



Graduate Council

MEMORANDUM

To: Mr. Brad D. Smith, President

From: Dr. D. Scott Davis, Graduate Council, Chair *Scott Davis*


Date: December 6, 2023

Subject: **Review of Graduate Council Minutes: December 1, 2023**

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

12/7/23
Date

Note to Cora Pyles, Executive Assistant to the President:

Please return the signed original to Dr. Scott Davis davis1090@marshall.edu with .pdf copies e-mailed to:

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

Dr. Avinandan Mukherjee Provost, mukherjeea@marshall.edu

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

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

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

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

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

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

MU Graduate Council Meeting Minutes
December 1, 2023
Hybrid Meeting – MSC 2w16-B + Teams

Members Present: Beard, Christofero, Davis, Egleton, Gardner, Heaton, Larison, Lucas-Adkins, Meadows, Sardahi, Simonton, Thompson, Vauth

Members Absent: Kimble, Vance

Ex-Officio Voting Members Present: Schulenberg

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

Ex-Officio Non-Voting Members Absent: Mukherjee

Guests: Cantrell-Johnson, Dampier, Eagle, K. Adkins, A. Mummert, Boggs, Morgan, Spears, Georgel, McGuffey, Stroehrer

DRAFT Agenda

Davis	Welcome; Quorum; Approval of the Agenda
Davis/Lucas-Adkins	Approval of October 27, 2023 Minutes (Attachment #1)
Davis/Beard	Graduate Faculty Status Candidates (Attachment #2) (GC-23-12-01-CRC)
Vauth	Planning Committee Requests (Attachment #3) (GC-23-12-02-PC to GC-23-12-10-PC)
Egleton	Curriculum Committee (Attachment #4) (GC-23-12-11-CC)
Larison	Program Review Update
Beard	Credentialing Committee Update
Davis	<p>Chairs Report</p> <ul style="list-style-type: none"> • Policy on University Policies • Survey of Graduate Students • GC College Representative Elections (Attachment #5)-
Mummert	Graduate Studies Report
Schulenberg	Faculty Senate Report
Davis	Wrap up

All meetings will be Hybrid.

- January 26, 2024, MSC 2w16-B
- February 23, 2024, MSC 2w16-B
- March 29, 2024, Drinko 349
- April 19, 2024, MSC 2w16-B

Attachments

Attachment #1: Graduate Council Minutes, October 27, 2023

Attachment #2: Graduate Faculty Status Candidates

Attachment #3: Planning Committee Report

Attachment #4: Curriculum Committee Report

Attachment #5: GC Chairs Report

Meeting Called to Order at 1:00 PM

WELCOME, INTRODUCTIONS, ANNOUNCEMENTS

MOTION TO APPROVE AGENDA with edits APPROVED

1. Move the addition of PhD program in Engineering item from Curriculum Committee to Planning Committee
2. Add course names to Curriculum item GC-23-12-11:
 - ENGR 701- Research Methods for Doctoral Students
 - ENGR 702- Dissertation Research

GRADUATE FACULTY STATUS

(See Attachment 2)

GC-23-12-01-CRC

APPROVED

PLANNING COMMITTEE

(See Attachment 3)

Henning Vauth presented the committee report:

Policy requests

GC 23-12-02

GC 23-12-03

GC 23-12-04

GC 23-12-05

- **All 4 Policy requests approved**

College of Arts & Media request

GC 23-12-06

- **GC approved this request for name change.** (Corrected spelling error “chance” to “change”)

CECS request

GC 23-12-07

- **GC approved addition of PhD in Engineering**

COHP requests

GC 23-12-08

- **GC approved this Accelerated Masters request in Social Work**

GC 23-12-09

- **GC approved this request to delete certain concentrations of study and to update Plans of Study in Master of Public Health**

SOM request

GC 23-12-10

- **GC approved this request to clarify academic plans and update graduate catalog language for the M.S. in Biomedical Research (non-thesis option).**

CURRICULUM COMMITTEE

(See Attachment #4)

Richard Egleton presented the committee report:

GC 23-12-11

CECS

- GC approved both courses

PROGRAM REVIEW

Update from Isaac Larison:

- **Dec. 15th program reviews are due**
- Send copy of review to Isaac and a copy to the person who submitted the program
- Final report from Program Review committee will be made mid-January

CREDENTIALING COMMITTEE

Update from Keith Beard:

- LCOB, SOM, & COHP to be reviewed.
- Richard E. asked that SOM information be sent to him

GRADUATE COUNCIL CHAIR UPDATES

Updates from Scott Davis:

- Policy on University Policies : 1) Move of more policies from BOG to president; 2) living the MU creed- how does MU respond to geopolitical issues, this info is on website; 3) budget model redesign, steering committee work is complete.
- Survey of Graduate Students: Survey will be sent to grad students in Jan. 2024
- GC College Representative Elections (**Attachment #5**): Issue is what to do with current GC members who have terms through 2026; Bill G. makes motion for new apportionment to fully take place in 2026, allowing members to fulfill their terms through 2026

Before motion was voted on, Lisa H. asked for clarification of wording- "One additional faculty member per 400 enrolled graduate students beyond 400 from each academic unit with graduate programs." Interpretation is that for every additional 400 students, beyond the initial 400, a seat will be added for the college. The formula is as follows: 1-400 (1st seat), 401-800 (2nd seat), 801-1200 (3rd seat), 1201-1600 (4th seat), 1601-2000 (5th seat).

Bill G. modified motion as follows: to implement by-laws in a manner that is fair and reasonable to all. Preserving at-large members now through end of their term in 2026, **GC passed modified motion;**

2nd motion from Bill G. to follow McGuffey's recommendation for drafting " a statement of interpretation of this section of the by-laws to ensure that the method of apportionment is detailed" for the purpose of informing "future Councils on this method and removing any possible ambiguity." The chairperson will ensure that the process and procedure for determining apportionment are documented. **GC passed 2nd motion**

GRADUATE STUDIES REPORT

Carl M. presented his report:

Enrollment update

Our current fall enrollment at all graduate levels is 3,024, an increase of 4.1% over Fall 2022.

The outlook for enrollment in Spring 2024 is positive. Our current spring 2024 enrollment is 2,000, which is 13.2% higher than the enrollment on same date one year ago today. This is a prospective number because many graduate students register closer to the beginning of class, and the day-to-day enrollments can change quickly when large programs register their students.

BOG Presentation

I will be giving a presentation about Graduate Studies to the Academic Affairs committee of the Board of Governors in December. I will send a copy of the final presentation to the Graduate Council.

South Charleston Campus Task Force

A task force has been formed to examine future uses of the South Charleston campus. While we will certainly continue to offer numerous educational offerings based at the South Charleston location, these programs are unlikely to return to face-to-face delivery. Therefore, we have an opportunity to use the unique location in South Charleston in additional ways parallel to our online educational offerings. Marshall is also moving forward to hire a new director of the South Charleston campus to replace Joyce Harrah, who is retiring at the end of 2023.

Graduate Catalog and CIM Curriculum Software

The 2023-24 catalog is being finalized. Su Tams is retiring at the end of 2023, and the catalogs are her final duty. There are active discussions about how to resolve the publication delay so that future catalogs are published during the summer. There is a plan to move the duties of the catalog editor into the Registrar's Office.

We are piloting the CIM curriculum software currently, and the plan is to move to full adoption in the Spring, using a timeline determined jointly with Faculty Senate and Graduate Council.

Key Fall 2023 Achievements

Graduate Studies is a team effort and the accomplishments for Fall 2023 represent the work of many faculty, Graduate Council, the Finance Office, Graduate Admissions, Marketing, and others. Key accomplishments this fall include:

- Graduate Assistantship raise: we increased the minimum stipend for teaching GAs to \$4,250. A second planned increase next year will increase the stipend again and increase hourly wages.
- New programs: several new programs have been proposed and are moving forward in the approval process, including a PhD program in Engineering and a Master's in Applied Behavior Analysis.

- Admissions policy changes: we have moved forward several policies to simplify admissions at the University level and encouraged programs to examine their specific admissions processes and criteria.

Spring 2024 Goals

- Continue to focus on enrollment and recruiting, in collaboration with many University offices. This includes further expansion of a comprehensive communication plan for graduate students.
- Continue to examine graduate policies to simplify admission policies and improve the student experience.
- Provide professional development for graduate faculty. Specific goals include a handbook for program directors and professional development for graduate advisors.

FACULTY SENATE REPORT

Shawn Schulenberg presented the following:

1. The President has signed the following documents:
 - a. September 18 Executive Committee Meeting Minutes
 - b. September 28 Faculty Senate Meeting Minutes
 - c. 2023-24 Recommendations 02-07. All recommendations are signed.
2. Money
 - a. Budget Steering Committee is over. We were finally given the impact on budget numbers and the university will move forward with this plan over the next few years working out the kinks and final details.
 - b. Save-to-Serve met recently and all units on campus have submitted a list of saving around the five percent level, some more.
3. Status of Processes
 - a. Commencement: I am working with AA to make the commencement speaker/honorary speaker website. This should go live soon.
 - b. Devolution of policies
 - i. As you know, the Board of Governors has asked us to devolve many BOG policies to lower levels. Key stakeholders have reviewed the proposal from the Office of General Counsel to devolve several BOG policies. We have given our feedback, and this is moving to the next stages.
 - ii. As a result, shared governance workgroup has just presented the first University Policy of the Office of the President. This document explains the difference between a BOG Rule, University Policy, and Administrative Procedure. I just sent this to the President for review.
 - c. Expedited Intent-to-Plan: Several committees have signed off on the new proposed process and I expect the Executive Committee to forward a recommendation in January. This will significantly speed up the processes.
 - d. CIM: Academic Affairs is currently testing a few pilots, but things are moving along.
 - e. Academic Catalogs: Now that the catalog is more automated with Courseleaf's products and the catalog editor, Su Tams, has retired, the a catalog is less editing and more record keeping so the process is moving from UCOMM to the office of the Registrar
 - f. Post-Tenure Review: draft this semester
 - g. Course Evaluations: next semester

4. Upcoming Meetings/Events

- a. Our next Faculty Senate Meeting is scheduled for January 18. The Executive Committee meeting is scheduled for January 8. Recommendations are due at senate@marshall.edu by December 28, but will be accepted until January 1.

WRAP UP

- Suggestion to Scott that in the monthly packets provided to GC members the full requests (to Planning and Curriculum) also be included. Scott will initiate access to full requests for all GC members. One idea is to upload those full requests to Teams and another is to provide links to the full forms.
- Tracy C. said that a grad student association had been established in the past; Carl said there is reference to it, but there are no by-laws. Richard E. added that purpose of the grad student association is to give grad students same voice as undergrads. Scott is planning to send survey to grad students in Jan. 2024, to assess their interest.

Meeting adjourned at 2:08 PM.

Attachment #1

MU Graduate Council Meeting Minutes

October 27, 2023

Hybrid Meeting – MSC 2w16-B + Teams

Members Present: Beard, Christofero, Davis, Egleton, Gardner, Heaton, Larison, Lucas-Adkins, Meadows, Sardahi, Simonton, Thompson, Vauth

Members Absent: Kimble, Vance

Ex-Officio Voting Members Present: Schulenberg

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

Ex-Officio Non-Voting Members Absent: Mukherjee

Guests: Ross, Bittenger, Boggs, Cantell-Johnson, Cooper, Lambert, Nguyen, Sites, Waugh, Georgel, Spears, A. Mummert

FINAL Agenda

Davis	Welcome; Quorum; Approval of the Agenda
Davis/Lucas-Adkins	Approval of September 29, 2023 Minutes (Attachment #1)
Davis/Beard	Graduate Faculty Status Candidates (Attachment #2) (GC-23-10-01-CRC)
Egleton	No Requests for October
Larison	Program Review (Attachment #3)
Davis	Chairs Report - Discussion Items <ul style="list-style-type: none">• CourseLeaf/CIM – GC Requests• Graduate Student Association Exploration
Ross	Jerry Ross, Chief Enrollment Officer and Vice President of Enrollment Management – Discussion of Graduate Enrollment, Admissions, and Recruitment
Vauth	Planning Committee Requests (Attachment #4) (GC-23-10-02-PC to GC-23-10-08-PC)
Mummert	Graduate Studies Report (Attachment #5)
Schulenberg	Faculty Senate Report
Davis	Call for nominations from the floor for Vice Chair
Davis	Wrap up

All meetings will be Hybrid.

- December 1, 2023, MSC 2w16-B
- January 26, 2024, MSC 2w16-B
- February 23, 2024, MSC 2w16-
- March 29, 2024, Drinko 349
- April 19, 2024, MSC 2w16-B

Attachments

Attachment #1: Graduate Council Minutes, September 29, 2023

Attachment #2: Graduate Faculty Status Candidates

Attachment #3: Program Review

Attachment #4: Planning Committee

Attachment #5: Graduate Studies Report

Meeting Called to Order at 1:00 PM

WELCOME, INTRODUCTIONS, ANNOUNCEMENTS

MOTION TO APPROVE AGENDA with additions and edits APPROVED

- Add placeholder for discussion item under Planning Committee
- Edit Planning item **GC-23-10-06 PC** from Dept- Public Health to Dept- Criminal Justice, Criminology, and Forensic Sciences; Degree Program from M.S. in Criminal Justice, Criminology, and Forensic Science to M.S. in Forensic Science

MOTION TO APPROVE MINUTES OF PREVIOUS MEETING with edits APPROVED

(See Attachment 1)

- Change to Members- Designate Shawn Schulenberg as an “Ex-Officio Voting Member” not “Member.” Also designate Carl Mummer, John Mayer, and Avi Mukherjee as “Ex-Officio Non-Voting Members.”

GRADUATE FACULTY STATUS

(See Attachment 2)

GC-23-10-01-CRC

APPROVED

PROGRAM REVIEW

(See Attachment 3)

Presentation by Isaac Larison

- Attachment 3 has programs to be reviewed with designated GC members and links to the information. Please let Isaac Larison know ASAP if there are any conflicts with the assignments as listed.
- Program reviews are due to Isaac Larison, Lori Thompson & Amanda Meadows by **Dec. 8th**
- Refer to Mary Beth Reynolds’ handout from the Sept. GC meeting

GRADUATE COUNCIL CHAIR UPDATES

Scott Davis presented the following:

- May begin to see CIM reports in November
- Next step in Graduate Student Association is to see if graduate students are interested. Carl M, Kimberly V., Scott D., and Conrae L. are developing an interest survey for graduate students with goal of being sent by late fall/early spring.
- Confirmation that the constitutional change to GC reapportionment has passed and been signed by President Smith.

ENROLLMENT MANAGEMENT PRESENTATION

Jerry Ross provided overview of enrollment management at the graduate level. The plan is to hire another person to help; the position description is being worked on now.

Richard E. asked what specific strategies are employed for getting potential students in the graduate admissions process

- Jerry R. provided the following information: there is work being done with Carl Mummert's office and University Communications, representatives are being sent to fairs, and there is digital advertising at the program level. "Geofencing" around a conference site is also an idea.

Richard E. commented that he sees graduate tables with recruitment information from other institutions at the conferences he attends. He is willing to take MU graduate recruitment materials with him. He also suggests putting efforts into keeping our undergraduates as graduate students. For example, having a graduate presence at "University Research Days" is an idea.

Carl M. mentioned one challenge to deciding what recruitment strategies to implement is identifying the most productive ways to bring in students. University Communications Office is working on developing an online presence.

Bill G. mentioned some graduate programs were present during the "countdown to commencement" activities.

Isaac L. discussed his involvement with the University Research and Creativity Days. He would like there to be more student participation. He suggests that there be no classes held on those days as a way to encourage participation. He also volunteered to take recruitment materials on his upcoming international trip.

Philippe G. said that advertising and communication among programs need to be improved.

There have been 2 meetings between Jerry R., Carl M., and Dave T. to discuss graduate recruitment.

Texting with prospective graduate students was suggested as a recruitment idea. Carl M. says that software is available to text with any group of students, but there needs to be an automated plan in place for doing so. Jerry R. says that having an extra staff member should help with the automated plans and other communications. Richard E. advises that texting with international students be examined, because students could be charged fees for receiving texts. Carl M. agrees that there may need to be different pathways for communication with different groups of students.

Yousef S. asked about the ratio of international to domestic students at MU and if there are plans to increase international enrollment.

- Jerry R. explained that international enrollment has gone down across all institutions.
- MU did increase international students in Fall 2023. Dr. Rivas is working to increase enrollment further.
- Carl M. stated that MU is adjusting some policies that may limit/restrict international enrollment such as transcript evaluations.
- Richard E. suggests using MU's own international faculty to market MU to other schools and countries.

PLANNING COMMITTEE

(See Attachment 4 and notes regarding edits and additions at beginning of today's meeting)
Henning Vauth presented the committee report and decided to postpone the discussion item mentioned at beginning of today's meeting:

COEPD requests

GC 23-10-02

GC 23-10-03

GC 23-10-04

- **All 3 COEPD requests approved**

COHP request

GC 23-10-05

- Henning has received email from Dr. Woart that needs to be reviewed.
- Committee recommends postponing this item
- **GC approved decision to postpone COHP request**

COS requests

GC 23-10-06

- Refer to edits made at beginning of today's meeting. Edits were made to Attachment 4.
- **GC approved this request as edited**

GC 23-10-07

- Henning clarified the rationale for this request, and he read the corrected rationale to the GC. The corrected rationale will be adjusted in Attachment 4 and is as follows: "It is well known that many students at Marshall University face tough hurdles in achieving their educational and career objectives. Shortening the time required for them to graduate and allowing them to complete as much of their preparation as possible at Marshall can greatly increase their chances of success. In addition, with the expected shrinking of the college population in the coming years, we will have to develop programs designed to appeal to students in a wider geographic region, possibly even nationwide. An AMD integrated BS/MS program in Physics will help with both these goals."
- **GC approved this request with the corrected rationale.**

LCOB request

GC 23-10-08

- **GC approved this request**

GRADUATE STUDIES REPORT

(See Attachment 5)

Carl M. presented his report.

FACULTY SENATE REPORT

Shawn Schulenberg presented the following:

1. You should have just received an email that revisions to the Faculty Constitution passed by a vote of 134-1, and President signed the recommendation this morning. These revisions included reapportionment changes for the Graduate Council. The changes went into effect with the President's signature.
2. Yesterday, the Senate approved new processes for commencement speaker and honorary degree recipients, and they are awaiting the President's signature. The new processes clarify the different criteria for each for the first time, expanding the committee to commencement to new members, including non-classified and classified staff, as well as an undergraduate and graduate student. They also open the nominating process to the entire university community.
3. Upcoming Meetings/Events
 - a. New Date, Time, Location. Spring General Faculty Meeting: April 15, 2023, at 4:00 PM in the Joan C. Edwards Playhouse, also available on Livestream.
 - b. Our next Faculty Senate Meeting is scheduled for November 30. The Executive Committee meeting is scheduled for November 13. Recommendations are due at senate@marshall.edu by November 3.

GRADUATE COUNCIL CHAIR DISCUSSION and VOTING

Scott Davis reviewed the by-laws with GC and then opened the floor for nominations for Vice-Chair of GC.

- Bill Gardner nominated himself for Vice-Chair and Richard E. seconded the nomination.
- No other nominations were given.
- GC emailed their votes to Carl M.
- **Bill Gardner elected as Vice-Chair of GC.**

Meeting adjourned at 2:14 PM

Attachment #2

Credentialing Committee

October 27, 2023

(GC-23-10-01-CRC)

TYPE	FACULTY MEMBER	E-MAIL	COLLEGE/SCHOOL	DEPARTMENT/DIVISION	GRADUATE FACULTY LEVEL	TERM START	TERM EXPIRES
Add	Cyphert, Holly	DAMRON40@marshall.edu	COS	Biology	Graduate Chair	01/08/2024	05/15/29
Add	Daniels, Jacqueline	danielsja@marshall.edu	COEPD	L.A.S Leadership	Temporary	08/21/2023	12/08/2023
Add	Gardner, Terina	miller1107@marshall.edu	COEPD	Counseling	Temporary	08/21/2023	12/08/2023
Add	Givens, Stephen	givens10@marshall.edu	COEPD	Counseling	Temporary	08/21/2023	12/08/2023
Add	Houss, Gregory	HOUSE@marshall.edu	COEPD	C&I Literacy	Temporary	08/21/2023	12/08/2023
Add	Lawrence, Christina	mayse3@marshall.edu	COLA	Psy		08/18/2026	
Add	Martin, Amanda	harvey7@marshall.edu	COEPD	C&I Early Childhood Ed	Temporary	08/21/2023	12/08/2023
Add	Nato, Andrew	nato@marshall.edu	SOM	Biomedical Sciences	SOM	08/18/2026	12/15/29
Add	Nato, Andrew	nato@marshall.edu	SOM	Biomedical Sciences	SOM	08/21/2023	12/15/26
Add	Reed, Elizabeth	sutfin@marshall.edu	COEPD	L.A.S School Psychology	Temporary	01/09/2023	04/28/2023
Add	Stapleton, Laura	stapleto@marshall.edu	COEPD	C&I	Temporary	08/21/2023	12/08/2023
Delete	Deterding, Stephen	deterding@marshall.edu	COS	Mathematics & Physics	Graduate^	08/22/2022	12/09/2027
Delete	Hutchinson, Todd	todd.hutchinson@usda.gov	COS	Biology	Associate^	01/13/2020	05/05/2023
Delete	Martin, Amanda	amanda.martin@bridgevalley.edu	COEPD	C&I	Instructor	08/26/2019	12/10/2021
Delete	Stephen, Deterding	deterding@marshall.edu	COS	Mathematics & Physics	Graduate^	08/22/2022	12/09/2027
Edit	Al-Aqtash, Ansam	alaqtasha@marshall.edu	COS	Math	Graduate	01/08/2024	05/15/29
Edit	Banks, Tamara	banks5@marshall.edu	COEPD	Counseling	Associate	08/21/2023	12/15/26
Edit	Bora, Dhruvajyoti	bora@marshall.edu	COS	Criminal Justice	Graduate	01/08/2024	05/15/29
Edit	Cooper, Thomas	thomas.cooper@marshall.edu	COEPD	C&I	Associate	08/21/2023	12/15/26
Edit	DeTardo-Bora, Kimberly	detardobora@marshall.edu	COS	Criminal Justice	Graduate	01/08/2024	05/15/29
Edit	DellaMea, Monica	dellame2@marshall.edu	COEPD	Curriculum and Instruction	Graduate	08/21/2023	12/15/28
Edit	Dooley, Jerry	dooley24@marshall.edu	COEPD	Counseling	Graduate	08/21/2023	12/15/28
Edit	Elkady, Alaa	elkady@marshall.edu	COS	Mathematics	Graduate	01/08/2024	05/15/29
Edit	Ellison, Marc	ellison13@marshall.edu	COEPD	Counseling	Associate	08/21/2023	12/15/26
Edit	Farrow, Beverly	bfarrow@marshall.edu	COEPD	Counseling	Associate	08/21/2023	12/15/26
Edit	Fet, Victor	fet@marshall.edu	COS	Biological Sciences	Graduate	01/08/2024	05/15/29
Edit	Hacker, Stacy	hacker10@marshall.edu	COEPD	C&I	Associate	08/21/2023	12/15/26
Edit	Hare, Christina	HARE2@marshall.edu	COEPD	School Psychology	Associate	08/21/2023	12/15/26
Edit	Hensley, Nathaniel	HENSLEY70@marshall.edu	COEPD	Counseling	Associate	08/21/2023	12/15/26
Edit	Hisiro, Thomas	hisiro@marshall.edu	COEPD	Leadership Studies	Graduate Chair	08/21/2023	12/15/28
Edit	Huesmann, Michael	huesmann@marshall.edu	COEPD	C&I Special Education	Graduate	08/21/2023	12/15/28
Edit	Larison, Isaac	larison@marshall.edu	COEPD	Literacy Education	Graduate	08/21/2023	12/15/28
Edit	Mateer, Bethanie	mateer@marshall.edu	COEPD	C&I Special Education	Associate	08/21/2023	12/15/26
Edit	McFarland-Whisman, Jennifer	mcfarlan@marshall.edu	COEPD	Special Ed	Graduate	08/21/2023	12/15/28
Edit	Messer, Matthew	mjmesser@k12.vv.vv.us	COEPD	Leadership Studies	Associate	08/21/2023	12/15/26
Edit	Palmquist, Kyle	palmquist@marshall.edu	COS	Biology	Graduate Chair	01/08/2024	05/15/29
Edit	Salem, Asad	salema@marshall.edu	CECS	Engineering	Graduate	01/08/2024	05/15/29

TYPE	FACULTY MEMBER	E-MAIL	COLLEGE/SCHOOL	DEPARTMENT/DIVISION	GRADUATE FACULTY LEVEL	TERM START	TERM EXPIRES
Edit	Shreve, Anna	Rubenstein9@marshall.edu	Please Select	Counseling	Associate	08/21/2023	12/15/26
Edit	Singleton, Raymond	singleton@marshall.edu	COEPD	C&I	Associate	01/09/2023	05/15/26
Edit	Skoretz, Yvonne	skoretz1@marshall.edu	COEPD	C&I	Graduate Chair	08/21/2023	12/15/28
Edit	Tench, Richard	richard.tench@gmail.com	COEPD	Counseling	Associate	08/21/2023	12/15/26
Edit	Thompson, Tara	farley6@marshall.edu	COEPD	C&I Special Education	Associate	08/21/2023	12/15/26
Edit	Vance, Kimberly	kimberly.vance@marshall.edu	COEPD	Counseling	Associate	08/21/2023	12/15/26
Edit	Vickers, Melanie	mvickers3@frontier.com	COEPD	Leadership Studies	Associate	08/21/2023	12/15/26
Edit	Wait, Isaac	wait@marshall.edu	CECS	Civil Engineering	Graduate	08/21/2023	12/15/28
Edit	Yocke, Richard	yocke1@marshall.edu	COEPD	ACE	Associate	08/21/2023	12/15/26

Attachment #3

Planning Committee Report

October 27, 2023

College of Education and Professional Development

1. *Request for Non-Curricular Change* **GC-23-10-02-PC**

Department: Leadership Studies

Degree Program: **MA Principalship**

Type of Change: Catalogue change: Conditional approval of applications with pending GRE or MAT scores for first semester.

Effective Date: Spring 2024

Rationale: "Students often take the GRE or MAT just before the semester starts and they do not have their scores back in time to apply. We want to increase our chances that they will enroll at Marshall by allowing conditional acceptance based on the pending scores."

Recommended approval.

2. *Request for Non-Curricular Change* **GC-23-10-03-PC**

Department: Curriculum and Instruction

Degree Program: **MA in Teaching (MAT)**

Type of Change: Catalogue Change: Removing from PRAXIS from admission requirements and update on test requirements for licensure.

Effective Date: Spring 2024

Rationale: "The West Virginia Department of Education has removed the PRAXIS: CASE from their requirements for students applying to teacher preparation programs within the state. We would like our program to mirror the state's new policies and remove the exam as a requirement for admission into the Post Baccalaureate Teaching Certificate and Master of Arts in Teaching. Also included is a more accurate representation of test requirements needed for licensure."

Recommended approval.

3. *Request for Non-Curricular Change* **GC-23-10-04-PC**

Department: Curriculum and Instruction

Degree Program: **Postbaccalaureate Teaching Certificate**

Type of Change: Catalogue Change: Removing from PRAXIS from admission requirements and update on test requirements for licensure.

Effective Date: Spring 2024

Rationale: "The West Virginia Department of Education has removed the PRAXIS: CASE from their requirements for students applying to teacher preparation programs within the state. We would like our program to mirror the state's new policies and remove the exam as a requirement for admission into the Post Baccalaureate Teaching Certificate and Master of Arts in Teaching. Also included is a more accurate representation of test requirements needed for licensure."

Recommended approval.

College of Health Professions

4. *Request for Non-Curricular Change* **GC-23-10-05-PC**

Department: Public Health

Degree Program: **Master of Public Health**

Type of Change: Deletion of certain concentrations and updating Plans of Study

Effective Date: Spring 2024

Rationale:

We would like to request suspension of the following MPH program pathways and concentrations.

MPH-Research, Evaluation and Policy concentration

BS-MPH- Global & Community Health concentration

BS-MPH- Research, Evaluation and Policy concentration

PharmD-MPH Dual degree pathway.

There are no students enrolled currently in MPH-Research, Evaluation and Policy concentration. There are no students in other pathways/concentration. Due to financial and accreditation concerns, we request suspension of these concentrations/pathways.

We would also like to request a change in plan of study. We would like to replace PH 686- Health Information Technology with PH 615- Health Systems Research as the core course. These courses are already approved and are being offered currently.

Additionally, the MPH program is always a 44 credit hour program. However, it is currently indicated as 62 hours as it counted the electives and required students to take the same course twice (counted twice as the courses PH 694 and PH 695).

Postpone Indefinitely

College of Science

5. *Request for Non-Curricular Change* **GC-23-10-06-PC**

Department: Public Health

Degree Program: **M.S. Criminal Justice, Criminology, and Forensic Sciences**

Type of Change: Addition of Early Assurance Pathway

Effective Date: Fall 2024

Rationale: "The creation of an option for early acceptance (Early Assurance Pathway) into the Marshall University Forensic Science Graduate Program would allow incoming high school seniors and College of Science undergraduate students to apply for acceptance into the Master of Science in Forensic Science Program. Successful applicants will be guaranteed a seat pending completion of all undergraduate requirements, earning a natural science degree, and satisfying program pre-requisites. The goal of the Early Assurance Pathway for the MUFSP is to help increase enrollment in the MSFS program and help recruit students into undergraduate majors in the College of Science."

Recommended approval.

College of Science

6. *Accelerated Master's Degree Proposal* **GC-23-10-07-PC**

Department: Physics

Degree Program: **M.S. in Physics**

Rationale: "The creation of an option for early acceptance (Early Assurance Pathway) into the Marshall University Forensic Science Graduate Program would allow incoming high school seniors and College of Science undergraduate students to apply for acceptance into the Master of Science in Forensic Science Program. Successful applicants will be guaranteed a seat pending completion of all undergraduate requirements, earning a natural science degree, and satisfying program pre-requisites. The goal of the Early Assurance Pathway for the MUFSP is to help increase enrollment in the MSFS program and help recruit students into undergraduate majors in the College of Science."

Recommended approval.

Lewis College of Business

7. *Accelerated Master's Degree Proposal* **GC-23-10-08-PC**

Department:

Degree Program: **M.S. in Sport Administration**

Rationale:

An AMD in M.S. Sport Administration pathway will help retain qualified BBA Sports Business students into our program. Enrichment of our current Master's program with talented and eligible students with strong academic backgrounds and boosting undergraduate student recruitment, as prospective students will see the chance toward two degrees in five years and, as a result, will join Marshall University. Note that this AMD will also be available to other LCOB undergraduate students. This is appropriate because there is no prerequisite for the M.S. Sport Administration program. In addition, the MS Sports Administration degree supplements all LCOB undergraduate majors and can expand students' career opportunities.

Recommended approval.

Attachment #4
Graduate Studies Report
October 27, 2023

To: Graduate Council
From: Carl Mummert, Assistant Provost for Graduate Studies
Date: October 20, 2023

Graduate Studies Expo: October 30

We will have a Graduate Studies recruiting event on October 30 from 4:00pm to 6:00pm in the Don Morris room. We are experimenting with a slightly different format including an invited speaker. All colleges and schools with graduate programs have been invited to participate.

Courseleaf CIM software

We are ready to start live testing the Courseleaf CIM software. This software will convert our paper curriculum forms into an electronic process. The Graduate Council chair and the Planning and Curriculum committees are identifying items to use for a trial run of the software.

Catalog Process

The final draft of the 2023 catalog has been sent out for proofreading. We expect the catalog to be published in November.

Su Tams has announced that she will be retiring from Marshall this fall. Discussions are underway about the catalog process for next year. This process will integrate with Courseleaf CIM, but an individual will still be needed to ensure the information flows properly and to finalize all aspects of the catalogs.

South Charleston site visit from the HLC

The Higher Learning Commission will be making a routine site visit to the South Charleston campus on November 2. All faculty who work in South Charleston are encouraged to attend the faculty session from 11:15am to noon in GC 319.

South Charleston Office Hours

I will be available in South Charleston room GC 102 these days and times. You can drop in or make an appointment to claim a particular time. I can also meet on Teams any day.

- Wednesday, November 1, 8:00am-11:00am
Monday, November 27, 1:30pm-4:30pm

Attachment 2
Credentialing Committee
December 1, 2023
(GC-23-12-01-CRC)

TYPE	FACULTY MEMBER	E-MAIL	COLLEGE/SCHOOL	DEPARTMENT/DIVISION	GRADUATE FACULTY LEVEL	TERM START	TERM EXPIRES
Add	Arneson, Ruthann	arneson1@marshall.edu	COEPD	Early Childhood	Graduate	08/21/2023	12/15/28
Add	Beeson, Eric	beeson@marshall.edu	COEPD	counseling	Graduate Chair	08/21/2023	12/15/28
Add	Bryson, Kent	bryson@marshall.edu	COS	Criminal Justice, Criminology and Forensic Science	Associate	01/08/2024	05/15/27
Add	Childress, Ronald	rchildress@marshall.edu	COEPD	Curriculum and Instruction; Leadership Studies	Graduate Chair	08/21/2023	12/15/28
Add	Cole, Alan	cole8@marshall.edu	COEPD	Counseling	Associate	08/21/2023	12/15/26
Add	Nato, Andrew	nato@marshall.edu	SOM	Biomedical Sciences	SOM	08/21/2023	12/15/26
Add	Perry, Tyler	perry309@marshall.edu	CECS	Mechanical and Industrial Engineering	Associate	08/21/2023	12/15/26
Add	Quick, Leslie Dawn	quickl@marshall.edu	COS	Criminal Justice, Criminology and Forensic Science	Graduate	01/08/2024	05/15/29
Add	Walton, Sarah	walton@marshall.edu	COLA	English	Graduate	01/08/2024	05/15/29
Edit	Adkins, Ernest	adkins262@marshall.edu	COEPD	Leadership Studies	Associate	08/21/2023	12/15/26
Edit	Deal, Robert	dearl@marshall.edu	COLA	History	Graduate Chair	01/08/2024	05/15/29
Edit	Jones, Thomas	jonest@marshall.edu	COS	Natural Resources & Earth Science	Graduate Chair	01/08/2024	05/15/29
Edit	Treftz, Jill	treftz@marshall.edu	COLA	English	Graduate Chair	01/08/2024	05/15/29
Edit	Waugh, Lauren	richards18@marshall.edu	COS	Criminal Justice, Criminology and Forensic Science	Graduate	01/08/2024	05/15/29

Attachment 3
Planning Committee
December 1, 2023

- To recommend adoption of the new program approval process.
(**GC-23-12-02-PC**)
[Program approval process.docx](#)
[Program-Creation-Diagrams.pdf](#)
- To recommend a change in the language for provisional and conditional admissions: clarification that programs don't have to opt-in to use these.
(**GC-23-12-03-PC**) (See attachment)
- To recommend a change in the transcript requirements for international students with a U.S. graduate degree. (**GC-23-12-04-PC**) (See attachment)
- To recommend a change in the definition of full-time status for graduate students in the summer. (**GC-23-12-05-PC**) (See attachment)

College of Arts and Media (**GC-23-12-06-PC**)

1. *Request for Area of Emphasis Change*

Department: School of Music

Degree Program: **M.A. in Music**

Area of Emphasis: Music Theory and Composition

Type of Change: Name change from Music Theory and Composition to Composition

Effective Date: Spring 2024

Rationale: "The name of this AOE was apparently changed in 2006 in the catalog but not in Banner. No curricular form documenting the change is still available. This form will document the name change."

Planning Committee recommends approval.

College of Engineering and Computer Science (GC-23-12-07-PC)

2. *Request for Addition of a Degree*

Department: CECS

Degree program: **PhD in Engineering**

Type of Change: Addition

Effective Date: Fall 2024

Rationale: “To keep its global leadership and competitiveness, it is important for the United States to produce new leaders in engineering to address 21st century engineering problems. One of the HEPC's primary goals of the Vision 2025: West Virginia Science and Technology Plan is to increase the number of doctoral graduates to support research activity and the proposed degree program would align well with this strategic vision. The proposed PhD program in Engineering will enable the concept of approaching applied problems via a holistic solution-oriented approach and graduates will be qualified for wide array of public-sector and private-sector engineering positions. CECS strongly believes that the establishment of this program is timely given the strong potential of this degree program to increase the College's research impact and productivity, increase the enrollment, and stimulate economic development in the area, meeting the state's job demands that require more advanced research skills and qualifications.”

Planning Committee recommends approval.

College of Health Professions (GC-23-12-08-PC)

3. *Accelerated Masters Request*

Department: Social Work

Degree Program: **Master of Social Work/Bachelor of Social Work**

Allowable Credits: 12

Student Eligibility Requirements: Admission requirements that are currently in place are the same for the BSW and MSW programs. However, the Accelerated MSW program requires that students have a Social Work GPA of 3.30 by the end of the 2nd Semester of their junior year in the BSW program to be provisionally admitted to the AMD. Students are required to provide one academic reference from the Marshall University BSW program, apply for provisional admission to the MU MSW program, and complete an AMD plan of study by the end of their junior year.

Rationale: “Both the Bachelor of Social Work and the Master of Social Work programs are in the same departments and housed within the same building. Most students complete the BSW program in December. BSW students beginning their junior year can elect to participate in the AMD by being provisionally admitted to the MSW program, and taking courses from the 600 level MSW program instead of electives from the BSW program up to 12 hours. AMD students who graduate in December will then be fully admitted to the MSW program, will begin classes in January (Spring semester), and will complete the MSW program during the spring and summer semesters. Students will complete the BSW/MSW program in 9 semesters.”

Planning Committee recommends approval.

(GC-23-12-09-PC)

4. *Request for Non-Curricular Change*

Department: Public Health

Degree Program: **Master of Public Health**

Type of Change: Deletion of certain concentrations and updating Plans of Study

Effective Date: Spring 2024

Rationale: “We would like to request suspension of the following MPH program pathways and concentrations.

MPH-Research, Evaluation and Policy concentration

BS-MPH- Global & Community Health concentration

BS-MPH- Research, Evaluation and Policy concentration

PharmD-MPH Dual degree pathway.

There are no students enrolled currently in MPH-Research, Evaluation and Policy concentration. There are no students in other pathways/concentration. Due to financial and accreditation concerns, we request suspension of these concentrations/pathways.

We would also like to request a change in plan of study. We would like to replace PH 686- Health Information Technology with PH 615- Health Systems Research as the core course. These courses are already approved and are being offered currently.

Additionally, the MPH program is always a 44 credit hour program. However, it is currently indicated as 62 hours as it counted the electives and required students to take the same course twice (counted twice as the courses PH 694 and PH 696) were offered both in Spring and Fall.)

Planning Committee recommends approval.

School of Medicine (GC-23-12-10-PC)

5. *Request for Change of a Major or Degree*

Department: Biomedical Research

Degree Program: **M.S. in Biomedical Research (non-thesis option)**

Type of Change: Change

Effective Date: Spring 2024

Rationale: “The medical sciences program was developed as a master's program to help students prepare for medical school and has been successful in helping many students since its start. With the evolution of medical education in the last few years we need to adapt the program accordingly to help maximize the potential of our students. We currently provide two areas of emphasis for the program under the Biomedical Research (non-thesis) option, a medical sciences option and a research option. The purpose of the requested change is to clarify the academic plans and to update the graduate catalog, we will also clean up some of the language to make it more readable. Currently the information for the two courses is confusing and students have complained about not knowing what to expect. Much of the confusion is related to the many changes that have occurred in the Medical school curriculum, which resulted in classes being changed considerably to match new expectations. This resulted in the Medical Sciences academic plan being put in the catalog twice and the research academic plan being deleted. The hope is that by creating an academic plan that has a core curriculum and clearly showing the difference between the areas of emphasis we will alleviate student frustration. We are also requesting the addition of up-to 12 hours of electives to the program. This is to enable students to explore other areas that are relevant to their future career goals.”

Planning Committee recommends approval.

(GC-23-12-03-PC)

To: Graduate Council, Graduate Admissions Office
From: Carl Mummert, Assistant Provost for Graduate Studies
Date: October 18, 2023
Subject: **Proposed graduate admissions criteria change: conditional and provisional admissions**

I would like to propose a change in the graduate admissions criteria in the Graduate Catalog. The current language can be found at <https://catalog.marshall.edu/graduate/admissions/>.

The proposed change would allow programs to accept students conditionally and/or provisionally unless the program has specifically stated otherwise in their program-specific admissions language.

Rationale

The current practice is that programs cannot accept students provisionally or conditionally unless the program has already “opted in” with language in their program-specific admissions criteria in the catalog.

Often, a program does not realize they need to opt in until they encounter a situation where they want to give a conditional or provisional admission. At that point, it is usually too late to add language to the catalog. This is a continuing source of stress for programs and creates a self-imposed obstacle.

The restriction that programs must explicitly opt in is a Marshall practice which we can adjust by editing the catalog language. It would still be a best practice for each program to state explicitly whether they allow provisional and/or conditional admission, but the default would now be to allow it unless the program has opted out.

We also have a practice of admitting a small number of students provisionally into non-degree majors. A typical case is a student with an undergraduate GPA below 3.0, who has been out of school for some time, who wants to take professional development courses or wants to take a small number of graduate courses. The proposed language would make this practice explicit in the catalog and would require the Assistant Provost for Graduate Studies to approve these provisional admissions.

Current catalog language

Provisional Enrollment

A student may be admitted as provisional in a degree program after submission of all required application materials when he or she possesses a baccalaureate degree and shows academic promise but does not meet the criteria for regular admission. An academically provisional student must be reclassified as a regular student no later than the completion of the 12th graduate credit hour. This is accomplished by meeting the conditions established by the academic program and by maintaining at least a 3.0 GPA in courses identified by the program faculty and approved by the appropriate dean.

Conditional Enrollment

In some programs, applicants who are not fully admitted may register for courses with conditional enrollment status in the semester for which they have applied for entry based upon submission of a properly completed Graduate Application for Admission form, official undergraduate and graduate transcripts from institutions previously attended, including one which certifies the receipt of a bachelor's degree from an accepted, accredited institution, an overall undergraduate GPA of 2.5 on a 4.0 scale, and the appropriate application fee.

(GC-23-12-04-PC)

To: Graduate Council, International Admissions Office
From: Carl Mummert, Assistant Provost for Graduate Studies
Date: October 18, 2023
Subject: **Proposed graduate admissions criteria change: transcripts**

I would like to propose a change in the graduate admissions criteria in the Graduate Catalog. The current language can be found at <https://catalog.marshall.edu/graduate/admissions/>.

The change would allow international students who have earned a bachelor's degree from a non-U.S. institution and a graduate degree from a U.S. institution to be fully admitted by providing the official transcripts for the graduate degree and any subsequent degrees. These students would not need to provide the official transcript for the international bachelor's degree.

This change was proposed by the Enrollment Action Committee.

Rationale

It is necessary for international students to be fully admitted to be eligible for an F-1 visa to attend Marshall. The current requirement that the international bachelor's degree transcript must always be provided, even when there is a later U.S. degree, can cause delays the admissions process and cause stress for applicants.

It can be difficult and time-consuming for students to obtain transcripts from international institutions. If a student has earned a graduate degree from an accepted, accredited U.S. institution, this should be sufficient evidence of the student's preparation and ability to succeed in a graduate degree at Marshall. In these cases, this proposal would allow the student to be fully admitted without sending the international bachelor's degree transcript.

Students who do not have a U.S. graduate degree would still need to provide the international bachelor's degree transcripts. Marshall does need to have some official transcript to justify graduate admission. The proposal would allow international graduate students to use a previous U.S. graduate degree to meet this requirement.

A student applying for graduate admission to Marshall must still hold a bachelor's degree. The Admissions section of the Graduate Catalog states, "The receipt of a bachelor's degree from an accepted, accredited college or university is the basic requirement for admission as a graduate student to Marshall University. An applicant who holds a master's degree, or higher, from an institution that is accepted and accredited, but holds a bachelor's degree that is not accepted and accredited, may file an appeal to request a waiver of this requirement."

The applicant will list all degrees, including the bachelor's degree, on the application for admission. This proposal changes only the documentation required to support the application. Essentially, we would be using the admission and graduation from an accepted, accredited U.S. institution to verify the bachelor's degree, instead of the official transcripts. There appears to be a very limited downside or risk from this change, as receiving a graduate degree requires a significant amount of effort and academic preparation.

Current catalog language

Admission Of International Students

Marshall University is authorized by the U.S. Department of Homeland Security to enroll non-immigrant visa students with F-1 or J-1 status. International students must have earned the equivalent of a U.S. baccalaureate degree from an accepted, accredited institution.

How to Apply

1. Meet Admission Requirements

Review the admission requirements of the degree program you have selected to determine if you have met the requirements for admission. Degree requirements for every program are listed in this catalog.

2. Understand the Admission Process

The Graduate Admissions office will review your application to ensure that the application is complete and that you have met the minimum institutional requirements for admission. Your completed application and supporting materials are then sent to the degree program you selected on your application for a secondary evaluation and an admission decision.

3. Submit Your Application

International students must submit ALL required documents to be considered for admission. Complete and submit the online application for admission at:
www.marshall.edu/graduate/admissions/international-admission/.

The application requires a non-refundable application fee payable by check, money order, or credit card to Marshall University. Please note that this is a non-refundable fee and cannot be refunded in the event that you are not accepted or you are unable to obtain a student visa. All checks must have a 9-digit routing number. **Do Not Send Cash.**

Mail to:

Marshall University
Graduate Admissions Office
One John Marshall Drive
Huntington, WV 25755

You can pay the application fee with a credit card by contacting Graduate Admissions at 1-800-642-9842. A 2.5% processing fee, per transaction, will be required to make payment by credit card. VISA, MasterCard, Discover and American Express credit cards are accepted.

After we receive all of your application materials, your credentials will be evaluated. If admissible, you will be sent a letter of admission and a list of items needed to issue the I-20. The I-20 form is used to apply for a student visa (F-1) at an American embassy or consulate. We will also send a housing application and a form you can complete to notify us of your arrival.

4. Provide Supporting Documents

• Official Transcripts

Transcripts must be in the original language, accompanied by a certified English translation, and contain all college or university academic credits and grades. The transcripts must be sent directly to the Marshall University Graduate Admissions Office by the registrar or equivalent at the institution that you attended. You may, in some cases, be required to have an evaluation completed by an approved evaluation agency.

● **Proof of English Language Proficiency**

All applicants, regardless of citizenship, must provide proof of English Language Proficiency to be considered for admission to Marshall University. Minimum standardized exam scores for graduate English proficiency are listed below. If one or more of the exemption criteria is met, applicants may be considered exempt from providing standardized exam scores for proof of English proficiency.

Exam Requirements

TOEFL iBT: 80

IELTS: 6.5

Duolingo: 105

MELAB: 82%

PTEA: 53

Exam Exemptions

Transfer credit equivalent to ENG 101 Beginning Composition from an accepted, accredited institution with a grade of C or better.

Successful completion of an approved ESL program (i.e., Marshall University English Language Institute).

Completion of the equivalent to a U.S. post-secondary degree from an accepted, accredited institution in an approved country where the primary language is English. To view the current list of approved countries, please visit: <https://www.marshall.edu/admissions/approved-list-of-countries-for-english-proficiency-exemption/>.

NOTE: English test results that were taken more than two (2) years prior to the date of the application submission cannot be accepted. Some programs may require higher scores for admission.

5. Graduate Admission Examinations

Some programs will not consider applications without GRE, GMAT or other graduate admission test scores. Students should refer to the graduate catalog on our website, www.marshall.edu/graduate for additional requirements and application deadlines for specific programs. Admission to Marshall University does not guarantee admission to all programs. The ETS code for Marshall University is #5396.

Send All Application Materials to:

Marshall University
Graduate Admissions Office
Attn: International Admission
One John Marshall Drive
Huntington, WV 25755
international@marshall.edu

Application Deadlines

June 15 - for students applying to the fall semester beginning in August

October 15 - for students applying to the spring semester beginning in January

March 15 - for students applying to the summer term

Note: Some programs may have application deadlines that are earlier than the ones provided above. In such cases you will need to meet the program's deadline.

Proposed catalog language - markup

Admission Of International Students

Marshall University is authorized by the U.S. Department of Homeland Security to enroll non-immigrant visa students with F-1 or J-1 status. International students must have earned the equivalent of a U.S. baccalaureate degree from an accepted, accredited institution.

How to Apply

1. Meet Admission Requirements

Review the admission requirements of the degree program you have selected to determine if you have met the requirements for admission. Degree requirements for every program are listed in this catalog.

2. Understand the Admission Process

The Graduate Admissions office will review your application to ensure that the application is complete and that you have met the minimum institutional requirements for admission. Your completed application and supporting materials are then sent to the degree program you selected on your application for a secondary evaluation and an admission decision.

3. Submit Your Application

International students must submit ALL required documents to be considered for admission. Complete and submit the online application for admission at:
www.marshall.edu/graduate/admissions/international-admission/.

The application requires a non-refundable application fee payable by check, money order, or credit card to Marshall University. Please note that this is a non-refundable fee and cannot be refunded in the event that you are not accepted or you are unable to obtain a student visa. All checks must have a 9-digit routing number. **Do Not Send Cash.**

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After we receive all of your application materials, your credentials will be evaluated. If admissible, you will be sent a letter of admission and a list of items needed to issue the I-20. The I-20 form is used to apply for a student visa (F-1) at an American embassy or consulate. We will also send a housing application and a form you can complete to notify us of your arrival.

4. Provide Supporting Documents

• Official Transcripts

Transcripts must be in the original language, accompanied by a certified English translation, and contain all college or university academic credits and grades. The transcripts must be sent directly to the Marshall University Graduate Admissions Office by the registrar or equivalent at the institution that you attended. You may, in some cases, be required to have an evaluation completed by an approved evaluation agency.

Applicants who have earned a bachelor's degree outside of the United States, who have subsequently earned a graduate degree from an accepted, accredited institution in the United States, may be fully admitted by providing the official transcript for the graduate degree earned in the United States and official transcripts for all subsequent degrees earned or attempted, along with all other required application materials.

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MELAB: 82%
PTEA: 53

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Completion of the equivalent to a U.S. post-secondary degree from an accepted, accredited institution in an approved country where the primary language is English. To view the current list of approved countries, please visit: <https://www.marshall.edu/admissions/approved-list-of-countries-for-english-proficiency-exemption/>.

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Proposed catalog language – clean version

Admission Of International Students

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Applicants who have earned a bachelor's degree outside of the United States and Canada, who have subsequently earned a graduate degree from an accepted, accredited institution in the United States, may be fully admitted by providing the official transcript for the graduate degree earned in the United States and official transcripts for all subsequent degrees earned or attempted, along with all other required application materials.

• Proof of English Language Proficiency

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NOTE: English test results that were taken more than two (2) years prior to the date of the application submission cannot be accepted. Some programs may require higher scores for admission.

5. Graduate Admission Examinations

Some programs will not consider applications without GRE, GMAT or other graduate admission test scores. Students should refer to the graduate catalog on our website, www.marshall.edu/graduate for additional requirements and application deadlines for specific programs. Admission to Marshall University does not guarantee admission to all programs. The ETS code for Marshall University is #5396.

Send All Application Materials to:

Marshall University
Graduate Admissions Office
Attn: International Admission
One John Marshall Drive
Huntington, WV 25755
international@marshall.edu

International Application Deadlines

- June 15 - for students applying to the fall semester beginning in August
- October 15 - for students applying to the spring semester beginning in January
- March 15 - for students applying to the summer term

Note: Some programs may have application deadlines that are earlier than the ones provided above. In such cases you will need to meet the program's deadline.

(GC-23-12-05-PC)

To: Graduate Council, Financial Aid Office
From: Carl Mummert, Assistant Provost for Graduate Studies
Date: October 18, 2023
Subject: **Proposed catalog change: definition of full time status for summer graduate students**

I would like to propose a change in the Graduate Catalog to update and clarify the definition of a "full time" graduate student during a summer term.

Rationale

Until 2023, Marshall did not verify full-time enrollment during the summer. To facilitate verifying full-time status going forward, the four summer sessions that were formerly separate terms were merged into one summer term with four sub-terms beginning in Summer 2023.

A side effect of this merger is that the definition of a full-time graduate student, for the purposes of federal financial aid, was interpreted to be 9 hours during the summer, the same as in the fall and spring. Nine hours is a very heavy summer load, and many programs do not offer enough courses for an enrolled graduate student to take nine hours over the summer.

The federal financial aid regulations give Marshall the ability to define our own standard for full-time enrollment over the summer. This proposal would define a full-time summer course load as six credit hours. This would mean a half-time summer load would be 3 hours. This change would put us in line with some of our peers and would align the definition of a full-time summer load with a reasonable amount of effort (6 hours).

There are five paragraphs in the Graduate Catalog that refer to full time enrollment:

- **Academic Progress** – this paragraph would be kept but clarified to show it is referring to normal progress in the fall and spring semesters.
- **Course Load** – this paragraph defines the course load above which special approval is needed for registration. The revision would state that the academic dean approves overloads, and would add a clarification that some programs routinely schedule students for more than a typical full course load.
- **Full-time graduate student** – this paragraph defines the number of hours required for full time enrollment. It would be revised to require nine hours in a fall or spring term and six hours in a summer term. The reference to the WV HEPC is not needed here. It is not relevant to students, who need to follow the definition used for financial aid purposes.
- **Graduate Student Employment** – this section seems to be entirely advice, and I propose removing it. The advice is not bad, but does not seem appropriate for a catalog. A more appropriate time for this advice is during an advising session when the student's full situation can be considered.

- **Refund Procedures** – this section inside “Financial information” states that students who drop a class receive a corresponding reduction in tuition and fees, provided that their course load after dropping the class is less than full time. The paragraph includes the number of hours that is considered a full time load, and would be revised accordingly.

Current catalog language (spread through several sections of the Graduate Catalog)

Academic Progress

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

Course Load

A normal course load for graduate students is nine to twelve semester hours in the Fall and Spring semesters, and four to six semester hours in each of the summer terms. Any student seeking registration beyond this limit must request a course overload approval in the Graduate College office.

Full-Time Graduate Student

The West Virginia Higher Education Policy Commission defines a full-time graduate student at Marshall University as carrying nine or more semester hours in a regular semester. During a single summer term a full-time graduate student carries four or more semester hours. This may differ from the definition for fee purposes. (See Financial Information.)

Graduate Student Employment

Graduate students who are employed should limit their schedules in proportion to the time available for graduate study. As a general practice, the maximum graduate load recommended for a student who is employed full-time is six hours in a regular semester or three hours in a summer term.

Refund Procedures

Enrollment fees (tuition fees) will be refunded during the period designated by the Office of the Registrar for Registration, Late Registration, and Schedule Adjustments for a regular semester or a summer term and published on the bursar’s office website at www.marshall.edu/bursar. Enrollment fees (tuition fees) will be refunded to students for:

1. *Schedule Adjustments* - Students who drop one or more classes through the end of the Late Registration period shall be eligible for a full reduction of tuition and fees of the dropped course(s), provided that the remaining tuition and fee assessment falls below twelve credit hours for undergraduate students or nine credit hours for graduate students.

Proposed catalog language – markup version

Academic Progress

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.

Course Load

A normal course load for graduate students is nine to twelve semester hours in the Fall and Spring semesters, and three four to six semester hours in each of the summer terms. Any student seeking registration beyond this limit must request a course overload approval for a course overload from the Graduate College office 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.

Full-Time Graduate Student

A graduate student is classified as full-time 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.

~~The West Virginia Higher Education Policy Commission defines a full-time graduate student at Marshall University as carrying nine or more semester hours in a regular semester. During a single summer term a full-time graduate student carries four or more semester hours. This may differ from the definition for fee purposes. (See Refund Procedures under Financial Information.)~~

Graduate Student Employment

~~Graduate students who are employed should limit their schedules in proportion to the time available for graduate study. As a general practice, the maximum graduate load recommended for a student who is employed full time is six hours in a regular semester or three hours in a summer term.~~

Refund Procedures

Enrollment fees (tuition fees) will be refunded during the period designated by the Office of the Registrar for Registration, Late Registration, and Schedule Adjustments for a regular semester or a summer term and published on the bursar's office website at www.marshall.edu/bursar. Enrollment fees (tuition fees) will be refunded to students for:

1. *Schedule Adjustments* - Students who drop one or more classes through the end of the Late Registration period shall be eligible for a full reduction of tuition and fees of the dropped course(s), provided that the remaining tuition and fee assessment falls below twelve credit hours for undergraduate students, nine hours for graduate students during a fall or spring term, or six hours for graduate students during the summer term. ~~or nine credit hours for graduate students.~~

Proposed catalog language – clean version

Academic Progress

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.

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.

Full-Time Graduate Student

A graduate student is classified as full-time 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. (See Refund Procedures under Financial Information.)

Refund Procedures

Enrollment fees (tuition fees) will be refunded during the period designated by the Office of the Registrar for Registration, Late Registration, and Schedule Adjustments for a regular semester or a summer term and published on the bursar's office website at www.marshall.edu/bursar. Enrollment fees (tuition fees) will be refunded to students for:

1. *Schedule Adjustments* - Students who drop one or more classes through the end of the Late Registration period shall be eligible for a full reduction of tuition and fees of the dropped course(s), provided that the remaining tuition and fee assessment falls below twelve credit hours for undergraduate students, nine hours for graduate students during a fall or spring term, or six hours for graduate students during the summer term.

Attachment #4
Curriculum Committee
December 1, 2023

(GC-23-12-11-CC)

ENGR701

Department: College of Engineering and Computer Sciences

Course Number and Title: ENGR 701 Research Methods for Doctoral Students

Catalog Description: An overview of research methodology, including basic concepts employed in quantitative and qualitative research, defining research problems, collecting, analyzing, recording, and interpreting data to prepare a proposal.

Prerequisites: None

First Term offered: Fall 2024

Credit Hours:3

Committee voted approve

ENGR702

Department: College of Engineering and Computer Sciences

Course Number and Title: ENGR 702 Dissertation Research

Catalog Description: This course is to develop a dissertation with substantial research to contribute to the field of study under the supervision of a dissertation advisor and dissertation committee.

Prerequisites: ENGR 701 and Permission of the Instructor

First Term Offered: Spring 2025

Credit: Hours:1-12

Some minor changes to syllabus requested new syllabus received

Committee voted approve

New Program from CECS

Addition of Major, new PhD program in Engineering

Department: College of Engineering and Computer Sciences

Major or Degree: Doctor of Philosophy in Engineering

Type of Change: Addition

Rationale: To keep its global leadership and competitiveness, it is important for the United States to produce new leaders in engineering to address 21st century engineering problems. One of the HEPC's primary goals of the Vision 2025: West Virginia Science and Technology Plan is to increase the number of doctoral graduates to support research activity and the proposed degree program would align well with this strategic vision. The proposed PhD program in Engineering will enable the concept of approaching applied problems via a holistic solution-oriented approach and graduates will be qualified for a wide array of public-sector and private-sector engineering positions. CECS strongly believes that the establishment of this program is timely given the strong potential of this degree program to increase the College's research impact and productivity, increase the enrollment, and stimulate economic development in the area, meeting the state's job demands that require more advanced research skills and qualifications.

Committee voted Approve

**Attachment #5
GC Chairs Report
December 1, 2023**

GC Spring Elections

GC Representatives with 2024 Term Expiration

Tracy Christofero (At Large)
Richard Egleton (SOM)
Isaac Larison (COEPD)
Amanda Meadow (COB)
Craig Kimble (SOP)
Henning Vauth (CAM)

Other At Large Members

Conrae Lucas-Adkins 2026
Lisa Heaton 2026
Scott Simonton 2026

Positions (GC Bylaws Change) One additional faculty member per 400 enrolled graduate students beyond 400 from each academic unit with graduate programs.

	New Apportionment
CAM	1
COB	2
CECS	1
COEPD	4
COHP	2
COLA	1
COS	1
SOP	1
SOM	1
Total	14

Additionally

**1 Library
1 Graduate Student**

15 Total

Implementation Discussion for Spring College Elections

Current Enrollment Data

College	AY1920	AY2021	AY2122	AY2223	Grand Total	Four-Yr Average
College of Arts and Media	26	19	15	16	76	19
College of Business	615	575	490	493	2,173	543
College of Education	1,919	2,099	1,867	1,728	7,613	1,903
College of Engr and Comp Sci	128	117	95	90	430	108
College of Health Professions	606	562	499	474	2,141	535
College of Liberal Arts	285	288	281	276	1,130	283
College of Science	117	109	111	97	434	109
School of Medicine	63	85	104	133	385	96
School of Pharmacy	255	251	221	190	917	229
Graduate	243	277	232	270	1,022	256
International-Marshall	104	23	8	1	136	34
Grand Total	4,361	4,405	3,923	3,768	16,457	4,114

Note: MD students have been removed, but PharmD, DPT, and the MUSOM PhD, MS, and MMS programs are included.

Apportionment

College	Standard	Additional	Total
College of Arts and Media	1	0	1
College of Business	1	1	2
College of Education	1	3	4
College of Engr and Comp Sci	1	0	1
College of Health Professions	1	1	2
College of Liberal Arts	1	0	1
College of Science	1	0	1
School of Medicine	1	0	1
School of Pharmacy	1	0	1
Total	9	5	14