. Students are responsible for both intentional and unintentional acts of plagiarism.
- **Bribes/Favors/Threats:** Attempting to unfairly influence a course grade or the satisfaction of degree requirements through any of these actions is prohibited.
- **Complicity:** Helping or attempting to help someone commit an act of academic dishonesty

Sanctions

Sanctions for academic dishonesty may be imposed by the instructor of the course, the department chairperson, the academic dean, or the associate provost in the Office of Academic Affairs.

Students may not withdraw from the course until all appeals are complete. The student should continue to attend and complete all assignments during the appeals process. The instructor may impose at their discretion the following sanctions should the student choose not to appeal or loses an appeal of an academic dishonesty charge:

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- No Credit ("0") for the Assignment: This is the recommended sanction for most minor academic dishonesty. This sanction is appropriate for collaborating on homework and/or minor plagiarism in a writing assignment. If this action affects the student's final grade, a grade of "Incomplete" should be given at the end of a semester, pending the completion of the appeal process. Upon completion, the appropriate grade change can be made.
- Reduction of Final Course Grade/Failure of the Course: These sanctions are recommended for most major violations of academic integrity. Such violations include cheating on a midterm or final exam, plagiarizing a term paper, or other misconduct on a major cumulative experience. A grade of "Incomplete" should be given at the end of a semester, pending the completion of the appeal process. Upon completion, the appropriate grade change can be made.
- Temporary Prohibition from Retaking the Class: A student who is appealing a charge of academic dishonesty may not retake the same course in which the charge was made, with the instructor who made the charge, until the appeal is complete, unless such a prohibition would necessarily delay the student's graduation.

In those cases in which the offense is particularly flagrant or where there are other aggravating circumstances, additional non-academic sanctions may be pursued through the Office of Student Conduct.

The instructor or responsible office must notify any student accused of an offense within five (5) instructional days of the discovery of the incident, in writing, and outline any charges and subsequent sanctions imposed for academic dishonesty. Written notification of academic dishonesty charges (and inclusion of confirmed charges/sanctions in the student's records) is designed to inform a student of the potential repercussions of repeat offenses and their rights of appeal.

Any time an accusation of academic dishonesty is made, and a sanction imposed (or a sanction will be imposed with the submission of final grades), a notice should be sent to the Office of Academic Affairs within five (5) instructional days of the accusation.

In addition, the Office of Academic Affairs will inform the student and the student's academic dean of the accusations made, the sanctions prescribed, the repercussions of repeat offenses, and their right of appeal. A copy of the report will go into the student's college file. Any subsequent action taken (additional sanctions imposed, the lessening of sanctions, the withdrawal of accusations, the result of appeals, etc.) must be reported to the Office of Academic Affairs within ten (10) instructional days of the action.

The Office of Academic Affairs will maintain a file of academic dishonesty incidents. These will be reported in summary form (no student or faculty names will be included) to the Academic Deans and the Faculty Senate at the end of each academic year.

Graduate Student Repeat Offenses

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The Office of Academic Affairs will impose a sanction of expulsion for confirmed second offenses of academic dishonesty charges after consultation with the appropriate department chairs and academic deans.

A student's record of academic dishonesty charges will be maintained throughout their enrollment in graduate school at Marshall University. A graduate student may receive any available sanction for the first offense of academic dishonesty. The second confirmed offense will result in an automatic expulsion from Marshall University.

Reporting

Any time an accusation of academic dishonesty is made, and a sanction imposed (or a sanction will be imposed with the submission of final grades), a notice should be sent to the Office of Academic Affairs within five (5) instructional days of the accusation.

Notice of an act of academic dishonesty will be reported to the Office of Academic Affairs through the completion of an "Academic Dishonesty Report Form." The "Academic Dishonesty Report Form" will include:

- Instructor's Name
- Course Information (Term, Number, Section)
- Student's Name
- Student's University Identification Number
- Brief Description of the Charge
- Date of Accusation
- Brief Description of the Sanction

Instructors are encouraged to give a copy of the "Academic Dishonesty Report Form" to a student accused of an offense. However, within ten (10) days of receipt of the "Academic Dishonesty Report Form" the Office of Academic Affairs will inform the student and the student's dean of the accusations made, the sanctions prescribed, the repercussions of repeat offenses, and his/her rights of appeal. A copy of the report will go into the student's college file.

Any subsequent actions taken (additional sanctions imposed, the lessening of sanctions, the withdrawal of accusations, the results of appeals, etc.) should be reported to the Office of Academic Affairs within ten (10) days of the action.

Recording

The Office of Academic Affairs will maintain a file of academic dishonesty incidents. These will be reported in summary form (no student or faculty names will be included) to the academic deans and the Faculty Senate at the end of each academic year.

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

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

Course Grade Appeals

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

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

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

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

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

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

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

Action Based on Academic Performance or Dishonesty Appeals

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

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

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

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

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- Within ten (10) instructional days of the hearing, the ad hoc committee will render a written decision and forward it to the graduate student, the individual imposing the sanction, the Assistant Provost for Graduate Studies, and the CAO.
- If the graduate student is not satisfied with the ad hoc committee's decision, within ten (10) instructional days of receipt of the decision, the graduate student may submit an appeal to the CAO.
- The CAO's review shall be limited to substantive or procedural issues regarding the hearing. The decision of the CAO is final.

Administrative Steps for Filing a Complaint

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

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

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Academic Dismissal

Academic Dismissal is termination of student status, including any right or privilege to receive some benefit, recognition, or certification. A student may be academically dismissed from a program and remain eligible to enroll in courses in other programs at Marshall University; or a student may be academically dismissed from the institution and become ineligible to enroll in other courses or programs at Marshall University. The terms of academic dismissal from a program for academic deficiency shall be determined, defined, and published by each academic program. Academic dismissal from a program or from the university may also be imposed for violation of the university policy on academic dishonesty. For additional details, see "Academic Rights and Responsibilities" and the departmental program requirements. A student may also be dismissed if he or she has not completed the degree within seven years and has not been enrolled during the most recent year. For additional details, see "Time Limitation for Master's and Ed.S. Degrees."

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 Assistant Provost for Graduate Studies the academic college

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housing that major. The student will be notified by email and/or written letter of the probation and the steps to lift it.

Following notification of probation and prior to subsequent registration, students will be counseled by their advisor or the department chair. During this session, the student will be advised of his or her deficiencies and the requirements for removing the deficiencies within the next nine semester hours of enrollment. Students may repeat courses for which they earned a low grade. Please review Repeating Courses for more information. The student will not be permitted to register without the written approval of the ~~Assistant Provost for Graduate Studies or the Dean of the College Education and Professional Development~~ Dean of the academic college (or delegate).

A second counseling session will follow the first semester or term of subsequent enrollment and will be a review of the student's progress. If probationary status is not removed within a satisfactory time period, the ~~Assistant Provost for Graduate Studies in consultation with the graduate department/program in consultation with the academic dean~~ 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.

Medical and Pharmacy Students

~~Medical School and School of Pharmacy students should consult the appropriate publications of their schools for the description of this sanction.~~

Students Enrolled in Schools/Programs with Supplemental Handbooks/Policies

~~Students enrolled in academic programs that maintain published handbooks or program-specific policies (e.g., Medicine, Pharmacy, and other professional programs) should consult those materials for descriptions of applicable information related to academic probation.~~

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Academic Progress and Full Time Status

~~Graduate students may enroll in a minimum of 9 and a maximum of 12 hours during a fall or spring term 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 during a fall or spring term.~~

A graduate student is classified as full-time for the purposes of financial aid eligibility if the student is registered for at least nine credit hours during a fall or spring term, or registered for at least six credit hours during a summer term. For the purposes of tuition assessment, a graduate

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student may be assessed tuition for credit hours beyond the first six. (See Refund Procedures under Financial Information.)

A normal course load for full-time graduate students is nine to twelve semester hours in the Fall and Spring terms and three to six semester hours in each of the summer terms. Any student seeking registration beyond this limit must request approval for a course overload from the academic dean of their college. Certain programs, particularly in the health professions, routinely schedule students for more than a regular load, with the approval of the academic dean of their college.

Academic Rights and Responsibilities of Students

(from Board of Governors Policy SA-2)

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

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

Academic Rights

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

- The student shall be graded or have his/her performance evaluated solely upon performance in the course work as measured against academic standards. The student shall not be evaluated prejudicially, capriciously, or arbitrarily. The student shall not be graded nor shall his/her performance be evaluated on the basis of his/her race, color, creed, sex or national origin.
- Each student shall have the right to have any academic penalty, as set out in Section 4.2 of these rules below and more specifically defined by his/her institution, reviewed.
- Each student shall have access to a copy of the college or university catalog or program brochure in which current academic program requirements are described (e.g., required

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courses, total credit requirements, time in residence requirements, special program requirements, minimum grade point average, probation standards, professional standards, etc.). Students have the right to receive from the instructor written descriptions of content and requirements for any course in which they are enrolled (e.g., attendance expectations, special requirements, laboratory requirements including time, field trips and costs, grading standards and procedures, professional standards, etc.).

- The instructor of each course is responsible for assigning grades to students enrolled in the course, consistent with the academic rights set out in the preceding sections.

Application of Policy to Students

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

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

Academic Requirements and Consequences of Failure to Meet Requirements

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

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

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

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

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

Appeals

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

Additional procedures may include but not be limited to:

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

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

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

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

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

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

Publication

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

Accelerated Graduate Degree (AGD)

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

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

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

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courses for both degrees in the description of the degree options presented subsequently in this catalog.

Advantages of an Accelerated Degree

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

Programs Available

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

Eligibility Requirements for Accelerated Graduate Degree

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

How to Apply

1. During the junior or senior year, eligible students should meet with their undergraduate advisor and the Director of Graduate Studies of their chosen graduate degree program to develop an AGD Plan of Study. The Plan of Study form is available online at the Graduate Studies website. The completed, signed, and approved Plan of Study must be submitted to the Academic Dean. Any changes to the AGD Plan of Study must be approved by the undergraduate advisor and Director of Graduate Studies and submitted in writing to the dean.
2. The student's acceptance into the AGD program is subject to the approval of the Plan of Study by the dean.
3. Students accepted into the AGD program should apply for admission to the chosen graduate degree program for the first semester after the bachelor's degree is awarded. Applications should be submitted during the last semester of the senior year.

Requirements for Continuation in the AGD Degree Program

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Students must maintain a minimum GPA of 3.0 for all graduate credit toward their graduate degree program.

Withdrawal from the AGD

A student may withdraw at any time from an approved AGD program by informing the undergraduate advisor, the Director of Graduate Studies, and the Academic Dean. A student's status will then revert to the standard undergraduate degree program. Any graduate hours earned must be approved for use in fulfillment of bachelor's degree requirements by the student's Undergraduate Dean.

From Undergraduate to Graduate Student

Beginning with the semester after the student has earned the bachelor's degree and has been accepted into a master's degree program, the student is assessed tuition and fees at the graduate rate. All rules regarding graduate education will apply to the student once admitted into the graduate degree program.

Advising

Academic advising provides academic guidance, professional identification, and educational enrichment.

At the time of admission, students are assigned an academic program advisor. The student and advisor prepare a Plan of Study during the semester the student is admitted. The program outlined in the Plan of Study should be chosen on the basis of the program requirements, planned course offerings, and the student's interests and needs ~~and should meet program requirements.~~

- Any unapproved deviations from the Plan of Study may result in delayed program completion and/or graduation. To amend the Plan of Study the student must consult with his or her academic program advisor. When a student applies for graduation or for certification there must be agreement between the Plan of Study and the record of courses taken by the student.
- ~~If the student writes a thesis or dissertation, the student's thesis/dissertation advisor may be the same as their academic advisor or may be a different individual.~~
- ~~If the student writes a thesis or dissertation, the advisor or other designated person directs the student in that work. The advisor usually serves as chair of the committee to conduct the student's comprehensive assessment, assembles questions for any written and oral examination, and reports the result of the examination to the academic dean.~~
- Each student can find the name of his or her academic advisor in myMU. A list of graduate program directors is available online at <https://www.marshall.edu/graduate>.
- A current list of faculty advisors by program can be found online at www.marshall.edu/graduate.

Commented [MC4]: This is too broad as written, and the language about the committee is moved to the section about theses and dissertations.

Application for Graduation

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In order to receive a degree or certificate, a student must first apply to graduate. The application for graduation must be completed and submitted **before** or at the beginning of the student's final semester/term, but **not later** than the date printed in the University Calendar. Applications for graduation, prior to the published deadline, are completed through myMU.

For diploma fee information, see "Special Student Fees" at www.marshall.edu/bursar.

~~Students planning to graduate in a particular semester or term must provide all data to be applied toward the graduation to the academic dean's office in Huntington by the advertised last day for the submission of the final grades for the semester or term. This documentation is to include official transcripts from institutions external to Marshall. Said transcripts must be received in the Graduate Records Office by the stated deadline. All incomplete grades must be officially removed by the accepted University procedure by this same deadline. Failure on the part of students to comply with this policy will result in their being removed from the graduation list for the term in question.~~

Commented [MC5]: This content is already in the next two subsections of this policy, the removed language was duplicative (and outdated)

Note on Transfer Credit

All transfer credit (and official transcripts) must be sent directly to the Graduate Admissions office and received no later than the date for submitting final grades established by the Registrar. Should the transcript not be received by this deadline, the student's name will be removed from the final graduation list.

Note on Incomplete Grades and PR Grades

All grades of *I* (incomplete) must be removed by the end of the following Spring or Fall term and the Grade Change Form for the grade must be received by the Registrar's office ~~in Huntington~~ no later than the date for submitting final grades established by the Registrar.

This also applies to the recording of grades for thesis. Failure to meet this deadline will cause the student's name to be removed from the final graduation list.

~~Certain students may have grades of *PR* (progress) for thesis / dissertations hours. If the student successfully completed the thesis or dissertation, all grades of *PR* must be removed by the deadline to submit final grades using the Grade Change form. If the student did not complete the thesis or dissertation and the advisor believes a grade other than *PR* is warranted, the advisor may assign that grade. If the thesis or dissertation was not completed, but the *PR* grade accurately reflects that the student made adequate progress during the term when the grade was assigned, the grade of *PR* may be left on the student's transcript. Grades of *PR* at the time of degree conferral do not count towards the student's number of completed credit hours or towards their GPA.~~

Commented [MC6]: This reflects current practice. If a student was making progress but then abandoned their thesis, we do not want to assign a passing letter grade (indicating the thesis was successful) or a failing grade (because the student did make progress). In these cases, the only option seems to be to leave the PR grade

Area of Emphasis

See Curricular ~~Definitions~~Definitions and (see also) Changing Area of Emphasis).

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~~An area of emphasis is a specific subject area of study which has defined course offerings within an approved degree program and major.~~

Commented [MC7]: This was duplicated below

~~Although a student might take continuing education and/or development courses after receiving a graduate degree, Areas of emphasis for any given degree cannot be added after that degree has been obtained.~~

Commented [MC8]: Moved to Curricular Definitions

Attendance

See Class Attendance Policy.

Auditing

Commented [MC9]: The same change for this section is proposed for the Undergraduate Catalog, so that the policies on auditing courses align. The Registrar's office proposed aligning this policy.

Students may choose to audit a course instead of earning credit.

- Students can audit a course when there is space available in the class and the instructor authorizes audit status.
- The instructor of the course will determine attendance and any other special requirements for audit students. It is the instructor's responsibility to discuss the requirements of the course with the auditor.
- The instructor can notify the student's college dean and the Registrar's Office to withdraw an auditing student from the class if attendance or other requirements are not met.
- It is not possible to change a registration from credit to audit or audit to credit after the close of the schedule adjustment period at the beginning of a term
- Students who complete audit requirements for a course receive a grade of AUD which carries no earned credit hours.
- Enrollment for audit is limited to the regular registration period for the semester or term. A student must enroll for the course as an Audit and must pay tuition and fees in the same way and at the same rate as students enrolling for credit.
- Faculty members who wish to audit courses must secure approval of the instructor of the course and must enroll in the regular way.
- Staff Development courses may not be taken under the audit option

~~Students who wish to register for a course without earning credit may register as an audit. The cost incurred is the same as if the course were taken for credit. Students who complete audit requirements for a course receive a grade of AUD which carries no earned credit hours. Students who wish to audit a class should secure instructor approval before registration. Attendance and other requirements for auditors shall be determined by the instructor of the course being audited. It is the responsibility of the instructor to discuss the requirements of the course with the auditor. It is the prerogative of the instructor to notify the respective Dean and the Registrar's Office to withdraw the auditor from the class if attendance or other requirements are not met.~~

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~~Staff Development courses may not be taken under the audit option.~~

~~It is not possible to change a registration from credit to audit or audit to credit after the close of the schedule adjustment period at the beginning of a semester or summer term.~~

Certificate Programs

~~Certificate programs are professional continuing education programs of typically 12 to 24 credit hours as designated by the program faculty and available to students admitted under the Certificate/Professional Development and Degree-seeking categories. The main purpose of certificate programs is to provide opportunities to students to complete a cohesive program of coursework that is less than a graduate degree, but which provides advanced training in a specific area. For detailed information about all certificate programs please see www.marshall.edu/graduate.~~

~~[See Curricular Definitions.](#)~~

Changing Areas of Emphasis

To change the area of emphasis in a degree program, submit a Change of Area of Emphasis form for approval. There is no fee for this change. The form is available online at the Graduate Studies website. The form must be received no later than the Friday of the first week of classes to be effective for a particular semester.

Changing Degree Programs

To change a degree program, apply for admission to the new program through the regular admission process and pay the appropriate admission fee. ~~Note that admission~~ Admission to another degree program is not automatic. Students are reviewed as applicants to the new program and may be refused admission to the new program.

Students wishing to change degree programs within a department (M.S. to M.A. or MA to M.S.) may make the change by completing the Change of Degree Program form available at www.marshall.edu/graduate/current-students/forms-and-information. This process does not require readmission into the program.

Class Attendance Policy

It is the responsibility of each individual instructor to evaluate the importance of student class attendance. Accordingly, each instructor prepares at the beginning of each semester a written statement in the syllabus setting forth his or her policy for consideration of unexcused absences, make-up examinations, and related matters, which will be in force for the semester. This statement is filed with the chair of the department and a statement of policy on attendance appropriate to each class is made available to students. Absences such as those resulting from

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illness, death in the family, or institutional activities (those approved by the academic deans, such as debate, artistic performances and athletics) and professional, work-related absences (such as short-term military obligations) are to be excused when a student reports and verifies them to the instructor. For such excused absences, the student should be reasonably accommodated.

Commencement and Graduation

Marshall University observes two Commencement Exercises and three graduation dates during an academic year. The official graduation dates are:

- last day of final examinations in the Summer term;
- day of Commencement for the Fall term;
- day of Commencement for the Spring term.

Students who complete all requirements for a degree at any time other than the above dates will be graduated on the next successive date. Students will not be graduated on any dates other than those noted above. Students who are graduated at the end of summer terms are invited to attend the fall Commencement Exercises.

Comprehensive Assessment

In addition to all general requirements for graduate degrees, each student will complete a comprehensive assessment that reviews the student's content knowledge, mastery of disciplinary of creative or research methods, critical analysis, comprehension of disciplinary theory and perspectives, and ability to apply these to comprehensive questions related to the discipline. Depending upon the specific requirements of a particular program, the assessment might include such activities as the report and defense of a final project, comprehensive project, portfolio, or capstone project; thesis or dissertation and its defense; or a written comprehensive exam or oral comprehensive exam.

In this policy, the term "Comprehensive Assessment Committee" will be understood to mean any committee executing the student's final assessment for the degree. For example, a doctoral dissertation committee would be understood to serve as the final Comprehensive Assessment Committee, if that doctoral dissertation project is considered to be the final comprehensive assessment. For additional information, see specific requirements in the appropriate program section as each program has unique options for fulfilling this requirement. Responsibility for development, scheduling and administration of the comprehensive assessment rests with the faculty of the student's program and the appropriate dean.

The Comprehensive Assessment is the final assessment of the student's capacity to complete scholarly research or creative work in the discipline. Typical letter grades are not assigned to the Comprehensive Assessment as the student is expected to demonstrate a level of competence equivalent to others who have earned the degree to be awarded. In other words, expectations for performance are higher than those for individual courses.

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A student's performance on the comprehensive assessment is reported to the office of the academic dean as follows:

Grades	
Letter Grade	Description
E	Pass with distinction, indicating superior performance. This distinction is reserved for only those students whose performance far exceeded expectations established by the department.
P	Pass, indicating competent performance (equivalent to a B grade or higher).
PC	Pass with contingency, which may mean additional requirements for the student as determined by the faculty.
U	Unsatisfactory, indicating that performance has not met the minimum standards of Marshall University

The decision on the grade is made by a majority vote of the members of the committee, consisting of at least two faculty members with the appropriate graduate faculty status, and forwarded by the chair on a form provided by the Graduate Studies office. All graduate students must pass a final comprehensive assessment to be eligible for graduation.

Unless more restrictive guidelines are specified in the individual program description in this catalog, no more than two reassessments are permitted. In the event students fail to pass an assessment, they will be placed on probation and, prior to reassessment, must meet with their examining committee to discuss deficiencies and steps to correct them. Students may be assessed only one time a term or semester. When students fail the second reassessment, the department will recommend their dismissal.

Comprehensive Assessment Committee: Master's Degrees and Education Specialist Degrees

A Comprehensive Assessment Committee must evaluate each student's performance on the comprehensive assessment. The student's ~~graduate advisor or~~ graduate program director selects the chair and other member(s) of the Comprehensive Assessment Committee. The committee ~~members must have the appropriate qualifications as stipulated in Board of Governors Policy UPAA-13 (Graduate Faculty Membership), chair must have at least "Graduate" level membership in the Marshall University graduate faculty.~~ There must be a minimum of two voting members on every ~~master's~~ Comprehensive Assessment Committee, including the committee chair, except in the case where a national standardized exam is used as the only assessment, in which case only the person serving as chair is needed. ~~Other than the chair, all other assessment committee voting members must have at least "Associate" level membership in the Marshall University graduate faculty.~~ A majority ~~(more than half)~~ of the student's Comprehensive Assessment Committee voting members must have appointments within the college of the student's major.

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With the approval of the department or division chair or head and the student's Comprehensive Assessment Committee chair, other professionally or educationally qualified people may be invited to act as non-voting members of the committee.

In the event of a tie vote when determining the outcome of the student's comprehensive assessment, the college or school dean is to select one additional qualified faculty member to break the tie. ~~This additional member must be from the college of the student's major and must have at least "Graduate" level membership in the Marshall University graduate faculty. This also~~ might require the assessment to be executed a second time with the new committee member's personal direct involvement.

In the case of written or oral examinations, the chair of the student's Comprehensive Assessment Committee prepares the questions for the written examination in consultation with other faculty members on the committee, and conducts the oral assessment with the other committee members present. The student may check with the program or department for availability of past assessments or study guides for review.

For any specific student, any exceptions to the above policies must be approved by the office of the academic dean on an individual basis. The dean will notify the chair of Marshall University's Graduate Council of any exceptions that were approved and give the reasons for each exception.

Comprehensive Assessment Committee: Doctoral Degrees (Other than Doctor of Medicine Degrees)

A final Comprehensive Assessment Committee must evaluate each student's performance on the doctoral degree final comprehensive assessment. Other preliminary or intermediate assessments vary by program and department policy. The student selects the chair and other members of the final Comprehensive Assessment Committee, subject to the approval of the student's graduate advisor or program director, and dean. The committee chair must have "Doctoral" level membership in the Marshall University graduate faculty. All members of the committee must meet the qualifications stipulated by Board of Governors Policy UPAA-13 (Graduate Faculty Status). There must be a minimum of three voting members on every doctoral Comprehensive Assessment Committee, including the committee chair. ~~Other than the chair, all other assessment committee voting members must have at least "Graduate" level membership in the Marshall University graduate faculty. Professional programs~~ Non-research programs and the EdD program may alternatively choose to include a maximum of one external, professionally qualified voting member, ~~who does not~~ need graduate faculty membership, ~~and who to~~ would serve as one of the three or more voting members. A majority (more than half) of the student's Comprehensive Assessment Committee members must have faculty appointments within the college of the student's major.

In the event that more than one member of the final Comprehensive Assessment Committee votes not to approve the student's performance as a result of the assessment, the doctoral degree cannot be recommended. At the discretion of a majority of the committee, the student may be given one additional chance to satisfy the committee to the point that no more than one

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committee member refuses to approve the student's performance on the comprehensive assessment.

For any student, exceptions to the above policies must be approved by the dean of the academic college on an individual basis. The dean will notify the chair of Marshall University's Graduate Council of any exceptions that were approved and give the reasons for each exception.

Concerns About the Operation of an Academic Program, Academic Department, College, or University Office

The faculty, staff, and administration want all students to have a rewarding experience as they pursue their education. Students who have concerns or complaints regarding the operation of an academic program, academic department, college, or university office, should contact the appropriate director, head, or dean. The university's directory lists the leadership of each office.

Please refer to the Administrative Steps for Appealing a Course Grade or an Action Based on Academic Performance or Dishonesty for the process to appeal a course grade, dismissal from a program, or charge of academic dishonesty.

Course Load

A normal course load for graduate students is nine to twelve semester hours in the Fall and Spring semesters, and three to six semester hours in each of the summer terms. Any student seeking registration beyond this limit must request approval for a course overload from the academic dean of their college. Certain programs, particularly in the health professions, routinely schedule students for more than a regular load, with the approval of the academic dean of their college.

[See Academic Progress and Full Time Status](#)

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Course Numbering

Graduate courses numbered 599-699 may be similar to certain undergraduate 300-499 series courses and may meet jointly. A Marshall University course taken at the graduate level will not meet degree requirements if it was already taken at the undergraduate level. Courses numbered 700-899 are open only to graduate students. Exceptions to this policy sometimes are granted to seniors with excellent academic records. See [Undergraduate Enrollment in Graduate Courses](#).

Credit Hour

One lecture credit hour is given normally for each 15 classroom contact hours plus 30 hours of outside preparation or equivalent. One laboratory credit hour requires at least 30 hours of laboratory work per one lecture credit plus necessary outside preparation or equivalent.

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Laboratory experiences are complements to classroom courses that focus on the theory and principles of the discipline. They are organized activities involving the observation and verification of experiments and experimental techniques.

Curricular Definitions

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

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

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

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

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

Although a student might take continuing education and/or development courses after receiving a graduate degree, Areas of Emphasis for any given degree cannot be added after that degree has been conferred.

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

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

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

Degrees

Marshall University offers programs of study leading to the degrees of:

- Master of Arts, M.A.
- Master of Arts in Teaching, M.A.T.
- Master of Business Administration, M.B.A.
- Master of Medical Science, M.M.S.
- Master of Public Administration, M.P.A.
- Master of Public Health, M.P.H.
- Master of Science, M.S.
- Master of Science in Engineering, M.S.E.
- Master of Science in Mechanical Engineering, M.S.M.E.
- Master of Science in Electrical Engineering, M.S.E.E.
- Master of Science in Nursing, M.S.N.
- Master of Social Work, M.S.W.
- Education Specialist, Ed.S.
- Doctor of Business Administration, D.B.A.
- Doctor of Education, Ed.D.
- Doctor of Nurse Anesthesia Practice, D.N.A.P.
- Doctor of Nursing Practice, D.N.P.
- Doctor of Pharmacy, Pharm.D.
- Doctor of Philosophy, Ph.D.
- Doctor of Physical Therapy, D.P.T.
- Doctor of Psychology, Psy.D.

Dismissal from a Program

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Only grades of *A*, *B*, *C*, *CR*, or *S* are acceptable in fulfilling graduate degree requirements on any Plan of Study.

Particular programs may require higher performance than *C* in certain courses.

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

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

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

Doctoral Degrees

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

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

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Dropping Courses and Completely Withdrawing from the University

(See also Medical Withdrawal)

1. Dropping Individual Courses

- o *Day classes*: Students can drop individual courses after the Schedule Adjustment period and during the Withdrawal period which lasts until 5 instructional days prior to the last class day as defined in the Academic Calendar for each term. The exact last day for dropping individual courses is always published in the Academic Calendar for any given semester or term. A student who wishes to withdraw from an individual course after the schedule adjustment period must present the request to the Registrar via an electronic submission.
- o *E-Course Withdrawal Period*: The withdrawal policy for e-courses parallels that for regular courses. The refund policy for e-courses also parallels that of regular courses.
- o *Night or Off-Campus classes, or E-Courses*: Classes that meet at 4:00 p.m. or after, off campus, or online do not require instructor signature and may be withdrawn in person at the Office of the Registrar, by sending an e-mail from the student's MU e-mail address to registrar@marshall.edu, or by mailing a request for withdrawal to the Registrar. If a student is on academic probation he/she must have the approval signature of his/her associate dean. The date of the e-mail or postmark on mail requests is the official date of withdrawal.

2. Withdrawal from the University

Withdrawal from the university is defined as dropping all classes for which a student is registered.

The student must submit a withdrawal form to the Registrar, e-mail registrar@marshall.edu, or mail a request for withdrawal to the Registrar. The effective date of withdrawal is the date that the withdrawal form is submitted to the Registrar. The date of the e-mail or postmark on mail requests is the official date of withdrawal.

3. Grades Assigned in Case of Dropping Courses or Withdrawal from the University

In all cases of dropping courses or withdrawal from the University the instructors will report grades as follows:

1. A student dropping courses or totally withdrawing from the university on or before 5 instructional days prior to the last class day in any semester or term will receive a grade of "W." Exact "W" dates are identified in the annual university academic calendar.
2. 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.
3. 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 semester.

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4. Students who are enrolled in a first 8-weeks course(s) and totally withdraw from the University after the last day of the first 8-week term will still earn grades for the first 8-week term.
4. Final Date for Dropping an Individual Course or Totally Withdrawing from the University
The final date for dropping an individual class is 5 instructional days prior to the last class day as defined in the academic calendar for each term. The last date for complete withdrawal from the university is the last class day as defined in the academic calendar for each term. In both cases, "W" grades are assigned.
5. Military Service: 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. However, credit is granted only in those courses in which the student is maintaining a passing grade at the time of departure to military service. The term "called to active duty" is defined as being called to active duty as the result of the federal activation of a total reserve component, National Guard unit, or any portion which involves a particular student or an individual who is a bona fide member of the reserve component or a National Guard unit. The final grades, both passing and failing, for three fourths of a semester or more are shown on the student's permanent record. *Please note:* Students called to active duty should present a copy of activation orders to the Office of the Registrar to ensure proper handling of their academic records in accordance with this policy.

Dual Degrees

Students who wish to seek admission to more than one degree program, whether sequentially or simultaneously, must complete a separate application, pay the non-refundable application fee, and meet all admission requirements for each academic program for which admission is sought.

A maximum of 12 semester hours may be used in common among the degrees, with the approval of the department from which the degrees are sought. Such approval must be obtained in writing and put on file in the Graduate Studies office at the time the student begins the subsequent master's degree program. All applicable coursework must meet time limitations.

Not all departments may accept a student who is already admitted to another graduate level program. Prior to submitting a Graduate Application for Admission, please check with the academic department(s) of the program(s) in which you are interested.

Education Specialist

Marshall University also offers the Education Specialist (Ed.S.) degree in Education and in School Psychology. Under the Ed.S. in Education, students may select an area of emphasis in Curriculum and Instruction. For more information, check the appropriate program description in this catalog, or contact the department offering the degree.

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Final Grades

Marshall University mails final grades only upon student request. Grades will be available online using myMU. Requests to have grades mailed to the permanent address in the student information system may be submitted online using myMU or by submitting a written request to the Office of the Registrar, One John Marshall Drive, Huntington, WV 25755. Written requests must contain name, student number, and signature of the student.

Full-Time Graduate Student

~~A graduate student is classified as full-time for the purposes of financial aid eligibility if the student is registered for at least nine credit hours during a fall or spring term, or registered for at least six credit hours during a summer term. For the purposes of tuition assessment, a graduate student may be assessed tuition for credit hours beyond the first six. (See Refund Procedures under Financial Information.)~~

~~See Academic Progress and Full Time Status~~

Four-Plus-One Degree Programs

See Accelerated Graduate Degree Program.

Grade Information and Regulations

Grade Point Average Defined

Anywhere in this catalog where GPA is discussed, unless otherwise noted, GPA means degree GPA. However, the final transcript 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.~~

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

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transcript. Students in the Doctor of Pharmacy program should consult the Graduation
Requirements section of that degree for the applicable GPA requirement.

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.

See Repeating Courses for more information.

Grade Point Average Requirements – Good Standing

Grades on coursework may not average lower than 3.0 at any time in the program. 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. Individual degree programs may have more stringent requirements, so refer to your degree program for information.

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.

Commented [MC10]: This new text is more clear about how the GPA requirement for graduation works. The old language is a constant source of confusion.

Commented [MC11]: Is this relevant given that a student cannot graduate with an I on their transcript?

Grades and Quality Points

The following system of grades and quality points is used for graduate courses:

Grades	
Letter Grade	Description
A	For achievement of distinction. Four quality points are earned for each semester hour with a grade of A.
B	For competent and acceptable work. Three quality points are earned for each semester hour with a grade of B.
C	For below average performance. Two quality points are earned for each semester hour with a grade of C. (No more than six hours of C may be applied toward a graduate degree.)
D	For patently substandard work. One quality point is earned for each semester hour with a grade of D. (No grade of D may be applied toward a graduate degree.)
F	Failure, given for unsatisfactory work. No quality points.
W	Withdrawn on or before the tenth Friday after the first class day of the regular semester or the Friday after the two-thirds point in the summer session. "W" grades are assigned for complete withdrawals.
I	An I grade (Incomplete) is given to students who do not complete course requirements because of illness or for some other valid reason (see Incomplete Grade). The I grade

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Grades

Letter Grade	Description
	is not considered in determining the Grade Point Average. The student has the responsibility of completing the work within the period defined by the instructor. This period is typically the end of the next fall or spring semester, whichever comes earlier, after the semester in which the incomplete grade was assigned. If the work is completed satisfactorily, one of the four passing marks will be awarded. If the work is unsatisfactory or the student fails to complete the work within the allotted time, an F or failing grade will be recorded. All grades remain on the student's permanent record as originally submitted by the course instructor. Any grade change is added to the permanent record.
CR/NC	Recorded as CR (for satisfactory performance) or NC (for unsatisfactory performance) for courses designated by the department or division for credit/no credit grading. CR and NC are not considered in determining the Grade Point Average.
S/U	For certain courses, which are so designated in the catalog, every student is given a grade of S, which denotes satisfactory completion of the course, or U, which denotes unsatisfactory work. S and U are not considered in determining the Grade Point Average.
PR	Indicates progress on a thesis, dissertation or in select research courses. It is replaced by the final grade upon completion up to established credit limits.

Note: At the graduate level, the grades of CR and S are considered the equivalent of the grade of B or higher.

Graduate Assistantships

~~Graduate Assistantships are available each semester in teaching, research, or administrative work.~~

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

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

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Students may apply for an assistantship by contacting the department in which you intend to be enrolled.

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

Undergraduate hours are eligible for a tuition benefit when required in a student's graduate program.

All graduate assistants must submit an approved I-9 form prior to beginning work. Payment of the GA stipend and application of the GA tuition benefit will not be authorized until this form is accepted by the Human Resources office.

Eligibility

- Full or Conditional admission to a graduate degree-granting program at Marshall University.
- First-time graduate students must have a minimum undergraduate GPA of 2.75 on a 4.0 scale for all previously completed undergraduate coursework; returning graduate assistants GA's must have a minimum graduate GPA of 3.0.
- During a Fall or Spring term, the student semester must be enrolled for at least 9 hours of graduate coursework for a full-time assistantship or at least 3 hours of graduate coursework for a half-time assistantship; during summer terms must be enrolled for at least 4-5 3 hours of graduate coursework for a full-time assistantship or at least 2-3 1 hours of graduate coursework for a half-time assistantship.

~~Note: undergraduate hours are eligible for a tuition benefit when required in a student's graduate program.~~

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

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

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

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Commented [MC13]: This change matches current practice

Commented [MC14]: This is all refactored into the language higher above

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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 academic~~ 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.~~

Commented [MC15]: Are I grades not removed before graduation?

Additional Requirements

- ~~Only grades of C or better may be used to fulfill degree requirements and no more than six hours of C may be applied toward fulfilling the degree. All students should review their degree program with care as some programs may have more stringent requirements.~~
- ~~At least one-half of the minimum required hours for the student's master's degree must be earned in classes numbered 600 or greater.~~
-
- In addition to thesis/dissertation credit, up to six hours of CR or S may be included within a degree program. These grades do not affect the GPA.
- Master's degree students must complete a minimum of 30 hours of graduate coursework.
- For programs requiring a thesis, a minimum of 3 and a maximum credit of 6 hours may be granted for the thesis toward the total degree credits, except in chemistry and biological sciences, where up to 12 thesis hours may be applied toward the MS degree. All students should consult their degree program as many require more than 30 hours for the degree.
- Students must complete a minimum of 18 hours in the major subject. The major department may optionally require a minor with a minimum of 6 hours in another subject.
- With the approval of the advisor, students may complete courses in a third field. In special teacher-education curricula, courses may be distributed among several fields with the approval of the advisor.
- Graduate courses range in number from 500 to 899. Selected courses allow enrollment of undergraduate as well as graduate courses with undergraduates enrolled in the 400 level section and graduate students enrolled in the 500 level section. The graduate students enrolled in these courses will complete more work than undergraduates including, but not limited to, additional extensive reading, additional course projects, and other tasks the instructor deems necessary for graduate course credit.
- ~~A Marshall University course taken at the 400-level cannot be retaken at the 500-level; it will not be applicable to the graduate degree.~~

Commented [MC16]: This is covered under Course Numbering

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- ~~At least one-half of the minimum required hours for the student's master's degree must be earned in classes numbered 600 or greater.~~
- Students whose Plan of Study requires a thesis or dissertation must complete all required coursework as specified in the previous points and have the manuscript of the thesis/dissertation approved for publication in the ProQuest database (www.proquest.com/index) by the Graduate Studies office ETD Review Team.

Meeting minimum requirements in hours of credit does not necessarily constitute eligibility for the degree. The work taken must constitute a unified and approved program in the field. Some programs may require specific performance on a national exam as a requirement for graduation.

During the seven-year time limit, Marshall University reserves the right to advise students pursuing the master's or Ed.S. degrees of their status on academic performance related to the probability of receiving a degree within the prescribed time limit.

Incomplete Grade

An *I* grade (Incomplete) is given to students who have completed at least three quarters of the work for the course, as determined by the instructor, but who do not complete course requirements for reasons deemed acceptable to the course instructor. The *I* grade is not considered in determining the Grade Point Average, except for graduation. Students must be in good standing in the class prior to requesting an incomplete. The course instructor decides whether or not an incomplete will be granted and specifies in writing what work the student must complete to fulfill the course requirements; this remaining-requirements description is to be submitted with the University's Incomplete Grade Form, with copies to the student and the instructor. To complete the course, the student has until the end of the next fall or spring semester, whichever comes earlier, after the semester in which the incomplete grade was assigned, or the instructor may establish an earlier deadline. If extenuating circumstances exist, which prevent the student from completing the course in the prescribed time, the incomplete grade may be extended with written approval of the instructor, the instructor's chair or division head, and the appropriate dean. If the student satisfactorily completes the course in the prescribed time he/she will receive either a letter grade, a *CR* grade, or an *S* grade, depending upon what type of grade is appropriate for the course. If the student fails to complete the course requirements during the stipulated time, the grade of *I* changes to a grade of *F*, *NC*, or *U*, depending on the type of grade appropriate for the course. All grades remain on the student's permanent record as originally submitted by the course instructor, except for *I* grades that have been completed and changed by the instructor. Any grade change is added to the permanent record.

Independent Study

Independent Studies are tutorials, directed and independent readings, directed and independent research, problem reports, and other individualized activities which allow students to explore in depth a specific aspect of a discipline or professional field not covered by the established curriculum. The independent study topic is not covered (or not covered in sufficient depth) by

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courses inside or outside of the student's degree program. Written objectives of each independent study course, approved by the chair and dean, must be maintained in departmental files.

Ineligibility for Scholastic Deficiencies

See Academic Rights and Responsibilities of Students.

In-Service Teacher Restriction

In addition to offering teacher preparation programs, Marshall University is actively involved in the continuing education of all professional teachers. The West Virginia Board of Education has approved a program of continuing education for teachers and school service personnel. Information relative to a teacher's renewing a professional certificate is available from the certification specialist ~~in the~~ College of Education and Professional Development, ~~304-696-2857 in~~ ~~Huntington and, phone number~~ 304-746-1909 ~~in South Charleston~~. The teacher must have approval of his ~~or~~ her renewal advisor prior to enrolling in any course which is to be used for certificate renewal, salary classification, or additional endorsements.

Major

~~A major is a field of study within an approved degree program, having its own prescribed curriculum. A degree program may have more than one major.~~

[See Curricular Definitions](#)

Master's Degrees

Marshall University follows The U.S. Department of Education's definition of a master's degree as a degree awarded for successful completion of a program generally requiring 1 or 2 years of full-time college-level study beyond the bachelor's degree. The Master of Arts (M.A.) and the Master of Science (M.S.) are programs offered by several of the university's colleges for advanced scholarship in the discipline and demonstrated ability to perform scholarly research. A second type of master's degree is awarded for the completion of a professionally oriented program of study in business administration (M.B.A.), education (M.Ed. and M.A.T.), engineering (M.S.E.), nursing (M.S.N.), public health (M.P.H.), social work (M.S.W.), and public administration (M.P.A.). (<https://nccs.ed.gov/programs/coe/glossary.asp>)

~~Marshall University offers a wide array of master's degrees. The master's may serve one or more of the following purposes: to provide greater specialization within one's area of interest; to facilitate licensure in certain fields; to provide access to Education Specialist or doctoral degrees; to support professional advancement; and to promote intellectual growth and personal fulfillment.~~

Commented [MC17]: This language seems more like an advertisement than a catalog policy or disclosure.

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Medical/Emergency Withdrawal Policy

(See also Dropping Courses and Completely Withdrawing from the University)

A student may request and be considered for a medical or emergency withdrawal when extraordinary circumstances, such as a serious illness, injury, or catastrophic situation prevents the student from continuing classes. The policy covers physical and mental health, as well as life-changing difficulties.

A medical/emergency withdrawal from the university will constitute a full withdrawal from all academic classes for the requested semester, with the exception of those classes whose completion dates occurred prior to the withdrawal. Refund of tuition and fees will be a separate determination, as will eligibility for future financial aid. These decisions will follow policies, guidelines and schedules set forth by the university and state and federal government.

If a student is currently enrolled, consideration should be given to withdrawing from those courses through the regular process prior to requesting a medical/emergency withdrawal.

A request for a medical/emergency withdrawal must be filed within six months of the end of the semester involved unless the student can provide rationale and documentation to show that it was not possible to make the request within this timeframe. Students may apply for a medical/emergency withdrawal by following the guidelines provided below. Application for a medical/emergency withdrawal does not guarantee that a withdrawal will be granted. All requests are evaluated on an individual basis.

All students requesting a medical/emergency withdrawal submit a complete packet of information to the Associate Dean of Student Affairs. The packet must include:

1. Completed Request for medical/emergency withdrawal in the form of a typed, signed letter, or e-mail from the student's Marshall e-mail account, explaining how the illness, condition, or situation affected their ability to maintain their status as a student at the university and why withdrawing from courses through the regular process is/was not an option for them. The request must also include the student's Marshall ID number and mailing address. Incomplete grades in courses may be arranged in compliance with university policy, and may be an option for students to consider instead of a medical/emergency withdrawal.
2. *For medical withdrawal:* Typed letter from the student's treating physician(s) recommending a withdrawal for medical reasons. The letter must state the specific rationale for the recommendation, including diagnosis or medical impressions; why the illness or condition prevented the student from maintaining their status as a student at the university; the effective date of the onset of the illness or condition; dates of treatment; and anticipated date of resolution, if applicable. The letter must be on official letterhead and must be signed by the service provider. The letter may be faxed from the treatment provider's fax machine. Medical information will be kept confidential.

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For withdrawal due to catastrophic event: Documentation sufficient to support the student's claim of involvement in a catastrophic situation. Said documentation will vary depending on the situation and should follow guidelines set forth by the Associate Dean of Student Affairs.

A request for a medical/emergency withdrawal without the supporting rationale will not be considered.

3. Complete Medical/Emergency Withdrawal Consultation Form, Financial Aid.
4. Complete Medical/Emergency withdrawal Consultation Form, Residence Services (if applicable)
5. Complete Medical/Emergency withdrawal Consultation Form, International Students (if applicable)
6. Other relevant supporting documentation as needed.

If the withdrawal is granted, the student will be unable to register for classes until he or she provides the Office of Student Affairs with a letter from their health care provider(s) (in the case of a medical withdrawal) releasing the student to return to the university and outlining the student's sufficient ability to manage coursework at Marshall. In the case of a catastrophic event, the student must provide a written statement that outlines the satisfactory resolution of the negative impact of the event.

The Office of Student Affairs will send a notice to the student regarding the outcome of the medical/emergency withdrawal request.

Minor

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

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

(See also Curricular Definitions)

To earn a minor, the student must ensure their advisor includes the appropriate courses in the student's Plan of Study. The department chair of the program offering the minor must sign the Plan of Study to grant permission for the student to earn the minor.

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

Multiple Degrees

Commented [MC18]: Does the student indicate the minor on their application to graduate?

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See Dual Degrees.

Non-degree Students

- Persons who desire university instruction without becoming graduate degree candidates may attend as non-degree students, provided they have received a bachelor's degree from an accepted, accredited undergraduate college or university.
- Before enrolling in a class, non-degree graduate students must obtain permission from the instructor. Students wishing to take courses offered by the College of Business must secure approval of the academic advisor. The fees for attendance as a non-degree student are the same as those set for other graduate students. Non-degree enrollment for graduate courses is not available to persons under suspension by the university.
- A non-degree student who does not hold a master's or higher degree may take a maximum of 15 semester hours. Permission for non-degree students to register for additional hours beyond 15 can be granted by the Assistant Provost for Graduate Studies or the dean of the College of Education and Professional Development.
- Applicants for non-degree status will complete a Graduate Application for Admission, pay the application fee, and have the registrar send an official transcript showing proof of a bachelor's degree from an accepted, accredited undergraduate college or university not later than the scheduled time of registration.
- A person holding a graduate degree may take an unrestricted number of additional courses for which he/she has the prerequisites and departmental permission, provided both a transcript showing the undergraduate degree and a transcript showing a master's degree or higher (both from an accepted, accredited college or university) are submitted. All transcripts must be official and sent to Graduate Admissions directly from the registrar.
- Non-degree graduate students may apply later for admission to degree programs by filing the necessary documents, provided they meet the admission requirements described in the current Marshall University Graduate Catalog. However, work taken as a non-degree student cannot in itself qualify a person for admission as a degree candidate. Only credit approved by the assigned program advisor and the appropriate dean will be counted toward a degree awarded by the university.

Online Courses

(See also Hybrid Courses)

Online courses are online versions of classes offered on the Marshall campuses in which 100% of the content is delivered asynchronously over the Internet. Online courses are designated as such in the *Schedule of Courses* (Online Course: OC).

Online courses are delivered with the Blackboard learning management system (LMS). E-mail communication and delivery of assignments, readings, and other course materials between students and instructors occurs digitally within the LMS. There are no required on-campus or real-time meetings and instructors may occasionally use MU e-mail or other forms of online

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contact to communicate with students. Online courses generally follow the University calendar for the term in which they are offered, but individual exceptions may apply.

Students should check the syllabus for each individual class for a beginning and ending date. Students may register for online courses using myMU during the designated registration periods each term, in person at the Registrar's Office, or by mail. Hours of enrollment are reflected in the actual term in which the student is registered. For all verification purposes, hours of enrollment are counted only in the term in which the student is registered. Note that the withdrawal period for online courses parallels that of regular courses. After that time, only a complete withdrawal from the university is allowed. The refund policy for online courses also parallels that of regular courses.

Online courses are currently assessed a fee per credit hour for graduate courses, regardless of residency or number of credit hours the student may be registered for in addition to the online courses. Current online course fees can be located on the Bursar's website at www.marshall.edu/bursar. Students may visit www.marshall.edu/muonline for complete information on online courses, including technical requirements, student readiness, and course listing.

Note: Tuition waivers are not applicable to online courses.

Plagiarism

See Academic Dishonesty

Plagiarism (submitting as one's own work or creation any oral, graphic, or written material wholly or in part created by another) is a form of academic dishonesty. Sanctions for academic dishonesty may range from an instructor-imposed sanction such as a failing grade in the course in which plagiarism has been documented to dismissal from the university. Refer to the section on Academic Dishonesty for the complete university policy on academic dishonesty.

Plan of Study

Each degree-seeking student at the master's or doctoral level is required to develop a "Plan of Study" with his or her graduate advisor. The Plan of Study is a student's "blueprint" for completing degree requirements. A student's certification for graduation depends on completion of the courses listed on the Plan of Study. The Plan of Study should indicate the specific classes the student will take to complete the degree and the specific term in which class will be taken.

The student should complete the Plan of Study during their first semester in the academic program, and at the latest before registering for the 12th credit hour. Students who fail to do so will have a hold placed on subsequent enrollment. The plan of study is signed by the advisor and forwarded to the student's academic college office. The academic college processes the plan and sends it to the Registrar's office, which files the plan with the student's academic records.

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~~A Plan of Study approved by the department/program must be submitted for approval to the appropriate dean before the student registers for his or her 12th semester hour. Students who fail to do so will have a hold placed on subsequent enrollment. If changes are made to the Plan of Study, the student's advisor must report those changes to the appropriate dean or to his or her designee. Consult the degree programs section of the catalog for specific information about each program's Plan of Study. See Repeating Courses for more information.~~

If changes are needed, the student and advisor may complete an updated Plan of Study, which is filed in the same way as the original plan of study. See Repeating Courses for additional information.

Prerequisites

The purpose of prerequisites for certain courses is to assure adequate preparation of the student for the information to be presented in any particular course as well as to insure a coherent, balanced, sequential, and unified set of learning experiences. Course prerequisites may be either previous undergraduate or graduate preparation. In general, course prerequisites will not be waived except by written approval of the instructor and program director or dean.

Probation

See Academic Probation.

Program

See Degree Program.

Readmission

See Time Limitation.

Repeating Courses

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

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and Other Requirements for Graduation for more information. See also *Effects of Repeated Courses* in the *Student Financial Assistance* section.

Revalidation of Coursework

See *Time Limitation*.

Roles and Responsibilities of the Thesis/Dissertation Committee

The roles and responsibilities of the faculty serving on a student's thesis/dissertation committee are manifold. In essence, the members of the committee help the student demonstrate the ability to plan and execute a scholarly and creative project while developing an expertise within the discipline. To this end, the members of the committee advise the student to ensure he or she has identified a project that will sufficiently challenge his or her skills, make use of appropriate disciplinary research and creative methods, and be completed using available resources in a timely manner. The members of the committee also ensure the highest quality of the published thesis/dissertation by requiring the student to submit a final thesis/dissertation that conforms to the preferred editorial guidelines of the discipline and the Graduate Studies office. As such, the signature page included in the thesis/dissertation verifies that the faculty have read with care the thesis/dissertation to ensure the student's work is without error in the form, substance, and expression of the student's work. The members of the committee sign this page once the student has prepared a formal draft of the approved thesis/dissertation and affirm that the work meets the editorial standards of Marshall University. The Graduate Studies office will review the thesis/dissertation and may require revisions to ensure the work meets the required editorial guidelines before the thesis/dissertation is released for publication.

Schedule Adjustment

Students can change their class schedules during the late registration and schedule adjustment period each term. The exact schedule adjustment period for each term is published in the academic calendar for that term. Schedule changes can be made on MyMU (<https://mymu.marshall.edu>) or in person at the Registrar's Office. Students who want to change sections of a course during the schedule adjustment period must drop the section in which they are currently enrolled and add the new section.

See "Dropping Courses" for information on dropping a class after the schedule adjustment period.

Schedule adjustment is the adding of courses or dropping of courses, or the changing of class hours or days after a person has registered in any semester or term. The specific Schedule Adjustment Period for any semester or term is specified in the Academic Calendar for that semester or term. After the conclusion of the Schedule Adjustment Period, students are not permitted to add classes or make changes in class hours or days, nor are late registrations

Commented [MC19]: This language has been in the catalog for a long time but it is not a policy or a required disclosure. Some of the procedural parts of this language can be incorporated into the section on theses and dissertations.

Commented [MC20]: The same changes are being proposed for the Undergraduate catalog to align the language on schedule adjustment. The Registrar's office suggested this change.

Proposed changes to the Graduate Catalog
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permitted except with the permission of the academic dean. Dropping of classes after the
Schedule Adjustment Period is discussed in the section Dropping Courses.~~

Scholarships

For information on available graduate scholarships see www.marshall.edu/graduate.

Second Master's Degree

See Dual Degrees, ~~Multiple Degrees~~.

Semester Hour

See Credit Hour.

Seminar

A seminar is a small group of students engaged in advanced study of the original research or some important recent advancements in the field. Seminars are organized under the direction of a faculty member, and credit is allowed according to university regulations for granting semester-hour credit.

Special Topics

Special Topics are experimental courses that may be offered twice by a given department with no prior committee approval. Such courses may satisfy university, college or department requirements toward a given degree and may carry specific requisites.

Seniors in Graduate Courses

See Undergraduate Enrollment in Graduate Courses.

Staff Development Courses

School personnel approved by their county school systems may use a departmental form to be admitted in the Staff Development category. Students admitted in this category are restricted to registering for Staff Development classes (560 series) in the College of Education and Professional Development for which they will receive credit/non-credit or satisfactory/unsatisfactory grades. Such classes cannot be used in degree, professional development or licensure programs. Students who wish to mix regular and Staff Development classes must seek regular admission as a graduate student.

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Staff Development courses are offered exclusively as Credit/No Credit and *S/U*. They may not be taken under the audit option and may not be applied toward the credit hour requirement for a graduate degree.

Syllabus Policy

From University Policy UPAA-3, effective August 1, 2019.

On the first day of each course, the instructor must provide each student with access to a syllabus that provides the following information:

- Course name and number.
- Instructor's name, office location, phone, Marshall e-mail address (it is permissible to indicate a preference for students to use the internal e-mail within Marshall's learning management system) and office hours.
- List of all required texts.
- Attendance policy.
- Grading policy.
- Due dates for major projects and exams.
- Course description from most recent catalog.
- Course student learning outcomes
- Schedule of class sessions and assignments with the amount of detail appropriate to the discipline and course type.
- Grid showing the following relationships: how each course student learning outcome will be practiced, and assessed, in the course.
- Link to Official University Policies and Resources located on Academic Affairs' website.
- Semester course meets, e.g. spring 2012.
- Time course meets, e.g. M/W/F 1:00 – 1:50 (except in the case of asynchronous online courses).
- Course location (except in the case of asynchronous online courses).

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

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

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

- Course name and number.
- Instructor's name, office location, phone, e-mail address and office hours.

Commented [MC21]: This edit aligns this section with the content of the existing BOG policy on syllabi. The current language here does not match the BOG policy.

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

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

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

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

Thesis/Dissertation

~~Several Some degree programs require or allow a student to prepare a thesis or dissertation as partial completion of the degree requirements. These programs will specify the number or range of credits required for the thesis or dissertation project. If optional, the thesis/dissertation advisor and student will design a project that meets departmental requirements and the student's needs and interests.~~

~~Students pursuing a master's degree who will profit more by doing additional coursework in lieu of a thesis must earn at least 36 course hours of credit in most programs.~~

Thesis/Dissertation Committee

~~Each student planning to write a thesis/dissertation will, in collaboration with his or her advisor, form a thesis/dissertation committee. Membership on the committee is determined by Board of Governor's Policy AA-20 which stipulates who may chair and serve on the committee. All thesis/dissertation committees must have at least one chair and two additional qualified faculty members. A thesis committee may have more than one chair, provided that there are still at least three members of the committee overall. The qualifications to serve on the committee are determined by Board of Governors Policy UPAA-13 (Graduate Faculty Status) which stipulates who may chair and who may serve on a thesis/dissertation committee. Doctoral~~

Commented [MC22]: This section has been rearranged to group the thesis requirements together and the requirements for the thesis courses together.

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Commented [MC23]: This is vague as worded, and not really accurate as we have a number of 30 or 32 hours non-thesis programs.

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dissertation committees for the EdD may replace one of the members with a professional qualified member who does not need to meet the requirements of UPAA-13.

With the approval of the department chair, other professionally or educationally qualified people may be invited to act as non-voting members of a thesis/dissertation committee.

The members of the committee advise the student to ensure he or she has identified a project that will sufficiently challenge his or her skills, meet disciplinary standards, make use of appropriate disciplinary research and creative methods, and be completed using available resources in a timely manner.

Thesis/Dissertation Process

Students planning to write a thesis/dissertation should consult the Thesis and Dissertation guidelines at <https://libguides.marshall.edu/etd/>. The thesis/dissertation must be prepared according to the instructions provided at that website. at the Graduate Studies website: marshall.edu/graduate/etd/.

Before starting the thesis/dissertation research, the student must submit required documentation to the Office of Research Integrity (<https://www.marshall.edu/ori/>) for approval.

During the thesis/dissertation development period, the student consults regularly with his or her thesis/dissertation advisor for guidance.

The student submits a completed manuscript to the advisor and committee for tentative approval.

The candidate must then give a presentation open to the academic community based upon the results of the thesis/dissertation and give a satisfactory defense of the work before the committee. Upon successful defense of the thesis/dissertation, the advisor with the concurrence of the committee assigns a letter grade which applies to all hours earned for the thesis.

The members of the student's committee may require revision of the manuscript before it may be submitted for publication. Upon completion of all required revisions, the student will submit the manuscript for publication following the instructions for electronic theses and dissertations (ETD's) located at: marshall.edu/graduate/etd/.

Submission of the thesis must occur by the dates printed in the academic calendar of the term in which the student intends to graduate. If the student fails to meet these dates, the ETD Review Team may postpone the student's graduation until the end of the following term.

Once the thesis/dissertation is submitted for publication, the ETD Review Team will inspect the document. The ETD Review Team may require additional revisions to ensure the final document meets university standards. While the deadline for submitting an ETD is set to allow time for one

Commented [MC24]: This is an established practice, but it was previously only documented under comprehensive exam committees rather than dissertation committees

Commented [MC25]: Subheading

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or two revisions, substantial delay in completing the required revisions could lead to the
student's graduation being postponed to the end of the following term.

Thesis/dissertation hours

The student will register for thesis or dissertation hours following the requirements of the
program, as indicated on the student's Plan of Study. All students who complete a thesis or
dissertation must have thesis or dissertation hours on their transcript with a grade of A, B, or CR
at the time of graduation, indicating successful completion of the thesis or dissertation.

Students pursuing a master's degree who will prepare a thesis must register for a cumulative minimum of 3 credit hours of thesis. The maximum amount of credit that may be earned for the thesis is 6 hours for all departments except biology and chemistry. Research and thesis in those two fields are permitted to a maximum of 12 hours. Students in departments other than chemistry register for Thesis 681. Chemistry majors register for [CHM 682](#) Research. The student continues to register for Thesis 681 or [CHM 682](#) Research as shown on their Plan of Study. The student will be assessed the applicable tuition and fees for thesis hours each term, as appropriate, and pay tuition for the number of hours per semester as agreed to between the student and the thesis advisor.

Students pursuing a doctoral degree who will prepare with a dissertation will enroll in thesis hours as directed by the student's Plan of Study. The thesis/dissertation advisor reports an appropriate grade for satisfactory work at the end of each term or semester. In some programs, a grade of PR is assigned each term until the student completed the thesis/dissertation, at which time the PR grades are changed to regular letter grades.

Depending on the department's published grading system, the thesis/dissertation advisor reports an appropriate grade for satisfactory work at the end of each term or semester for which the student is registered with the total amount of credit to be allowed.

The thesis/dissertation must be prepared according to the instructions provided at the Graduate Studies website, marshall.edu/graduate/etd/.

When completed, the student submits a manuscript to the advisor and committee for tentative approval. The candidate must then give a presentation open to the academic community based upon the results of the thesis/dissertation and give a satisfactory defense of the work before the committee. Upon successful defense of the thesis/dissertation, the advisor with the concurrence of the committee assigns a grade which applies to all hours earned for the thesis.

The members of the student's committee may require revision of the manuscript before it may be submitted for publication. Upon completion of all required revisions, they will submit the manuscript for publication following the instructions for electronic theses and dissertations (ETD's) located at: marshall.edu/graduate/etd/.

Commented [MC26]: Subheading

Commented [MC27]: Amendment from Graduate Council Planning Committee 4/16/2026

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Submission of the thesis must occur by the dates printed in the academic calendar of the term in which the student intends to graduate. If the student fails to meet these dates, the ETD Review Team may postpone the student's graduation until the end of the following term.

The ETD Review Team will review the submitted thesis for style and format; students may be required to make modifications prior to final approval. The student is eligible to graduate once the ETD Review Director submits the manuscript for publication.

The advisor may report a final grade of *F* or *NC* at the end of any semester or term when in his/her opinion, because of irregular reports or unsatisfactory progress, the student should not be permitted to continue to register for research. Students who receive a grade of *F* or *NC* in thesis may not pursue a thesis or dissertation in subsequent semesters.

Value and Nature of Thesis/Dissertation

The experience of collecting, assembling and interpreting a body of information for a thesis is essential in developing the capacity to do independent work. This is a primary difference between graduate and undergraduate work. For capable graduate students, preparation of the thesis/dissertation may be of great value. To be urged to write a thesis/dissertation is a compliment to one's ability. The presentation and oral defense of the project emphasizes the importance of graduate student research in the academic environment and give public credit to the student's achievements. The objectives of a thesis/dissertation project include development of the ability to plan and execute a scholarly and/or analytical study and the development of expertise in a specific subject area. The thesis should illustrate that a graduate student has:

- Comprehended the essentials of a selected subject area;
- Demonstrated understanding of the problem selected;
- Obtained working knowledge of research techniques appropriate to the graduate degree;
- Demonstrated the ability to write in a professional and scholarly style;
- Produced a study that is of value to the subject field or professional education.

Commented [MC28]: This section is good advising guidance about a thesis but not a good fit for the policy section of a catalog

Three-Plus-Two Programs

See Accelerated Graduate Degree Program and/or degree requirements section of the College of Business.

Time Limitation for Master's and Ed.S. Degrees

The time limit for the master's and Ed.S. degrees is *seven years* from the date of completion of the earliest course applied toward the degree, including transferred courses.

Time Requirement on Readmission

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If a student has not completed his/her Master's or Ed.S. degree within *seven years* from the end of the first graduate course to be counted toward his/her degree, and if the student has not been enrolled in a course toward that degree for the most-recent one year when that seven-year limit is reached (meaning the seventh year), then the student will be dropped from the program. To continue to work on that degree, the student must reapply for admission to that degree program through the regular graduate admission process, and pay the appropriate admission fees.

Time Extension

To ensure that a student's knowledge base is current at the time the degree is awarded, all credit that exceeds the time limit must be revalidated.

When a student requests an extension of time, the advisor and program director or department chair should review the program of study, identify coursework which exceeds the time limit, and make a recommendation for revalidation of expired coursework through one or more of the following options: (*Note: the current fee for course revalidation is \$25/credit hour*)

- Option 1: Examination: A validation exam shall be the equivalent to a comprehensive final exam for the course. In most cases, validation must be done by a written exam.
- Option 2: Independent Study: The department or program may elect to design an independent study if no course currently exists by which the student may update course content.
- Option 3: The student may repeat expired coursework.
- Option 4: Additional Hours: The department or program may assign additional hours of course work to ensure currency of knowledge in rapidly changing content areas.
- Option 5: Portfolio that revalidates objectives of course(s) and degree objectives (may include work experiences, thesis or final project).

Decisions about revalidation of credit are forwarded to the dean of the academic unit for approval. When the student has satisfied the conditions imposed for revalidation, the signed Plan of Study with a memorandum from the chair/program director confirming that the conditions were completed satisfactorily will be forwarded to the dean of the academic unit with the completed application for graduation. The memorandum will include a statement of evidence of completion (e.g., examination, grade report, portfolio).

Outdated courses which are not revalidated will not be used in computing Grade Point Averages for graduation, but they will remain on the record.

Students completing programs in the College of Education and Professional Development which lead to certification should contact the Dean of the College of Education and Professional Development for additional information on time limitations.

Transcript

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Official transcripts cost \$10.00 per paper copy and \$12.00 per electronic copy. The Office of the Registrar will process transcript requests within 1-2 business days of receipt. Processing time may be delayed at the end of a term due to posting grades and degrees. Students with outstanding social or other obligations to the university forfeit rights to an official or unofficial transcript until the obligations are resolved.

Requests for official transcripts must be sent directly to the Office of the Registrar. Requests for official transcripts can be completed at <https://www.marshall.edu/registrar/transcripts>, faxed, or made in person at the Office of the Registrar.

Students may obtain unofficial transcripts at no cost in the registrar's office or the college dean's office. Unofficial transcripts also may be accessed using the university's online self-service portal, myMU.

Transfer of Graduate Credits

A student with an approved Plan of Study may transfer to Marshall University credit earned in graduate coursework completed at another accepted, accredited graduate institution provided that the courses are appropriate to the student's program, acceptable to the advisor and college dean, all earned grades are equivalent to B or better, and courses do not exceed the time limitation of seven years from the date of enrollment in the first graduate course (Marshall course or transferred course) to be applied toward meeting degree requirements of the student's program. For master's, education specialist, and doctoral degree programs, transfer credits may not exceed 12 hours or one-third of the hours on the plan of study, whichever is higher. For graduate certificate programs, transfer credits may not exceed 6 credit hours. Individual programs may establish stricter limits on the number of transfer hours allowed. Exceptions to the limitation on the number of transfer hours must be approved by the Chief Academic Officer. Graduate credits transferred from other institutions will not become a part of the Grade Point Average recorded on the student's Marshall University transcript and will simply meet credit hour requirements toward graduation.

Transient Students

A student who is enrolled at another accredited graduate institution may, upon submission to the Graduate Admissions office an admission application and a letter of good standing from the home university, enroll for Marshall University graduate coursework. This admission is valid for one semester only. The student must submit a new application and letter of good standing each semester he/she wishes to attend.

Normally, up to twelve credit hours of coursework may be transferred back to the home institution.

Permission to transfer credits is arranged, by the student, with the home university. Transient students who wish to register for coursework beyond twelve credit hours at Marshall are required to obtain the approval of Marshall University's Graduate Dean.

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Undergraduate Students in Graduate Courses

Commented [MC29]: The same change is being proposed for the Undergraduate Catalog so that the policies align at in both catalogs. The Registrar's office asked if the catalog language can match.

Seniors with a cumulative GPA of at least 2.75 may register for graduate classes (500 and 600 series) after they have received approval from their undergraduate dean, the chair of the department offering the course, and the dean of the college/school offering the course. Undergraduates must request permission to register for graduate classes using the electronic form available at the Graduate Studies website (<https://www.marshall.edu/graduate/current-students/forms-and-information/>). The form must be completed and all permissions secured prior to the opening of the term of enrollment.

- A number of programs have Accelerated Graduate Degree (AGD) options where a graduate course applies both to the undergraduate and graduate degree requirements. See "Accelerated Graduate Degree" for more details.
- Credit hours for graduate courses completed as an undergraduate can be applied to either an undergraduate or a graduate degree at Marshall University but not to both, except through approved Accelerated Graduate Degree programs. Each course will appear on the student's undergraduate transcript or graduate transcript, but not both.
- If a student chooses to apply a course towards their undergraduate degree by including the course on their undergraduate transcript, the course will count towards the student's undergraduate GPA.
- Once the term of the course has ended, a student may not move the course from their undergraduate transcript to their graduate transcript or vice versa.
- No more than 12 graduate hours may be taken as an undergraduate.

Seniors with a cumulative GPA of at least 2.75 may register for graduate classes (500 and 600 series) after they have received approval from their undergraduate dean, the chair of the department offering the course, and the appropriate college/school dean. Complete applications (available at the Graduate Studies website or the Graduate Studies office) must be on file in the appropriate dean's office and permission secured prior to the opening of the term of enrollment. Credit for graduate courses completed as a senior can be applied to either an undergraduate or a graduate degree at Marshall University but not to both. No more than 12 graduate hours may be taken as an undergraduate.

Withdrawal from the University

See Dropping Courses and Completely Withdrawing from the University or Medical Withdrawal.

Workshops

Workshops are highly practical, participatory courses usually designed for advanced students or professionals. They provide experience or instruction in a new technique, theory or development in a given discipline. If credit is granted, appropriate university guidelines will be followed.

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April 2026 Curriculum Committee Report

College of Engineering GC-26-4-29-CC

Course Number	Course Title	Change Requested	Recommendation
BME505	Intro to Biphy Measures	New Course	Approve
BME510	Modeling & Simul of Biosystems	New Course	Approve
BME605	Mech & Performance Bio Mtrls	New Course	Approve
BME610	Biomedical Imaging	New Course	Approve
BME620	Nanomedicine	New Course	Approve
BME660	Mechanics of Biofluids	New Course	Approve
BME680	Nanofab with Soft Materials	New Course	Approve
BME682	Special Topic	New Course	Approve
BME683	Special Topic	New Course	Approve
EE619	Digital Signal Processing	New Course	Approve
EE640	Digital Control Systems	New Course	Approve

College of Science GC-26-4-30-PC

Course Number	Course Title	Change Requested	Recommendation
BSC548	Fundamentals of Immunology	New Course	Approve

COEPD GC-26-4-31-PC

Course Number	Course Title	Change Requested	Recommendation
COUN555	Crisis Intervention	Catalog Changes	Approve
COUN654	Ecology of Violence & Trauma	Catalog Changes	Approve
COUN683	Fdns of Trauma/Crisis for Coun	Catalog Changes	Approve
COUN684	Ad Assess and Treat of Trauma	Catalog Changes	Approve
COUN685	First Resp & Military Trauma	Catalog Changes	Approve

LCOB(GC-26-4-32-PC

Course Number	Course Title	Change Requested	Recommendation
MBA600	Quantitative Boot Camp	New Course	Approval
MBA601	Decision Analysis	New Course	Approval
MBA603	Business Analytics I	New Course	Approval
MBA604	Business Analytics II	New Course	Approval
MBA605	Operations Management	New Course	Approval
MBA606	Supply Chain Management	New Course	Approval
MBA607	Project Management	New Course	Approval

MBA610	Applied Microeconomics	New Course	Approval
MBA611	Applied Macroeconomics	New Course	Approval
MBA620	Managerial Accounting	New Course	Approval
MBA621	Financial Accounting	New Course	Approval
MBA630	Finance I	New Course	Approval
MBA631	Finance II	New Course	Approval with friendly amendment - typo in course title
MBA632	Investments I	New Course	Approval
MBA633	Investments II	New Course	Approval
MBA640	Leading Organizations	New Course	Approval
MBA641	Organizational Behavior 1	New Course	Approval
MBA642	Organizational Behavior 2	New Course	Approval
MBA650	Special Topics	New Course	Approval
MBA651	Special Topics	New Course	Approval
MBA652	Special Topics	New Course	Approval
MBA653	Special Topics	New Course	Approval
MBA661	Negotiations	New Course	Approval
MBA670	Marketing I	New Course	Approval
MBA671	Marketing II	New Course	Approval
MBA672	Brand Management	New Course	Approval
MBA680	Global Business Management	New Course	Approval
MBA681	Global Business Management II	New Course	Approval
MBA682	Study Abroad	New Course	Approval
MBA690	Strategic Analysis	New Course	Approval
MBA691	Strategic Management	New Course	Approval
MBA696	Team Building	New Course	Approval
MBA697	Career Development	New Course	Approval
MBA698	Business Etiquette	New Course	Approval
MBA699	International Culture	New Course	Approval
STHM675	Mkt Mgt of Sport Industry	Catalog Change	Approve

SEM Planning: Graduate Segment

Co-leads:

Kelli Adkins

Director, Graduate Admissions

Carl Mummert

Assistant Provost for Graduate &
Interdisciplinary Studies

April 22, 2026



1

Graduate SEM Planning - Charge

**Increase enrollment in graduate and professional programs
– both on-campus and online – by expanding program
visibility, enhancing flexible delivery options, strengthening
employer and academic partnerships, and improving
support services to attract, enroll, and retain these students.**



2

Graduate SEM Planning



3

Graduate SEM Planning



4

Graduate SEM Planning: Discovery

Research/Learning

- Webinars/Articles
- University & Program Level Funnel Data
- Peer Institutions
 - Program Offerings
 - Recruitment Materials
- Current University Initiatives
- Graduate Admissions Team Insights

KPIs/Metrics

	Fall 2025	Fall 2026 (KPI)
Total Applications	2,444	2,688
Completed App Rates	72.5%	60%
Admit to I2E Rate	48.6%	70%
Admit to Enroll Rates	74.6%	70%
Inquiry Pool (as of 4.17.26)	N/A	293 (current)



5

Graduate SEM Planning: What We Learned

What We Learned:

- Graduate recruitment and admission processes are decentralized and partnership-driven.
- Graduate SEM data is program-specific and contextual.
- Marshall's biggest feeder school is ... Marshall.
- We currently have a very small applicant pool.
- Prospective graduate students behave differently (kinda).



6

Graduate SEM Planning: Program Meetings

Academic Programs

- MBA, Business Administration
- MSW, Social Work
- MSN, Nursing
- MS, Computer Science
- MS, Data Science
- MS, Cybersecurity
- MA, Leadership Studies (2) AOE
- EdD, Leadership Studies
- MPA, Public Administration

What We Learned

- Passive recruitment methods
- Little support for program-level recruitment
- Retention challenges tied to onboarding and readiness
- Refreshed and agile curricula
- Workforce alignment with enhanced employer and alumni pipelines



7

Previous Initiatives

- Anthology
- Graduate Info Sessions
- Program Health Snapshots
- Growing coordination between Enrollment Management, Marshall Online, Marshall Communications, Graduate Studies
- RFI and Online journeys live
- Graduate Orientation & Graduate WOW Sessions



8

Graduate SEM: Current Gaps

- Democratized Recruitment
- Refining our Master's to Comprehend
- Streamline Learning Students
- Streamline Post
- "GPA is just an American trait"
- Review of Program Offerings (Serving needs? Current? A little?)
- Expanded Applied Experiences and Learning Traditional Studies
- Need for more discipline specific, interdisciplinary, and/or interdisciplinary
- Limited Enrollment Capacity for High-Demand Programs
- Lack of programmatic and/or interdisciplinary
- Need More Modern Admission Processes
- Need for More Programs with Flexible Entry or Exit
- Need for Improved Graduate Recruitment and Retention



9

Graduate SEM Planning

Designing a



Designing a

Strategy



Designing a



Designing a

Designing a



Designing a



10

Graduate SEM Planning: Strategies

- Enhance Current Graduate Recruitment Framework
- Develop Active Recruitment Strategies/Process
- Develop Program-Specific Admission/Recruiting Application Support
- Increase Transparency
- Program-Specific Access to more CRM data
- Develop Program-Specific Recruitment Leads/Current Appx?
- Streamline required applicant experience
- More Partnerships with Employers, Academic Military Ones
- Limited Enrollment Capacity for High-Demand Programs
- Develop early entry undergraduate
- Marketing Activities/Admission/Programs/Study Programs
- Increasing Student Experiences including Financial Student
- Increase Online Graduate Program Offerings
- Increase Enrollment Rates through the Enrollment funnel



11

Graduate SEM Planning



12

Graduate SEM Planning: Priorities

Prioritization Criteria

- Impact – Cost – ROI – Effort
- Resistance
- Mission Fit
- Campus Readiness
- Competitive Landscape

Deciding Factors

Strategies with the biggest impact on the student experience in the least time with the smallest investment



13

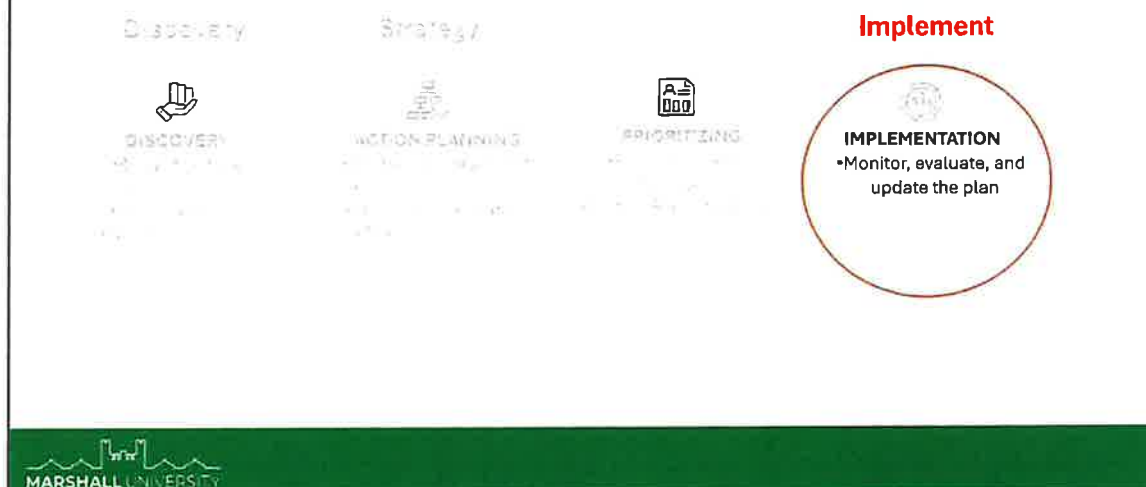
Graduate SEM Planning: Priorities

- Establish an Overall Graduate Recruitment Framework
- Establish Active Recruitment Strategies/Programs
- Develop Promotional Website/Content/Referrals/Apply/Early Support
- Increase Size of Inquiry Pool
- Programs need more access to CRM data.
- Review of Program Offerings (Serving needs? Current? Adeq?)
- Disjointed Applicant Experience (including Returning Students)
- More Partnerships with Employers, Alumni and Military Orgs.
- Limited Enrollment Capacity for High-Demand Programs.
- Develop Incentives for Undergrads to Stay
- Modernize Admissions Operations and Automate Processes
- Increase Staff of Experienced Undergrad Students
- Increase Online Graduate Program Offerings.
- Increase Live Chat Rates throughout the online experience



14

Graduate SEM Planning: Implement



15

Graduate SEM Planning: Implement

Hire Central Graduate Recruiter

- Develop Journey for current MU Undergraduates
- Add Purchased Names
- Attend University-Level Recruiting Events/Fairs
- Develop Method to Capture Department Inquiry Data

- Deploy Reader Rx
- Automate Comms with Program-Specific Messaging

- Redesign Grad Admissions webpage → Grad Student Hub

- Develop/Enhance Journeys
 - Inquiry → Submitted
 - Submitted → Complete
 - Admitted → Enrolled
- Create Recruitment Tool Kit

- Implement Admissions → Program Handoff Comms
- Promote Orientation/WOW

16

Application Growth & Yield Strategy

Driving Application Completion & Enrollment

- ✓ Designed and launched a Spring 2026 incomplete application journey to encourage completion for Fall term
- 🔗 Developed a semester-based incomplete application strategy, with planned automation through Marketing Cloud
- 📅 Structured a comprehensive yield journey, with planned automation through Marketing Cloud
- 🗣️ Introducing admissions counselor outreach calls as part of yield strategy
- 📈 Advancing efforts to automate application completion communication
- 👥 Implementing program specific messaging in collaboration with Program Directors



17

Questions?



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Attachment #2

By-Laws

MARSHALL UNIVERSITY GRADUATE COUNCIL BYLAWS

Approval History

- January 9, 1997
- Revised & Approved: October 22, 2004
- Revised & Approved: Spring and Fall 2013
- Revised & Approved: September 2022
- Revised & Approved: April 2023

Proviso

All changes to the Graduate Council bylaws, except those changes pertaining to the apportionment of Graduate Council membership, will be effective immediately upon President Smith's signature of the April 2023 minutes. The approved changes to membership apportionment will only become effective if and when Article VII, Section 3 of the Marshall University Faculty Constitution is amended to align with the approved Graduate Council bylaws. The Graduate Council Chair will request that the Faculty Senate review the recommended changes to Article VII, Section 3 at their earliest convenience in the fall of 2023.

Article I. Name

The name of the organization shall be the Marshall University Graduate Council and shall be referred to in these bylaws as the Council.

Article II. Purpose

The duly elected members shall be the basic legislative body of graduate studies at Marshall University except as to matters reserved to the Assistant Provost for Graduate Studies, Chief Academic Officer, President, Board of Governors, to the Higher Education Policy Commission, or the West Virginia Legislature.

Article III Powers and Relationships

Section 1. Members

The primary responsibility of the Graduate Council is to make policy recommendations with respect to the graduate education mission of the university to the university President. Specific functions include the facilitation of long-range planning for graduate education at Marshall University, the recommendation of new programs and courses, the evaluation of existing programs and courses, the facilitation of graduate accreditation, the recommendation of promotion and tenure policies related to graduate education, and the recommendation of approval of graduate faculty to the university President.

Action of the Council, a Council committee, or the members of any recognized subdivision of the Council properly taken and recorded in accordance with these Bylaws shall, unless overruled or amended by the President, be deemed an official action for and on behalf of graduate education when such action is not in conflict with public law of the State of West Virginia or with University policy. The President of the Faculty Senate shall provide information regarding official actions to the Marshall University Senate.

The President of the Faculty Senate shall provide information regarding official actions taken by the Graduate Council to the Marshall University Senate.

Section 2. Assistant Provost for Graduate Studies

It shall be the responsibility of the Assistant Provost for Graduate Studies to inform the Council of all actions of the university President, the Board of Governors, the Higher Education Policy Commission, or the West Virginia Legislature affecting the educational policies related to graduate education in a timely manner.

Article IV. Membership

Section 1. Voting Representation

Voting representation on the Graduate Council shall include:

- a) One faculty member from each academic unit (as defined in Bylaw #14 of the Constitution of the Marshall University Faculty) with graduate programs.
- b) One member of the Library Faculty with responsibilities that support graduate programs.
- c) The Faculty Senate Chair.
- d) One graduate student representative selected by the Graduate Council Executive Committee.
- e) One additional faculty member per 400 enrolled graduate students beyond 400 from each academic unit with graduate programs.
 - i. The number of enrolled graduate students will be determined every four years, using data provided by the Assistant Provost for Graduate Studies.
 - ii. The number of enrolled graduate students in each academic unit will be determined by the average of the graduate student enrollment from the previous four years, including the

total number of unique students across every category (i.e., degree-seeking, non-degree seeking, transient, and professional development students) for all academic semesters (fall, spring, and summer) each year.

iii. Full-time and part-time graduate students will count equally in determining the number of enrolled graduate students in each academic unit.

iv. Students enrolled only in the MD program will be excluded from the number of enrolled graduate students.

Section 2. Nonvoting Representation

Ex-officio, nonvoting members include the Assistant Provost for Graduate Studies, the Provost, the Vice President of Academic Affairs, and the Vice President for Research.

Section 3. Voting Eligibility

All voting members of the Graduate Council shall be eligible to vote on any matter brought before the Council.

Section 4. Graduate Council Chair Liaison to Faculty Senate

The Graduate Council Chair, as a member of the Faculty Senate, acts as a Senate liaison, and will report to the Faculty Senate as described in the Faculty Governance Flow Chart at the end of the Faculty Senate Bylaws.

Article V. Meetings

Section 1. Scheduling

Regular meetings shall be held at least monthly during the academic year.

Special meetings may be called by the Chair at his or her discretion or at the request of any member of the Council.

Meetings shall be scheduled to enable members to participate in-person or remotely via university-approved videoconferencing (e.g., MS Teams).

Section 2. Notification

The Chair shall give written notice of regular meetings at least one week prior to the meeting.

Special meetings may be convened with less than one week's notice but with at least two days' notice.

The written notice of all meetings must include proposed agenda items.

Items of business raised for the first time during a Council meeting can be considered for a final vote by membership no earlier than the next regular or special meeting.

Section 3. Voting

A quorum consisting of a majority of the eligible voting members of the Council must be present in-person, or live via videoconferencing, for action to be taken at a meeting.

Two-thirds of the eligible voting members of the Council must be present or participating live via videoconferencing for action to be taken at special meetings when less than one week's notice is given.

Except for the case of election of Council officers, a voice vote or hand-raise will be called for on all actions of the Council requiring a vote and, if requested by any Council member, a roll call vote will be taken and recorded by the Council secretary.

Proxy voting is not permitted in any instance.

Article VI. Elections/Appointments

Section 1. Terms

Each voting Council member's term, other than the student member, shall be four years. The student member's term shall be one year. Voting members may serve no more than two consecutive terms.

Elections for members shall occur in the spring of even-numbered years. Each unit shall conduct its own election, and names of new members shall be submitted to the Chair by April 1.

Elected officers and newly elected Council members shall assume their duties at the first Council meeting of the fall semester.

Standing committee members shall be appointed by the Chair and assume their duties upon appointment.

If a member misses three regular meetings in any academic year, his/her seat may be declared vacant by the Chair subject to approval of the Council. This action may take place at the third missed meeting, at the discretion of the Chair with approval of the Council. The Chair will immediately report the vacancy to the appropriate unit. Within two weeks the unit shall elect a faculty member to fill the vacated seat.

If a member on the Council will likely be absent one year or less, for example due to sabbaticals, from a series of Council meetings, interim members will be chosen by the relevant academic unit prior to the next regular Graduate Council meeting. Interim members shall have all the privileges of membership, but can serve in their interim capacity for no longer than one academic year, or until the originally elected member need no longer be absent, whichever is earlier. Alternatively, a unit may elect a new member to fill the full remaining term of an absent member, in which case the new member will not be considered "interim," but rather a regular member.

Any member who will be absent either permanently or for more than one academic year

must have his or her seat declared vacant by the Chair. The Chair will immediately report the vacancy to the appropriate academic unit. Prior to the next regular Graduate Council meeting, the unit shall elect a faculty member to fill the vacant seat.

Administrators at the level of Dean or higher cannot serve as voting members on the Council.

Section 2. Election of Officers

Nominations for Council officers shall be made by Council members from among the membership of the Council at a meeting of each newly-constituted Council. So that Council business and leadership transitions can continue smoothly, this meeting would normally be in conjunction with the last Spring Semester Council meeting in an even-numbered academic year.

Every nomination must be made from the floor and seconded.

For elections of one or more of the Council officers—Council Chair, Vice-Chair, and/or Secretary—voting will take place during a Council meeting by secret ballot, and counted and announced by an Ex-Officio non-voting member of the Council at that meeting.

Election shall be determined by a majority vote of members present or participating live via videoconferencing and voting for each office.

In the event of a tie, lot shall determine election.

If one of the Council officers must vacate his or her Council office before the end of his or her term of office has expired, a new election will be held at the soonest possible regular Council meeting; or, the election will take place at a special Council meeting if the matter is judged to be sufficiently urgent by the remaining Council officers. The election would take place by the same nominating and voting procedures as in steps b, c, and d of this Section.

Article VII. Officers of the Council

Section 1. Titles

The Graduate Council shall elect a Chair, a Vice Chair and a Secretary to serve two-year terms.

Section 2. Duties

a. The Chair shall be responsible for the following duties:

Schedule meetings.

Prepare the agenda for meetings.

Preside at all meetings.

Appoint ad hoc committees.

Appoint members to standing committees.

Serve as a representative of the Council.

Forward to the President of the University, or the President's designee, all motions pertaining to Graduate Faculty membership; curricular changes, additions, or deletions; motions approving new academic unit graduate programs; and any other motions regarding graduate policy and planning. All Council minutes will also be forwarded to the President or President's designee, included in which may be said motions regarding graduate faculty, curriculum, programs, policies and planning.

Sign, and forward to the Assistant Provost for Graduate Studies or other appropriate officer, any curricular changes, additions, or deletions.

Perform other duties consistent with the efficient management of the Council.

Serve as a member of the Faculty Senate Executive Committee. Through the Faculty Senate Executive Committee, communicate to the Faculty Senate on actions submitted to the university President regarding policy recommendations respecting university graduate education matters. On matters not related to those functions, the Council and Senate will work collaboratively in whatever format is deemed appropriate by the respective executive committees.

b. The Vice Chair shall be responsible for the following duties:

In the Chair's absence, the Vice Chair shall act as Chair.

c. The secretary shall be responsible for the following duties:

Recording minutes.

Distributing minutes to the Chair for preliminary approval, and then to all Council members.

Submitting a permanent copy of all minutes and attachments.

Ensuring that minutes and other pertinent documents are posted on the Web page.

Performing other duties consistent with the support of Council activities.

Article VIII. Standing Committees

Section 1. Role of Standing Committees

The primary purpose of standing committees shall be to consider and recommend actions and propose policies in the functional areas under their jurisdictions, subject to final approval by the Council.

Section 2. Membership of Standing Committees

After consultation with the involved individuals, the Graduate Council Chair shall appoint members to serve one or two academic years as the Chair judges needful so as to maintain continuity and stability within standing committees. One of the goals of this appointment

to one or two years is to help provide for a term-balancing of standing committee membership with terms arranged to expire in different years.

The Chair of the Graduate Council and the Assistant Provost for Graduate Studies shall be ex officio and non-voting members of each standing committee.

Each standing committee shall elect its own chair annually.

No more than one graduate council member from each academic unit with graduate programs is to serve at the same time on the following standing committees: Credentialing; Curriculum; Academic Planning, Standards, and Policies; Program Review and Assessment.

Section 3. Duties of Standing Committee Chairs

The duties of the chair shall include:

Scheduling meetings

Preparing agendas

Presiding over meetings

Preparing an annual report

Performing other duties as consistent with the efficient management of the committee.

Section 4. Vacancies on Standing Committees

The Council Chair shall appoint members to vacancies on standing committees for the remainder of the academic year.

Section 5. Standing Committees Titles and Responsibilities

- Standing Graduate Committees
- Credentialing
- Curriculum
- Academic Planning, Standards, and Policies
- Program Review and Assessment
- Executive Committee

Section 6. Functions and Membership

1. Credentialing Committee

a) Functions:

Recommends criteria for graduate faculty membership to the Graduate Council.

Reviews graduate faculty membership applications for recommendation to the Graduate

Council.

b) Membership: At least three council members.

2. Curriculum Committee

a) Functions:

Recommends course changes, additions, and deletions.

Reviews and makes recommendations regarding additions and/or deletion of degree programs, areas of emphasis, and certificate programs.

Evaluates existing courses.

b) Membership: At least three council members.

3. Academic Planning, Standards, and/or Policies Committee

a) Functions:

Recommends general policies for admission, progression, and graduation of students.

Recommends general academic policies.

Recommends other policies related to academic area.

Engages in long-range planning and recommends program development.

b) Membership: At least three council members.

4. Program Review and Assessment Committee

a) Functions:

Reviews annual Assessment Reports submitted by each graduate program

Reports its evaluation to the Council for recommendations and actions, after which the Council Chair may report Council recommendations and actions to the University Director of Assessment

Engages in long-range planning and recommendations in the area of program review and assessment

b) Membership: At least three council members.

5. Executive Committee

a) Function:

Monitors and reviews university publications that pertain to graduate education, including but not limited to the Graduate Council website and the Graduate Catalog.

Assures that the Graduate Council website and Graduate Catalog are kept up to date.

Clarifies and reinforces, as needed, the relationship between the Graduate Council and the Assistant Provost for Graduate Studies with respect to the monitoring, evaluation, and implementation of graduate education policy as established by the Graduate Council.

Reports to the Graduate Council in a matter consistent with other standing committees in

the Bylaws.

Considers and recommends actions and proposes policies consistent with the operation of other standing committees.

b) Membership: Graduate Council Chair, Vice-Chair, and Secretary, with the Graduate Council Chair serving as Chair of the Executive Committee.

Article IX. Ad Hoc Committees

The Council Chair shall form ad hoc committees for special tasks as necessary through appointment of members by the Council Chair.

Article X. Robert's Rules

The Council shall be governed by the rules contained in Robert's Rules of Order (latest edition) unless otherwise set forth in these bylaws.

Article XI. Amending Bylaws

These bylaws may be amended by a two-thirds (2/3) vote of all voting members of the Council.

Notice of any proposed amendment must be given to all members of the Council at least one week prior to the meeting at which it is to be considered.

Attachment #3

Graduate Council Committee Assignments

August 2026 Meeting Attachment # 3

Committee	Members
Credentialling	Johan Botes Monica DellaMea Huanshu Yuan Graduate Student
Planning	Timothy Bryan Rick Gage Craig Kimble Sandra Stroebe Ashley Mason
Curriculum	Stephen Young Tammy Johnson Yousef Sardahi Nate Floyd
Review	Amanda Meadows McKenzie Brittan Julie Snyder-Yulie Sarah Clemins

Attachment #4

Graduate Studies Report for Graduate Council

To: Graduate Council

From: Carl Mummert, Assistant Provost for Graduate Studies

Date: August 28, 2026

Enrollment Update

Overall enrollment at Marshall is trending towards a slight increase for Fall 2026. Undergraduate enrollment has increased, but graduate enrollment is trending towards a slight decrease. I will provide a detailed enrollment report during the August meeting based on the most current numbers. In the coming weeks, I will have college-by-college discussions. Marshall is also in the process of updating our Graduate Strategic Enrollment Management (SEM) Plan, which will take the fall enrollment into account.

International Students: F-1 and J-1 visa changes, course modalities

There are important changes in effect for students with F-1 and J-1 visas beginning September 15. Students will now be issued a visa with a fixed ending date, and will need to apply for extensions and receive new visas to change the date. This ends the previous practice in which visas were valid for “duration of status”.

I will attach a PDF of slides with key information for faculty. The most important advice is to ensure students are in contact with the International Student Office, which can give them the best advice and support possible from Marshall.

Course Modalities. Marshall has also updated its guidance on course modalities for F-1 visa students. As always, these students must take at least 6 hours of face-to-face classes each fall and spring. The only modality that is now approved for those classes is “face-to-face”. This reduces the risk to the students that they might be found out of compliance if the Department of Homeland Security audits their transcripts.

Curricular Practical Training (CPT). We also anticipate tighter Marshall procedures about Curricular Practical Training will be distributed to faculty in the next few weeks. This change is based on updated guidance from the Department of Homeland Security that we must follow.

Graduate Student Financial Aid

The updated regulations about graduate financial aid have gone into effect this semester. These include the ending of Graduate PLUS loans for new students, and reduced loan limits overall. These changes have effects on aid eligibility and amounts. Advisers and program faculty are encouraged to remind students to review their accounts carefully, monitor communications from Financial Aid, and seek assistance promptly if awards, refunds, or degree-applicable coursework appear inconsistent. The Financial Aid office is working diligently to monitor the effects and mitigate the impact on students to the greatest extent possible. One particular area we have identified is with changes of major. Any student who began before this fall should consult with Financial Aid before any change is made to their major code, e.g. to switch between programs.

Schedule of Events for Fall 2026

Graduate Advising Community of Practice

Sarah Davis, Senior Director of Advising, will facilitate a number of events this semester for everyone who advises graduate students in any capacity. These events are either entirely virtual or offered with a face-to-face or virtual option. Virtual links will be sent by email, or contact graduatestudies@marshall.edu.

- Advising Hot Topics: September 11, Noon-1:00pm. Old Main 109 and Virtual. Current advising issues and updates, including advising syllabi, supporting international students, financial aid changes, and other topics impacting our work this semester.
- EAB Navigate AI Features, October 2, 11:00am-Noon. Virtual only (hosted by EAB, free registration required). Curious about Navigate's new AI features? Join Courtney Bondi from EAB for a demonstration and refresher on the latest AI tools available in Navigate. Invitation details will be sent VIRTUAL ON via email.
- Virtual Resource Fair, October 5, Noon-1:00pm. Virtual only. Meet representatives from campus offices and learn about the services and resources available to support students? This virtual resource fair is a great opportunity to build connections and strengthen your referral network.
- Graduate Advisor Lunch & Learn, November 6, Noon-1:00pm. Old Main 109 and Virtual. Bring your lunch and join fellow advisors for an informal conversation about what's on your mind. Whether you have questions, ideas, challenges, or successes to share, this session offers a space to connect and learn from one another.

Graduate Faculty Lunch with the Assistant Provost

This series of events provides an informal opportunity for graduate faculty to discuss everything related to graduate education. I will begin by giving a quick presentation on a topic of interest, and then move to an open discussion on topics and questions you pose. Feel free to bring a brown bag lunch and join virtually or in person. Virtual links will be sent by email, or contact graduatestudies@marshall.edu.

- Wednesday, September 16, Noon – 1:00pm, MSC 2W16-B and Teams
- Wednesday, October 21, Noon – 1:00pm, MSC 2W16-B and Teams
- Thursday, November 19, Noon – 1:00pm, MSC John Spotts Room and Teams

South Charleston Office Hours

I am available to meet any time on Teams or in Huntington. I also schedule in-person office hours in South Charleston each semester in MUGC 102. The hours this semester are:

- Tuesday, September 29, 1:00pm – 4:00pm, after the staff lunch.
- Tuesday, October 27, 1:00pm – 4:00pm, after the staff lunch
- Tuesday, November 17, 1:00pm – 4:00pm

FALL 2026

Graduate Advising Events



Friday, 12-1:00pm

Advising Hot Topics

Join us for a discussion of current advising issues and timely updates, including advising syllabi, supporting international students, financial aid changes, and other topics impacting our work this semester.

SEPT

11

VIRTUAL ON
TEAMS & IN
OLD MAIN 109



Monday, 11am - Noon

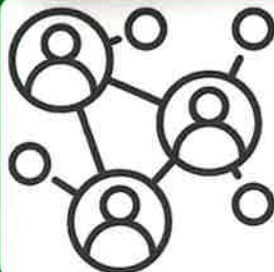
EAB Navigate AI Features:

Curious about Navigate's new AI features? Join Courtney Bondi from EAB for a demonstration and refresher on the latest AI tools available in Navigate. Invitation details will be sent via email.

OCT

2

VIRTUAL ON
ZOOM



Monday, 12-1:00pm

Virtual Resource Fair

Meet representatives from campus offices and learn about the services and resources available to support students. This virtual resource fair is a great opportunity to build connections and strengthen your referral network.

OCT

5

VIRTUAL ON
TEAMS



Friday, 12-1:00pm

Graduate Advisor Lunch & Learn

Bring your lunch and join fellow advisors for an informal conversation about what's on your mind. Whether you have questions, ideas, challenges, or successes to share, this session offers a space to connect and learn from one another.

NOV

6

VIRTUAL ON
TEAMS & IN
OLD MAIN
109

Attachment #5

To: Diane Petrella, Provost

From: Carl Mummert, Graduate Studies

Date: August 24, 2026

Subject: Fall 2026 graduate enrollment analysis after drop/add

This is an analysis of trends in graduate enrollment for Fall 2026 after the end of the drop/add period. All data is from the IR Factbook in PowerBI as shown on August 24, 2026.

Overall summary

Graduate enrollment decreased by approximately 3.0% from Fall 2025 to Fall 2026, measured on a day-on-day basis as of August 24, 2026. The decrease is due to a combination of multiple factors and is not specific to one college or program.

The enrollment funnel shows a small decrease in completed applications at the graduate "02" level, a more significant decrease in completed apps (-5.1%) and a corresponding decrease in enrollment (-5.2%).

There are also several areas with notable increases. Distance (e-campus) enrollment increased 9.1% from 1,415 to 1,544, an increase of 129 student representing about 4.3%.

There were several program-specific enrollment increases.

The largest areas of decrease are master's students and resident and international students.

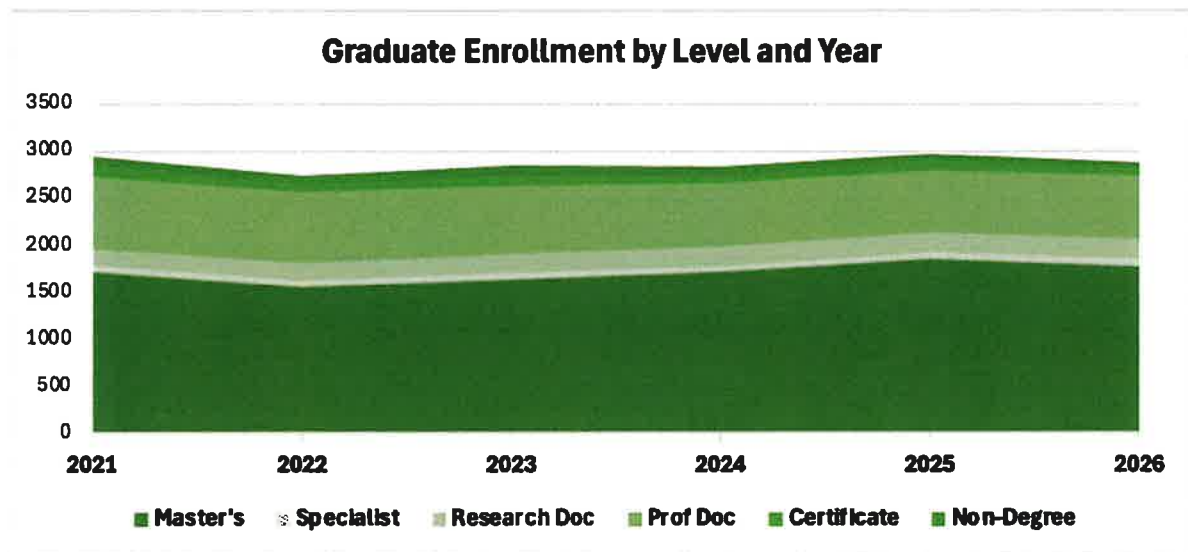
- Master's level enrollment decreased 4.3% from 1,852 to 1,772, a decrease of 80 students representing about 2.7% of graduate headcount. The decrease in FTTE was similar, 4.6%.
- Resident enrollment decreased from 1,041 to 837, a decrease of 204 students representing about 6.8% of graduate headcount.
- International graduate student enrollment decreased from 85 to 55, a large percentage for international students; the decrease of 30 students is about 1% of graduate headcount.

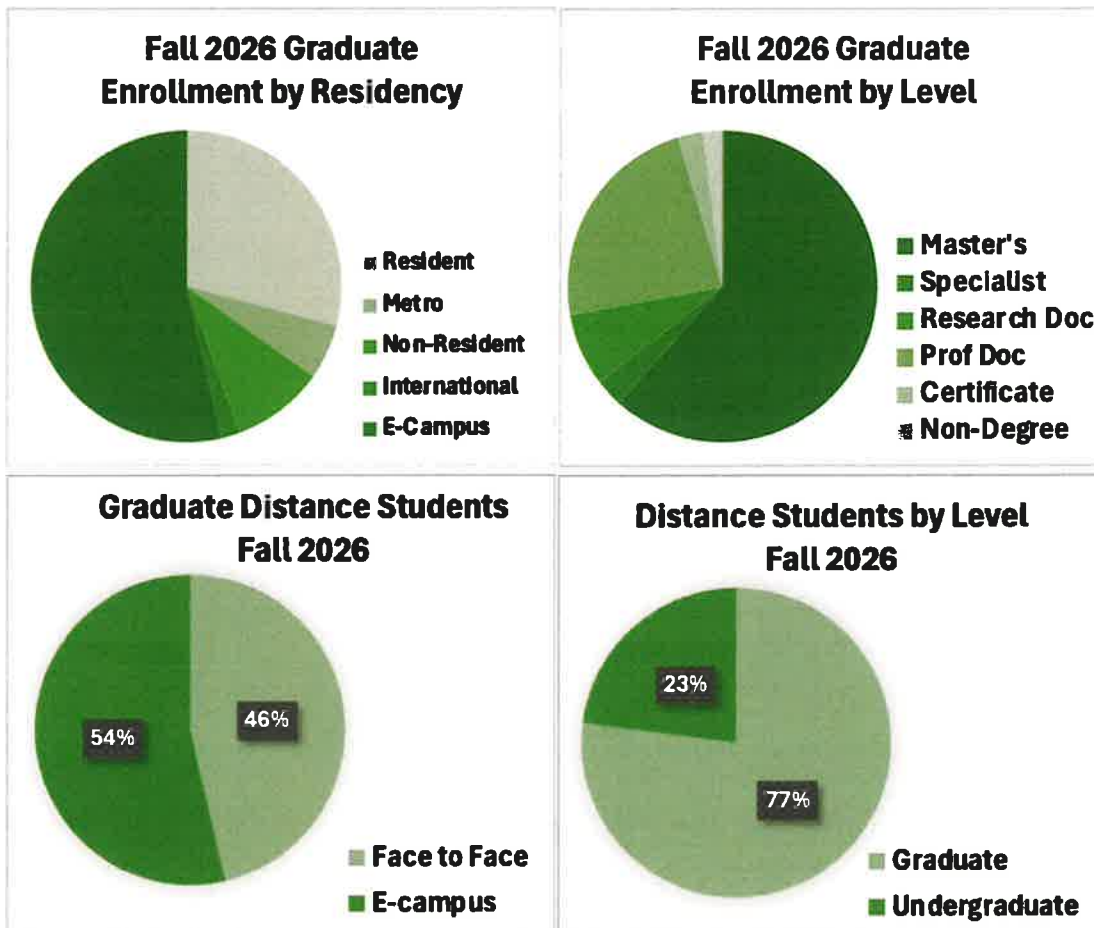
To understand the issue in context and make changes this fall, the following actions are planned for Fall 2026:

- College-by-college and program-by-program analysis. This will include meetings with each deans, targeted to complete by the end of September 2026.
- The Graduate SEM plan is under current review and will be updated in Fall 2026 with input from colleges, Academic Affairs, Enrollment Management / Graduate Admissions, and Marshall Communications.

University-Level and College-Level Data

All data is day on day data for August 24, 2026





Graduate Headcount and FTTE by Level

	Headcount			FTTE		
	Fall 2025	Fall 2026	Change	Fall 2025	Fall 2026	Change
Master's	1852	1772	-4.3%	1522	1452	-4.6%
Specialist	65	84	29.2%	49	48	-2.0%
Research Doc	216	218	0.9%	124	123	-0.8%
Prof Doc	663	670	1.1%	628	655	4.3%
Certificate	104	74	-28.8%	38	27	-28.9%
Non-Degree	65	59	-9.2%	15	15	0.0%
Total	2965	2877	-3.0%	2376	2320	-2.4%

Graduate Headcount and FTTE by College

	Headcount			FTTE		
	Fall 2025	Fall 2026	% Change	Fall 2025	Fall 2026	% Change
CAM	15	16	6.7%	13	14	7.7%
CECS	169	153	-9.5%	120	117	-2.5%
COB	389	363	-6.7%	301	303	0.7%
COEPD	960	909	-5.3%	633	571	-9.8%
COHP	491	466	-5.1%	449	431	-4.0%
COLA	268	254	-5.2%	228	214	-6.1%
COS	74	83	12.2%	68	72	5.9%
SOP	147	144	-2.0%	147	143	-2.7%
SOM	409	426	4.2%	409	426	4.2%
LIB		22			19	
GR	43	41	-4.7%	9	11	22.2%
Total	2965	2877	-3.0%	2377	2321	-2.4%

Graduate Students by Distance Status

	Fall 2025	Fall 2026	Change
Face to Face	1550	1333	-14.0%
E-campus	1415	1544	9.1%

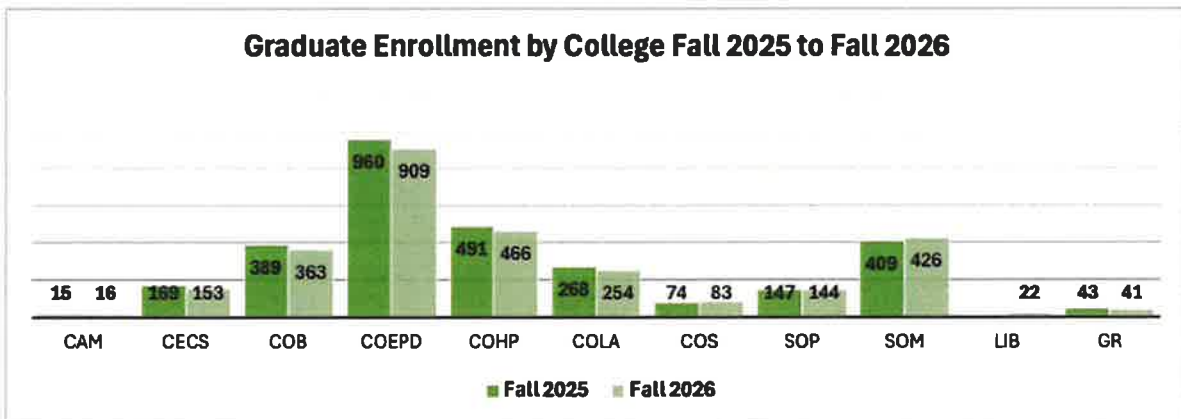
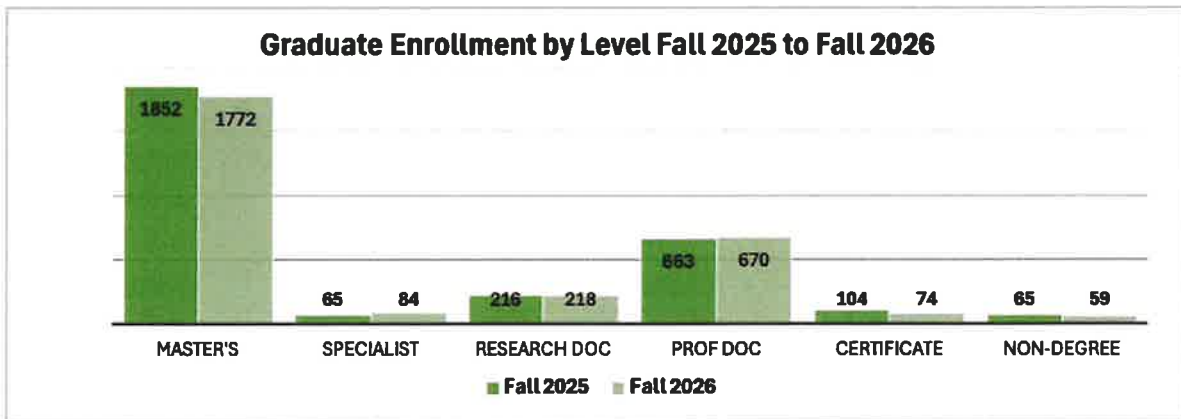
Graduate Students by Residency

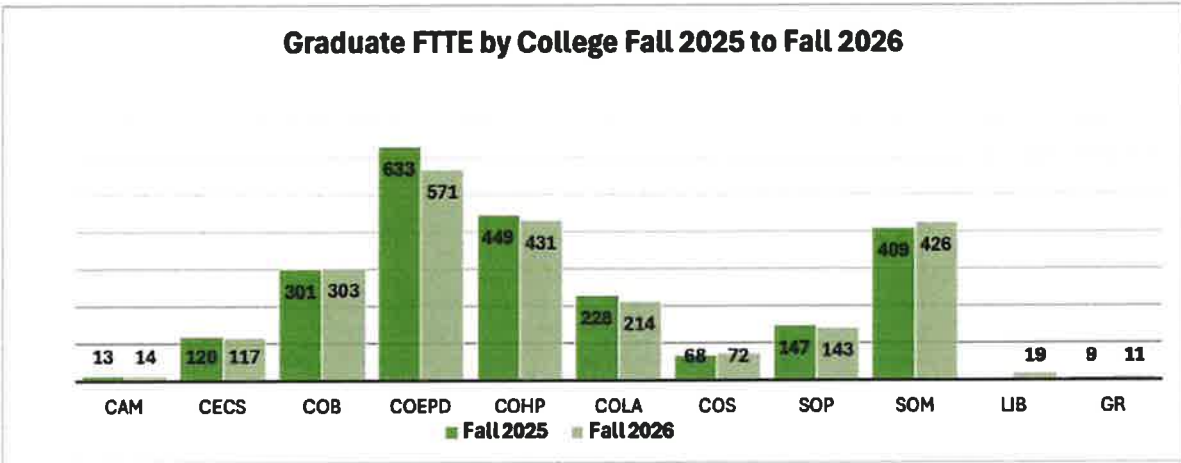
	Fall 2025	Fall 2026	Change
Resident	1041	837	-19.6%
Metro	165	165	0.0%
Non-Resident	259	276	6.6%

International	85	55	-35.3%
E-Campus	1415	1544	9.1%

Enrollment Trends Fall 2025 to Fall 2026

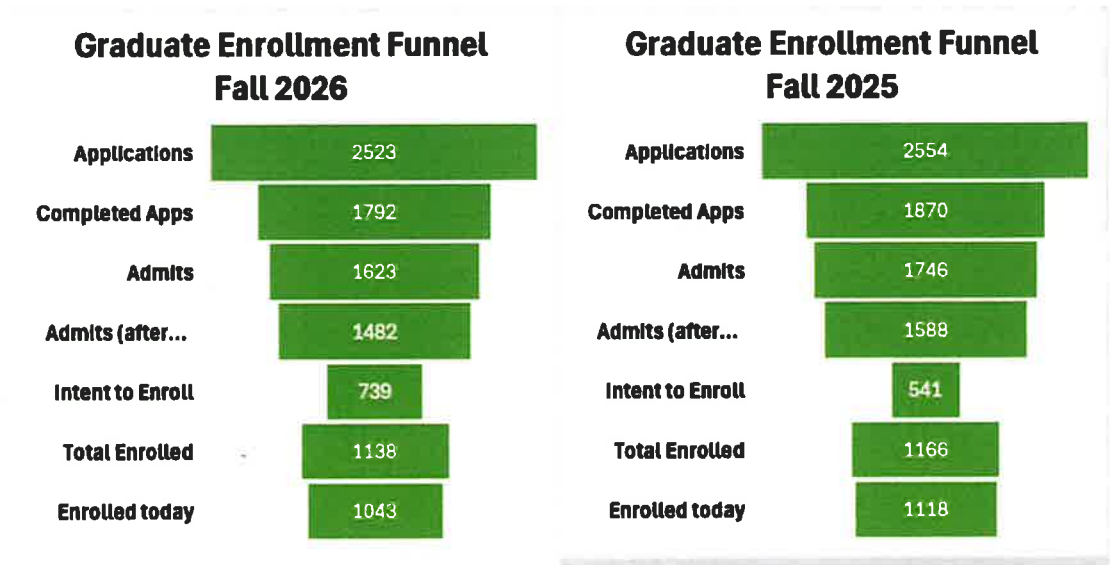
All data is day on day data for August 24, 2026





Enrollment Funnel Data

All data is day on day data for August 24, 2026. Funnel data includes all graduate and professional levels and does not include international applicants.



Graduate Enrollment Funnel

	Fall 2025	Fall 2026	Difference	Change
Applications	2554	2523	-31	-1.2%
Completed Apps	1870	1792	-78	-4.2%
Admits	1746	1623	-123	-7.0%
Admits (after cancel)	1588	1482	-106	-6.7%
Intent to Enroll	541	739	198	36.6%
Total Enrolled	1166	1138	-28	-2.4%
Enrolled today	1118	1043	-75	-6.7%

	Graduate 02			Pharmacy 05			Physical Therapy 06		
	Fall 2025	Fall 2026	Change	Fall 2025	Fall 2026	Change	Fall 2025	Fall 2026	Change
Applications	2284	2258	-1.1%	76	85	11.8%	73	83	13.7%
Complete Apps	1628	1545	-5.1%	51	73	43.1%	68	76	11.8%
Admits	1504	1376	-8.5%	51	73	43.1%	68	76	11.8%
Admits aft. cancel	1432	1285	-10.3%	34	46	35.3%	39	53	35.9%
Intent to Enroll	534	707	32.4%	8	15	87.5%		17	
Total Enrolled	1006	954	-5.2%	34	46	35.3%	41	40	-2.4%
Enrolled today	968	867	-10.4%	33	41	24.2%	37	39	5.4%

Program-level data

The program-level data shows a mixture of small decreases across many programs, a number of programs with modest growth, and a few fast growing programs. *All data is day on day data for August 24, 2026.*

Fast-growing programs (over 10 students and 25% growth)

	Fall 2025	Fall 2026	Change	%
MS Sport Admin	17	40	23	135%
EdS School Psych	53	74	21	40%
MS HCA	32	44	12	38%
MS Data Science	24	33	9	38%
MS HRM	11	24	13	118%
MS Library Science	0	22	22	
MS Forensic Science	12	18	6	50%
MA History	13	19	6	46%
MS Dietetics	20	25	5	25%
MS/MA Mathematics	14	18	4	29%

Programs with an expected, structural enrollment decrease

	Fall 2025	Fall 2026	Change	Note
DNAP	28	0	-28	Program ended Spring 2026
MS Safety	24	10	-14	Entirely third-party program
MS Adult & Cont. Ed.	25	14	-11	Discontinued state priority

Programs with other enrollment challenges

	Fall 2025	Fall 2026	Change	Note
MBA	189	158	-31	
MS Nursing	116	92	-24	Program being realigned
Edu. Leadership Cert	52	30	-22	
MSW Social Work	123	108	-15	
MAT Teaching	46	31	-15	Displaced by alt. certification
MS Pharmacy	15	4	-11	International recruiting issues
MA Counseling	352	341	-11	At accreditation cap
MA Psychology	45	36	-9	
MS Heath Inform	22	15	-7	
MA Sociology	10	4	-6	

Attachment #6

Faculty Senate Report

Rick Gage, Faculty Senate Chair

- For those I have not yet had the opportunity to meet, I am Rick Gage from the Department of Natural Resources and Earth Sciences in the College of Science. I began my term as Faculty Senate Chair on July 1 and will serve as the liaison between Faculty Senate and Graduate Council during the 2026-2027 academic year.
- Although the Faculty Senate has not yet held its first meeting of the term, the new Senate has officially begun its work and committee assignments are currently being finalized.
- One item that may be of interest to Graduate Council is the recently approved Board of Governors Rule AA-17, *Faculty Conduct and Disciplinary Procedures*. The rule was approved by the Board of Governors over the summer. During the public review process, faculty and other stakeholders submitted comments and feedback, resulting in several revisions to the draft. Those changes have now been incorporated, and the rule is expected to go into effect in the near future.
- Marshall is also beginning work on a university-wide policy related to artificial intelligence. Given the broad implications of AI for teaching, learning, research, scholarship, authorship, graduate education, and professional practice, a key goal is to gather extensive feedback from faculty and other stakeholders before any policy recommendations are finalized. Graduate faculty bring important perspectives to these discussions, particularly regarding theses and dissertations, research activities, and graduate student development, and I encourage members of Graduate Council to participate in those conversations as opportunities arise.
- Upcoming dates:
 - **Faculty Senate Meeting:** September 3, 2026, from 4:00-5:30 p.m. in the Don Morris Room
 - **Faculty Appreciation Football Game:** September 12, 2026. Each Marshall employee is eligible to receive two complimentary tickets. Additional info and a link to get tickets were sent out in an email on 8/28/2026

I look forward to working with Graduate Council this year and will continue to provide updates on matters of mutual interest as they arise.

Changes in Federal Regulations for Students with F-1 / J-1 Visas

August 2026



ACADEMIC
AFFAIRS

Carl Mummert
Academic Affairs

1

What is changing

- The Federal Government has finalized new regulations for students with F-1 and J-1 visas
- In the old regulations, these visas were issued with **no fixed expiration date**
 - Students could continue studying as long as they were in good academic standing and in compliance with general visa rules
 - This system was known as “**duration of status**”
- The new regulations require these visas to have a **fixed expiration date**
 - Any change of program or extension requires a new application (with fee) and new approval from the Department of Homeland Security
- The new regulations go into effect on **September 15, 2026**

Motivation

The Department of Homeland Security wants to have more frequent and direct review of F-1 and J-1 students to ensure they are in compliance with all visa rules.

Previously, the school had the primary responsibility to verify students remained in compliance with visa rules.

2

Key changes and faculty responses

- The International Student Office will continue providing primary support for F-1 / J-1 students
- Faculty need to **be aware** of the changes and **support best practices** for these students

Change in regulations	How faculty can support students
F-1 visas will initially be valid for up to 2 years (master's) or up to 4 years (doctoral)	Work with students to graduate within the timeline of their original visa when achievable within Marshall policy
Students will need to apply for a visa extension to move from their degree into post-degree OPT	Be mindful of the time and effort the OPT process will now require
There are new strict limits on changing schools and changing programs within the same school	Provide strong counseling to applicants and advising to students to reduce the need for these changes

3

Questions?

- International Student Services: Tyler Sharp
- Global Studies: Zeli Rivas
- Graduate Studies: Carl Mummert

Ongoing changes and clarifications

We are actively monitoring the changes at the university level.

Some details are not completely clear yet, but we are glad to provide information and answer questions as well as possible based on the currently available information

Distribution of Responsibility

The Office of International Student Services (ISS) is the primary institutional resource for questions regarding the maintenance of F-1 or J-1 status. While ISS provides guidance on immigration regulations, the university does not serve as legal counsel. Maintaining legal status is ultimately the student's individual responsibility. If a student has complex, individual legal questions or specific concerns regarding their personal immigration situation, we encourage students to consult with private legal counsel of their choosing.

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