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MARSHALL
UNIVERSITY

1991 GRADUATE CATALOG

To contact various divisions of the University, write or telephone as follows:

Marshall University
400 Hal Greer Boulevard
Huntington, West Virginia 25755
Telephone: (304) 696-3170

Admission

Director of Admissions
Telephone: 1-800-642-3463 (in-state only)
or (304) 696-3160

Alumni Affairs

Director of Alumni Affairs
Telephone: (304) 696-3134

Business Matters, Expenses

Bursar
Telephone: (304) 696-6620

Student and Graduate Placement

Director of Placement Services
Telephone: (304) 696-2370

Graduate Study

Dean of the Graduate School
Telephone: (304) 696-6606

Student Affairs

Vice President/Dean of Student Affairs
Telephone: (304) 696-6422

Student Housing

Director of Housing
Telephone: (304) 696-6765

Scholarships and Loans

Director of Student Financial Aid
Telephone: 1-800-642-3463 (in-state only)
or (304) 696-3162

Registration, Records, Transcripts

Office of the Registrar
Telephone: (304) 696-6410
Registration (304) 696-6413

AFFIRMATIVE ACTION POLICY STATEMENT

It is the policy of Marshall University to provide equal opportunities to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, color, sex, religion, age, handicap, national origin, or sexual orientation.

This nondiscrimination policy also applies to all programs and activities covered under Title IX, which prohibits sex discrimination in higher education. Marshall University strives to provide educational opportunities for minorities and women in the graduate student body which reflect the interest, individual merit and availability of such individuals. The university ensures equality of opportunity and treatment in all areas related to student admissions, instructions, employment, placement accommodations, financial assistance programs and other services.

Marshall University also neither affiliates with nor grants recognition to any individual, group, or organization having policies that discriminate on the basis of race, sex, religion, age, sexual orientation, handicap, or national origin. Information on the implementation of the policy and/or the Title IX Amendment should be addressed to:

Department of Affirmative Action & Human Resources
Old Main
Marshall University
Huntington, West Virginia 25755
(304) 696-6522

MARSHALL UNIVERSITY

CATALOG
OF THE
GRADUATE SCHOOL

1991-92

Virginia Plumley, Editor

Huntington, West Virginia 25755

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CATALOG YEAR

Marshall University defines the academic year as beginning with the fall semester and concluding with the end of the summer session for subsequent summer. The Academic Catalog, although released in the summer, becomes effective with the beginning of the fall semester and is in force during the above defined academic year.

EFFECTIVE DATE OF POLICIES

Unless otherwise stated at the time of adoption, all academic policies and procedures shall become effective with the beginning of the academic year in which the policy initially appears in the University Catalogs.

Volume 31

Number 1

April 1991
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Marshall University
Huntington, West Virginia 25755

The university reserves, for itself and its departments, the right to withdraw or change the announcements made in this Bulletin.

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Calendar

FIRST SEMESTER 1991-92

August 19, Monday, 8:00 a.m.-4:30 p.m.	Regular Registration
August 20, Tuesday, 8:00 a.m.-4:30 p.m.	Regular Registration
August 21, Wednesday, 8:00 a.m.-5:30 p.m.	Regular Registration
August 22, Thursday, 8:00 a.m.-5:30 p.m.	Regular Registration
August 23, Friday, 8:00 a.m.-4:00 p.m.	Last Day of Regular Registration for Fall Semester
August 26, Monday, 8:00 a.m.	First Day of Classes
August 26, Monday, 8:00 a.m.-5:30 p.m.	Late Registration and Schedule Adjustment
August 27, Tuesday, 8:00 a.m.-5:30 p.m.	Late Registration and Schedule Adjustment
August 28, Wednesday, 8:00 a.m.-4:30 p.m.	Late Registration and Schedule Adjustment
August 29, Thursday, 8:00 a.m.-4:30 p.m.	Late Registration and Schedule Adjustment
August 30, Friday, 8:00 a.m.-4:00 p.m.	Late Registration and Schedule Adjustment Closes for the Fall Semester
September 2, Monday	Labor Day Holiday - University Closed
September 20, Friday	Application for December Graduation Due in Academic Dean's Office
September 20, Friday	Last Day to Drop 1st 8 Weeks Courses with "W" Grade
October 12, Saturday	Graduate Record Examination
October 15, Tuesday	Mid-Semester, 1st 8-Weeks Courses End
October 16, Wednesday	2nd 8 Weeks Courses Begin
October 18, Friday	Last Day to Drop Courses with "W" Grade
October 21 - December 11	"WP" or "WF" Withdrawal Period
October 25, Friday	Final Draft of Thesis in Advisor's Office
October 28 - November 15	Advance Registration for Spring Semester for Currently Enrolled Students
November 2, Saturday	Homecoming
November 4-22	Oral Comprehensive Exams for Master's Degree
November 6, Wednesday	Student Government Elections
November 8, Friday	Last Day to Drop 2nd 8 Weeks Courses with "W" Grade
November 9, Saturday, 8:00 a.m.-1:00 p.m.	Written Comprehensive Exam for Master's Degree
November 18-December 13	Continuous Registration for Spring Semester Open to ALL Admitted Students and Re-Admitted Returning Students
November 23, Saturday, 12:00 noon through December 1, Sunday	Thanksgiving Holiday - Classes Dismissed
November 28, Thursday	Thanksgiving Holiday - University Closed
November 29, Friday	University Holiday - University Closed
December 2, Monday	Approved Thesis Due in Graduate School Office
December 2, Monday	Classes Resume
December 11, Wednesday	Last Class Day for ALL Classes and Last Day to Withdraw From a Fall Class
December 12, Thursday	Exam Day
December 13, Friday	Exam Day
December 13, Friday, 3:00 p.m.	Exams for Wednesday Classes 3:00 and After
December 14, Saturday	Graduate Record Examination
December 14-15	Study Days
December 16, Monday through January 5	Advance Registration and Schedule Adjustment for Spring is Closed
December 16-17, Monday and Tuesday	Exam Days. Fall Semester Ends 9:00 p.m.

December 17, Tuesday, 6:00 p.m. Residence Halls Close
 December 19, Thursday, 4:00 p.m. Deadline for Submitting Final Set of Grades
 December 23, Monday through Wednesday, January 1, University Offices Closed
 January 2, Thursday University Offices Open

SECOND SEMESTER 1991-92

January 6, Monday, 8:00 a.m.-4:30 p.m. Regular Registration
 January 7, Tuesday, 8:00 a.m.-4:30 p.m. Regular Registration
 January 8, Wednesday, 8:00 a.m.-5:30 p.m. Regular Registration
 January 9, Thursday, 8:00 a.m.-5:30 p.m. Regular Registration
 January 10, Friday, 8:00 a.m.-4:00 p.m. Last Day of Regular Registration for Spring Semester
 January 13, Monday, 8:00 a.m. First Day of Classes
 January 13, Monday, 8:00 a.m.-5:30 p.m. Late Registration and Schedule Adjustment
 January 14, Tuesday, 8:00 a.m.-4:30 p.m. Late Registration and Schedule Adjustment
 January 15, Wednesday, 8:00 a.m.-4:30 p.m. Late Registration and Schedule Adjustment
 January 16, Thursday, 8:00 a.m.-4:30 p.m. Late Registration and Schedule Adjustment
 January 17, Friday, 8:00 a.m.-4:00 p.m. Late Registration and
 Schedule Adjustment Closes for the Spring Semester
 January 20, Monday Martin Luther King, Jr. Holiday - University Closed
 January 24, Friday Application for May Graduation Due in
 Academic Dean's Office
 February 7, Friday Last Day to Drop 1st 8 Weeks Courses with "W" Grade
 March 4, Wednesday Mid-Semester, 1st 8 Weeks Courses End
 March 4, Wednesday Student Government Elections
 March 5, Thursday 2nd 8 Weeks Courses Begin
 March 6, Friday Last Day to Drop Courses with "W" Grade
 March 7, Saturday through March 15, Sunday Spring Vacation - Classes Dismissed
 March 9 - May 1 "WP" or "WF" Withdrawal Period
 March 16, Monday Final Draft of Thesis Due in Advisor's Office
 March 16, Monday, 8:00 a.m. Classes Resume
 March 30, Monday - April 3, Friday Advance Registration for Summer Session
 for Currently Enrolled Students Only
 April 6-20 Oral Comprehensive Exams for Master's Degree
 April 6 - June 5 Continuous Registration for Summer Session
 Open to ALL Admitted Students
 April 10, Friday Last Day to Drop 2nd 8 Weeks Courses with "W" Grade
 April 11, Saturday, 8:00 a.m.-1:00 p.m. Written Comprehensive Exam for
 Master's Degree
 April 11, Saturday Graduate Record Examination
 April 13 -May 1 Advance Registration for the 1992 Fall Semester for
 Currently Enrolled Students
 April 17, Friday Good Friday Holiday - Classes Dismissed
 April 24, Friday Approved Thesis Due in Graduate School Office
 May 1, Friday Last Class Day for All Classes and
 Last Day to Withdraw from a Spring Class
 May 4, Monday through May 29, Friday Advance Registration and Schedule
 Adjustment for Fall Semester Closed
 May 4, Monday Exam Day
 May 5, Tuesday Exam Day
 May 6, Wednesday Study Day (Wednesday 3:00 p.m. and after classes examined)
 May 7, Thursday Exam Day
 May 8, Friday Exam Day - Last Exam Day Spring Semester
 May 9, Saturday, 11:00 a.m. 155th Commencement Exercises

May 11, Monday, 4:00 p.m.Deadline for Submitting Final Set of Grades
 May 25, Monday.Memorial Day Holiday - University Closed
 June 1, Monday.Advance Registration and Schedule Adjustment for Fall Semester Resumes for All Students Except First Time Fall Undergraduates

SUMMER SESSIONS 1992

First Term

April 6 - June 5.Continuous Registration for Summer Session
 Open to ALL Admitted Students
 June 6, SaturdayGraduate Record Examination
 June 8, Monday, 8:00 a.m.Classes Begin
 June 8, Monday, 8:00 a.m.-4:30 p.m.Late Registration and Schedule Adjustment
 Closes for the First Summer Term
 June 12, FridayApplication for July Graduation Due in Academic Dean's Office
 June 22, MondayFinal Draft of Thesis Due in Advisor's Office
 June 22-July 2Oral Comprehensive Exams for Master's Degree
 June 26, FridayLast Day to Drop Courses With "W" Grade
 June 27, Saturday, 8:00 a.m.-1:00 p.m.Written Comprehensive Exam for Master's Degree
 June 29 through July 9."WP" or "WF" Withdrawal Period by Dean's Permission
 July 3, FridayIndependence Day Holiday - University Closed
 July 8, WednesdayApproved Thesis Due in Graduate School Office
 July 10, FridayFirst Summer Term Ends
 July 13, Monday, 4:00 p.m.Deadline for Submitting Final Grades

Second Term

July 13, Monday, 8:00 a.m.-4:00 p.m.Regular Registration
 July 14, Tuesday, 8:00 a.m.Classes Begin
 July 14, Tuesday, 8:00 a.m.-4:30 p.m.Late Registration and Schedule Adjustment
 July 17, FridayApplication for August Graduation Due in Academic Dean's Office
 July 27, MondayFinal Draft of Thesis Due in Advisor's Office
 July 27-August 7.Oral Comprehensive Exams for Master's Degree
 July 31, FridayLast Day to Drop Courses with "W" Grade
 August 1, Saturday, 8:00 a.m.-1:00 p.m.Written Comprehensive Exam for Master's Degree
 August 3 through August 13 "WP" or "WF" Withdrawal Period by Dean's Permission
 August 10, Monday.Approved Thesis Due in Graduate School Office
 August 14, FridaySecond Term Ends
 August 17, Monday, 4:00 p.m.Deadline for Submitting Final Grades

Weather Policy Statement

Extreme weather conditions or energy outages have resulted in disruption of normal operations at Marshall University on several occasions during past winters. Similar situations may occur in the future. With that possibility in mind, Marshall University has developed the following policy:

1. Although it may be necessary to suspend classes because of inclement weather or other problems on some occasions, offices will not be closed and all employees will be expected to report to work.

Individual employees, for whom it is appropriate, may, in their best judgment, determine the risk of travel to be too great and elect to remain at home. Those who do so should contact their respective supervisors and indicate they are: (1) taking annual leave that day, or (2) taking a day off without pay, or (3) taking compensatory time, in the event compensatory time is owed them.

2. In the event that a building, or a section of a building, is closed (because of heat loss, power outage, etc.), employees working in the affected area will be permitted to take their work to another area or building on campus. Or, in consultation with the supervisor, the employee may elect to take annual leave that day, take the day off without pay, or take compensatory time off.

3. In the event of an extreme situation (tornado, flood, ice storm, campus disturbance, etc.) and the employees' presence is not desired on campus, this information will be disseminated to the news media. A decision as to whether the missed time will be chargeable to annual leave, compensatory time, or a non-pay situation will be determined by the president and communicated through supervisors on the first day normal campus operation is resumed.

4. Supervisors must take steps to ensure offices and/or work stations are open to employees at all times when those employees are expected to be at work, including inclement weather situations and other disruptive situations.

5. The President will notify the media by 7:00 a.m. of suspended classes for that day. A separate announcement will be made later in the day in regard to classes scheduled to begin at 4:00 p.m. or later.

The Administration

PRESIDENT	(Interim) Alan B. Gould
Executive Assistant to the President and Director of University Relations	C. T. Mitchell
Executive Assistant to the President for Research and Economic Development Outreach	Robert F. Maddox
General Counsel	F. Layton Cottrill
Director, Affirmative Action/Human Resources	Queen E. Foreman
Director, Governmental Relations and Special Projects Coordinator	William P. Burdette, Jr.
Special Assistant to the President	Lynne S. Mayer
PROVOST	Alan B. Gould
Dean, Graduate School	Leonard J. Deutsch
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Dean, College of Education	Carole A. Vickers
Dean, College of Fine Arts	Paul A. Balshaw
Dean, College of Liberal Arts	Deryl Leaming
Dean, College of Science	E.S. Hanrahan
Dean, Community College	F. David Wilkin
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Director, Admissions	James W. Harless
Registrar	Robert H. Eddins
Director, Institutional Research	Michael J. McGuffey
VICE PRESIDENT, ADMINISTRATION	K. Edward Grose
Associate Vice President, Administration	Raymond F. Welty
Director, Plant Operations	vacant
Director, Campus Technology	William S. Deel
Director, Auxiliary Enterprises	Ramona Arnold
Director, Public Safety	Donald L. Salyers
Director, Special Services	Gene Kuhn
VICE PRESIDENT, FINANCE	Herbert J. Karlet
Bursar	Richard D. Vass
Director, Purchasing and Materials Management	William J. Shondel
Comptroller	Ted W. Massey
VICE PRESIDENT, INSTITUTIONAL ADVANCEMENT	Edward G. Boehm, Jr.
Director, Development	Sue Welty
Director, Alumni Affairs	Linda S. Holmes
VICE PRESIDENT/DEAN, STUDENT AFFAIRS	Nell C. Bailey
Associate Dean/Director of Special Projects	Kenneth E. Blue
Associate Dean/Director of Research	Mary-Ann Thomas
Associate Dean/Director Student Financial Aid	Edgar W. Miller
VICE PRESIDENT, HEALTH SCIENCES/DEAN, SCHOOL OF MEDICINE	Charles H. McKown
Associate Dean, Outreach and Development	John B. Walden
Associate Dean, Academic and Student Affairs	Patrick I. Brown
Associate Dean, Finance and Administration	John H. Zizzo
Associate Dean	Thomas W. Kiernan
Associate Dean, Biomedical Graduate Education and Research Development	Gary O. Rankin
Assistant Dean, Curriculum and Evaluation	Linda M. Savory
Dean, School of Nursing	(acting) Jane Fotos
DIRECTOR OF ATHLETICS	William Lee Moon, Sr.

General Information

Marshall University, one of West Virginia's two State universities, encourages individual growth by offering programs and instruction in attainment of scholarship, acquisition of skills, and development of personality.

The university provides students with opportunities to understand and to make contributions to the culture in which they live; to develop and maintain physical health; to participate in democratic processes; to learn worthwhile moral, social, and economic values; to develop intellectual curiosity and the desire to continue personal growth; and to share in a varied cultural program.

Professional, technical, and industrial career studies are available through the various departments of the university.

Marshall also recognizes an obligation to the state and community by offering evening courses, off-campus classes, lectures, musical programs, conferences, forums, and other campus and field activities.

MISSION OF THE UNIVERSITY

Commitment to Graduate and Undergraduate Students

The fundamental responsibility of Marshall University is to make available public higher education to all qualified persons desiring it, regardless of their socioeconomic status, ethnic origin or creed.

The University is committed to offer students the opportunity (1) to seek self-realization consonant with their capacities; (2) to develop effective vocational and professional competencies; and (3) to prepare for responsible participation as members of the local, regional, national and international communities.

Commitment to Scholarship, Educational Innovation and Research

Universities have traditionally included among their obligations the discovery, preservation and transmission of knowledge. Marshall University, like many American universities and colleges, places its major emphasis on the latter two functions, in keeping with its commitment to opportunities for the development of each individual's full potential.

Nonetheless, since the functions of teaching and research are inseparable, Marshall University actively promotes creative scholarship, educational innovation, and basic and applied research. It regards the continuous widening and deepening of knowledge on the part of its faculty as an indispensable preliminary to effective instruction, and it facilitates and encourages innovative teaching practices and curriculum development in all academic areas offered. Marshall University is therefore committed to the value of research in the conventional sense, that is, the discovery and creation of new knowledge (including creative productivity of an artistic nature) and the scholarly application of already existent knowledge to specific practical problems.

Commitment to Community

Recognizing its obligation to the community beyond the campus, Marshall University seeks to serve (1) by cultivating within and beyond the University those qualities needed by an educated citizenry to meet the challenges and responsibilities of societal living; (2)

by providing its students with useful knowledge and skills for careers of effective service to society; (3) by widespread involvement of faculty and students in the life of the community as sponsors of clinics, laboratories, workshops and in-service training, as active participants in community programs, and as professional consultants; and (4) by sharing instructional and cultural benefits offered on and off the campus by its own staff and by visiting scholars and artists.

HISTORY

Marshall University traces its origin to 1837, when residents of the community of Guyandotte and the farming country nearby decided their youngsters needed a school that would be in session more than three months a year. Tradition has it that they met at the home of lawyer John Laidley, planned their school, and named it Marshall Academy in honor of Laidley's friend, the late Chief Justice John Marshall. At the spot called Maple Grove they chose one and one-quarter acres of land on which stood a small log building known as Mount Hebron Church. It had been the site of a three-month subscription school and remained that for another term. Eventually \$40 was paid for the site.

On March 30, 1838, the Virginia General Assembly formally incorporated Marshall Academy. Its first full term was conducted in 1838-39. For decades the fledgling school faced serious problems, most of them financial. The Civil War forced it to close for several years, but in 1867 the West Virginia Legislature renewed its vitality by creating the State Normal School at Marshall College to train teachers. This eased Marshall's problems somewhat, but it was not until the tenure of President Lawrence J. Corbly from 1896 to 1915 that the college began its real growth. In 1907, enrollment exceeded 1,000.

Since then Marshall's expansion has been consistent and sometimes spectacular. The College of Education, first called Teachers College, was organized in 1920 and the first college degree was awarded in 1921. The College of Arts and Sciences was formed in 1924, and the Graduate School was organized in 1948. The College of Applied Science came into being in 1960; the School of Business was formed in 1969. These were merged into the College of Business and Applied Science in 1972. In 1974 the School of Medicine and Associated Health Professions was established. The Community and Technical College was organized in 1975, and the College of Science was authorized by the Board of Regents in 1976. In 1977, the Board approved change of name for the College of Arts and Sciences to the College of Liberal Arts, and for the College of Business and Applied Science to the College of Business. In 1978, the School of Nursing was established as a separate entity, the other Associated Health Professions were transferred from the School of Medicine to the College of Science, and the School of Journalism was authorized as a part of the College of Liberal Arts. The most recent addition was the College of Fine Arts in 1984.

Marshall was granted University status in 1961. As of June 30, 1987 alumni numbered 42,700.

Since the formation of the West Virginia Board of Regents in 1969, Marshall's progress as an urban-oriented university has been given strong impetus. As a result of this support, and because of its own active leadership and its location in the thriving Tri-State Area, Marshall is a university with excellent prospects for future development.

ACCREDITATION

Marshall University is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools. The teacher education programs are accredited by the National Council for Accreditation of Teacher Education and the West Virginia State Department of Education. Marshall also is a member of the Council of Graduate Schools in the United States. Academic credits earned at Marshall University are fully standardized for acceptance by all other colleges and universities.

The Department of Chemistry is accredited by the Committee on Professional Training of the American Chemical Society. The Bachelor of Science in Nursing Degree Program is accredited by the National League for Nursing. The News-Editorial Sequence of the School of Journalism is accredited by the American Council on Education in Journalism and Mass Communication. The Department of Music is an accredited institutional member of the National Association of Schools of Music. The Cytotechnology program is accredited by the Committee on Allied Health Education and Accreditation (CAHEA) of the American Medical Association in collaboration with the American Society of Cytology. The Medical Record Technology program and the Medical Laboratory Technician program are accredited by the Committee on Allied Health Education and Accreditation (CAHEA) of the American Medical Association. The Medical Record Association is fully accredited by the AMA's Committee on Allied Health Education and Accreditation in Cooperation with the Council on Education of the American Medical Record Association. The School of Medicine is accredited by the Liaison Committee on Medical Education of the American Medical Association and the Association of American Medical Colleges, and the School's Residency Programs in Internal Medicine, Pathology, Transitional Residency, Surgery, Pediatrics, and Family Medicine are accredited by the Accreditation Council for Graduate Medical Education. Continuing Medical Education is accredited by the Accreditation Council for Continuing Medical Education. Within the Department of Counseling and Rehabilitation, specializations in Student Personnel in Higher Education and Agency Counseling are accredited by the Council for Accreditation for Counseling and Related Educational Programs (CACREP). The Legal Assisting Program is American Bar Association Approved. The Athletic Trainer program is approved by the National Athletic Trainer Association. The University is an Agency Member Unit member of the American Home Economics Association. The Plan V Dietetic Program is an approved program of the American Dietetic Association Council on Education Accreditation/Approval, a specialized accrediting body recognized by the Council of Postsecondary Accreditation and the United States Department of Education.

The university is approved for attendance of nonimmigrant international students under the Federal Immigration and Nationality Act, and is approved by the American Association of University Women. Other major organizations in which Marshall holds membership, in addition to those named above, are the American Association for Affirmative Action, American Association of State Colleges and Universities, the American Assembly of Colleges and Schools of Business, the American Association of Colleges for Teacher Education, Association for Schools, Colleges & University Staffing, The American Association of Community and Junior Colleges, the American Council on Education, the American Library Association, the Southern Council on Collegiate Education for Nursing, the Southern Conference, NACUBO-SACUBO, and the National Collegiate Athletic Association.

LOCATION

The campus of Marshall University is located in Huntington, West Virginia, just across the Ohio River from Ohio, and thirteen miles from the Kentucky border. It is served by rail, air, and highway transportation.

DIVISIONS

The university functions through nine divisions: College of Business, College of Education, College of Fine Arts, College of Liberal Arts, College of Science, Community and Technical College, Graduate School, School of Medicine, and School of Nursing.

MARSHALL UNIVERSITY LIBRARIES

The Marshall University Library System consists of the James E. Morrow Library and

two branch libraries: The Health Sciences Library and the Music Library. The James E. Morrow Library, constructed in 1929-31 and extensively remodeled in 1966-69, is a handsome campus landmark of imposing Georgian design and centrally located for campus access. Reader stations are available for 700 students including individual study carrels. The Health Sciences Library is located on the lower level of the Community and Technical College Building and the Music Library is on the first floor of Smith Music Hall. A Chemistry Collection is also located in the Chemistry Department, Northcott Hall.

On June 30, 1990, the Library's holdings totaled over one million bibliographic units of which 401,195 were bound volumes of periodicals and monographs. Additional holdings are available in other formats including microforms, cassettes, videos, and recordings. On-line access by author, title, subject and keyword searching is available to collections through VTLS, our automated system. An extensive U.S. Government Documents Collection 793,005 publications is organized by the Superintendent of Documents classification.

The Special Collections Department provides materials on West Virginia, the Tri-State area and Appalachian region. Rare books, MU Archives, manuscripts, the Rosanna Blake Library of Confederate History, and the Hoffman Collection of Medical History are also located here.

INSTRUCTIONAL TELEVISION SERVICES

ITV Services is the telecommunication center for the university. Interactive teleconferencing via microwave and satellite is utilized to develop live distribution of courses, seminars, and workshops to and from off-campus locations.

ITV Services is an academic service agency that supports the instructional needs of the faculty through the production and distribution of instructional programming. It produces video training modules for various university departments; assists faculty and staff in the production of presentations for professional meetings, conferences, and conventions; produces university promotional features and public services announcements for broadcast distribution; and furnishes laboratory facilities for students majoring in television production and broadcast journalism.

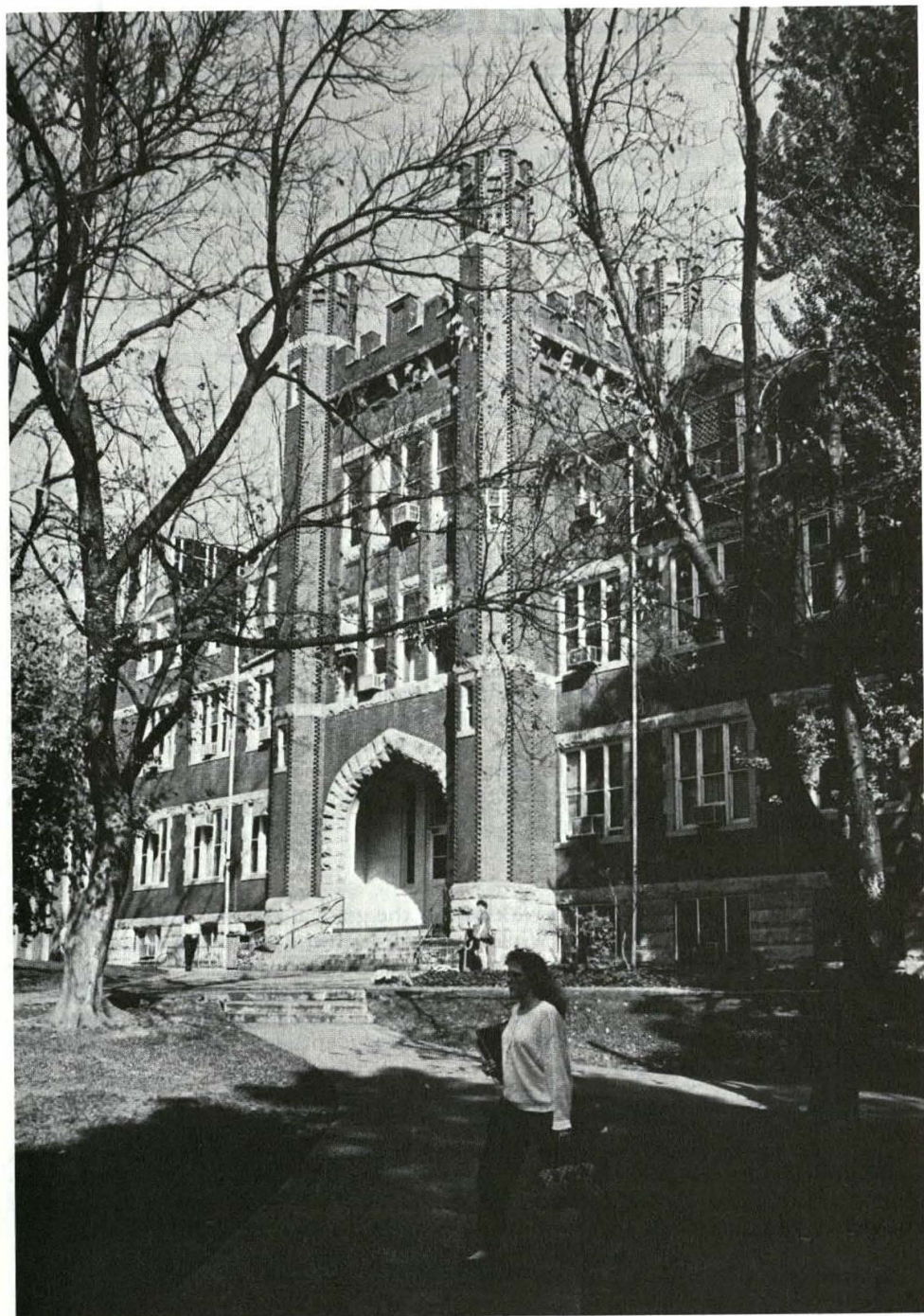
ITV Services operates a six-channel color cable television distribution system which reaches all classroom buildings on the Marshall campus. A professional staff is available to assist qualified users in developing high-quality television productions. Offices and studios of ITV Services are located in the Communications Building.

RADIO STATION WMUL-FM

Marshall University's public radio station, WMUL-FM, operating on 88.1 MHz with 1150 watts stereo seven days a week, has been broadcasting since November 1, 1961. WMUL-FM is also West Virginia's first public radio station. This university-wide activity is operated by a volunteer student staff under the supervision of a faculty member from the broadcast curriculum in the Department of Speech. The volunteer staff broadcasts approximately 140 hours per week of entertainment and informational programs of special interest to the region served by the university.

WPBYTV

Operated by the West Virginia Educational Broadcasting Authority, this noncommercial television station broadcasts public affairs, educational, cultural, and entertainment programs on Channel 33. Main offices are located at the Communications Building on the Marshall University campus, Huntington, and production facilities are located at the Communications Building and at Nitro, West Virginia. WPBY is able to exchange programs live with WNPB, Morgantown, and WSWP, Beckley, through a state-operated interconnection system. WPBY carries local, statewide, PBS, national, and regionally syndicated programs.



The Graduate School

In October, 1938, The West Virginia Board of Education authorized Marshall University to conduct graduate instruction leading to the Master of Arts and the Master of Science degrees. Graduate work was first offered during the summer session of 1939. The first master's degrees were conferred at the spring commencement of 1940. The Graduate School was organized in 1948.

MISSION OF THE GRADUATE SCHOOL

The fundamental responsibility of the Graduate School is to make graduate education available to all qualified persons desiring it. The Graduate School does this through its commitment to students, to research, to scholarship, to the region, and to upgrading the credentials of professional educators.

Commitment to the Students

Since the majority of the graduate students are part-time, the Graduate School will continue to provide programs and courses which will give these students the opportunity to complete their degree in a reasonable period of time. Alternative delivery systems are being used now to meet these needs.

Commitment to Research

Marshall University Graduate School has a commitment to research. Within an ever changing society where the technology, bodies of knowledge, and information are rapidly changing, it is imperative that graduate students have the skills of problem solving and learning which come from research. Marshall University has made a financial commitment and the faculty has invested their time and energy to provide an environment in which research can thrive.

Commitment to Scholarship

Scholarship involves the cooperative effort of the graduate faculty and graduate students in their search for knowledge. While excellence in instruction is the aim of all graduate faculty, this excellence is enhanced by the research which the faculty and graduate students conduct. From the classroom to the lab; from participation in graduate seminars to papers presented at professional meetings; from the formal academic setting to informal gatherings, both graduate faculty and graduate students are dedicated to excellence in scholarship.

Commitment to Professional Educators

The Graduate School is committed to providing competent teachers, administrators, and counselors for the public schools in West Virginia. This commitment involves programs from the master's to the doctoral level. The Graduate School meets the needs of the public school teachers by providing these programs both on and off campus.

Commitment to further Graduate Work

Marshall University has committed itself to provide graduate students with the best skills and techniques needed for further graduate work. The various programs are designed to

provide the graduate students with the theory, research skills, and basic knowledge needed in further professional and graduate education.

Commitment to the Region

Marshall University diligently serves the complex needs of this region. Through cooperative endeavors by various departments, and with varied programs, the graduate faculty and graduate students have contributed much to the region. Programs range from interns counseling with both public and private firms, the Center for Regional Progress, services provided on campus such as speech/hearing clinics and various counseling programs. Together, graduate faculty and graduate students help serve the needs of the people and the region.

A commitment to the region also serves the unique needs of the students. Courses which promote an understanding of the history, culture and social values of the region are important to those who will work and serve in the region.

Marshall University Graduate School attempts to provide the graduate students with knowledge and a sense of professional maturity in their fields so that they may live a productive life in this ever-changing world.

MASTER'S DEGREES AND OTHER ADVANCED DEGREES

The Graduate School awards the Master of Arts, the Master of Science, the Master of Arts in Teaching, the Master of Arts in Journalism, and the Master of Business Administration degrees. A graduate degree may be earned in the graduate programs which follow. Note that a number of the degrees have various options or emphases which are explained in the catalog section dealing with that degree.

Accounting	M.S.
Adult Education	M.S.
Adult Fitness/Cardiac Rehabilitation	M.S.
Art	M.A.
Biological Sciences	M.A., M.S.
Biomedical Sciences	M.S., Ph.D.*
Business and Commerce	M.B.A.
Business Education	M.A.
Chemistry	M.S.
Communication Disorders	M.A.
Community Health	M.S.
Counseling	M.A.
Criminal Justice	M.S.
Education, Early Childhood	M.A.
Education, Elementary	M.A.
Education, Secondary	M.A.
Educational Administration	M.A., Ed.D.*
English	M.A.
Geography	M.A., M.S.
Health and Physical Education	M.S.
History	M.A.
Home Economics	M.A.
Humanistic Studies	M.A.*

*Indicates a cooperative degree program. An M.A. in Humanistic Studies is available in cooperation with West Virginia College of Graduate Studies. The Doctor of Philosophy in Biomedical Science is available in cooperation with West Virginia University, as is the Doctor of Education in Educational Administration. The Master of Forestry (M.F.) and the Master of Environmental Management (M.E.M.) are offered in cooperation with Duke University. The Doctor of Medicine Degree (M.D.) is offered by the Marshall University School of Medicine. The University also offers a Certificate of Advanced Studies (C.A.S.) in Education.

Journalism	M.A.J.
Library Science Education	M.S.
Marketing Education	M.A.
Mathematics	M.A.
Music	M.A.
Nursing	M.S.N
Physical Science	M.S.
Political Science	M.A.
Psychology	M.A.
Reading Education	M.A.
Safety	M.S.
Social Studies	M.A.
Sociology	M.A.
Special Education	M.A.
Speech	M.A.
Teaching (MAT)	M.A.
Vocational Technical Education	M.S.

RESPONSIBILITY

Students admitted to the Graduate School are assumed to be mature adults and are expected to behave accordingly. The advisory services provided for in the operation of the various graduate programs assist the students. However, the student alone is responsible for following the procedures and completing the steps required in his or her program. Failure of an advisor to remind a student of a requirement or deadline date is not acceptable as a basis for waiver of the requirement. Requirements of the Graduate School, both procedural and substantive, may be waived only by written request of the student and must have the written approval of the Graduate Dean.

RESEARCH

The Graduate School has a particular interest in research by students and faculty. It is the responsibility of the Graduate Dean to promote research by all available means. A Research Committee composed of faculty members advises the Dean on such matters. Students and faculty interested in research opportunities or who need assistance in their research activities may contact the Graduate School Office.

Training in the Graduate School at Marshall University is based upon the students' active participation in the teaching and research programs in their major areas of interest. It may not always be possible to provide all students with financial aid. However, the Graduate School requires that all students, regardless of receipt of financial assistance or its ultimate source, participate in the departmental programs (teaching, research, etc.) as an integral part of their advanced training.

Admission Information

ADMISSION TO THE GRADUATE SCHOOL

Prospective graduate students should initiate application for admission as early as possible. The first step for a student interested in a degree program should be to obtain admission information from the department or college offering the program desired. Admission information will include instructions for applying to and the admission requirements of the particular program.

Admission to the Graduate School is based on a baccalaureate degree from an accredited college or university, the quality point average, the scores of required examinations and the information provided on the "Application for Graduate Admissions" form.

The application for admission must be filed in the Office of Admissions at least two weeks prior to the opening of the term of enrollment. One official copy of the applicant's undergraduate transcript showing the degree earned and the date on which it was conferred must be mailed directly from the student's undergraduate college or university to the Office of Admissions when the application is filed. A transcript from each school attended is required.

Under special circumstances (for instance, justifiable delays in the forwarding of undergraduate transcripts), the Dean of the Graduate School may permit students who have not been admitted to the Graduate School to enroll in graduate courses. However, if admission is not completed within a reasonable time, it is the prerogative of the Dean of the Graduate School to withdraw the student from the courses by administrative action, or to direct that the credit may not be applied toward an advanced degree in any program.

The University reserves the right, even after the arrival and enrollment of students, to make individual curricular adjustments whenever particular deficiencies or needs are found. These deficiencies will be determined by the student's major program director or department chairman. Students may be required to take such courses without credit toward the master's degree and at their own expense. This could also apply to additional course work in Speech and/or English whenever necessary.

Further requirements or exceptions applicable to special fields are noted in the departmental statements in this catalog.

ADMISSION TO THE GRADUATE SCHOOL FOR OFF-CAMPUS COURSES

For those students who wish to begin or to complete graduate work in off-campus sites, the same admission and graduation requirements apply as for all other graduate students. Off-campus students who fail to comply with these regulations may be refused admission to the Graduate School or be withdrawn from courses by administrative action of the Graduate Dean.

THE GRADUATE RECORD AND OTHER EXAMINATIONS

The Graduate Record Examination General Test is required of all applicants to the Graduate School except those pursuing the MBA degree and M.S. in Accounting. The GRE scores must be sent by the Educational Testing Service directly to Marshall University prior to admission to candidacy. The MBA and Accounting students are required to take the Graduate Management Admission Test prior to admission to the program.

Advanced Graduate Record Examinations and the National Teacher Examination may be required by specific departmental programs and will be so indicated in the program or departmental description in the catalog.

These examinations will be administered at Marshall University and other testing centers on dates listed in the Office of the Graduate School and the Registrar's Office. The student wishing to take any of these examinations must make proper application and pay the required fees directly to the organization in charge of the examination, which should be notified to send an official copy of the examination scores to the Dean of the Graduate School, Marshall University, Huntington, West Virginia 25755-2100.

ADMISSION CLASSIFICATION OF GRADUATE STUDENTS

REGULAR —A regular graduate student is a degree-seeking student who meets all criteria for regular admission to a program of his/her choice. The student must possess a baccalaureate degree from an accredited college or university, must have an undergraduate quality point average of at least 2.5 on a 4.0 scale, have scores on the Graduate Record Examination or GMAT which are acceptable to the program of his/her choice, have met all the criteria established by the degree program, and be under no requirements to make up deficiencies.

PROVISIONAL —A student may be admitted as provisional in a degree program when the student possesses a baccalaureate degree but does not meet the criteria for regular admission. The student may have incomplete credentials, deficiencies to make up, or may have an undergraduate scholastic record which shows promise, but less than the 2.5 quality point average required for regular admission. To be reclassified as a regular student, a student must meet the provisions stated in the letter of admission and achieve a minimum quality point average of 3.00 on all graduate course work taken during the provisional period. A student must be reclassified as a regular student no later than the completion of the 18th credit hour. If it appears that a student will be unable to meet the requirements of regular student status he/she must transfer to another program or be considered for dismissal from the graduate program in which he is enrolled. (See Admission to Program and Candidacy.)

NON-DEGREE ADMISSION — Persons who desire university instruction without wishing to become graduate degree candidates may be admitted as non-degree students, provided they present transcripts or diplomas denoting graduation from an accredited undergraduate college or university. Before enrolling in a class, non-degree graduate students must obtain permission from the instructor or dean of the Graduate School. Students wishing to take courses offered by the College of Business must secure approval of the MBA program 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 may take a maximum of 15 semester hours. All such graduate students will complete a non-degree application for admission 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.

Non-degree graduate students may apply later for regular or provisional graduate student status 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 Dean of the Graduate School will be counted toward a degree awarded by the University.

TRANSIENT — Visiting graduate students who are duly enrolled at another accredited institution may, upon submission of an application and a letter of good standing from their home university, enroll for Marshall University graduate course work. A "Temporary Admit" form, supplied by the Admissions Office, makes a student eligible for one semester of enrollment only. This admission is valid for one semester only. The student must submit a new application and letter of good intention each semester they wish to attend.

SENIORS — On recommendation by the Department Chairman and with the approval of the undergraduate Dean and the Dean of the Graduate School, Marshall University seniors with superior academic undergraduate records may be permitted to enroll in graduate courses. Students with an overall GPA of 3.0 or better who have attained senior status have standing eligibility to take courses at the graduate level (500 and 600 series) upon application. Complete applications must be on file in the Graduate School 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.

POLICY REGARDING CLASSIFICATION OF STUDENTS AS RESIDENTS AND NONRESIDENTS FOR ADMISSION AND FEE PURPOSES (Board of Trustees Policy Bulletin No. 34)

Section 1. Classification for Admission and Fee Purposes

1.1 Students enrolling in a West Virginia public institution of higher education shall be assigned a residency status for admission, tuition, and fee purposes by the institutional officer designated by the President. In determining residency classification, the issue is essentially one of domicile. In general, the domicile of a person is that person's true, fixed, permanent home and place of habitation. The decision shall be based upon information furnished by the student and all other relevant information. The designated officer is authorized to require such written documents, affidavits, verifications, or other evidence as is deemed necessary to establish the domicile of a student. The burden of establishing domicile for admission, tuition, and fee purposes is upon the student.

1.2 If there is a question as to domicile, the matter must be brought to the attention of the designated officer at least two weeks prior to the deadline for the payment of tuition and fees. Any student found to have made a false or misleading statement concerning domicile shall be subject to institutional disciplinary action and will be charged the nonresident fees for each academic term theretofore attended.

1.3 The previous determination of a student's domiciliary status by one institution is not conclusive or binding when subsequently considered by another institution; however, assuming no change of facts, the prior judgment should be given strong consideration in the interest of consistency. Out-of-state students being assessed resident tuition and fees as a result of a reciprocity agreement may not transfer said reciprocity status to another public institution in West Virginia.

Section 2. Residence Determined by Domicile

2.1 Domicile within the State means adoption of the State as the fixed permanent home and involves personal presence within the State with no intent on the part of the applicant or, in the case of a dependent student, the applicant's parent(s) to return to another state or country. Residing with relatives (other than parent(s)/legal guardian) does not, in and of itself, cause the student to attain domicile in this State for admission or fee payment purposes. West Virginia domicile may be established upon the completion of at least twelve months of continued presence within the State prior to the date of registration, provided that such twelve months' presence is not primarily for the purpose of attendance at any institution of higher education in West Virginia. Establishment of West

Virginia domicile with less than twelve months' presence prior to the date of registration must be supported by evidence of positive and unequivocal action. In determining domicile, institutional officials should give consideration to such factors as the ownership or lease of a permanently occupied home in West Virginia, full-time employment within the State, paying West Virginia property tax, filing West Virginia income tax returns, registering of motor vehicles in West Virginia, possessing a valid West Virginia driver's license, and marriage to a person already domiciled in West Virginia. Proof of a number of these actions shall be considered only as evidence which may be used in determining whether or not a domicile has been established. Factors militating against the establishment of West Virginia domicile might include such considerations as the student not being self-supporting, being claimed as a dependent on federal or state income tax returns or the parents' health insurance policy if the parents reside out of state, receiving financial assistance from state student aid programs in other states, and leaving the State when school is not in session.

Section 3. Dependency Status

3.1 A dependent student is one who is listed as a dependent on the federal or state income tax return of his/her parent(s) or legal guardian or who receives major financial support from that person. Such a student maintains the same domicile as that of the parent(s) or legal guardian. In the event the parents are divorced or legally separated, the dependent student takes the domicile of the parent with whom he/she lives or to whom he/she has been assigned by court order. However, a dependent student who enrolls and is properly classified as an in-state student maintains that classification as long as the enrollment is continuous and that student does not attain independence and establish domicile in another state.

3.2 A nonresident student who becomes independent while a student at an institution of higher education in West Virginia does not by reason of such independence alone, attain domicile in this State for admission or fee payment purposes.

Section 4. Change of Residence

4.1 A person who has been classified as an out-of-state student and who seeks resident status in West Virginia must assume the burden of providing conclusive evidence that he/she has established domicile in West Virginia with the intention of making the permanent home in this State. The intent to remain indefinitely in West Virginia is evidenced not only by a person's statements, but also by that person's actions. In making a determination regarding a request for change in residency status, the designated institutional officer shall consider those actions referenced in Section 2. The change in classification, if deemed to be warranted, shall be effective for the academic term or semester next following the date of the application for reclassification.

Section 5. Military

5.1 An individual who is on full-time active military service in another state or a foreign country or an employee of the federal government shall be classified as an in-state student for the purpose of payment of tuition and fees, provided that the person established a domicile in West Virginia prior to entrance into federal service, entered the federal service from West Virginia, and has at no time while in federal service claimed or established a domicile in another state. Sworn statements attesting to these conditions may be required. The spouse and dependent children of such individuals shall also be classified as in-state students for tuition and fee purposes.

5.2 Persons assigned to full-time active military service in West Virginia and residing in the State shall be classified as in-state students for tuition and fee purposes. The spouse and dependent children of such individuals shall also be classified as in-state students for tuition and fee purposes.

Section 6. Aliens

6.1 An alien who is in the United States on a resident visa or who has filed a petition for naturalization in the naturalization court, and who has established a bona fide domicile in West Virginia as defined in Section 2 may be eligible for in-state residency classification, provided that person is in the State for purposes other than to attempt to qualify for residency status as a student. Political refugees admitted into the United States for an indefinite period of time and without restriction on the maintenance of a foreign domicile may be eligible for an in-state classification as defined in Section 2. Any person holding a student or other temporary visa cannot be classified as an in-state student.

Section 7. Former Domicile

7.1 A person who was formerly domiciled in the State of West Virginia and who would have been eligible for an in-state residency classification at the time of his/her departure from the state may be immediately eligible for classification as a West Virginia resident provided such person returns to West Virginia within a one year period of time and satisfies the conditions of Section 2 regarding proof of domicile and intent to remain permanently in West Virginia.

Section 8. Appeal Process

8.1 The decisions of the designated institutional officer charged with the determination of residency classification may be appealed to the president of the institution. The president may establish such committees and procedures as are determined to be appropriate for the processing of appeals. The decision of the president of the institution may be appealed in writing with supporting documentation to the University of West Virginia Board of Trustees in accord with such procedures as may be prescribed from time to time by the Board.

Adopted: West Virginia Board of Regents February 2, 1971

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November 13, 1973

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October 8, 1985

April 8, 1986

Effective: June 1, 1986

Corrected: June 18, 1986

Board of Trustees Policy June 1, 1989

ADMISSION OF INTERNATIONAL STUDENTS

Marshall University is authorized under U. S. Federal law to enroll nonimmigrant students with F-1 or J-1 visa status.

International applicants must submit the following documents to be considered for admission:

1. A Marshall University application form, which is obtained by writing to the Director of Admissions, Marshall University, Huntington, West Virginia 25755, U.S.A.
2. Official transcripts in English of all high school, college or university academic credits and grades. The transcripts must be sent directly by the institution attended to the Marshall University Admissions Office.
3. Evidence of proficiency in the English language as indicated by one of the following:
 - a. The Test of English as a Foreign Language (TOEFL) minimum score of 525 reported directly to Marshall University Admissions Office by the

Educational Testing Service, Princeton, New Jersey 08540. Results from the test taken more than two years prior to the date submitted will not be considered.

- b. Michigan Test of English Language Proficiency (MTELP) equated score of 82 minimum.
 - c. Completion of the advanced level in an intensive English language program comparable to level 9 of an English Language School (ELS).
 - d. A degree or diploma from an accredited high school, college or university in which the language of instruction is English.
 - e. English is the official native language of the country of permanent residence (England, Canada, New Zealand, etc.)
4. An affidavit of financial support either from a personal sponsor (parent, relative, friend, etc.) or scholarship agency (government, corporation, etc.) stating the availability of funds and the intention to support the educational and living expenses of the applicant for the duration of studies at Marshall University. Applicants who are self-supporting should provide a statement so indicating and accompany the statement with documentary evidence (bank statement, letter of employer, verifying study leave and salary arrangements, etc.) that funds are available for study.
 5. The American Association of Collegiate Registrars and Admissions Officers (AACRAO) World Education Series Books will be used to determine admissibility of international students.

Upon receipt of the above documents, the applicant's credentials are evaluated and a letter of admission and I-20 Certificate of Eligibility are sent; however, an \$10,000 deposit must be received in the International Students' Program Office before an I-20 form is issued to applicants from countries of proven credit risk, including Ghana, Iran, and Nigeria. Of this deposit, one-half (1/2) of the full-time tuition and fees for one year, and room and board for one year, if contracted with the University, is to remain on deposit as long as the student is enrolled. If the student subsequently moves off-campus, the money held for room and board will be refunded.

All nonimmigrant student applicants currently in the United States are required to submit an "International Student Advisor's Report" which should be completed by an official at the United States educational institution last attended or currently being attended in the United States. Forms may be obtained from the Marshall University Admissions Office.

The International Student Office will provide a list of courses designed to enable students to improve English proficiency and aid them in their studies. Special courses include: Diction for International Students; and Independent Skills Study offered by the Community and Technical College.

The international student must meet the measles/rubella vaccination requirement of the University of West Virginia Board of Trustees.

International students should address questions regarding their immigration status or other areas to the Coordinator for International Students' Programs, 119 Prichard Hall (304/696-2379).

ADMISSION TO PROGRAM AND CANDIDACY

Admission to Graduate School does not guarantee admission to any specific graduate program. Before being accepted into a program the student must meet the requirements of the department to which application is made. If accepted, the student must, in conference with a program advisor, develop an outline of specific requirements which are to be successfully completed before being eligible for graduation. This outline should include: (a) the specific courses to be included as requirements, together with any deficiencies to be corrected; (b) the level of competence in basic skills required; (c) research or thesis

requirements; and, (d) any other specific department requirements for completion of the program.

In the event that a student does not confer with an advisor to outline specific program requirements prior to enrollment in graduate courses, the department may choose to accept or not accept those courses which were taken without consultation with a departmental representative.

Admission to candidacy may be granted by the Dean of the Graduate School when the department determines that a student has shown sufficient progress to warrant it. **Candidacy is defined as approval given to the student by the Graduate School to proceed as a candidate for a graduate degree.** The student cannot be admitted to candidacy in the semester of graduation. To be considered for such admission on the master's level, the student must have earned a quality point average of 3.0 (B) at Marshall University in no less than 12 or more than 18 hours of graduate credit appropriate for the degree sought, must be enrolled in the program for which the degree is sought, must have completed courses required by the program or department for candidacy and must have completed the Graduate Record Examination or GMAT in the MBA program. The clinical psychology graduate program shall allow application to candidacy only after the student has completed one semester of approved clinical experience.

Admission to candidacy does not insure that a student will graduate if the department determines the overall performance is inadequate. Departments may establish procedures for periodic review of a student's progress and communicate the result of such review to the student. If the department determines a student has not made satisfactory progress toward the requirements and goals outlined when the student was accepted into the program, the department may follow the procedures in Policy Bulletin Number 60 to drop the student from the program.

TRANSFER OF GRADUATE CREDIT

The Graduate Dean may grant a student who has been admitted to candidacy the privilege of transferring to Marshall University credit earned in graduate course work completed at another accredited graduate institution provided that the courses are appropriate to the student's program and the grades earned are "B" or better or equivalent and acceptable to advisor and dean. In no case would any combination of transfer credits exceed 12 hours. Graduate credits transferred from other institutions will not become a part of the Marshall University GPA and will simply meet credit hour requirements toward graduation. All such accepted courses must meet time requirement at the time of the student's graduation.

THE GRADUATE ADVISOR

The Graduate Dean in consultation with the major departments assigns an advisor to each student. The advisor assists the student in planning his/her program for the master's degree. If the student writes a thesis, the advisor or other designated person directs the student in that work. The advisor usually serves as chairman of the committee to conduct the student's comprehensive examinations, assembles questions for the written and oral examination and reports the result of the examination to the Graduate School office. Admission to candidacy for the master's degree and admission to the comprehensive examination must have the approval of the advisor. The student should keep in close touch with his or her advisor during the progress of his/her work.

CONTINUING EDUCATION AND CERTIFICATE RENEWAL

Marshall University, in addition to offering teacher preparation programs, 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 all professional teachers and school service personnel. Information relative to a teacher renewing his/her professional certificate is available from the Office of the Dean, College of Education. Please note that the teacher must have prior approval of his/her renewal advisor before enrolling in any course which is to be utilized for certificate renewal and/or salary classification and/or additional certification endorsements.



Academic Information

CATALOG TERMS AND DEFINITIONS

Following are definitions of terms used in the academic sections of this catalog:

CONCENTRATION: A sequential arrangement of courses with a specialized emphasis within a major and/or option.

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. 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.

FULL-TIME GRADUATE STUDENT: The West Virginia Board of Trustees 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 Fees and Expenses.)

INDEPENDENT STUDY: **Independent Studies** are tutorials, directed and independent readings, directed and independent research, problem reports, and other individualized activities designed to fit the needs of students within the major.

INTERNSHIP: **Internships** are supervised, off-campus contractual work-study arrangements with external agencies or institutions.

MAJOR: A **major** is an area of concentration requiring at least 18 semester credits for completion. It is offered within one department or by a combination of two or more departments.

MINOR: A **minor** is a program of study outside the department major requiring at least 6 semester credit hours for completion.

OPTION: An **option** is a defined series of courses within a major or degree program that prepares students for a specific profession. Options are found in those majors which are broad enough to accommodate a variety of professional applications.

PRACTICUM: A **practicum** is a learning activity that involves the application of previously learned processes, theories, systems, etc. Generally credit is assigned on the same basis as that of a laboratory.

PROGRAM: A **program** is a unified, complementary series of courses or learning experiences that lead to a degree.

SEMESTER HOURS: The **semester hour** is the basis of college credit within the institution. A semester hour is the credit received for passing a subject taken one hour per week for one semester. Laboratory courses require two or three hours per week for each semester hour of credit.

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.

SEQUENCE: Same as **Option** in the School of Journalism.

SPECIALIZATION: A particular line of research or study restricted to a special branch or field of activity within a profession. (In College of Education, what a student is certified to teach. Viewed as a major and/or a minor.)

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.

TRANSCRIPT: A **transcript** is a copy of the student's permanent academic record. An official transcript can only be issued by the Office of the Registrar. For additional information on the procedure for obtaining a transcript, see *Transcripts of Academic Record*.

WORKSHOP: **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.

STUDENT SCHEDULES AND COURSE INFORMATION

Semester Load

A normal load for a full-time graduate student is twelve semester hours in the Fall and Spring semesters, and six semester hours in each of the two summer terms. Enrollment for more than the normal load described here requires approval of the Graduate Dean. Graduate assistants schedule a nine hour load.

Schedule Adjustment

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 Schedule of Courses 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 permitted except with the permission of the Graduate Dean. Dropping of classes after the Schedule Adjustment Period is discussed in the section entitled "Regulations on Dropping Courses. . ."

Course Numbering

Graduate courses numbered 500-599 are similar to certain undergraduate 400-499 series courses and meet jointly with undergraduate students. A course taken at the 400 level cannot be retaken at the 500 level. Courses numbered 600-699 and 700-899 are open only to graduate students. Exception to this is sometimes granted to seniors with excellent records. Professional development courses, 560-4 series in the College of Education, may not be used to satisfy graduate degree requirements.

Part-Time Graduate Students

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.

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 Office of the Dean, College of Education. The teacher must have approval of his/her renewal advisor prior to enrolling in any course which is to be utilized for certificate renewal, salary classification, or additional endorsements. Note that regulations of the West Virginia Board of Education, and similar regulations in other states, limit the amount of credit for which teachers in service may enroll.

FACULTY-STUDENT ADVISORY PROGRAM

Each student admitted to a graduate degree program at Marshall University is assigned to a graduate faculty advisor. The advisor renders academic guidance by assisting in the preparation of class schedules, by counseling the student in meeting degree requirements, and by checking on academic progress.

REGULATIONS ON DROPPING COURSES OR COMPLETELY WITHDRAWING FROM THE UNIVERSITY

1. Dropping of Courses

Dropping a course after the schedule adjustment period requires that a drop form bearing appropriate signatures be submitted to the Registrar's office. Appropriate signatures vary with the academic calendar and are as follows:

- A. Dropping a course before the published "W" date requires the signature of the faculty member.
- B. Dropping a course after the published "W" date requires the signature of both the faculty member and the student's academic dean.

Off-campus or night courses may be dropped by mailing a request to drop to the Registrar's office. The postmark on such a request will be the official date of withdrawal.

2. Official Withdrawal from the University

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

Withdrawal requires that a withdrawal form be submitted to the Registrar's office or that a request for withdrawal be mailed to the Registrar's office. It is not possible to withdraw by telephone.

The effective date of withdrawal is the date that the withdrawal form is submitted to the Registrar's office. The postmark on mail requests will be the official date of withdrawal.

The university's refund policies, as stated under "Refund of Fees", require relinquishing of the student activity card at the time 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:

- A. A student dropping courses or withdrawing from the university on or before the eighth Friday after the first class day of the regular semester will receive a grade of "W". During the summer session the "W" period ends on the third Friday after the first day of class. For eight-week courses and other courses of varying lengths, the "W" period ends on the Friday immediately following the midpoint in the course. Students dropping or withdrawing after the "W" period will receive a "WP" or "WF".
- B. A "W" grade or a "WP" (withdrew passing) grade will have no bearing on the student's grade point average. A "WF" (withdrew failing) will be the equivalent of an "F" grade.
- C. A student who has never attended a class shall receive a grade of "IW" (Irregular Withdrawal). The "IW" grade is not considered in determining the student's quality point average. Other 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 or summer term.

4. Final Date for Dropping or Withdrawing

The last scheduled day of classes is the final date for dropping or withdrawing.

5. Military Service

Men and women called to active duty in the armed services of the United States

shall be 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, shall be granted if the call comes thereafter; provided, however, that credit as described above will be granted only in those courses in which the student is maintaining a passing mark at the time of departure to military service. The term "called to active duty" is herein defined as being called to active duty as the result of the federal activation of a total reserve component, National Guard unit, or any portion thereof which involves a particular student or an individual who is a bonafide 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 to be shown on the student's permanent record card.

MANDATORY WITHDRAWAL FOR MEDICAL REASONS STANDARDS FOR WITHDRAWAL

1. A student will be subject to a mandatory medical withdrawal if it is determined by the Vice President/Dean of Student Affairs and/or designee that the student is endangering himself or other members of the university community by his/her continued membership in the university community.
2. Through an approved designee, the Vice President/Dean of Student Affairs reserves the right to request a complete mental or physical evaluation if it is reasonably believed that said student behavior or health habits warrant it.
3. The student shall be referred to the appropriate health physician and a written document of evaluation and recommendations will be requested and forwarded to the university designee. The university will then act upon the evaluation and recommendations with regard to the student's continuation at Marshall University.
4. If evaluation supports or indicates a recommendation for a medical withdrawal from the university, the appropriate Student Affairs office will facilitate the withdrawal.
5. Students will be accorded an informal hearing before the Vice President/Dean of Student Affairs or a designee to obtain an understanding of the evaluation and rationale for the mandatory withdrawal.
6. In the event that the student declines the opportunity for such an evaluation, a withdrawal for medical reasons may be unilaterally effected by the university.
7. Withdrawal for medical reasons will be done without academic penalty to the student. Fees will be refunded in accordance with university policy.
8. A decision to withdraw may be appealed to the Student Conduct and Welfare Committee or a special subcommittee thereof appointed by the chairperson.

Adopted by Student Conduct and Welfare Committee, December 7, 1984;
approved by the President, January 22, 1985.

COURSE SYLLABI POLICY

During the first two weeks of semester classes (3 days of summer term), the instructor must provide each student a copy of the course requirements which includes the following items: 1) attendance policy, 2) grading policy, 3) approximate dates for major projects and exams, and 4) a description of the general course content.

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

Adopted by University Council, March 12, 1980; amended by Academic Planning and Standards Committee, April 10, 1980; approved by the President, May 5, 1980.

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 setting forth his or her policy for consideration of unexcused absences, make-up examination, 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.

In cases where marked violations of class attendance policy occur, the instructor may notify the dean so that every effort can be made to find and counsel the student whose academic prospects are being jeopardized by non-attendance.

Absences such as those resulting from illness, death in the family, or institutional activities (those approved by the academic deans, such as debate, artistic performances and athletics) are to be excused when a student reports and verifies them to the instructor. For such excused absences, the student should not be penalized.

AUDITING COURSES

Audit students are those who enroll only for purposes of refreshing or acquainting themselves with the material offered in the course. Audit students receive no academic credit. Auditing is allowed only when there is space available in the class and the academic dean having jurisdiction over the course authorizes audit status. Enrollment for audit is limited to the regular registration period for the semester or term. Students who want to audit classes must enroll and pay fees in the same manner and at the same tuition rate as students enrolling for credit. Faculty members wanting to audit courses must secure approval of their dean and the instructor of the course or courses desired and must enroll in the regular manner for such courses.

Attendance and other requirements for auditors shall be determined by the instructor of the course being audited. 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. It is the responsibility of the instructor to discuss the requirements of the course with the auditor.

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.

CONTINUING EDUCATION

Marshall University, through the Office of Community Services in the Community and Technical College, offers a non-college credit "Continuing Education Unit" program designed to give recognition to persons continuing their education through certain types of short courses, seminars, and conferences. The program is designed for industrial, business, educational, civic, professional, and other groups.

One Continuing Education Unit is defined as: Ten contact hours of participation in an organized educational experience under responsible sponsorship, capable direction and qualified instruction.

Continuing Education Units may be awarded as whole units or as tenths of units. For example, a fifteen contact-hour short course would produce 1.5 C.E.U.'s, a ten contact-hour offering 1.0 C.E.U., and a five contact-hour offering 0.5 C.E.U.

A permanent record will be maintained by the University of all C.E.U.'s earned.

For further information, please contact the Coordinator of Continuing Education, Marshall University Community and Technical College, 696-3646.

Off-Campus Classes

Off-campus classes are offered in various parts of the state for teachers and others who find it impossible to attend classes on the Huntington campus.

ACADEMIC COMMON MARKET

Out-of-State Programs at Reduced Tuition

West Virginia provides for its residents who wish to pursue academic programs not available within the State through the Academic Common Market and through contract programs. Both programs provide for 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. The Academic Common Market, which provides access to numerous graduate programs, is restricted to West Virginia residents who have been admitted to one of the specific programs at designated out-of-state institutions. Further information may be obtained through the Office of Academic Affairs, the Graduate School Office, or the West Virginia Board of Trustees.

GRADE INFORMATION AND REGULATIONS

GRADES AND QUALITY POINTS

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

- 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 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 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 degree.)
- F. Failure, given for unsatisfactory work. No quality points.
- W. Withdrawn on or before the eighth Friday after the first class day of the regular semester or the third Friday after the first class day in the summer session.
- WP. Withdrawn passing after the "W" period.
- WF. Withdrawn failing after the "W" period.
- I. The instructor may grant an I grade (Incomplete) when a student's illness or some other valid reason makes it impossible to complete course requirements. It is the instructor's decision as to whether an I is to be granted based on such considerations as the amount of course work completed, the student's demonstrated potential to successfully complete the work, and the appropriateness and feasibility of granting an I based on the design of the course and the reason for failure to complete the course. All incompletes must be made up within a period not to exceed twelve months. The professor must indicate to the student and the appropriate department chair the time period in which the makeup work must be completed and the specific work required. If an incomplete is not made up within the specified period or if the makeup work is unsatisfactory, the grade becomes an F. An I grade may also be removed by repeating the course within the twelve-month period.
- IW. A student who has never attended a class shall receive a grade of "IW" (Irregular Withdrawal). The "IW" grade is not considered in determining the student's quality point average.

- CR/NC. Credit or no credit. Grading method used in a limited number of specifically designated graduate courses. Not more than six hours of CR grades may be used toward a degree unless special permission is received. Some CR/NC graded courses may not be used for degree purposes.
- PR. Indicates progress on a thesis or chemistry research. It is replaced by the final grade upon completion up to established credit limits.

GRADE APPEAL POLICY, ACADEMIC PROBATION, INELIGIBILITY FOR SCHOLASTIC DEFICIENCIES, AND ACADEMIC DISHONESTY

Marshall University's policies in the above areas are in keeping with Board of Trustees Policy Bulletin No. 60, which is reproduced in its entirety following this section. The Academic Rights and Responsibilities of Students policy statement which follows provides details with respect to student rights and procedures on these and similar matters relating to academic appeals.

Marshall University Academic Rights and Responsibilities of Students

This policy statement implementing Board of Trustees Policy Bulletin No. 60 (April 8, 1986) supersedes statements in previous Marshall University Graduate Catalogs which concern grade appeals, academic dishonesty, and any other procedures relating to academic appeals. Consult the most recent graduate catalog for the latest appeal procedures.

I. Statement of Philosophy

Marshall University is an academic community and as such must promulgate and uphold various academic standards. Failure of a student to abide by such standards may result in the imposition of sanctions pursuant to Policy Bulletin No. 60 of the Board of Trustees. A 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 fulfill course work and degree or certificate requirements and to know and meet criteria for satisfactory academic progress and completion of the program.

II. Definitions:

- A. Graduate Dean: the chief academic officer of the Graduate School who will also serve in an advisory capacity to the student. The student is encouraged to contact the Graduate Dean for guidance on any appeal.
- B. Academic Deficiency: failure to maintain the academic requirements and standards as established by Marshall University and its constituent colleges and schools other than those relating to academic dishonesty. This shall include but is not limited to the criteria for maintenance of satisfactory academic progress, i.e. quality point average, special program requirements, professional standards, etc.
- C. Academic Dishonesty: any act of a dishonorable nature which gives the student engaged in it an unfair advantage over others engaged in the same or similar course of study and which, if known to the classroom instructor in such course of study, would be prohibited. This shall include, but is not limited to, the following: securing or giving unfair assistance during examinations or required work of any type; the improper use of books, notes, or other sources of information; submitting as one's own work or creation of any oral, graphic, or written material wholly or in part created by another; securing all or any part of assignments or examinations in advance of their submission to the class by the instructor; altering of any grade or other academic record;

and any other type of misconduct or activity which manifests dishonesty or unfairness in academic work. Each classroom instructor may modify the general definition of academic dishonesty to fit the immediate academic needs of a particular class, provided the instructor defines, in writing, the details of any such departure from the general definition.

Academic dishonesty also includes conspiring with or knowingly helping or encouraging a student to engage in academic dishonesty.

- D. Day: shall refer to a calendar day.
 - E. Limited Enrollment Program: any academic program which imposes admissions requirements in addition to general admissions to the University.
 - F. Student: any graduate student who has been admitted to and is currently enrolled in a course or in a certificate or degree program at Marshall University or for whom the institutional appeal period has not expired. Students enrolled in the Graduate Biomedical program will follow these procedures.
 - G. University Community: faculty, staff, or students at Marshall University.
 - H. President's Designee: Provost.
 - I. Provost: refers to the Chief Academic Officer.
 - J. Appeal Deadlines: the time allowed for each level of appeal. There will be no time extensions unless granted by the Graduate Academic Appeals Board for good cause. If the appeals do not meet the established deadlines the issue is no longer appealable.
- III. Student Academic Rights:
- Concomitant with other academic standards and responsibilities established by Marshall University and its constituent colleges and schools, each student shall have the following academic rights:
- A. The student shall be graded or have his/her performance evaluated solely upon performance in the course work as measured against academic standards.
 - B. The student shall not be evaluated prejudicially, capriciously, or arbitrarily.
 - C. The student shall not be graded nor shall his/her performance be evaluated on the basis of his/her race, color, creed, sex, sexual orientation, or national origin.
 - D. Each student shall have the right to have any academic penalty, as set forth herein, reviewed pursuant to the procedures in Section V. Except in those cases where a specific time is provided, this review shall occur within a reasonable time after the request for such review is made.
 - E. Each student shall have access to a copy of a university catalog or program brochure in which current academic program requirements are described (e.g., required courses, total credit requirements, time in residence requirements, minimum grade point average, probation standards, professional standards, etc.).
 - F. Each student shall receive from the instructor written descriptions of content and requirements for any course in which he/she is enrolled (e.g., attendance expectations, special requirements, laboratory requirements including time, field trips and cost, grading criteria, standards and procedures, professional standards, etc.)
 - G. The instructor of each course is responsible for assigning grades to the students enrolled in the course consistent with the academic rights set out in the preceding sections.
 - H. Marshall University and its constituent colleges and schools are responsible for defining and promulgating:
 - 1. the academic requirements for admission to the institution, for admission to limited enrollment programs, and for admission to professional and graduate degree programs,
 - 2. 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,
- 3. the requirements or criteria for any other academic endeavor, and the requirements for student academic honesty, consistent with the policies, rules, and regulations of the Board of Trustees and with the fundamentals of due process, and
- 4. probation, suspension, and dismissal standards and requirements.
- I. Normally, a student has the right to finish a program of study according to the requirements under which he/she was admitted to the program. Requirements, however, are subject to change at any time, provided that reasonable notice is given to any student affected by the change.

IV. Academic Sanctions

A student who fails to meet the academic requirements or standards, or who fails to abide by the University policy on academic dishonesty, as defined by Marshall University and its constituent colleges and schools, may be subject to one or more of the following academic sanctions:

- A. A lower final grade in or failure of the course or exclusion from further participation in the class (including laboratories or clinical experiences, any or all of which may be imposed by the instructor of the course involved).
- B. Academic Probation:
 - 1. For Academic Deficiency:

- a. Graduate Students

Any student whose grade point average falls below 3.0 will be placed on academic probation by the Graduate Dean.

Following notification of probation and prior to subsequent registration, a student will be counseled by his/her advisor or the chairperson of the department of his/her program. During this session, the student will be advised of his/her deficiencies and the requirements for removing the deficiency within the next nine (9) semester hours of enrollment. A second advising period will follow the first grading of subsequent enrollment and will be designed to check the progress. If probationary status is not removed, the student may be subject to further academic action pursuant to these policies, including academic dismissal.

- b. Medical Students:

Medical School students should consult the appropriate Medical School publications for the description of this sanction.

- 2. For Academic Dishonesty

In those cases in which a student has been found guilty of academic dishonesty he/she may be placed on academic probation for a period of time not to exceed one academic year. During this period the student is given an opportunity to prove that he/she can become a responsible and positive member of the University community. Conditions and restrictions for probation may be imposed, as deemed appropriate, including but not limited to:

- a. Exclusion from representation of the University in any extracurricular activities such as intercollegiate athletics, debate teams, university theatre, band, etc.; however, the student may participate in informal activities of a recreational nature sponsored by the University.
 - b. Self-Improvement: A program of self-development will be planned in conjunction with a faculty or staff person assigned in a counseling/guidance capacity.
 - c. Surrender of Student Activity Card: Upon request the Student Activity Card is to be yielded to the Provost and all rights and privileges pertaining thereto forfeited for a specified period of time not to exceed one academic year.

A student violating any term of academic probation while on such probation will be subject to further academic sanction up to and including

academic dismissal from the University.

C. Academic Suspension:

1. For Academic Deficiency:

a. Graduate Students

Graduate students should consult college and program publications for a description of the conditions under which academic suspension may be imposed for academic deficiency.

b. Medical Students

Medical School students should consult Medical School publications for a description of the conditions under which academic suspension may be imposed for academic deficiency.

2. For Academic Dishonesty:

In those cases in which a student has been found guilty of academic dishonesty he/she may be academically suspended for a period of time not to exceed one academic year. During such period the student may not enroll in any course or program offered by Marshall University or any of its constituent colleges or schools. A student violating any term of academic suspension while on such suspension will be subject to further academic sanction up to and including academic dismissal from the University.

D. Academic Dismissal:

This 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 Marshall University, or a student may be academically dismissed from the institution and not remain eligible to enroll in other courses or programs at Marshall University. The terms of academic dismissal from a program for academic deficiency are specified in Sec. IV, B.1. Academic dismissal from a program or from the University may also be imposed for violation of the University policy on academic dishonesty.

V. Academic Appeals

In cases where a student is appealing a grade, the grade appealed shall remain in effect until the appeal procedure is completed, or the problem resolved.

A. Student appeals for instructor-imposed sanctions: The intent of the appeals process is to treat all parties fairly, and to make all parties aware of the appeals procedure.

In those cases in which a graduate student has received an instructor-imposed sanction, the student shall follow the procedures outlined below:

1. Graduate students:

a. The student should first attempt a resolution with the course instructor. This initial step must be taken within ten (10) days from the imposition of the sanction or in case of an appeal of a final grade in the course, within thirty (30) days of the beginning of the next regular term. The student who makes an appeal is responsible for submitting **all** applicable documentation. If the instructor is unavailable for any reason, the process starts with the department chairperson.

b. If the procedure in Step 1 (a) does not have a mutually satisfactory result, the student may appeal in writing to the department chairperson within the ten (10) days after the action taken in Step 1 (a), who will attempt to resolve the issue at the departmental level. When a student appeals a final grade, the faculty member must provide all criteria used in determining grades.

c. Should the issue not be resolved at the departmental level, either the student or instructor may appeal in writing to the Dean of the Graduate School within ten (10) days of the action taken in Step 2 (b). The Dean

will attempt to achieve a mutually satisfactory resolution.

- d. Should the issue not be resolved by the Dean, either the student or instructor may appeal in writing within ten (10) days of the action in Step 3 (c) to the Chairperson of the Graduate Committee who shall refer the matter to the Graduate Academic Appeals Board for resolution. The hearing panel has the right to seek additional documentation if necessary.

2. Medical Students:

Medical School students who desire to appeal an instructor-imposed sanction should consult the appropriate Medical School publications for the proper procedures to be followed.

B. Appeals for Academic Dishonesty:

Primary responsibility for the sanctioning for academic dishonesty shall lie with the individual instructor in whose class or course the offense occurred; however, charges of academic dishonesty may be filed by any member of the University community.

Sanctions for academic dishonesty may range from an instructor-imposed sanction, pursuant to Sec. IV. A, herein, to dismissal from the institution.

1. In those cases where the instructor imposes a sanction pursuant to Sec. IV. A, only and does not refer the matter to the department chairperson for additional sanctions, the student may appeal the sanction in accordance with the procedures described in Sec. V. A.

2. Where the offense is particularly flagrant or other aggravating circumstances are present, such as a repeat violation, the instructor may refer the matter to the department chairperson for additional sanctions as permitted by this policy. In addition any member of the University community may refer a case of academic dishonesty to the chairperson of the department in which the course involved is being offered. Allegations of academic dishonesty must be referred to the department chairperson within thirty (30) days from the date of the alleged offense.

In those cases where the matter is referred to the department chairperson, the following procedures are applicable:

- a. The department chairperson shall bring together the student involved and the faculty member and/or other complainant within ten (10) days from the date of referral. A written admission of guilt at this level may be resolved with a maximum penalty of "F" in the course.
- b. If the student denies guilt or disagrees with the sanction imposed or if the faculty member, other complainant, or chairperson feels that the penalties in Step (a) are insufficient for the act complained of, the case shall be forwarded in writing by the chairperson to the Graduate Dean within ten (10) days from the date of the meeting. The Graduate Dean shall bring together the student, the faculty member or other complainant, and the department chairperson to review the charges within ten (10) days from the date of referral. The Graduate Dean may impose any sanction permitted by Sec. IV of this policy.
- c. Should the student, faculty member, or other complainant be dissatisfied with the determination of the Graduate Dean, the case may be appealed in writing within ten (10) days of the dean's written decision to the Chairperson of the Graduate Committee who shall refer the case to the Graduate Academic Appeals Board for resolution.
- d. Should the student, faculty member, or other complainant be dissatisfied with the determination of the Graduate Academic Appeals Board then he/she may file an appeal with the Provost within thirty (30) days from receipt of the written decision of the Board. The decision of the Provost shall be final.

C. Appeals For Academic Deficiencies:

1. In those cases in which a graduate student has been denied admission to a program, has been or may be placed on academic probation or academic suspension for academic deficiencies, the following procedures are applicable:
 - a. The student is entitled to written notice:
 - (1) of the nature of the deficiency or reason for denial of admission to a program,
 - (2) of the methods, if any, by which the student may correct the deficiency, and
 - (3) of the penalty which may be imposed as a consequence of the deficiency.
 - b. The student shall be given the opportunity to meet with the person or persons who have judged his/her performance to be deficient, to discuss with this person or persons 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 University (faculty, staff, or student). Such advisors may consult with but may not speak on behalf of their advisees or otherwise participate directly in the proceedings, unless given specific permission to do so by the person conducting the meeting. The student is not entitled to an attorney in such meetings and the formal rules of evidence are not applicable. The student must request such a meeting in writing within ten (10) days from receipt of the notice.
 - c. If the student is dissatisfied with the outcome of the meeting outlined in (b) above, the student may appeal the judgment to the Provost within thirty (30) days after receipt of written notice of the judgment.
 - d. The decision of the Provost is final.
2. In those cases in which a student has been or may be dismissed from a graduate academic program or has been or may be dismissed from the institution for academic deficiencies, the following procedures are applicable:
 - a. The student is entitled to written notice:
 - (1) of the nature of the deficiency,
 - (2) of the methods, if any, by which the student may correct the deficiency, and
 - (3) of the penalty which may be imposed as a consequence of the deficiency.
 - b. The student shall be given the opportunity to meet with the person or persons who have judged his/her performance to be deficient. The student must request such a meeting in writing within ten (10) days from receipt of the notice. The student shall be given the opportunity to discuss with this person or persons 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 University (faculty, staff, or student). Such advisors may consult with but may not speak on behalf of their advisees or otherwise participate directly in the proceedings, unless given specific permission to do so by the person conducting the meeting. The student is not entitled to an attorney in such meetings and the formal rules of evidence are not applicable.
 - c. If the student is dissatisfied with the outcome of the meeting outlined in (b) above, the student may file an appeal with the Chairperson of the Graduate Committee who shall refer the matter to the Graduate Academic Appeals Board. In such cases at least two (2) of the faculty and student members of the hearing panel must be chosen from Board members appointed from the constituent college or school involved.

This appeal must be filed within ten (10) days after receipt of written notice of the decision.

- d. If the student is dissatisfied with the decision of the Graduate Academic Appeals Board, the student may appeal the decision to the Provost within thirty (30) days after receipt of written notice of the decision.
- e. The decision of the Provost is final.

3. Medical School Students:

In those cases in which a Medical student has been or may be placed on academic probation, or academic suspension, or has been or may be dismissed from Medical School for academic deficiencies, he/she should consult the appropriate Medical School publications for the proper procedures to be followed.

VI. Graduate Academic Appeals Board

A. Description and Jurisdiction

The Graduate Academic Appeals Board is a permanent subcommittee of the Graduate Committee. It is established to hear all appeals arising from the following:

1. Instructor-imposed sanctions, including: lowering of final course grade, failure of course, or exclusion from further participation in the class.
2. Final course grades.
3. Sanctions imposed for academic dishonesty.
4. Dismissal from an academic program.
5. Dismissal from the University.
6. Such other cases as may be referred to the Board by the Graduate Committee.

B. Composition of the Board

The Graduate Academic Appeals Board shall be composed of faculty and student members chosen in the following manner:

1. Faculty Members:

The Graduate Dean shall appoint three (3) faculty members from each college and school having a graduate program to serve on the Board. Such appointments shall be made annually in the Fall semester.

2. Student Members:

The President of Graduate Student Council shall appoint one (1) graduate student from each college and school having a graduate program to serve on the Board. All student members of the Board must be in good academic, financial, and disciplinary standing with the University and must have been enrolled for at least two (2) semesters at Marshall. If, for any reason, the President of the Graduate Student Council fails or is unable to appoint student members, then the Graduate Dean may appoint such graduate student members.

3. Hearing Officers:

The Graduate Committee shall appoint the Hearing Officer of the Board and two (2) alternates. The Hearing Officer and alternates must have previously served on the Board.

C. Selection of Members for an Individual Hearing

An individual Hearing Panel shall be composed of two (2) faculty members, one student member, and one non-voting Hearing Officer. The members of the Hearing Panel shall be chosen by the Chairperson of the Graduate Committee or his/her designee.

VII. Hearing Procedures

It is the intent of these procedures to insure that Marshall University students receive appropriate due process in academic matters. This includes fundamental fairness, just sanctions, and all rights in accordance with the belief that academic appeal hearings at an institution of higher education such as Marshall University

should have an educational objective. Academic appeals, pursuant to these procedures, are informal and not adversarial in nature.

- A. The time and place of the hearing are determined by the Hearing Officer. The hearing should be held within sixty (60) days of the written request. Upon written request, the Hearing Officer may, at his/her discretion, grant a continuance to any party for good cause.
- B. The Hearing Officer will notify the appellee, appellant, and other appropriate parties in writing at least five (5) days prior to the hearing, of the date, time, and place of the hearing. A statement of the facts and evidence to be presented in support of the student's grounds for appeal will be provided to the appellee in appropriate cases.
- C. The appellant student and the appellee have the right to an advisor. Advisors must be members of the University community (faculty, staff, or student). 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 Hearing Officer. **Attorneys are not permitted to appear on behalf of any appellant or appellee.**
- D. Prior to the scheduled hearing, the members of the Board may convene in closed session to examine the content of the appeal, the specific issues to be considered, and all supporting documents.
- E. The student with his/her advisor if any, will be called before the Board and the Hearing Officer will then restate the nature of the appeal and the issues to be decided.
- F. The hearing shall be closed. All persons to be called as witnesses, other than the appellant, with his/her advisor, if any, and the appellee and his/her advisor, if any, will be excluded from the hearing room. Any person who remains in the room after the hearing has begun will be prohibited from appearing as a witness at the discretion of the Hearing Officer.
- G. Anyone disrupting the hearing, may be excluded from the hearing room if, after due warning, he/she engages in conduct which substantially delays or disrupts the hearing, in which case the hearing shall continue and the Board shall make a determination based on the evidence presented. If excluded, the person may be readmitted on the assurance of good behavior. Any person who refuses the Board's order to leave the hearing room may be subject to appropriate disciplinary action pursuant to Marshall University policy. In the event a student is excluded under the terms of this provision, a representative shall be appointed by the Hearing Officer to participate in the student's behalf during the continuation of the proceedings.
- H. Except as provided in G and K herein, all evidence must be presented in the presence of the student.
- I. The student or other parties involved may petition the Hearing Officer for a subpoena or a request for appropriate written information or documents.
- J. The student will be given the opportunity to testify and present evidence and witnesses on his/her own behalf and to discuss with and question those persons against whom the appeal is filed.
- K. The Board may admit as evidence any testimony, written documents, or demonstrative evidence which it believes is relevant to a fair determination of the issues. Formal rules of evidence shall not be applicable in academic appeal hearings.
- L. If the student appellant or the appellee fails to appear at a hearing and fails to make advance explanation for such absence which is satisfactory to the Board, or if the student appellant or the appellee leaves before the conclusion of the hearing without permission of the Board, the hearing may continue and the Board may make a determination on the evidence presented at the hearing, or the Board may, at its discretion, dismiss the appeal.

- M. Upon completion of the testimony and presentation of evidence, all persons except Board members will be required to leave the room. The Board will then meet in closed session to review the evidence presented. The Board shall make its findings based upon a preponderance of evidence. The Board shall reach its determination by a majority vote. The results shall be recorded in writing and filed with the Chairperson of the Graduate Committee and the Provost. If the Board's decision includes the imposition of academic sanction, the sanction given and its duration must be specified for the record. A report of a dissenting opinion or opinions may be submitted to the Chairperson of the Graduate Committee and the Provost by the Hearing Officer. The actual vote of the Board will not be disclosed. The Hearing Officer is a non-voting member of the Board.
- N. The findings of the Board and any sanction shall be announced at the conclusion of the hearing. The student, the faculty member and the Graduate Dean shall be notified in writing of the findings and any sanction at the conclusion of the hearing.
- A record of the hearing shall be prepared in the form of summary minutes and relevant attachments and will be provided to the student upon request.
- O. The student, or any other person, may not tape the proceedings.
- P. In an appeal related to a final grade, the Appeals Board will complete the change of grade forms and submit that information to the Registrar, the faculty member and the Graduate Dean.
- Q. Within thirty (30) days following receipt of the Board's decision, the student may file an appeal with the Provost who shall review the facts of the case and take such action as deemed appropriate under all the circumstances. The Board's findings and sanction, if any, may be affirmed, modified, or remanded to the original Hearing Board for further action as deemed appropriate by the Provost. A written brief stating grounds for appeal should be presented by the student to the Provost with the appeal. The scope of review shall be limited to the following:
1. Procedural errors.
 2. Evidence not available at the time of the hearing.
 3. Insufficient evidence to support the findings of the Board.
 4. Misinterpretation of university policies and regulations by the Board.
 5. A sanction disproportionate to the offense.
 6. Lack of jurisdiction.
- R. The decision of the Provost is final. The student, the faculty member, the Graduate Dean, and the Registrar shall be notified in writing of the Provost's decision.

Approved by the Graduate Committee

POLICY REGARDING ACADEMIC RIGHTS AND RESPONSIBILITIES OF STUDENTS

Following is Policy Bulletin No. 60, adopted by the West Virginia Board of Regents, November 13, 1984. This revises and replaces Section 7 of Policy Bulletin No. 57 dated July 13, 1982. The University of West Virginia Board of Trustees assumed jurisdiction of the West Virginia Board of Regents July 1, 1989.

Other statements in this catalog relating to academic rights and responsibilities are being reviewed by the appropriate committees. In whatever instances they differ from Policy Bulletin No. 60, this Bulletin takes precedence.

SECTION 1: ACADEMIC RIGHTS AND RESPONSIBILITIES OF STUDENTS

1.0 Academic Responsibilities

1.0.1 The institution and its constituent colleges and schools shall define and promulgate, consistent with the policies, rules, and regulations of the Board of Regents, 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.

1.02. 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 course work and degree or certificate requirements and to know and meet criteria for satisfactory academic progress and completion of the program.

1.1. **Academic Rights.** Concomitant with the academic standards and responsibilities established pursuant to Section 1.0, each student shall have the following academic rights:

1.1.1. 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.

1.1.2. Each student shall have the right to have any academic penalty, as set out in Section 3.2 below and more specifically defined by his/her institution, reviewed.

1.1.3. 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 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.).

1.1.4. 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.

SECTION 2. APPLICATION OF POLICY TO STUDENTS

2.1 **Definition of student.** A student, for these purposes, shall be defined as any individual who has been admitted to and is currently enrolled in a course or in a certificate or degree program at the institution, or for whom the institutional appeal period has not expired.

2.2 **Application of policy to students.** 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 Section 1.0.1. 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.

SECTION 3. ACADEMIC REQUIREMENTS AND CONSEQUENCES OF FAILURE TO MEET REQUIREMENTS.

3.1. **Academic requirements and criteria.** The institution and its constituent colleges

and schools shall define and promulgate the academic requirements, criteria and standards as set out in section 1.0.1 above. 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.

3.2 Consequences of failure to meet academic requirements. 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 1.0.1, may be subject to one or more of the following penalties:

3.2.1 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.

3.2.2. Academic probation as determined and defined by the institution and its constituent colleges and schools.

3.2.3. Academic suspension as determined and defined by the institution and its constituent colleges and schools.

3.2.4. 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 in Section 4 below. Each institution and its constituent colleges and schools shall determine and specify the point at which penalties, excluding those specified in Section 3.2.1, may be imposed. Each instructor determines the point at which the penalties specified in Section 3.2.1 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.

SECTION 4. APPEALS

4.1. 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 of its constituent colleges and schools, including those described in Section 3.2.

Additional procedures may include but not to be limited to:

4.1.1. appeals of a grade penalty or exclusion from class,

4.1.2. appeals of final course grades,

4.1.3. appeals of imposition of academic probation,

4.1.4. appeals of imposition of academic suspension,

4.1.5. appeals of dismissal from undergraduate programs,

4.1.6. appeals of dismissal from graduate programs,

4.1.7. appeals of dismissal from professional degree programs,

4.1.8. appeals of dismissal from the institution.

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

4.2.1 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.

4.2.2. An opportunity for the student to meet with the faculty members(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.

4.2.3. An opportunity for the student to appeal the decision or judgment of faculty members through the established institutional appeals procedure within thirty calendar days after written notice of the decision or judgment.

4.2.5. The decision of the president or his/her designee regarding an academic appeal is final.

4.3.1. The appeal will be subject to the following conditions:

4.3.1.1. The appeal must be filed within thirty calendar days after written notice of the decision.

4.3.1.2. The appeal to the appropriate academic officer or appeals committee is not adversarial in nature; the formal rules of evidence do not apply.

4.3.1.3. The student may be advised by a person of his/her choice from the institution; likewise, the faculty member, academic officer, or committee recommending academic dismissal may have an advisor 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.

4.3.1.4. Witnesses may be called by any of the parties involved.

4.3.1.5. 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.

4.3.2. The decision of the president or his/her designee regarding academic dismissal is final.

SECTION 5. PUBLICATION

5.1. 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.

Adopted: West Virginia Board of Regents, November 13, 1984
Board of Trustees Policy, July 1989

ABSENCES FROM EXAMINATIONS

Students are required to take all regular examinations. If a student attends a course throughout the semester and is absent from the final examination without permission, the instructor counts the examination as zero and reports the final grade of F. If the absence is the result of illness or some other valid reason beyond the control of the student, the grade of I is reported, and the student may, upon application, take the examination at a later date. (See "Incomplete" under Grades and Quality Points.)

REPORTING OF FINAL GRADES

Grades of the current semester or summer term and the cumulative quality point average are mailed to the student as soon as possible following each semester or term of enrollment by the Office of the Registrar.

TRANSCRIPTS OF ACADEMIC RECORD

Every student is entitled to one free official transcript of his or her record. Each additional copy costs \$3 in cash or money order. Two or three weeks may be required to

process an application for a transcript at the close of a semester or summer term. At other times the service is approximately 24 hours from receipt of the request.

Students who default in the payment of any university financial obligation forfeit their right to claim a transcript.

An application for a transcript of credit earned must furnish the date of last attendance at Marshall University and student identification number. A married woman should supply her unmarried name if different from her married name.

All requests for transcripts must be sent directly to the registrar.

Transcripts are prepared in the order received.

Transcript requests must be in writing; no phone requests are accepted.

GRADUATION INFORMATION

GENERAL REQUIREMENTS FOR MASTER'S DEGREE

A student whose program requires a thesis must earn 32 hours of credit in graduate courses. Of these 32 hours, credit not to exceed 6 hours may be granted for the thesis. If a thesis is not required, the student must complete 36 hours of graduate course work. Students majoring in chemistry must earn 32 hours of graduate credit. Of these 32 hours, no more than 12 hours may be in Chemistry 682, Research, which includes a thesis. A master's degree in Counseling requires a minimum of 48 semester hours.

A minimum of 18 hours must be earned in the major subject. The major department may optionally require a minor with a minimum of 6 hours in another subject. Courses may be taken in a third closely related field if approved by the advisor. In special teacher-education curriculums, courses may be distributed among several fields with the approval of the advisor.

On recommendation of the department and with the concurrence of the Graduate Dean, the requirement of a minor may be waived.

Graduate courses are numbered 500 to 899. Selected courses with 400 series numbers for undergraduate credit have 500 series numbers for graduate credit. A course taken at the 400 level cannot be retaken at the 500 level; it will not be applicable to the master's degree. In courses open to both graduate and undergraduate students, graduate students are required to do more work than undergraduates. This may include more extensive reading, an extra research paper, and other individual work. At least one-half of the minimum required hours for the master's degree must be taken in courses numbered 600 to 799.

To receive a master's degree, students must have a scholastic average of not less than 3.0 (B) in all current work completed at Marshall University. (See Time Limitations for outdated course work.) In addition, the student must have a 3.0 in the major or in CORE courses of an interdisciplinary program. All grades of C or less are counted in computing averages, but no more than six hours of C and no grades below C may be applied toward the degree. Up to six hours of CR grades may be included within a degree program but they will not affect the quality point computation.

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. (See Admission to Program and Candidacy.) Students must take appropriate national exams in order to graduate.

A course may be counted toward only one graduate degree.

QUALITY POINTS REQUIRED FOR GRADUATION

The quality point average is computed on all graduate course work taken at Marshall

University, with the exception of outdated course work and courses with grades of W, WP, IW, PR, NC or CR. The grade of I is computed as an F in determining qualifications for candidacy or graduation.

An average of B (3.0) or better in Marshall University graduate courses is required for a master's degree. A more detailed statement is presented above.

It is the responsibility of the students to keep informed on their quality point standing and degree requirements. This information can be obtained from the Graduate School Dean.

APPLICATION FOR GRADUATION

Applicants for Graduation **MUST** be filed in the Office of the Graduate School **NOT LATER** than the date printed in the calendar of the final term or semester in which the degree requirements will be completed. **Note: the student cannot graduate in the same semester he or she has been admitted to candidacy.** Forms for applying for graduation may be obtained from the Office of the Graduate School. A receipt for a diploma fee of \$20.00, payable at the Bursar's Office, must be attached to the application before it will be accepted by the Graduate School Office. Students who fail to apply may not take the final comprehensive examination and will not be graduated.

RESIDENCE REQUIREMENTS

Except for transfer credit, all work counted toward a master's degree must be taken in courses offered or approved by the Graduate School of Marshall University. Such courses shall be considered as resident credit whether they are taken on or off the Huntington campus.

COMPREHENSIVE EXAMINATIONS

In addition to these general requirements for the master's degree, a comprehensive examination must be taken under the direction of the Graduate Dean. The examination may be written, oral or both. The examination is not solely based upon the specific courses completed, but affords the student an opportunity to demonstrate a broad comprehension and synthesis of the major subject.

The examination is graded and/or conducted by an examining committee consisting of three (3) to five (5) graduate faculty selected by the graduate student and his/her advisor, and approved by the Graduate Dean. It is the responsibility of the student and the advisor to obtain the written assent of the graduate faculty to serve on the examining committee. Forms for this purpose are available in the Graduate School Office.

The graduate advisor, who acts as chairman of the examining committee, prepares the questions for the written examination in consultation with other faculty in the subject, and conducts the oral examination. Sample examination questions are on file in each department office, in the Graduate School Office, and in the University Library, and shall be made available to the graduate student.

The grade given on the examination is "pass" or "not pass." The decision on the grade is made by a majority vote of the members of the committee, and forwarded by the chairman to the Graduate Dean on a form provided by the Graduate School Office. All graduate students must pass a final comprehensive examination to be eligible for graduation. Only two reexaminations are permitted. In the event students fail to pass an examination, they will be placed on probation and, prior to reexamination, must meet with their examining committee to discuss deficiencies and steps to correct them. Students may be examined only one time a term or semester. When students fail the second reexamination, the department will recommend their dismissal by the Graduate School.

THESIS

REGULATIONS GOVERNING THESIS REQUIREMENT

A binding fee of \$25.50 (three copies required @ 8.50 per) is required for all students completing a thesis. The appropriate form must be completed and stamped paid or accompanied by a receipt from the Bursar's Office and then returned to the Graduate School Office when a student applies for Graduation.

A thesis in the major field, completed to the satisfaction of the department, may be submitted. The maximum amount of credit that may be earned for the thesis is 6 hours for all departments. Research and thesis in chemistry is permitted to a maximum of 12 hours. Students who will profit more by doing additional course work in lieu of a thesis must earn at least 36 course hours of credit. The thesis advisor and student are guided by departmental requirements and the student's needs and interests in determining whether he/she is to write a thesis.

Students in departments other than chemistry register for thesis 681. Chemistry majors register for research 682. The student continues to register for thesis 681 or research 682 in chemistry, and pay tuition for the number of hours per semester as agreed to between the student and the thesis advisor. The thesis advisor reports a mark of PR (progress) 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. When the thesis is completed, it is submitted to the advisor and a thesis committee for tentative approval. This committee should have the same composition as the examining committee for the comprehensive examinations. The candidate must then give a presentation open to the academic community based upon the results of the thesis and give a satisfactory defense of the thesis before his/her thesis committee. Upon successful defense of the thesis, the advisor with the concurrence of the committee assigns a grade which applies to all hours earned for the thesis. The advisor may report a final grade of F 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.

The mark of PR (progress) may be used only in reporting on thesis 681 or research 682 (chemistry). It may not be used in connection with other courses in the Graduate School.

The thesis must be prepared according to the form furnished by the Graduate School Office, or according to guidelines (available in the department) which have been approved by the Graduate Dean. Three unbound copies of the thesis must be submitted to the advisor and filed with the Dean of the Graduate School by the dates printed in the calendar of the term in which the student intends to graduate. If the student fails to meet these dates, the Graduate Dean may postpone his or her graduation until the end of the following term. The Graduate School Office has three copies of the thesis bound. Two copies of the bound thesis are deposited in the library. The third bound copy is filed in the major department.

VALUE AND NATURE OF THESIS

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 may be of great value. To be urged to write a thesis is a compliment to one's ability. The presentation and oral defense of the thesis is designed to emphasize the importance of graduate student research in the academic environment and give public credit to the student's achievements.

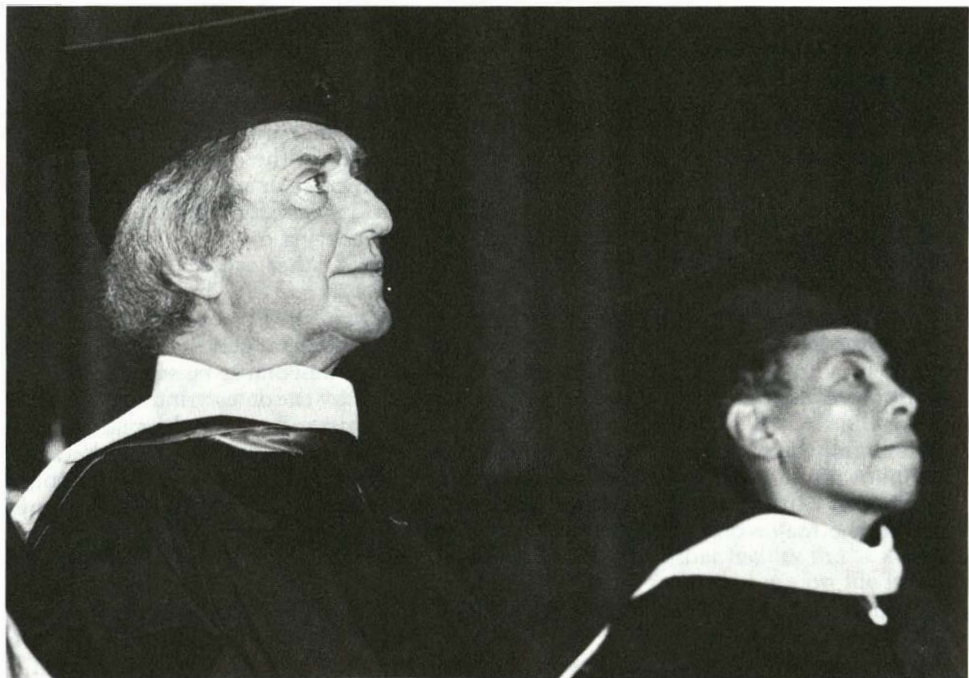
The thesis consists of a written interpretation of a body of facts and opinions gained through critical reading and independent study or it reports the results of a research

project. For teachers, it may be a presentation of a directed learning activity showing the purpose, problems involved, procedure, and effectiveness of the project.

TIME LIMITATION

All requirements for the master's degree must be met within five years from date of enrollment in the first course to be used in a graduate degree program, except in Counseling where degree requirements must be met within seven years. An extension in time not to exceed three years may be granted by the Graduate Dean, except in Counseling where the student may have up to a two year extension. Absence due to military obligations, long serious illness, or similar circumstances may be regarded as proper reasons for an extension of time. Courses more than eight years old are considered outdated, except in Counseling where courses more than nine years old are considered outdated. Validation by special examination on credit that is more than five years old is optional with the major department. Outdated courses will not be used in computing quality point averages for graduation, but they remain on the record.

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



School of Medicine

The School of Medicine offers the degree of Doctor of Medicine.

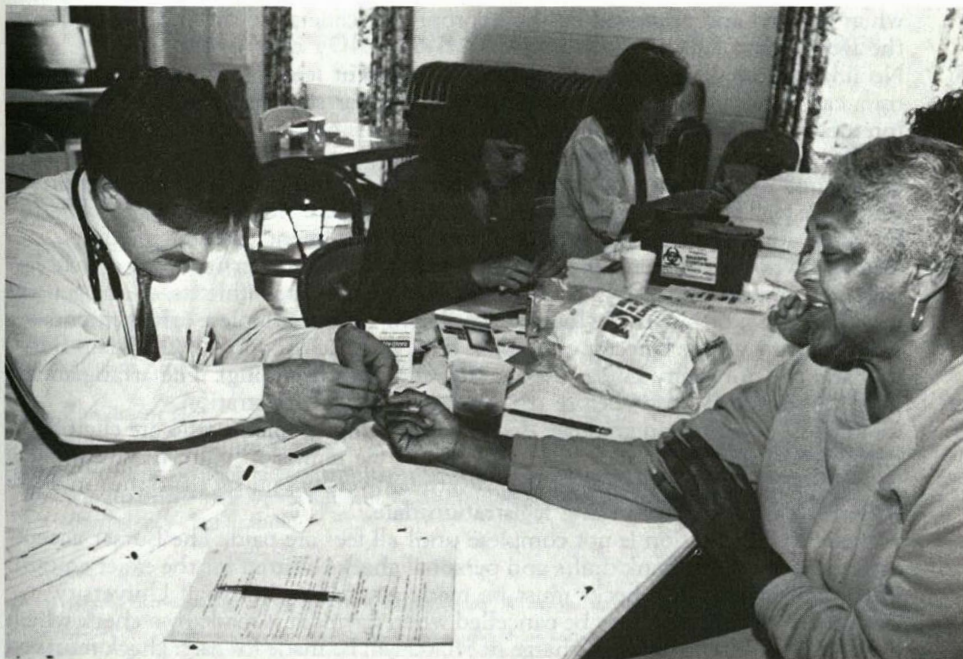
Established in the mid-1970s, the School of Medicine quickly became a force in improving both health care and educational opportunities for West Virginians. The School's curriculum prepares students for all medical specialties. However, because of the state's continuing shortage of physicians in primary-care specialties (such as general internal medicine and family practice), Marshall particularly emphasizes the special personal and medical skills needed for such fields.

The School is affiliated with the Veterans Administration Medical Center, St. Mary's Hospital, Cabell Huntington Hospital and John Marshall Medical Services, the faculty practice group. Through a network of other agreements, the school also provides health care at sites as varied as Huntington State Hospital and small rural clinics.

The result is a dynamic educational setting which exposes students to the full spectrum of medical care. They work in rural outpatient clinics as well as on busy hospital medical and surgical services. They choose from a variety of primary-care and specialty electives at Marshall, at other medical centers, and in numerous overseas locations.

The School of Medicine is accredited by the Liaison Committee on Medical Education of the American Medical Association and the Association of American Medical Colleges.

Information concerning admission may be found in the School of Medicine Bulletin.



Fees and Expenses

GENERAL INSTRUCTIONS

1. **The university and its governing board reserve the right to change fees and rates without prior notice.**
Please Note: All fee listings in the fee section of this catalog show the rates authorized and in effect for the 1990-91 academic year. New rates applicable to the 1991-92 academic year were not available on the date of publication. When the rates for the 1991-92 academic year are authorized and approved, fee schedules will be available in the Office of the Bursar and the Office of the Registrar. The new rates will become effective with the Fall Semester of the 1991-92 academic year.
2. Tuition fees for a regular semester, a Summer Term, an Intersession, and any special class are due and payable to the Office of the Bursar in accordance with dates established and listed in the Marshall University Schedule of Courses, the university's official Bulletin of Course Listings and Registration Instructions as published by the Office of the Registrar for each term of enrollment. Enrollments (registrations) not paid on or before the official due dates will be cancelled and the student will be subject to withdrawal from the university (see Withdrawal/Reinstatement Policy). Reregistration for enrollments not paid by the official due dates will be required when allowed and approved by the appropriate academic dean and the Office of the Registrar.
3. No financial credit will be extended for enrollment fees. The university operates on a cash basis with tuition payments for a regular semester, a summer term, an intersession or special class, being collected in advance. A student's residence hall fee (room and board) is due at a semester rate payable in accordance with dates established by the Office of University Housing. In this catalog see the section on Residence Hall Fees for semester rates. Contact the Office of Housing at 304/696-6765 for reservations and special arrangements, or installment payment requests.
4. Students who are recipients of financial aid through the university's loan or scholarship program, the university's Department of Intercollegiate Athletics, or any governmental agency, or by private loan or scholarship, must complete arrangements for payment through the Director of Student Financial Aid (Room 122, Old Main Building) and the university bursar (Room 101, Old Main Building). The arrangements must be complete on or before the student's date of registration.
5. Graduate assistants and graduate degree scholarship recipients who are eligible for enrollment fee waivers under the university's fee remission plan, must complete arrangements for the remission of fees with the university's bursar's and the Graduate School Dean on or before the registration date.
6. A student's registration is not complete until all fees are paid. The Bursar accepts cash, money orders, bank drafts and personal checks written for the exact amount of the obligation. All checks must be made payable to Marshall University.
7. A student's registration may be cancelled when payment is made by a check which is dishonored by the bank. A charge of \$10.00 will be made for each check returned unpaid by the bank upon which it is drawn unless the student can obtain an admission of error from the bank. If the check returned by the bank was in payment of tuition and registration fees, and/or residence hall fees, the Office of The Bursar

may declare the fees unpaid and the registration cancelled. In such case, the student may be reinstated upon redemption of the unpaid check and payment of the \$10.00 handling charge and the \$15.00 late registration fee when assessed for late payment. (See Withdrawal Reinstatement policy)

8. A student who owes a financial obligation to the university will not be permitted to enroll in subsequent semesters until the obligation is paid. The full payment of charges and balances outstanding on the books of the university in account with a student will be considered prerequisite to the issuance of any certificate of attendance or credit, the awarding of a diploma, or the conferring of a degree. Checks given in payment of fees, charges, or obligations, or in exchange for currency through a check cashing privilege are accepted by the university subject to bank clearing house procedure. In the event a check is dishonored by a bank, the student will be held responsible for prompt redemption of the check. Failure to properly redeem the check may result in administrative withdrawal. (See Withdrawal Reinstatement policy)
9. Students who withdraw properly and regularly from the institution will receive refunds of fees paid in accordance with the refunding policy which is stated in the schedule of refunds in this section of the catalog.
10. A student who is required to withdraw from the institution for disciplinary reasons may not receive refunds of fees paid.

ENROLLMENT FEES

On-Campus Rates for the 1990-91 Academic Year Graduate Courses

These rates will change effective Fall Semester 1991.

ASSESSMENTS FOR NINE SEMESTER HOURS OR MORE*

Regular Semester

	Resident Rate	Metro Fee ¹ Rate	Nonresident ² Rates
Tuition Fee ¹	\$155.00	\$ 550.00	\$ 550.00
Registration Fee ³	50.00	250.00	250.00
Higher Education Resources Fee ³	449.00	493.00	1,051.00
Faculty Improvement Fee ³	20.00	20.00	60.00
Student Center Fee ³	35.65	10.25	35.65
Institutional Activity Fee ⁴	78.85	78.85	78.85
Intercollegiate Athletics Fee ⁴	37.50	18.90	37.50
Total Enrollment Fee*	\$826.00	\$1,421.00	\$2,063.00

*NOTE: College of Business Graduate students must add a School of Business Special Fee assessment to the listed enrollment fees. The rates of assessment for fulltime enrollments of nine (9) semester hours or more are \$100.00 to students with a W. Va. Residence Classification and \$200.00 to students with a Metro Classification or a nonresidency classification.

¹Fee is applicable to students with residency classifications in the county of Lawrence, state of Ohio and the counties of Boyd, Carter, Greenup, and Lawrence, state of Kentucky.

²The Board of Trustees policy statement defining the term nonresident for fee purposes is printed in this catalog under the section entitled Policy Regarding Classification of Students as Residents and Nonresidents for Admission and Fee Purposes.

³Students enrolled for less than nine semester hours pay a prorated charge calculated in direct proportion to the number of semester hours scheduled. (One-ninth of the full-time fee multiplied by the number of semester hours scheduled by the student.)

⁴Students enrolled in a regular semester for seven (7) or more semester hours are required to pay in full the institutional activity fee and the intercollegiate athletic fee. Payments of the two fees are optional to students enrolled for six (6) semester hours or less. See the Table of Assessments for Student Activity Fees.

ENROLLMENT FEES
ON-CAMPUS RATES FOR THE 1990-91 ACADEMIC YEAR

GRADUATE COURSES
(These rates will change effective Fall Semester 1991)

ASSESSMENTS FOR LESS THAN NINE SEMESTER HOURS*

Regular Semester

HOURS	WEST VIRGINIA RESIDENT	METRO ¹	NON-RESIDENT
1-6	\$ 80.00/hr	\$ 148.00/hr	\$ 217.00/hr
7	676.35	1133.75	1635.35
8	756.35	1281.75	1852.35

TABLE OF ASSESSMENTS FOR
STUDENT ACTIVITY FEES — Regular Semester

Institutional Activity Fee, Student Center Fee, Intercollegiate Athletic Fee

Fees payable in full amount with course loads of seven (7) or more credit hours	Per hour cost of Activity Fees payable at a prorated charge with course loads of less than nine (9) credit hours.
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Institutional Activity Fee:

Artists Series, Convocations and Forums	\$ 9.50	
Birke Art Gallery	.60	
Career Planning and Placement	.30	
Chief Justice	3.05	
Debate	2.05	
Educational Support Services	2.15	
Health Service	21.00	
Identification Card	.35	
Intramural Sports	7.00	
Music Organizations	4.25	
Parthenon	6.00	
Programming Student Activities	10.25	
Student Government	2.40	
Student Legal Aid Program	1.00	
Human Relations Center	4.50	
University Theatre	2.00	
WMUL-Radio	2.45	
Total Institutional Activity Fee	\$78.85	
Student Center Fee:		
Student Center Bonds	\$18.00	\$ 2.00
Student Center Operations	17.65	2.00
Total Student Center Fee	\$35.65	\$ 4.00 per hour cost
Intercollegiate Athletics Fee:	37.50	
Total Activity Fee	\$152.00	\$ 4.00 per hour cost

*NOTE: College of Business Graduate students must add a School of Business Special Fee assessment to the listed enrollment fees; the rates of assessment for part-time enrollments of less than nine (9) semester hours are \$11.00 per semester hour to students with a W. Va. Residency Classification and \$22.00 per semester hour to students with a Metro Classification or a nonresidency classification.

¹METRO: Applicable to students with residency classification in the County of Lawrence, State of Ohio and the Counties of Boyd, Carter, Greenup and Lawrence in the State of Kentucky.

ENROLLMENT FEES

On-campus Rates for the 1991 Summer Terms

GRADUATE COURSES

ASSESSMENTS FOR NINE SEMESTER HOURS OR MORE* Summer Term (5 weeks) — Normal load — 6 credit hours

These rates will change effective First Summer Term 1992

	Resident of West Virginia Fee Rate	Metro Fee Rate	Nonresident Fee Rate
Tuition Fee ¹	\$155.00	\$ 550.00	\$ 550.00
Registration Fee ¹	50.00	250.00	250.00
Higher Education Resources Fee ¹	449.00	493.00	1,051.00
Faculty Improvement Fee ¹	20.00	20.00	60.00
Institutional Activity Fee ²	59.30	59.30	59.30
Student Center Fee ³	35.65	10.25	35.65
Total Enrollment Fee	\$768.95	\$1,382.55	\$2,005.95

ASSESSMENTS FOR LESS THAN NINE SEMESTER HOURS*

West Virginia Resident - Summer Term (5 weeks)

Rates will change effective First Summer Term 1991

HOURS	WEST VIRGINIA RESIDENT	METRO ¹	NON- RESIDENT
1-6	\$ 86.50/hr	\$ 154.50/hr	\$ 223.50/hr
7	605.50	1081.50	1564.50
8	692.00	1236.00	1788.00

TABLE OF ASSESSMENTS

STUDENT ACTIVITY FEE

Summer Term (5 weeks)

Institutional Activity Fee, Student Center Fee

	Fees payable in full amount with course loads of nine (9) or more credit hours	Per hour cost of Activity Fees payable at a prorated charge with course loads of less than nine (9) credit hours
Institutional Activity Fee:		
Convocations and Forums	\$ 2.00	\$.25
Birke Art Gallery	.60	.05
Educational Support Service	2.15	.23
Health Service	21.00	2.20
Identification Card	.35	.04
Intramural Sports	7.00	.78
Parthenon	6.00	.70

*NOTE: College of Business Graduate students must add a School of Business Special Fee assessment to the listed enrollment fees. The rates of assessment for full-time enrollments of nine (9) semester hours or more are \$100.00 to students with a W. Va. Residency Classification and \$200.00 to students with a Metro Classification or a nonresidency classification. The rates of assessment for part-time enrollments of less than nine (9) semester hours are \$11.00 per semester hour to students with a W. Va. Residency Classification and \$22.00 per semester hour to students with a Metro Classification or a nonresidency classification.

¹Students enrolled for less than nine semester hours pay a prorated charge calculated in direct proportion to the number of semester hours scheduled. (One-ninth of the full-time fee multiplied by the number of semester hours scheduled by the student)

²See the Table of Assessments for Student Activity Fees. The Student Center Fee and the Institutional Activity Fees are payable as a prorated charge calculated in direct proportion to the number of hours scheduled by the student. (One-ninth of the full-time fee multiplied by the number of hours scheduled by the student)

³Metro fee is applicable to students with residency classifications in the country of Lawrence, state of Ohio and the counties of Boyd, Carter, Greenup and Lawrence, state of Kentucky.

Programming Student Activities	10.25	1.20
Student Legal Aid Program	1.00	.10
Human Relations Center	4.50	.50
University Theatre	2.00	.20
WMU'L-Radio	2.45	.25
Total Institutional Activity Fee	\$59.30	\$ 6.50 per credit hour
Student Center Fee:		
Student Center Bonds	\$18.00	\$ 2.00
Student Center Operations	17.65	2.00
Total Student Center Fee	\$35.65	\$ 4.00 per credit hour
Total Activity Fee	\$94.95	\$10.50 per credit hour

ENROLLMENT FEES — OFF-CAMPUS RATES FOR THE 1990-91 ACADEMIC YEAR GRADUATE COURSES:

Rates will change effective Fall Semester 1991

Resident of West Virginia: \$76.00 per credit hour; Metro student: \$146.85 per credit hour; Nonresident: \$213.00 per credit hour — plus an off-campus course fee of \$40.00 for each course of instruction except courses offered by the Community College, for enrollments in a regular semester, a 5-week summer term an intersession period or any special class or course. Please note: College of Business Graduate students must add a School of Business Special Fee assessment to the aforementioned fees. The rates of assessment are \$11.00 per credit hour to students with a W. Va. Residency Classification and \$22.00 per credit hour to students with a Metro Classification or a nonresidency classification.

RESIDENCE HALLS

Students requesting housing in university residence halls are required to sign a contract to live and eat in the university facilities.

Residence hall contracts are effective for the full academic year, fall or spring semesters or summer terms, and are binding on all students who sign a contract for the period.

The food service plan is not valid during vacation periods. Food service plans (10,¹ 15 or 19 meals per week) become effective on the first day of any given semester or summer term. Meals prior to the first day of classes must be paid in cash.

NOTE: No deduction or refund is made in food service charges unless the student is absent from the campus for more than a calendar week because of personal illness or a university-approved trip. No deduction or refund is made in room charges for absences. Payment for services for room and board are required at the contractual rate. No reduction from the contracted rate will be allowed unless approved in advance by the Housing Office.

RATES¹

REGULAR SEMESTER ASSESSMENT

Rates will change effective Fall Semester 1991

	Room and Board Total per Semester ¹		
	19-Meal	15-Meal	10-Meal ²
Triple Occupancy			
Buskirk	\$1,678.00	\$1,633.00	\$1,578.00
Twin Towers	1,728.00	1,683.00	1,628.00
Hodges, Laidley, Holderby	1,633.00	1,588.00	1,533.00

¹Room and Board Fees are paid by semester. A \$100 reservation deposit must accompany the application. Of the \$100 amount, \$50 will be applied to the first semester's room and board payment, and \$50 will be held on account as a damage deposit. Contact the Office of Housing at 304-696-6765 for due dates and any special arrangements.

²10-meal plan is available only to Juniors, Seniors, and Graduate students and is effective Monday through Friday only.

Double Occupancy			
Buskirk	1,678.00	1,633.00	1,578.00
Twin Towers	1,728.00	1,683.00	1,628.00
Hodges, Laidley, Holderby	1,633.00	1,588.00	1,533.00
Single Occupancy			
Buskirk	1,923.00	1,878.00	1,823.00
Twin Towers	1,983.00	1,938.00	1,883.00
Hodges, Laidley, Holderby	1,770.00	1,725.00	1,670.00
Other Accommodations-Hodges, Laidley, Holderby			
Triple-two persons	1,718.00	1,673.00	1,618.00
Triple-one person	1,903.00	1,858.00	1,803.00
Double-one person	1,853.00	1,808.00	1,753.00

SUMMER TERM —5 WEEKS¹

Double Occupancy	
Holderby	510.35
Buskirk	524.70
Twin Towers	540.00
Holderby (Double for one person)	612.08
Single Occupancy	
Holderby	553.15
Buskirk	600.95
Twin Towers	618.70

Rates for Married Students Housing (84 units available)*

Efficiency Apartment	\$185.00*
One Bedroom Apartment (Old Building)	215.00*
Two Bedroom Apartment (Old Building)	245.00*
One Bedroom Apartment (New Building)	290.00*
Two Bedroom Apartment (New Building)	320.00*

*A \$50 damage deposit required. Most units are furnished and utility costs are included in the rental rate. An unfurnished apartment rate is \$20.00 less per month.

NOTE: Reservation for rooms in all residence halls and married students' housing, must be made through the Student Housing Office, Old Main Building.

SPECIAL FEES

Cap and Gown Purchase (Keepsake cap and gown payable at Bookstore)	
Associate Degree	
Baccalaureate Degree	
Master's Degree, including hood and gown	
Cap and Gown Rental —Doctor's Degree (payable to the Bookstore)	
Damage Deposit —married students' apartments	\$ 50.00
Residence Hall Rooms —Key Replacement (re-key fee)	\$ 15.00
Residence Hall Rooms —Damage Deposit	\$ 50.00
Residence Hall Rooms —Reservation Deposit	\$ 50.00
Residence Hall Rooms —Long Term Lease Deposit	\$100.00
Residence Hall Rooms —Summer Conference Rate, Single	\$ 8.00
Residence Hall Rooms —Summer Conference Rate, Double	\$ 10.00
Graduation Fees	
Associate Degree	\$ 10.00

¹A \$50 deposit must accompany application for a room.

Baccalaureate Degree	\$ 15.00
Master's Degree	\$ 20.00
First Professional Degree	\$ 25.00
Diploma Replacement Fee	\$ 20.00

NOTE: Graduation fees are due and payable to the Bursar on notification from the dean of the student's college or school. The fee is payable at the rate approved and in effect for the semester or term in which the requirements for graduation are completed.

Handling fee for checks returned by bank unpaid	\$ 10.00
Identification card replacement fee	\$ 3.00
Language/Reading Education Center	
Individual Testing	\$ 10.00
Diagnostic Testing	\$ 50.00
Tutorial Services	\$ 5.00
Late Registration Fee	\$ 15.00

NOTE: Late Registration Fees are applicable to payments of tuition accepted by the cashier after the due date for fees.

Library Charges:

1. Photographic Services
 - a. Copies from all copiers —per exposure
 - b. Facsimile copies from Microfilm —per copy
 - c. Facsimile copies from Microfiche —per copy
2. Overdue books and materials
 - a. Media Equipment —one-day loan period, no renewal
 - Each day thereafter
 - Audio Cassettes —three-day loan period, one renewal
 - Each day thereafter
 - Kits and Slides —three-day loan period, one renewal
 - Each day thereafter
 - Video tapes —seven-day loan period, one renewal
 - Each day thereafter
 - Pamphlets —fourteen-day loan period, one renewal
 - Each day thereafter
 - b. Books and government documents—two-week loan period, one renewal
 - 1-7 days
 - 8th day overdue
 - Each day thereafter
 - Maximum fine
 - c. Reserve Material —Two-hour books and three-day books
 - First hour overdue
 - Each hour thereafter
 - Maximum fine
 - d. Payment for Lost Library Materials will include: List price determined from current bibliographical sources, plus a processing fee of
 - e. Damaged Books

Whatever costs incurred in rebinding, replacing pages, etc. Books damaged beyond repair will be paid in accordance with the Lost Book Schedule.

Meal Card Replacement Fee	\$10.00
Nursery School deposit	\$10.00

Nursery School enrollment fee (regular semester)			\$90.00
Summer Term			\$25.00
Orientation Fee, per session (non-refundable)			
New Students who attend the orientation program			\$30.00
Parking Fees	Inside	Outside	
Per regular semester	\$25.00	\$20.00	
Per Summer Term (5 weeks)		\$ 5.00	
Pool Rental (per hour), HPER Division			\$25.00
Portfolio Assessment Fee for Regents B.A. students requesting evaluation of their life or work experience for college equivalent credit			\$100/evaluation
Postage charge for mailing yearbook to graduating seniors will be determined from current rates in effect on the mailing date.			
Psychology Clinic Charges	MU Students/Staff	Non-Marshall Clients	
Diagnostic Evaluation	\$25.00	\$50.00	
Individual Therapy (per hour)	\$10.00	\$20.00	
Special Education Program Charges			
Diagnostic Evaluation			\$100.00/person
Tutorial Services for LD Students (Learning Lab) per semester:			

	W.Va. Resident	Out-of-State
One time per week for one hour	\$120.00	\$ 240.00
Two times per week for one hour	240.00	480.00
Three times per week for one hour	360.00	720.00
Four times per week for one hour	480.00	960.00
Five times per week for one hour	550.00	1,200.00
Six times per week for one hour	670.00	1,440.00
Seven times per week for one hour	790.00	1,680.00

Special fee for activity card for the use of the spouse of a full-time student (\$37.50 Athletics; \$9.50 Artists Series and convocations and forums) \$47.00

Speech and Hearing Center charges:

All services are free to Marshall University students, faculty and staff and members of their immediate families.

Evaluation

Speech/Language with pure tone air conduction hearing test	\$30.00
Pure tone air and bone conduction hearing test	\$20.00
Speech reception and speech discrimination testing	\$15.00
Middle ear workup including acoustic reflex testing	\$15.00
PI-PB Function	\$10.00
Tone Decay	\$10.00

Therapy:

Individual	
2 one-hour sessions/week one semester (10-12 weeks)	\$100.00
2 one-half hour sessions/week one semester (10-12 weeks)	\$ 50.00
1 one-hour session/week one semester (10-12 weeks)	\$ 50.00

Group	
1-2 sessions/week (in addition to individual therapy)	\$ 20.00

A sliding scale is available to clients for whom the above fee schedule is prohibitive. Arrangements for reduced fees should be made prior to the appointment and may be made by contacting the clinic office manager at (304) 696-3640, Speech and Hearing Center, Room 143, Smith Hall.

Towel Deposit — HPER Department \$ 5.00

Transcript Fees — Each student receives the first transcript without charge. A charge of \$3.00 is made for each additional transcript.

REMISSIONS OF TUITION AND REGISTRATION FEES

Graduate and Teaching Assistants

Tuition, registration, higher education resources, and faculty improvement fees are waived for graduate assistants approved by the Dean of Graduate School. **The Student Activity Fee is not waived and must be paid.**

REFUND OF ENROLLMENT FEES

(Tuition Fee; Registration Fee, Higher Education Resources Fee, Faculty Improvement Fee, Activity Fees)

REFUND PROCEDURE: During the period for Registration, Late Registration and Schedule Adjustments for a regular semester, a summer term or an intersession period, enrollment fees (tuition fees) will be refunded to students for official complete withdrawals from all classes (courses) for the appropriate enrollment term and classes dropped from the student's course schedule that reduce the student's total scheduled semester hours from full-time status to part-time status and classes dropped from the student's course schedule in a current part-time status that reduce the student's total scheduled semester hours.

At the conclusion of the Late Registration and Schedule Adjustment period, refunds will be processed only to students who completely withdraw from the semester. The refundable amount will be issued in accordance with refund periods listed below:

First Regular Semester 1991-92

100% Refund Period - April 15 through August 23, 1991, for complete withdrawals from the semester and drops below full-time status.

90% Refund Period - August 26-30, 1991, for complete withdrawals from the semester and drops below full-time status.

90% Refund Period - September 3-6, 1991, only for complete withdrawals from the semester.

70% Refund Period - September 10-13, 16-20, 23, 1991, only for complete withdrawals from the semester.

50% Refund Period - September 24-27, 30, October 1-4, 7, 1991, only for complete withdrawals from the semester.

...no refund after October 7, 1991.

Second Regular Semester 1991-92

100% Refund Period - October 28, 1991, through January 10, 1992, for complete withdrawals from the semester and drops below full-time status.

90% Refund Period - January 13-17, 1992, for complete withdrawals from the semester and drops below full-time status.

90% Refund Period - January 21-24, 27, 1992, only for complete withdrawals from the semester.

70% Refund Period - January 28-31, February 3-7, 10, 1992, only for complete withdrawals from the semester.

50% Refund Period - February 11-14, 17-21, 24, 1992, only for complete withdrawals from the semester.

...no refund after February 24, 1992.

First Summer Term 1992

100% Refund Period - April 6, through June 5, 1992, for complete withdrawals from the term and drops below full-time status.

90% Refund Period - June 8, 1992, for complete withdrawals from the term and drops below full-time status.

90% Refund Period - June 9-11, 1992, only for complete withdrawals from the term.

70% Refund Period - June 12, 15, 1992, only for complete withdrawals from the term.

50% Refund Period - June 16-19, 1992, only for complete withdrawals from the term.

...no refund after June 19, 1992.

Second Summer Term 1992

100% Refund Period - April 6 through July 13, 1992, for complete withdrawals from the term and drops below full-time status.

90% Refund Period - July 14, 1992, for complete withdrawals from the term and drops below full-time status.

90% Refund Period - July 15-17, 1992, only for complete withdrawals from the term.

70% Refund Period - July 20-21, 1992, only for complete withdrawals from the term.

50% Refund Period - July 22-24, 27, 1992, only for complete withdrawals from the term.

...no refund after July 27.

Every student who completes a registration incurs a **fee assessment**. Normally refund checks are mailed from the Office of the Bursar within a four-week period after the date of withdrawal. In the process of refunding, all refund transactions relative to Enrollment Fees and Residence Hall Fees are reviewed by the Marshall University Student Financial Assistance Office. Proceeds of refunds will first be applied as repayment to scholarship loans or grants awarded to the student through the MU Student Financial Assistance Office. The balance of proceeds, if any, will then be paid to the student less any outstanding obligations due the University by the student.

Refund of Residence Hall Fees:

First Regular Semester: When a room reservation is cancelled prior to July 1, 1991, the \$50 reservation deposit will be refunded. Cancellation of a room reservation after June 30, 1991, and prior to August 24, 1991, the opening day of housing will result in a refund of the residence hall fee less the \$50 reservation deposit. Voluntary withdrawal from the University and in turn housing and food service on or before August 30, 1991 will result in a refund of fifteen weeks room and board. Withdrawal after August 30, 1991 will result in the forfeiture of all monies paid for room rent. A prorated refund

will be processed for the unused portion of the board plan.

Second Regular Semester: Written cancellation of room reservation prior to January 12, 1992, the opening day of housing, will result in a refund of the residence hall fees less the \$50.00 reservation deposit. Voluntary withdrawal from the University and in turn housing and food services on or before January 17, 1992 will result in a refund of fifteen weeks of room and board. Withdrawal after January 17, 1992 will result in the forfeiture of all monies paid for room rent. A prorated refund will be processed for unused portion of a board plan.

Damage Deposit:

The \$50.00 damage deposit, less any damage charges, is refundable when the student severs all ties with the University Residence Halls.

All residence hall refunds must be approved by the Student Housing Office.

Cancellation of Class:

When it becomes necessary to cancel a class by administrative and/or faculty action, a student is granted a full refund of the fee for the class cancelled unless he registers in another course of like value in terms of semester hours. This action does not apply to withdrawals due to disciplinary action or withdrawals due to nonpayment of fees or obligations.

Food Service Plans

Refunds when applicable will be prorated on the basis of a full week of 10, 15, or 19 meals and not on the total number of meals remaining on the meal plan for the semester.

Refunds to students called to armed services —enrollment fee only

Men and women called to the armed services of the United States shall be granted full refund of fees, but no credit, if the call comes before the end of the first three-fourths of the term, and full credit by courses, but no refund of fees, if the call comes thereafter. The term "called to active duty" is herein defined as being called to active duty as the result of the federal activation of a total reserve component or National Guard unit of which the student is a bonafide member. Such reserve components and guard units are defined as company strength and above.

Special fee refunds

The student activity fee is not refundable unless the activity card is returned to the Office of The Bursar on the date of a withdrawal or the date of a schedule change which requires a refund of the student activity fee.

Late fees are nonrefundable.

WITHDRAWAL/REINSTATEMENT FOR NONPAYMENT OF FEES AND OTHER FINANCIAL OBLIGATIONS

A. ENROLLMENT AND RESIDENCE HALL FEES

1. Upon notice from the Bursar, the Registrar will initiate a complete withdrawal for students not paying fees. The withdrawal will be "Administrative-Nonpayment of Enrollment or Residence Hall Fees" and will be dated to the census date which is to result in an erasure of all entries on the permanent record.
2. The Registrar will telephone the instructors involved indicating that the student should not be permitted to continue in attendance in the class.
3. The Registrar will send written notification to the student, his instructors, and his academic dean that the student has been withdrawn and that the

- student should not be permitted to continue attendance in the class.
4. If the student fulfills the financial obligation, the Bursar's Office will notify the student and his academic dean. The academic dean will have discretion to determine reinstatement.
In case of reinstatement by the dean, the student, the instructors, the registrar, and the Bursar's Office will be notified in writing immediately.
 5. Upon receipt of reinstatement notice from the academic dean, the Registrar will initiate the procedure to reinstate the student in the courses for which the student was enrolled at the time of withdrawal.
 6. Students who do not meet their financial obligation for enrollment and residence hall fees will have all entries of that registration on the Registrar's permanent record erased.
 7. A student who owes a financial obligation to the university will not be permitted to enroll in subsequent semesters until the obligation is paid. The full payment of charges and balances outstanding on the books of the university in account with a student will be considered prerequisite to the issuance of any certificate of attendance or credit, the awarding of a diploma or the conferring of a degree.
 8. If a student disputes an administrative withdrawal, he/she may file an appeal with the Student Grievance Board through the Vice President for Student Affairs. (The Student Grievance Board is a subcommittee of the Student/Conduct and Welfare Committee). This appeal must be filed before the effective date of withdrawal established by the Bursar. The administrative withdrawal will be suspended until the President of the university acts upon the recommendation of the Student Grievance Board.

B. OTHER OBLIGATIONS

1. Failure to properly fulfill other types of financial obligations may result in administrative withdrawal from the university.
2. Upon notice from the Bursar, the Registrar will initiate a complete withdrawal for a student not paying financial obligations. The withdrawal will be "Administrative-Nonpayment of Financial Obligations" and will be dated with the effective date of processing of the withdrawal. Under these conditions, the procedures outlined under A-2, A-3, A-4 and A-5 above will be followed.
3. Students who do not meet these "Other Financial Obligations" and who are administratively withdrawn from the university will receive the grade determined by the withdrawal policy in effect at the time the administrative withdrawal was initiated.
4. A student who owes other types of financial obligations to the university will not be permitted to enroll in subsequent semesters until the obligation is paid.
5. If a student disputes an administrative withdrawal, he/she may file an appeal with the Student Grievance Board through the Vice President for Student Affairs. (The Student Grievance Board is a subcommittee of the Student/Conduct and Welfare Committee). This appeal must be filed before the effective date of withdrawal established by the Bursar. The administrative withdrawal will be suspended until the President of the university acts upon the recommendation of the Student Grievance Board.

University Housing

The University provides housing for families, single graduate and married students. Single graduate students may choose to live on the main campus in one of six residence halls or in one of 81 furnished or unfurnished apartments in University Heights, a university owned and operated complex located four miles from campus. University Heights' apartments are available to married students, families, single parents and graduate students.

The University residence halls are designed and staffed to provide a living environment which complements the educational process of the University. A staff in each residence hall is trained to provide an atmosphere conducive to social, intellectual, and personal development.

UNIVERSITY RESIDENCE HALLS

Six residence halls on campus, accommodate approximately 2,100 students. Individual halls accommodate from 180 to 500 residents in rooms for two persons. The halls are planned to provide each student with the best possible living and learning conditions. Residence hall government plans social and educational programs and recreational activities in association with trained Residence Life staff members, who provide an opportunity for sound academic and social development. All the halls are located at points convenient to most parts of the campus. Rooms are furnished with study desks and chairs, single beds, window shades and chests of drawers. Linens, desk lamps, waste baskets and curtains are provided by the students. Pay-laundry facilities are available in each hall. Two cafeterias are available in the residence halls. Students may also apply the cash equivalency of their meal plans to purchases in the Student Center cafeteria.

ROOM APPLICATIONS AND RESERVATIONS

A university residence hall application form is automatically sent to a student after his/her application for admission to the university has been accepted by the Office of Admissions. Applications for housing may be made prior to the student's official admission to the university. Housing applications cannot be completely processed until the applicant is admitted. However, the acceptance of a housing application does not constitute a guarantee of admission to the university. Room reservations should be made as early as possible. Applications must be made on an official form and must be accompanied by a deposit of \$100.00. Of this amount, \$50.00 will be applied to the first term's room and board payment, and \$50.00 will be on account as a damage deposit. No citizen of the United States or any other person within the jurisdiction thereof shall, on account of race, color, national origin, sex, age, political affiliation, sexual orientation or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in University housing or food service. In accordance with this, no individual will be excluded from housing on the basis of such factors, nor will such factors, other than sex, be considered in making initial room assignments or in approving requests for room changes, with the exception that the mobility needs of handicapped students will be evaluated in room assignment decisions.

Students desiring assignment to a "quiet study" floor may so indicate on the appropriate space on the residence hall application. Depending upon demand, floors or areas of various residence halls may be set aside for students who indicate a need or desire for a more studious atmosphere than the normal residence hall environment.

RESIDENCE HALL LIVING EXPENSES

Board and room costs in university residence halls range from approximately \$1,588.00 (double room with 15 meal plan) to \$1,983.00 (single room with 19 meal plan) per semester, depending on the facility — a total of approximately \$3,176.00-\$3,966.00 for the academic year. (These figures are tentative and are subject to change without prior notice). Room rents for each hall are found under the title "Fees" in this catalog.

CANCELLATIONS AND REFUNDS

1. The \$50.00 room reservation deposit is nonrefundable after July 1 under any circumstances. The \$50.00 damage deposit will be refunded on written request if no individual room damage has previously occurred.
2. Voluntary withdrawal from the university and in turn housing and food service on or before the first Friday following the official date on which housing becomes available in any semester will result in a refund of fifteen weeks room and board. Withdrawal after the first Friday of any term will result in the forfeiture of all monies paid for room rent. A prorated refund will be processed for the unused portion of the board plan.
3. Failure on the part of the student to submit payment for any semester by the due date may result in cancellation of the room reservation, and the student may be subjected to withdrawal from the university. This provision will apply to any student who may have canceled a room reservation after the first week of classes of any given semester or summer term.
4. Any student dismissed from the residence hall and/or the university for disciplinary reasons automatically forfeits fees paid for that semester.
5. Payment of room and board fees will be refunded on a prorated basis if the student is denied admission or declared academically ineligible to return, or is unable to attend the university for medical reasons for one academic semester or summer term.
6. In no event will a student be released from the housing contract for the succeeding semester, whether in attendance or not, unless a written notice is delivered in accordance with the following: Junior and Senior level students must complete appropriate paper work obtained from the Housing Office for release consideration from contract no later than the last official class day of the preceding semester or summer term. Freshman and sophomore level students are bound by the residency requirement. Requests to be released from this requirement must be completed and submitted by July 31 for Fall Semester release or November 15 for Spring Semester release. Release from the Housing Contract and/or residency requirement is not automatic. Any attempt to cancel the housing contract will be void and of no effect unless the student remains absent from and receives no credit for one academic semester, subject to written notice by the student, as set forth above, of intent to cancel said contract.

BREAKAGE

In addition to room and board expenses, each resident is required to deposit a \$50.00 damage fee with the university. The fee will be carried forward from year to year and will be refunded on written request only when the student severs all ties with the Housing Office. Students are expected to exercise reasonable care in the use and custody of university property in the residence halls. The cost of repair for any unnecessary or careless breakage or damage to a room or furniture is assessed to the responsible student or students.

HOUSING FOR FAMILIES, SINGLE GRADUATE AND MARRIED STUDENTS

Housing for families, single graduate students, and married students is provided in 81 furnished family dwelling units owned and operated by the University. Single graduate students may apply to live in any building provided space is available after families and married couples have been accommodated. The units include a wide variety of accommodations. The rents range from \$185.00 to \$320.00 per month. These figures are tentative and are subject to change without notice. Applications may be procured from the Student Housing Office. To be eligible for family housing, students must be enrolled for course work as follows: graduate students, 9 hours; undergraduate students, 12 hours. To be assured of space, students should apply at least one year in advance of the semester for which housing is needed.

DURATION OF HOUSING CONTRACTS

University residence contracts are for the entire academic year, unless first time enrollment commences in the Spring, or for one or both summer terms. Accommodations are also available for intersession classes, short term workshops, and other types of approved activities. Except under conditions explained on page 60, students are responsible for payment of all fees and charges for the entire period of the housing contract.



Student Services

STUDENT AFFAIRS

The Division of Student Affairs provides a variety of educational and administrative services, programs, and activities in support of the academic mission of the University. It is committed to excellence in and integration of curricular and cocurricular activities to ensure a supportive living-learning environment for the whole student.

Guiding concepts of the Division are those of human growth and development and personal discipline within an open and supportive environment. The integration of the cognitive and affective dimensions so essential for personal growth are central to all Student Affairs programs and activities.

Goals of the Division of Student Affairs are as follows:

1. To provide opportunities for students to broaden their cultural perspective and to facilitate the reduction of prejudice.
2. To provide training in leadership development.
3. To critically evaluate functions, objectives, and trends enabling the Division to strengthen services and seek innovative approaches to facilitate the educational process.
4. To identify, reduce, and anticipate organization and personal factors which contribute to unnecessary student attrition.
5. To maintain a timely and efficient management program that allocates resources, provides control of expenditures, and administers programs to meet developmental needs of a diverse student population.
6. To provide personal maintenance and support services and integrate them into the total life of the University community.
7. To encourage and assist individuals in developing goals, problem solving skills, and interpersonal relations skills.
8. To encourage and support participation of students in the University community and the Huntington community at large.
9. To assist in developing a secure and healthful institutional environment.
10. To assist students in clarifying their values, utilizing their leisure time wisely, developing a satisfying lifestyle, and selecting a career.

The Vice President/Dean of Student Affairs is involved in all University matters pertaining to student welfare with primary involvement in matters outside the classroom. The Vice President/Dean of Student Affairs is a member of the President's Cabinet and Provost's Council; helps to assess the learning and social needs of students; recommends ideas to make Marshall a more productive and pleasing environment for students; and supervises a comprehensive Student Affairs Staff.

Four Associate Deans assist in the management and supervision of the various areas and units that comprise the Division of Student Affairs. These areas are: 1. Student Life, 2. Student Development, 3. Student Financial Assistance, and 4. Student Affairs Research. Each of these is outlined in the following pages to provide an understanding of programs and services available to enhance student out of class learning. The Vice President/Dean of Student Affairs is located in Room 109, Old Main, telephone 696-6422.

I. STUDENT LIFE

The student as a planner, participant, leader, and presenter is best exemplified in the area called Student Life. Staff strives to create environments for students where they can practice leadership skills and responsible citizenship, clarify their values, and generally become full participants in the learning process.

Staff provides advising, leadership development, support services in a variety of settings including but not limited to student social-cultural events, student governance, residence hall programs, fraternities and sororities, legal aid, judicial affairs, and off-campus and commuting students.

The various units within Student Life are as follows:

1. New Student Orientation
2. Residence Halls —Programming and Staff
3. Student Activities
4. Recognized Student Organizations
5. Judicial Affairs
6. Student Governance
7. Student Legal Aid
8. Greek Affairs (fraternities and sororities)
9. Placement Services

The Student Life office is located in the Memorial Student Center, Room 2W31, telephone 696-6420.

Education Records: Privacy Rights of Parents and Students

The Family Educational Rights and Privacy Act of 1974, 93-380, 93rd Congress, H.R. 69 authorizes granting to parents and students the right of access, review, challenge, and exception to education records of students enrolled in an educational agency or institution. In accordance with the regulations of the Family Educational Rights and Privacy Act of 1974, Marshall University has adopted a policy to be implemented by all units of the institution. Upon enrollment in the university, the student and/or eligible parent(s) may request a copy of the policy.

Under the Act the student and eligible parent(s) are granted the following rights:

- a. to be informed of the provisions of the Act through adoption of an institutional policy;
- b. to inspect and review the records of the student;
- c. to reserve consent for disclosure except as exceptions are granted in the regulations, i.e., school officials, officials of other schools to which the student seeks attendance, or others as delineated in Section 99.31;
- d. to review the record of disclosures which must be maintained by the university; and
- e. to seek correction of the record through a request to amend the record and to place a statement in the record.

After the student registers for courses, the student and/or eligible parent(s) may request a copy of the policy Education Records: Privacy Rights of Parents and Students from the Student Legal Aid Center, MSC, 2W29.

Complaints of alleged failure by the university to comply with the Act shall be directed to:
The Family Educational Rights and Privacy Act Office
330 Independence Avenue, S.W.
Washington, D.C. 20201

The University encourages complainants to lodge a formal complaint with either the Vice President/Dean of Student Affairs, Ombudsman, or the Attorney for Students.

Requests for further clarification on this Act, the regulations, and University policy should be directed to the Vice President/Dean of Student Affairs or Student Legal Aid Center.

Liability

Marshall University, as a state agency, cannot assume responsibility for loss of or damage to the personal property of students. Furthermore, the University cannot assume responsibility for personal injury to students.

Students and their parents are strongly urged to make certain that such matters are covered by their personal insurance. See Health Insurance.

Renters' Insurance

Student Government offers a student insurance policy to cover personal belongings up to \$2,000, whether the student lives on-campus or off-campus.

Information can be obtained from the Student Government Office in the Memorial Student Center, 696-6435.

Residence Life

The staff of the Residence Life office, in cooperation with the Housing Office, strives to promote a positive environment for students living on campus. As a resident on Marshall's campus, the student can expect many things—a congenial atmosphere and a pleasant surrounding—all to maximize their academic pursuits. Social, recreational and educational activities which enhance residents' academic progress are provided throughout the year.

The residence hall experiences provide a very dynamic aspect of a student's life. For that very reason, local students are encouraged to involve themselves with this option of independent living. Residence halls have and continue to be a unique, vital source of student support groups, new friends and exposure to a wide variety of other cultures.

Living on campus is convenient: No time wasted in commuting; up to 19 meals per week; recreational facilities within or adjacent to the halls; immediate access to study partners; mail service; private telephone; laundry facilities; computer access; and much more (One hall has a sauna!). Residence halls are not just for out-of-towners. The best is for everyone.

Each residence hall is supervised by a Resident Director. On every floor is a Resident Advisor (RA) whose goal is to assure students, new and returning, of a positive and comfortable environment during the transition to communal living, and personal development. In addition, there are two Minority Assistants to assist all residents in matters pertaining to cultural pluralism. Many Marshall alumni speak fondly of the college years they spent living in the residence halls, the source of many exciting and warm memories. For more information call 696-3183.

Residence Hall Association

Since a significant portion of the student's time is spent in the residence halls, it is important that s/he participate in influencing the types of programs, procedures, and policies to be instituted. Two governmental units for the residence halls exist. The individual Residence Hall Associations (RHA) are primarily responsible for social and educational programs and advising the Resident Directors about concerns of residents. The other unit, the Inter-Hall Government Council (IGC), is coordinating body of all the RHAs and is primarily concerned with policy and procedure recommendations to the Director of Residence Life. Funding for these governments and activities comes from a voluntary fee collected at the beginning of each year. All general meetings are open to any resident. RHA and IGC elections are held in the spring of each year. Interested residents should contact any member of the Residence Life Office, 696-3183.

Student Activities Programming

A complete college experience involves the development of academic and vocational pursuits, as well as the development of personal and interpersonal skills. Student Activities Programs are designed to help the student develop knowledge and skills for continued growth. Part of the total experience is found in the excitement of working with other students on a programming committee, for example. This not only develops interpersonal relationships and practical work experience, but also provides special training in leadership qualities vital to the student's future success.

The programs chosen and presented by the student committees help to develop a stimulating, creative and enjoyable campus environment, both for the audience and for committee members. The following committees are coordinated by the Campus Entertainment, Unlimited Board:

- Cinema Arts
- Marco's
- Contemporary Issues
- Homecoming
- Springfest
- Special Events

The Student Activities staff and student leaders cooperate with all divisions of the University community in programming to meet student interests as well as educational and informational needs. The office is located in the Memorial Student Center 2W38, 696-6770.

Judicial Affairs

The faculty and administration recognize the rights and responsibilities of students. These include the privilege and obligation of maintaining high standards of social and personal conduct. While encouraging students to develop independence, the University embraces the concept that liberty and license are not synonymous, and it therefore accepts the obligation to maintain standards which will provide for the welfare of the individual and the campus community at large.

For Marshall University to function effectively as an educational institution, students must assume full responsibility for their actions and behavior. Students are expected to respect the rights of others, to respect public and private property, and to obey constituted authority. A student's registration constitutes acceptance of these responsibilities and standards; thus registration serves as an agreement between the student and the University. Failure to adhere to the policies and conduct regulations of the University places the student in violation of the **Marshall University Code of Conduct** and may, therefore, subject the student to disciplinary action such as disciplinary warning, a period and degree of probation, suspension, or expulsion. All registered students are subject to the Code at all times while on or about university-owned property, or at University sponsored events.

Students are expected to be thoroughly familiar with the rights, regulations, and policies outlined by the Board of Trustees and all University rules and regulations as expressed in this catalog and in **The Student Handbook**. Copies of The Student Handbook are available in the Student Life Office, the Student Government Office, and the office of the Vice President/Dean of Student Affairs.

Student Government

Student Government provides an opportunity for all students to have a voice in any program which would make Marshall a better university. Four main objectives of Student Government are:

1. To represent democratically all members of the student body.
2. To provide services. Among services offered are consumer protection information,

assistance with off-campus housing, personal property insurance, bus transportation to some home football games, a Student Directory, and various student discounts.

3. To serve as a viable vehicle for organizing the student body energies for projects and causes, such as the Muscular Dystrophy Dance Marathon and the Red Cross Blood Drive.
4. To accurately reflect constituent needs and opinions to students, faculty, and administration.

Student Government is located in Memorial Student Center 2W29, 696-6435.

Student Legal Aid Center (SLAC)

The Student Legal Aid Center employs a part-time licensed attorney and an ombudsman to assist all students. Although the attorney may not represent students in court, he/she offers advice and counseling on all legal matters which concern students, including the areas of landlord/tenant, consumer, domestic relations, contracts, auto accidents, traffic tickets, criminal charges, employment and civil rights.

The campus ombudsman assists students in understanding the various policies and procedures within the University such as grade appeals, judicial board appeals, grievances, mediation, and other areas. The primary role of the ombudsman is to ensure the fair and equitable treatment of students within all areas of the University.

Seminars are usually offered each semester on the topics of landlord/tenant, consumer protection, credit, and others. Brochures such as: Renter's Handbook, How To Sue In A Magistrate Court, Domestic Violence, Divorce/Annulment, Consumer Protection Tips, as well as other informative pamphlets are available free in the Center.

For free and confidential advice stop by Room 2W29 in the Memorial Student Center, or call 696-2366.

No appointment is necessary, but due to the limited office hours maintained, students are encouraged to call ahead.

Hours vary each semester depending on student traffic.

Student Organizations

Over one hundred clubs and organizations are active on the Marshall University campus offering extracurricular and/or cocurricular activities for students in the following interest areas: departmental, religious, honorary, professional, and social and special interests. For more information, contact the Student Life Office, telephone 696-6420, the Student Activities Office, telephone 696-6770, the Greek Affairs Office, telephone 696-2284, or consult the **Guide to Recognized Student Organizations**.

Graduate Student Association

The Graduate Student Association is an organization open to all graduate students. Meetings are designed to discuss problems common to graduate students and discuss their administrative solutions. Probably the most attractive aspect of the GSA is their ability to initiate administrative changes favorable to graduate students. GSA appoints representatives to all faculty senate standing committees. A second and related goal of the GSA is to provide an environment in which contact with graduate students in other disciplines is expanded. Above all, the GSA is concerned with enriching the academic and personal lives of its members.

Greek Affairs (Fraternities and Sororities)

Greek Life offers the individual student a unique opportunity for personal and interpersonal development. Marshall's fraternities and sororities encourage scholastic achievement

and good citizenship from their members, provide opportunities for social growth and provide leadership opportunities within the individual chapters. Greek organizations also encourage involvement and leadership in various campus organizations, sponsor many campus and community service projects, and offer lifelong friendships between the members.

Marshall's Greek system offers 19 fraternity and sorority chapters which are governed by the Interfraternity Council, the Panhellenic Council, and the Black Greek Council. Marshall also employs a Coordinator of Greek Affairs who is responsible for advising Greek organizations. For more information contact the Greek Affairs Office at the Memorial Student Center, Suite #2W31, telephone 696-2284.

Placement Services

The Placement Services Staff provides a multitude of services for underclassmen, graduating seniors, alumni, graduate students and professionals of Marshall University. Career planning is a life-long process — developmental and systematic. Decisions made yesterday affect the individual today and on into the future. Programs and services offered can help one make those decisions more easily and more confidently. A principal goal is to help the student prepare not just for a job, but for a career — that serious commitment to an area of work that reflects his/her talents, interests, abilities, values, and personality. Through a career planning process the student will develop the skills needed both now in college and in the years to come.

The stages of activities of career planning include: **Assessment** (self-assessment, career information, decision making and planning seminars); **Exploration** (Career Development course, re-evaluation of goals, departmental organizations); **Preparation** (internships, Career Days, placement process, graduate and professional school investigations); and **Completion** (job search strategies, interviews, and moving on to a job.)

It is particularly important that students make full use of all available assistance, especially in these times when the search for career employment after graduation has become unusually competitive. By taking advantage of the Placement Service extensive resources and experience, students will greatly enhance their chances of securing satisfying employment. The services relating to employment skills or information needed in pursuit of employment include:

1. Graduate Student Resources

Placement Service maintains resources for assisting graduate level students in both the selection of a graduate school plus employment options and prospective employers. Graduate students should visit the Placement Service in Prichard Hall to investigate which materials might be useful. Graduate level students are also encouraged to look into campus recruiting opportunities while they are still in school. In order to qualify, a credential file must be established before registering for employment interviews.

2. Part-time or Full-time Student Employment

Employers are increasingly impressed by graduates who have had work experience in addition to their academic training. This is particularly true if the work activity is related to career goals. In the employers' estimation, this prior exposure to work provides proof of genuine interest in the career field, more intense knowledge of the field, and reference sources. For this reason, the Placement Service's staff provides employment leads for jobs listed by area citizens and companies. Students may call the Placement Service to review the positions listed and apply if interested and qualified.

3. Special Career Programs

Each year the Placement Service sponsors career related events which permit students to

meet personally with employers in their chosen career fields. Periodically Career Fairs are held in a variety of disciplines such as Business, Health, Social Service, Graduate and Professional School Day, and Education. Employers are invited to the campus so students can informally discuss employment or career questions with them.

Another career offering is entitled the Extern Experience. This volunteer program permits students to identify a career field in which they have interest and then be assigned to an actual employer site within the Huntington area. Students spend from 15 to 25 hours with this employer on a no-salary basis to gain valuable insights into the job assignments and requirements, work environment, co-workers' salary ranges, and day to day activities of a particular career. Students can elect to be placed in more than one setting to help them make a valid choice. The sophomore and junior years seem to be the most appropriate time for career researching experiences such as the extern program.

4. Job Search Skills

For graduates in many degree fields the degree simply gives a "ticket to the race." Competition is inevitable in the search for many career positions. One of the very vital service areas of the Placement Service, therefore, involves instruction in conducting a self-inventory of skills and interests, writing a resume and letters of application, interview techniques, company information, addresses of employers, file preparation, and all related aspects of conducting a job search. The ability to present oneself convincingly is especially important.

5. Assistance to Graduates

A primary function of the Placement Service is to assist graduating students with locating a suitable position after graduation. While campus recruiting has diminished somewhat in the last few years, approximately 125 organizations still visit the campus to interview graduating students in many fields. Besides arranging these personal interview opportunities, the Placement Service also distributes a bi-weekly Employment Opportunities Bulletin that lists current job openings in human services, education, business and civil service. This bulletin is available for mailing to graduates for a nominal charge even after graduation so that job leads can continue to be received. A very practical knowledge of comparative salaries, fringe benefits, company policies and training can be gained from employment interviewing. Another vital need for graduates seeking career positions is the identification of addresses for contacting prospective employers. The Placement Service is a prime source for this information on a local, state, and national scale.

6. Alumni Assistance

Placement Services do not stop at graduation. In fact, **all** services available to undergraduates continue indefinitely after graduation. The kinds of assistance most commonly sought by alumni are requests for vacancy information and forwarding of personal employment screening data to prospective employers. Alumni are encouraged to seek assistance even if they did not register as seniors. Information on any program or service can be obtained by calling (304) 696-2371 or stopping at the Placement Service (Corner of 5th Avenue and 17th Street).

II. STUDENT DEVELOPMENT

The Student Development Center is best described as the educational support service area of the Division of Student Affairs. Its major goal is to enhance and support a student's personal and academic development. This assistance is accomplished through developmental, remedial, and preventive programs, activities, services which include, but are not limited to personal and social counseling; educational and career counseling;

reading and study skills development; tutorial services; minority, women and international student programs; health education; returning student programs; and disabled student services.

All units of the Student Development Center are located on the first floor of Prichard Hall (telephone 696-2324) except for the Minority Students Office, located in 1W25 Memorial Student Center, and the Buck Harless Student Athlete Program located in Rm. 3007 of the Henderson Center.

Counseling Service

The Counseling Services staff offers individual and small group counseling experiences, personal and emotional health seminars, educational support activities such as tutoring, consultation services, career exploration information, and referral services. Career interest and personality testing is available to assist students in evaluating his/her talents, skills, and characteristics. These resources can be utilized to assist students in resolving problems of an educational, personal/social, or career nature. All information discussed is confidential. To schedule an appointment, call 696-3111.

Disabled Student Services

The staff helps disabled students with all aspects of campus living and learning programs and activities. The ultimate goal is for each disabled student to function independently in the educational environment. For additional information, call 696-2271.

Student Health Education Program

Student Government endorses a student accident and sickness group insurance plan providing coverage for hospital and medical expenses. The plan provides annual coverage on-campus and away from the University. For additional information contact the Associate Dean of Student Affairs, Prichard Hall, phone 696-2324.

Health Insurance

Student Government endorses a student accident and sickness group insurance plan providing coverage for hospital and medical expenses. The plan provides annual coverage on-campus and away from the University. For additional information contact the Associate Dean of Student Affairs, Prichard Hall, phone 696-2324.

Student Health Service

Student Health Service (SHS) is provided by John Marshall Medical Services, Inc., an affiliate of the University's School of Medicine. The clinic is located at 1801 Sixth Avenue, one block southeast of the main campus, and is open from 8:00 a.m. to 5:00 p.m. Monday through Friday. The clinic is closed on Saturday, Sunday, and Holidays. After 5:00 p.m. Monday through Friday, all students in need of health care must go to Cabell Huntington Hospital (CHH) Immediate Care Unit, 1340 Hal Greer Boulevard. After 8:00 p.m. on Monday thru Friday and on Saturday, Sunday, and Holidays, all care at the Immediate Care Unit will be considered for validation as "Emergency Care".

Student Health Service will be provided from the first day to the last day of each fall, spring, and summer class session to students who pay full student activity fees and attend classes scheduled between semesters (intersession). Marshall University students who present current validated activity and identification cards are eligible to use this service. All students are seen on a walk-in, first come, first-served basis. However, appointments are necessary for family planning or contraceptive educational purposes, for which you may

call 696-7173. Emergencies will be seen immediately.* Services provided include diagnosis and treatment by a physician, and licensed practitioner or physician's assistant, limited routine laboratory procedures, limited routine radiographic procedures, routine physical therapy treatment, and injections for allergies (if vaccines and dosage directions are provided by the private physician of the patient and approved by the staff physicians). New and additional services provided are care for chronic illnesses, routine physical examinations on an appointment basis, care for children under the age of 18 and the spouse of students who have paid their Student Health fee. When available, emergency ambulance service is provided for any student by the Department of Public Safety.

Community ambulance service, unless requested by the Department of Public Safety, is at the student's expense.

All emergency visits to Cabell Huntington Hospital (CHH) must be validated as emergencies by the Student Health Service. Validation will be based on the time and reasons for the visit on the emergency room report from CHH. Emergency care charges are the responsibility of the student or his/her insurance carrier. However, if the services are validated as an emergency, Student Health will pay up to \$50.00* maximum on charges not covered by the student's insurance carrier. The balance of charges above those covered by the student's insurance carrier and Student Health are the responsibility of the student. If hospitalization is a result of emergency care, the Student Health Service will pay the room fees for one night's hospitalization at CHH at double occupancy rates.

The SHS will pay up to the first \$44.00* of the cost of the initial visit for any referral by a SHS provider to a medical specialist, other than initial psychiatric evaluation which will be up to \$60.00* of John Marshall Medical Services, Inc. or in the Huntington community. All prescriptions, treatment, and follow-up care that results from the initial specialist consultation, as well as services relating to dental evaluation or repair of or refraction for corrective lenses, will be at the expense of the student, his or her parent, or insurance carrier. Students' referral billings should be submitted to the Associate Dean of Student Affairs, Room 117, Prichard Hall for determination of payment.

International Students and Scholars Program

International Student Services are designed to help international students adjust to life styles and study habits in a new and sometimes perplexing environment. The staff provides special assistance to students regarding cultural familiarization, language, housing, employment, academic and personal matters, responsibilities as nonimmigrant students, and immigration requirements and procedures. It concentrates on helping international students achieve their educational goals, while providing an insight into American culture through a program of social activities, orientation seminars, and host family visits, in addition to the annual International Festival held each spring. This office also assists nonimmigrant faculty and staff with information on immigration requirements and procedures. Cooperation between the Center for International Studies, Marshall Council for International Education, and the Coordinator of International Students/Scholars Program is ongoing. For additional information call 696-2379.

Minority Students Program

The minority students' staff offers programs that address specific educational, cultural, and social needs of black students. The program's goal is to aid in providing an environment that permits student growth and enriches the university community through various black cultural experiences. Programs related to the understanding of the black political perspective, life style, social life, and educational and professional advancements are characteristic of this office. For additional information, call 696-6705.

*Policies and fees are subject to change.

WV Division of Rehabilitation Services

The WV Division of Rehabilitation Services operates an office on campus to coordinate services to those disabled students under DRS sponsorship. For additional information, call 696-2394.

Women's Center and Returning Students Program

The Center is an information, resource, and service center for students. Ongoing activities include counseling, information and referral services, weekly seminars on topics of interest for women and returning students, a newsletter, and a resource library. The Center also sponsors speakers, conferences, and arts events, and acts as an advocate for students, both individually and on a collective basis. "Returning students" is our description of non-traditional students over the age of 25 who have "returned" to college after a break in their education. The Center maintains close ties with the Returning Student Organization, and also conducts summer and winter orientations for adults interested in returning to school. Please stop by the Center located in Prichard Hall Room 143, or for additional information, call 696-3112.

Substance Abuse Education Program

The SAEP provides seminars and other programs to promote the responsible use of alcohol and to educate the campus community about illegal drugs. Individual counseling and referral are an integral part of this service. For more information call (696)-3111.

III. STUDENT FINANCIAL ASSISTANCE

The Office of Student Financial Assistance at Marshall University assists students in furthering their education through the use of scholarships, grants, low interest loans, and employment. All forms of financial assistance, including scholarships, are administered by the Student Financial Assistance staff, 122 Old Main, in keeping with policies and procedures set forth by the Financial Aid Advisory Council. The Financial Aid Advisory Council assumes that the primary responsibility for financing a college education rests with the student and his/her family. Financial assistance from the University and other sources is viewed as being supplementary to the efforts of the family.

Application for Financial Assistance

All students seeking financial assistance must apply annually.

The application for "need based" financial assistance is the College Scholarship Service's Financial Aid Form. Through this application, a student can apply for College Work-Study, a Perkins Student Loan, and have eligibility for a Stafford Student Loan determined. This application should be completed immediately after January 1 each year, insuring that it will be processed to meet any appropriate deadlines. Be sure to code Marshall University 5396. This form may be obtained in the Office of Student Financial Assistance.

Stafford Student Loan Applications may be secured from the Office of Student Financial Assistance or from your local lender.

Financial Assistance Programs

College Work Study - Marshall University employs students on a part-time basis who need financial assistance to remain in school. Employment is primarily on campus. All placements are made on an academic year basis.

A limited amount of institutional employment is also available on campus. Students possessing specialized or technical skills are encouraged to apply in accordance with job

descriptions as posted. All available positions are posted for a period of ten (10) days at the southeast doors of Old Main.

Perkins Student Loan - The interest rate for this loan is five percent (5%). The total loan allowable for an undergraduate is \$9,000; total for undergraduate and graduate is \$18,000. Repayment commences nine months after graduation or withdrawal. A \$30.00 monthly payment is mandatory. Students have up to ten (10) years to repay.

Stafford (Guaranteed) Student Loan - Graduate and professional students may borrow up to \$7,500 per year to a maximum of \$54,750 including all loans. Interest is currently eight (8) percent through the fourth year of repayment and then adjusts to ten (10) percent on the unpaid principal balance. Repayment begins after graduation or withdrawal.

Supplemental Loans - These loans have varying interest rates. Loans of up to \$4,000 per year are available to eligible borrowers. Interest rates are now fluctuating; it begins accumulating immediately. Parents begin repayment within sixty days; students may defer repayment until completing their education.

Graduate Assistantships and Financial Assistance — Most departments offering the master's degree have funds for graduate assistantships. The amount of the award may vary but includes the waiver of tuition and some fees. Graduate assistants will normally carry a nine hour load. Special permission to carry a reduced load must be obtained from the Department Chairperson and the Graduate Dean. Information about graduate assistantships may be secured by contacting the department chairmen or the Graduate School Office.

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 Personnel Office.

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

A limited number of **graduate and professional tuition waivers** are available through the Graduate School in line with Board of Trustees Policy Bulletin 49. Announcements are made at the appropriate time concerning procedures and deadline dates for each term.

Special Financial Assistance Concerns

Satisfactory Academic Progress Standards for Financial Assistance Eligibility - Graduate Students: In order to be able to receive financial assistance, Federal Regulations require that a student be making satisfactory progress toward the completion of his/her degree or program. Marshall University has adopted standards by which to monitor financial aid recipients' progress. (These standards insure the proper distribution of financial assistance to eligible students.)

Satisfactory academic progress will be questioned of graduate students only when their grade point average drops below 2.00 or the completion ratio drops below 67%. Students will be eligible for a maximum of six (6) full-time semesters. Students attending on less than a full-time basis will be given a maximum of ten (10) regular semesters of eligibility. (Please note that regular semesters include only the fall and spring semesters and that full-time is enrollment for nine (9) semester hours or more. Eligibility for graduate students seeking a master's degree will cease with the completion of the first masters degree. Students seeking a second degree at the doctoral or professional degree level will be given consideration on a case by case situation.)

Withdrawing from classes after the drop/add period can have a negative effect on continued eligibility as it can serve to increase the time required to complete one's program. Repetitions will be dealt with according to the University's policy governing grade point averages and will be included in classes registered for and completed. Audits will be dealt with similarly.

Students not meeting the above standards will receive notification from the Director

of Financial Aid as soon as such status is discovered. This notification will indicate ineligibility for financial aid, suggest that academic assistance can be found through the Student Development Center and inform the student about his or her right to appeal. All appeals must be made in person to the Director of Financial Aid.

Financial assistance recipients who are eligible for refunds of fees paid to the University for tuition, fees, room and/or board will receive a refund only after the assistance disbursed to the student for the payment period has been recovered.

Answers to questions regarding these and other concerns with financial assistance, including more specific information, are available in the **Student Handbook** or from the Office of Student Financial Assistance, phone 1-800-642-3463 (in-state only) or 1-304-696-3162.

IV. MARSHALL ARTISTS SERIES

The Marshall Artists Series provides for the entertaining, educational and artistic enrichment of the university and the surrounding community by presenting recognized national and international artists in the various art forms. Music, dance, drama, comedy, jazz and foreign films are presented throughout the year. In addition, a number of workshops, seminars, master classes, and residencies are scheduled with visiting artists.

Students with valid Activity Cards may attend all programs at no charge, since these activities are funded in part by the Student Activity Fee. Tickets may be acquired in Room 1W 23, Memorial Student Center. One ticket per show is also available at half price.

Students serve on the Artists Series Advisory Boards. Applications for participation as board members are made to the President of Student Government in Room 2W38, Memorial Student Center.

V. CLINICAL OPPORTUNITIES FOR STUDENTS

Besides the clinical assistance of various kinds provided by the Division of Student Affairs, certain academic departments of the university offer clinical facilities for students, as described under the various departmental programs.

Counseling Clinic

The Counseling and Rehabilitation Department provides counseling services to Marshall University students and staff free of charge. Services provided include personal problem counseling and vocational educational and personal decision making. The Clinic is located in Harris Hall; inquiries or appointment requests should be directed to the Department office, 357 Harris Hall, telephone 696-2383.

Learning Center

The Learning Center provides independent skills study for Marshall University students desiring to develop greater proficiency in such areas as graduate test preparation, writing techniques, critical thinking, speed reading, and vocabulary. Students may enroll in the program during the semester by contacting the Community and Technical College, Room 139, 696-3646.

Psychology Clinic

The Department of Psychology offers a clinic which provides consultation and services on a wide range of psychological problems for Marshall students, staff, and the general public. The clinic is located in Harris Hall and inquiries and appointment requests should be directed to the Psychology Department office in Harris Hall 326, telephone 696-6446. The clinic is staffed by graduate students in clinical training; some faculty services are also available.

Speech and Hearing Center

The Department of Communication Disorders operates the center which provides free assistance to any Marshall student, or any member of their immediate family who wants help with speech and hearing problems.

The Department of Communication Disorders also provides special training for students requesting assistance with dialect change or foreign dialect. People who have foreign dialects or who have non-standard speech patterns not considered to be clinically significant but which they wish to change may be scheduled in the clinic.

Students admitted to the center come from a screening procedure required as a part of courses in education and communication disorders, from self-referral, or by referral from any course instructor.

Consultation, examination, recommendations and treatment are available to the public insofar as time and facilities permit. The center is located in Smith Hall 143, telephone 696-3640.

VII. DEPARTMENTAL STUDENT ACTIVITIES

Band, Orchestra and Choral Groups

All students at Marshall University are eligible to enroll for any one of the musical organizations on the campus including the Marching Band, Concert Band, Jazz Bands, Marshall Community Orchestra, Chamber Choir, University Chorus, Choral Union, Vocal Jazz Ensemble, Collegium Musicum, Opera Workshop, Wind Ensemble, and various chamber music ensembles. These organizations perform for many Marshall University functions, make a number of appearances in the city of Huntington, and occasionally make trips to other parts of West Virginia and neighboring states. Each organization offers the student an enjoyable experience and an opportunity for advancement to higher musical achievement. Students interested in enrolling for any of the organizations should consult first with the Department of Music.

Birke Art Gallery

The Birke Art Gallery is administered by the Art Department in the College of Fine Arts. A wide variety of programming is offered each year, including exhibitions of works by Marshall University undergraduate and graduate students; individual and group shows by regionally, nationally and internationally recognized artists; and slide lectures by visiting artists and art educators. The Gallery is located on 3rd Avenue in Smith Hall. Hours are weekdays 10:00-4:00, Monday evenings 7:00-9:00, and Saturday afternoons 1:00-4:00.

Debate, Individual Events, Speakers Bureau

Marshall University offers a nationally competitive interscholastic forensics program specializing in the areas of debate and individual events. Students are provided with the opportunity to participate in eleven individual speaking events in public communication and oral interpretation activities. Additionally, the forensic program provides competition in value based debate.

Marshall's nationally ranked teams compete against other universities and colleges at invitational tournaments throughout a season that culminates in national championship competition. All full-time undergraduate students are eligible to tryout for the debate and individual events teams.

Students achieving distinction in individual events and/or debate are also eligible for membership in the national forensic honorary, Pi Kappa Delta.

The Speakers Bureau is an honorary service organization offering to Marshall-Huntington

community programs for social, civic, church, and educational organizations. Speakers Bureau programs include interpretive readings, information and entertaining speeches. Membership in the Speakers Bureau, open to all Marshall University students, is earned through auditions.

For additional information regarding any of these programs please contact the Director of Forensics in care of the Department of Speech.

Intercollegiate Athletics

The Athletic Department schedules games with institutions having similar academic and athletic standards. Marshall University is a member of the NCAA and the Southern Conference and conforms to their standards.

The Director of Athletics, who reports to the President, is responsible for implementing the athletic policy of the university. The athletic program is advised by the Athletic Committee.

Some athletic coaches also serve as academic instructors, and all are required to have academic degrees.

The university participates in the following intercollegiate sports: Women: basketball, volleyball, tennis, indoor and outdoor track, and cross country; Men: football, basketball, baseball, indoor and outdoor track, cross country, golf, and soccer.

Learning Resources Center

Designed for use by faculty, staff, and students of the College of Education, the Learning Resources Center, located on the first floor, east wing, of Jenkins Hall, provides print and non-print materials, production facilities, and audiovisual equipment, including videotaping and microteaching facilities.

Recreational Sports and Fitness

The recreational sports program at Marshall University is a program of competitive athletics and recreational activities promoted for every student and faculty member on the campus. The program is sponsored jointly from student activity fees and by the Department of Health, Physical Education and Recreation and conducted by the Director of Recreational Sports. It includes a variety of activities in every field of athletics and recreational interests designed for lifelong participation.

Religious Life

Marshall University Campus Christian Center is located on the campus at the corner of Fifth Avenue and Seventeenth Street. Operated jointly by ten denominations, the Center offers opportunities for worship, Christian growth, personal counseling, social fellowship and private study, and is a gathering place for a wide variety of student activities. Consult Student Handbook for further information.

Student Publications

The Parthenon, the campus newspaper, is published four times a week by students working in the School of Journalism. Participation is open to all students.

The Student Handbook is published annually and contains general information for all students with particular emphasis on information for new students.

The Chief Justice, the university annual, is published by students working in the School of Journalism. Participation is open to all students.

Et Cetera is a campus literary magazine published annually. It is sponsored by the Department of English.

University Theatre

University Theatre, an all-university activity, is under the direction of the Department of Theatre/Dance. Normally five to seven full-length plays and several studio and experimental dramas are produced each year.

University Theatre experience is intended not merely to give training in dramatic skills and techniques, but to develop such qualities as poise, confidence, initiative, self-reliance, and cooperativeness. A further purpose is to encourage appreciation of dramatic literature, thus helping to keep alive the plays which have made dramatic history.

Participation in University Theatre productions is open to all undergraduate or graduate students who are pursuing any degree in the university and are currently enrolled for at least three hours of credit. Non-students may be cast with the approval of the director, department chairman, and the dean of the College of Fine Arts. Participation in Marshall University Summer Theatre is open to all students in the university and to members of the community.

Higher Education for Learning Problems

H.E.L.P. is an individual tutorial program for learning disabled students. Assistance with course work, study skills, note-taking skills, and oral testing is available. Remediation in reading and spelling is available from Learning Disabilities Specialists. Application to H.E.L.P. must be made separately from application to the University and should be completed no less than one year in advance. Information from Dr. Barbara Guyer, Special Education, phone 304-696-2340.



Graduate Degree Programs and Courses of Instruction

ABBREVIATIONS

- PR: Prerequisite
 CR: Corequisite
 REC: Recommended
 I,II,S: I-Fall semester; II-Spring semester; S-Summer
 -lec. -lab-lecture and laboratory hours per week (e.g., 2 lec-4 lab-two hours lecture and four hours laboratory per week)

ACCOUNTING (ACC)

(See Business)

ADULT EDUCATION (AE)

The Master of Science in Adult Education is a field based program designed to serve persons who work with adults in either an instructional or an administrative mode and is basically a professional development program. As such its participants are drawn from various areas such as the human services agencies, those with staff development or inservice responsibilities in hospitals, business or government as well as those in adult preparatory programs at the post-secondary or community college level. It is a flexible program having a state-wide delivery system. Such a program allows the candidates to study near home during the academic year. Most courses are taught in the evening or at other convenient times. In addition to the core of courses, every effort is made to assist the candidate in tailoring the program to meet his or her needs.

The following plans provide the framework for the candidate's program of study:

Non-Thesis option requirements	Hours
1. Required Core Courses (AE 500, 510, 530, and 641)	12
2. Additional Adult Education Courses	6
3. Minor and Electives	18
Total Required Hours	36
Thesis option requirements	Hours
1. Required Core Courses (AE 500, 510, 530 and 641)	12
AE 681, Thesis	6
2. Minor and Electives	14
Total Required Hours	32

NOTE: In consultation with his/her advisor, the student will need to complete an additional six hours in adult education courses to fulfill the minimum 18 hour major requirement except in the case of those students electing to do a thesis. Persons preparing to work in the training and development or the Community and Technical College field will need to work closely with their advisor to insure that they reach their goals and meet the degree requirements. Prior to making application to candidacy all students are required to take the Graduate Record Exam (GRE). Application for admission to candidacy should be made by the student after the completion of 12 semester hours and before completing 18 semester hours. To be eligible to apply for admission to candidacy the student must possess a 3.0 grade point average in the graduate courses applicable to the degree program. Approval for admission to candidacy will be made by the student's graduate committee which must include the student's advisor. All candidates must take a written comprehensive examination covering the areas germane to the candidate's preparation.

ADULT EDUCATION (AE)

- 500 **Introduction to Adult and Continuing Education. 3 hrs.**
 Designed to acquaint the student with the field of adult and continuing education, its foundations and development in this country and future trends.
- 510 **Characteristics of Adult Learner. 3 hrs.**
 The course is designed to help the student gain a better understanding of the characteristics of adult learner and the implications for such characteristics in relation to instruction, curriculum design, and program planning.
- 530 **Adult Instruction: Environmental and Personal Aspects. 3 hrs.**
 The course examines both environmental and personal factors which may impact on the adult learning process and is designed to foster awareness, which will be translated into appropriate intervention strategies.

- 550 **Adult Instruction: Design and Evaluation. 3 hrs.**
An examination of the design and evaluation processes used in adult learning areas with emphasis on the T&D field as well as the general field.
- 560-563 **Professional Development. 1-4 hrs. I, II, S.**
Courses and activities designed to meet specific inservice needs of public school personnel. Credit may be used for certificate renewal and salary upgrading, if approved, but not in degree programs. CR/NC grading.
- 580-583 **Special Topics in Adult Education. 1-4 hrs.**
Concentrated independent study designed to allow and encourage students to study and/or research actual problems and issues in adult education.
- 585-588 **Independent Study. 1-4 hrs.**
- 591-594 **Workshop (Selected Topics). 1-4 hrs.**
A study of practical applications in selected subject areas of Adult Education. (591-592 CR/NC)
- 630 **Program Planning in Adult Education. 3 hrs.**
An examination and application of the process involved in the development, operation, and evaluation of adult education programs in the community.
- 640 **Trends in Adult Education. 3 hrs.**
A seminar designed to examine the trends of the past few decades in adult education with some emphasis on the future and the challenges to be faced.
- 641 **Literature of Adult Education. 3 hrs.**
A program of readings, either extensive or intensive, and reports on specific areas in adult education or particular problems within an area of adult education. Readings to be selected cooperatively with advisor.
- 650 **Understanding and Working with the Older Adult Learner. 3 hrs.**
Designed for those who have some knowledge of the adult education field. The course will examine the roles, needs, interests, limitations, capabilities and concerns of the older adult learner.
- 679 **Practicum in Adult Education. 1-4 hrs.**
Individually designed to provide field experience under the supervision of the faculty, such experience to be related to the student's project role in adult education. CR/NC grading (PR: Permission)
- 681 **Thesis. 3-6 hrs.**
- 690-692 **Seminar: Selected Topics in Adult Education. 1-4 hrs.**

ADULT FITNESS/CARDIAC REHABILITATION
(See Health and Physical Education)

ANATOMY (ANA)
(See Biomedical Sciences)

ANTHROPOLOGY (ANT)

- 505 **Applied Anthropology. 3 hrs.**
Principles of applied anthropology in community development. (PR: 6 hours of anthropology or sociology or equivalent)
- 526 **African Cultures. 3 hrs.**
Comparative analysis of the tribal cultures of Africa. (PR: 6 hours of anthropology, or equivalent)
- 527 **Ethnic Relations. 3 hrs.**
Analysis of cultural contact situations with emphasis on the role of western Europe cultures. (PR: 6 hours of anthropology or equivalent)
- 530 **The American Indian. 3 hrs.**
Comparative analysis of Indian tribal cultures of the Americas. (PR: 6 hours of anthropology or equivalent)
- 537 **World Cultures: An Anthropological View. 3 hrs.**
Anthropological analysis of the major culture areas of the world. (PR: 6 hours of anthropology or permission)
- 541 **Oceania. 3 hrs.**
Comparative analysis of the original cultures of the Pacific Islands area. (PR: 6 hours of anthropology or permission)
- 551 **Anthropological Analysis. 3 hrs.**
Examination of the analytical procedures utilized in ethnographic and comparative approaches to anthropological data, and an introduction to computer processing of cross-cultural data using the Human Relations Area Files. (PR: ANT 201)
- 553 **Cognitive Anthropology. 3 hrs.**
Analysis of the relations between cultural, social and personality systems. (PR: 6 hours of sociology or anthropology, 6 hours of psychology or equivalent)
- 555 **Appalachian Cultures. 3 hrs.**
Analysis of the Cultures of Appalachia. (PR: 6 hours of anthropology or departmental permission)
- 570 **Appalachian Field Experience I. 3 hrs.**
Supervised field work in an Appalachian community studying the social and cultural characteristics

- of the area. Four afternoons each week plus one class hour. (PR: ANT 455, or equivalent)
- 571 **Appalachian Field Experience II. 3 hrs.**
Supervised field work in an Appalachian community studying the social and cultural characteristics of the area. Four afternoons each week plus one class hour. (PR: ANT 555)
- 580-583 **Special Topics. 1-4 hrs.**
Study of topics of interest not covered in regularly scheduled classes. (PR: Graduate status and permission)
- 585-588 **Independent Study. 1-4 hrs.**
Individual study of topics not offered in regularly scheduled classes. (PR: Graduate status and permission)
- 597-598 **Instructional Television Course. 1-4 hrs.**
A course based upon Instructional Television Series broadcast by public television. The student is responsible for viewing the series on the air and satisfying all course requirements announced by the department.

ART (ART)

(See also Education: Art)

Applicants for admission to the graduate program should have adequate preparation in art. A portfolio or slides of previous art work, to be evaluated by the graduate Art Department faculty is required. Applicants revealing deficiencies will be required to do preliminary work in areas of weakness and will be admitted conditionally. Remedial work required will be decided in conference with the Advisor in the major and the Chairperson. A review of work is required after the completion of 6 studio hours. The quality of the student's work is reviewed for a second time when application for admission to candidacy is made. At least eighteen hours must be completed after passing the candidacy review. Transfer students must complete 30 hours in the Marshall Art Department and complete all other requirements.

A thesis is optional. A student is encouraged to include a drawing course in the program. Prior to graduation, the candidate shall exhibit creative work achieved during the program of study and pass a written comprehensive. Course requirements

	Hours
Minimum	36
Studio major in painting, sculpture, printmaking, ceramics, or weaving	15-21
Art history	6-9
Seminar	3
Electives in related courses selected with Advisor	6-9

ART (ART)

- 501-502 **History of Art. 3; 3 hrs. I or II or S.**
A survey of the development of architecture, sculpture, painting and the minor arts to 1400 A.D. and from 1400 A.D. to present. (Does not fulfill Art History requirements.)
- 503 **Oriental Art. 3 hrs. I or II or S.**
A historical survey of the architecture, painting, and sculpture of China, India and Japan.
- 505 **Art in America. 3 hrs. I or II or S.**
A survey of the development of architecture, painting, and sculpture from colonial times to the present.
- 506 **Figure Drawing. 3 hrs. I or II or S.**
Practice in drawing from the posed human figure.
- 507 **Prehistoric and Primitive Art. 3 hrs. I or II or S.**
An introduction to the unique Arts of so-called precivilized peoples with a two-fold emphasis: First, the European Pre-Historic, Second, the Non-European Primitive.
- 509 **Nineteenth Century Art. 3 hrs. I or II or S.**
A survey of the development of architecture, painting, and sculpture in the western world during the last century.
- 512 **20Th Century Art To WW II. 3 hrs.**
A survey of the development of architecture, painting and sculpture in the Western World from 1900 to World War II.
- 513 **20Th Century Art After WW II. 3 hrs.**
A survey of the development of architecture, painting and sculpture in the Western World from World War II to the present.
- 514 **The Art of the Renaissance in Italy and Northern Europe. 3 hrs. I or II or S.**
The course discusses the art of the Renaissance in Italy and Northern Europe within the context of social, political, theological and philosophical developments.
- 519 **Spinning, Dyeing, and Tapestry. 3 hrs. I or II or S.**
Basic procedures in hand spinning, dyeing and tapestry weaving.
- 540 **Advanced Graphic Design. 3 hrs.**
Directed study in which student may select subject from any area of commercial design with the goal of developing specific area of expertise. Emphasis on original design and research.
- 548 **Ceramic Materials and Processes. 3 hrs.**
Practical and empirical investigation of ceramic materials, techniques and approaches to their use in clay and glazes.

- 550 **2 & 3 Dimensional Designs for Fabrics. 3 hrs.**
Exploring the potentialities of fabric as an art experience in two and three dimensional art form.
- 555-556 **Painting: Acrylic and Oil. 3; 3 hrs. I, II, S.**
Study and practice of painting in expressing still life, landscape and the human figure.
- 560 **History and Philosophy of Art Education, 3 hrs. I.**
A survey of the evolution of art education and philosophy, and a study of problems related to art education on the elementary and high school level.
- 566 **Problems in Curriculum Development for Public School Art K-12. 3 hrs.**
Exploring considerations for curriculum development in Art Education, developing individualized curriculum for specific situations on grade levels K-6 or 7-12.
- 569 **Printmaking Processes. 3 hrs. I, II, S.**
Experiments in the media of Intaglio, Lithography, Serigraphy, Relief, Collagraphs and new techniques of printmaking.
- 570-573 **Practicum. 3 hrs. I, II, S.**
To be used for learning activities that involve the application of previously learned processes, theories, systems or techniques.
- 580-583 **Special Topics. 1-4 hrs.**
To be used for experimental courses. By permission only.
- 585-588 **Independent Studies. 1-4 hrs.**
To be reserved for tutorials, directed and independent research and readings, problem reports, and other activities designed to fit the needs of individual students within the major.
- 601 **Advanced Problems in Art Education (Grades K-12). 3 hrs. I, II, S.**
For graduate students with limited experience in the arts and crafts wishing to familiarize themselves with methods and materials used in art education.
- 602 **Current Problems in Art. 3 hrs. I or II or S.**
- 604-605 **Mural Techniques. 3; 3 hrs. I or II or S.**
- 650-656 **Advanced Studio Sequence. 3; 3; 3; 3; 3; 3; 3 hrs. I, II, S.**
The student will select special studies from art education, art history, drawing, painting, sculpture, ceramics, graphics, and other related approved projects.
- 670 **Seminar. 3 hrs. II. Even years only.**
Discussion and research in selected areas of art.
- 679 **Problem Report. 1-3 hrs. I or II or S.**
- 681 **Thesis. 1-6 hrs. I or II or S.**

BIOCHEMISTRY (BIC)
(See Biomedical Sciences)

BIOLOGICAL SCIENCES (BSC)

The Master of Arts or the Master of Science degree with a major in the biological sciences is preparation for teaching and research and for positions in public health, food sanitation, governmental and industrial biology, biological technical sales, conservation, game and wildlife management, park naturalist, genetics, pest control, and microbiology.

The Master of Science degree requires the submission of an acceptable thesis. The Master of Arts degree will be awarded to students electing the non-thesis option.

The Graduate Record Examination in Biology, in addition to the general exam, is required of all students and must be taken prior to or during the student's first semester. Graduate Record Exam scores will be considered in awarding graduate assistantships.

Admission to the graduate program in the biological sciences will depend upon the student's admission to the Graduate School and acceptance by the department. The student will select a tentative graduate program in consultation with his or her advisor usually during the first semester of graduate work. The student and the advisor will select a graduate committee to include at least two additional faculty members. The committee will assist in planning the remainder of the program. During the semester in which the student is completing his 12th semester hour of work, the student will apply to the Graduate School for candidacy.

Graduate students must complete either as undergraduates or prior to admission to candidacy a core of science courses equivalent to a bachelor's degree in one of the biological sciences at Marshall University. (See undergraduate catalog)

Theses must conform to the guidelines established by the Graduate School and the department. The maximum amount of credit that may be earned for the thesis is six hours. It must be completed and submitted to the department and to the Graduate School by the dates specified in the University Calendar. Students electing the thesis option must complete at least thirty-two hours of graduate work including the thesis.

Students who elect the non-thesis option must complete a minimum of thirty-six hours of graduate work.

Each candidate must complete three semester hours credit in Seminar (BSC 661-662). Not more than four semester hours credit in Independent Study (585-588) or special problems (650-652, 679) may be used to meet the minimum number of required hours and these may only be applied beyond the hours (18) for the major.

A student may elect to take six hours of graduate work in a minor field.

Upon the completion of the course requirements and of the thesis (if the thesis option is selected), the candidate must pass a comprehensive oral examination.

BIOLOGICAL SCIENCES (BSC)

- 501 **Ichthyology. 4 hrs. II, S. (Alternate years)**
Anatomy, physiology, ecology, zoogeography, economic importance and classification of major groups and representative local species of fishes. 2 lec-2 lab and field. (PR: BSC 120-121, ZOO 214 or 302)
- 503 **Biological Microtechnic. 3 hrs. I.**
Principles and methods of fixing, imbedding, sectioning and staining of plant and animal preparations. Methods for identification and localization of cellular components. Introductory photomicrography. 1 lec-4 lab. (PR: BSC 120-121)
- 504 **Cellular Physiology. 4 hrs. I, II, S.**
The physico-chemical nature of intracellular processes in plant and animal cells with emphasis on the functional significance of microscopic and submicroscopic structure and organization. 3 lec-3 lab. (REC: Background in chemistry and physics; PR: 12 hours biological sciences)
- 505 **Economic Botany. 3 hrs. I, S.**
Plants used by man for food, ornamental purposes, building materials, textiles and other industrial purposes; economic importance of conservation. No laboratory. (PR: BSC 120-121 or equivalent)
- 506 **Herpetology. 4 hrs. II, S. (Alternate years)**
A survey of the reptiles and amphibians of the world with special emphasis placed on forms resident to West Virginia including aspects of zoogeography, morphology, taxonomy, and behavior. 2 lec-2 lab. (PR: BSC 120-121, ZOO 214)
- 507 **Genetics. 4 hrs. I, II.**
The fundamental principles and mechanisms of inheritance. 3 lec-4 lab. (PR: BSC 120-121 or equivalent)
- 508 **Ornithology. 4 hrs. II, S.**
An introduction to avian biology: Identification, distribution, migration and breeding activities of birds. 2 lec-4 lab. (PR: BSC 120, 121; REC: ZOO 214)
- 509 **Mammalogy. 4 hrs. I, S.**
A study of the structural features, evolution and classification of the mammals; other topics will include ecology, zoogeography, behavior, reproductive strategies, physiological adaptations to extreme environments and economic aspects. 2 lec-2 lab. (PR: BSC 120-121, ZOO 214 or 302)
- 513 **Principles of Organic Evolution. 3 hrs. II, S.**
The facts and possible mechanisms underlying the unity and diversity of life with emphasis on Neo-Darwinian concepts of the role of species in evolutionary phenomena. (PR: 12 hours BSC)
- 514 **Entomology. 4 hrs. I, S.**
Entomology, anatomy, physiology, identification, classification, life histories and economic importance of representative insect groups. 2 lec-4 lab. (PR: BSC 120-121 or equivalent)
- 515 **Plant Morphology. 4 hrs. I, II, S.**
Characteristics of the great plant groups. Discussion of the important steps in the development of plants. 2 lec-4 lab. (PR: BSC 120-121 or equivalent)
- 516 **Plant Taxonomy. 4 hrs. I, II, S.**
Identification and classification of seed plants and ferns of eastern United States. Readings in history and principles of taxonomy, rules of nomenclature and related topics. 2 lec-4 lab. (PR: BSC 120-121 or equivalent)
- 518 **Mycology. 4 hrs. I. (Alternate years)**
Nature, cause and control of plant diseases. 2 lec-4 lab. (PR: BSC 120-121)
- 519 **Plant Anatomy. 4 hrs. II, S.**
Investigations in plant anatomy with emphasis on seed plants. 2 lec-4 lab. (PR: BSC 120 and 121 or permission)
- 520 **Plant Physiology. 4 hrs. II, S.**
Experimental study of plant life processes to include applicable biophysical and biochemical principles. 2 lec-4 lab. (PR: BSC 322 or equivalent)
- 521 **Phycology. 4 hrs. II, S. (Alternate years)**
Taxonomy and morphology of algae. Techniques used in the study of algae with emphasis upon application of ecological principles to current water quality problems. 2 lec-4 lab. (PR: BSC 105 or 121)
- 522 **Animal Physiology. 4 hrs. I.**
Physiological principles operating in the organ systems of vertebrate animals. (PR: BSC 104, 105 or 120, 121 or equivalent)
- 524 **Animal Parasitology. 4 hrs. I, S.**
Morphology, life histories, classification, and host relationships of common parasites. 2 lec-4 lab. (REC: ZOO 212 or equivalent)
- 526 **Medical Entomology. 4 hrs. II, S.**
The characteristics and control of certain insects and other arthropods which transmit disease-causing organisms. 2 lec-4 lab. (REC: ZOO 212 or equivalent)
- 530 **Plant Ecology. 4 hrs. I, II, S.**
The interrelationships of plants and animals with emphasis on plants and environmental relationships. Local and world biotic communities. 2 lec-4 lab. (PR: BOT 416, BSC 516 or permission)

- 531 **Limnology. 4 hrs. I, S.**
The study of inland waters; ecological factors affecting lake and stream productivity and various aquatic communities. 2 lec-4 lab. (PR: BSC 120-121 or equivalent; REC: ZOO 212)
- 542 **Advanced Microbiology. 4 hrs. I, S.**
An advanced treatment of microbiology with emphasis on the molecular aspects of anatomy, taxonomy, and physiology of microorganisms. 2 lec-4 lab. (PR: BOT 302)
- 560 **Conservation of Forests, Soil and Wildlife. 3 hrs. I, S.**
Primarily for teachers in the biological sciences, general and applied sciences. Includes fieldwork, seminars, and demonstrations related to conservation. 2 lec-4 lab. (PR: BSC 120-121 or equivalent)
- 561 **History and Development of Scientific Thought. 3 hrs. II, S. (Alternate years)**
A study of men who have influenced science; their ideas; the philosophy of their periods; and the conditions leading to scientific advancement. (PR: 12 hrs. Science)
- 580-583 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
(PR: Permission)
- 585-588 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
(PR: Permission)
- 601 **Vertebrate Embryology. 4 hrs. I, S.**
Vertebrate development based on frog, chick and pig embryos. 2 lec-4 lab.
- 608 **Plant Physiology: Growth and Development. 4 hrs. II, S.**
Comprehensive advanced study of correlative growth in plants with emphasis on germination, dormancy, growth substances and physiological phenomena associated with phases of development. (PR: BSC 322 or 420 or 520)
- 620-622 **Taxonomy of Vascular Plants. 1-2; 1-2; 1-2 hrs. II.**
Field studies in the taxonomy of higher plants. (Limited to 4 hours credit per student). (PR: BSC 516 or equivalent)
- 625 **Advanced Physiology. 4 hrs. II, S.**
Lecture, current literature and introduction to research in physiological systems. 3 lec-3 lab. (PR: 4 hrs. physiology or permission)
- 626 **Protozoology. 4 hrs. (Offered every third semester)**
A study of free-living and parasitic protozoa important to agriculture, wild-life, and man. Morphology, physiology, reproduction, ecology, and life histories of parasitic protozoa will be emphasized.
- 631 **Animal Ecology. 4 hrs. I, S.**
A study of population and behavior ecology; community dynamics and field techniques. 2 lec-4 lab.
- 650-652 **Special Problems. 1-3; 1-3; 1-3 hrs.**
By permission of adviser.
- 661 **Seminar I. 2 hrs. I.**
In depth group discussion of current biological issues.
- 662 **Seminar II. 1 hr. II.**
Oral presentation of individual topics. (PR: BSC 661)
- 679 **Problem Report. 1-3 hrs.**
(PR: Permission)
- 681 **Thesis. 1-6 hrs.**
(PR: By permission of advisor).

BIOMEDICAL SCIENCES

The basic Science Departments of the School of Medicine offer conjointly a program leading to the M.S. degree in Biomedical Sciences.

Applicants for the program must satisfy the minimum admission requirements established by the Graduate School. In addition they should have one year of collegiate preparation in each of the following: general biology, general physics and chemistry including general and organic chemistry. Although calculus and physical chemistry are not general requirements for admission to the program, they may be required by certain departments since physical chemistry is a prerequisite to advanced course work in certain areas of concentration. The applicant must also submit Graduate Record Examination scores (General Aptitude and Advanced Test Scores) along with three letters of recommendation.

To qualify for the Master of Science Degree in Biomedical Sciences, a minimum of thirty-six credit hours are required for a non-thesis degree, whereas a minimum of thirty-two credit hours are required for a thesis degree. No more than six hours of thesis may be credited toward the thirty-two hour requirement. Each candidate must specialize and be accepted into one of the following areas: Anatomy, Biochemistry, Microbiology, Physiology or Pharmacology. In addition, each student, with approval of his/her advisory committee must successfully complete at least one basic course of four credit hours or greater in a minimum of three basic biomedical science departments. Elective courses, chosen with concurrence of the student's advisory committee, will provide the remainder of the required credit hours. All students will be required to take Cellular and Molecular Biology, Statistics (PSY 517 or EDF 517), Introduction to Research or Thesis, and Seminar. The remaining credit hours necessary to meet the 36 hours requirement will be chosen from graduate course offerings with the concurrence of the student's advisory committee.

DOCTOR OF PHILOSOPHY IN BIOMEDICAL SCIENCES

The Doctor of Philosophy Degree in the Biomedical Sciences is given in cooperation with West Virginia University. The work for this degree is done on the Marshall University Campus with the degree being awarded by West Virginia University.

Admission. Students who wish to enroll in the Doctor of Philosophy Degree Program must apply for admission through the Marshall University Graduate School. They must meet the admission requirements of the West Virginia University Graduate School, the Marshall University Graduate School and the Graduate Studies Committee of the Marshall University School of Medicine. Interested persons should contact the Director of Graduate Studies, Program in Biomedical Sciences, Marshall University School of Medicine, Huntington, WV 25755.

Foreign Language Requirement. Individual disciplines may require a student to demonstrate a proficiency in one or more foreign languages.

Course Requirements. Students who are admitted to the program must have completed the course work requirements for the Marshall University Master of Science Degree in Biomedical Science or have equivalent experience. This includes Cellular and Molecular Biology, Statistics, and one basic course offering in each of three different basic medical science departments. Seminar and Introduction to Research are required along with special area courses for a minimum of thirty-six credit hours. Additional course work may be recommended by the candidate's advisor with the approval of the doctoral committee. Doctoral students will also be expected to participate in seminar while in residence and complete a research project which will result in a dissertation.

Candidacy. Admission to candidacy is accomplished by successfully passing a candidacy examination which will consist of both written and oral portions submitted by the student's advisory committee. Should the student fail the examination, he or she may be required to repeat all or part of the examination, or may be dismissed from the program by the Graduate Dean, on the recommendation of the student's advisory committee.

Residence. The doctoral program will normally require 2½ to 3 years of full-time graduate work beyond the M.S. Degree. This must include a minimum of two semesters of residence in full-time graduate study at Marshall University. In addition, all doctoral students in this program, regardless of receipt of financial assistance must participate in the teaching and research programs as an integral part of their advanced training.

Time Limitation. Requirements for the degree of Doctor of Philosophy in the Biomedical Sciences must be completed within seven years.

BIOMEDICAL SCIENCE (BMS)

- 600 **Cellular and Molecular Biology. 3 hrs. I.**
A study of the molecular biology of the cell and its organelles, cell interactions and evolution. (PR: One year of Biology and Organic Chemistry and consent of instructor)
- 624 **Human Genetics. 4 hrs.**
An introduction to the study of heritable diseases, their molecular basis and their detection and treatment. Clinical cases will be presented in the second half of the class. (PR: Graduate status in one of the biomedical sciences)
- 630 **Neuroscience. 5 hrs.**
The structure and function of the nervous system. (PR: Permission of instructor)
- 670 **Basic Methods in Molecular Cloning. 2 hrs.**
This course is designed to expose students to basic molecular cloning techniques, such as genomic library construction, preparation of plasmid DNA, subcloning, nucleic acid hybridization and DNA sequencing. (PR: Undergraduate biology or chemistry majors or graduate student status in one of the biomedical sciences or third year medical student and permission of instructor.)
- 679 **Special Problems. 1-3 hrs. I, II, S.**
Intensive study of a selected topic or problem. Emphasizes independent study. (PR: Consent of advisor)
- 680 **Seminar. 1 hr. I, II. CR/NC**
Study and discussion of current topics related to the Biomedical Sciences.
- 681 **Thesis. 1-9 hrs. I, II, S. CR/NC**
- 685 **Introduction to Research. 1-6 hrs. I, II, S. CR/NC**
Directed research activities requiring a completed prospectus for an advanced research project, a written report, or a research thesis. A minimum of three (3) hours required for all M.S. candidates. (PR: Consent of instructor)
- 882 **Research. 1-15 hrs. I, II, S. CR/NC.**

ANATOMY (ANA)

- 620 **Gross Anatomy/Embryology. 8 hrs. I.**
A course centered about dissection of the human body in the laboratory. Lectures are designed to guide the student and stimulate him toward independent effort. (PR: Consent of instructor).
- 624 **Microscopic Anatomy and Ultrastructure. 4 hrs. I.**

An in-depth study of the microanatomy and fine structure of human tissues, specifically designed for graduate students through special laboratories, lectures, and seminars. (PR: Consent of instructor)

626 **Advanced Histological Techniques. 4 hrs.**

Advanced theories and techniques of tissue preparation, staining, and histochemistry. (PR: Consent of instructor)

628 **Anatomy of the Nervous System. 4 hrs. II.**

The gross and fine structure of the nervous system is correlated with function at each level of the spinal cord and brain. Lectures are supplemented in the laboratory by the study of microscopic sections and gross sections of the spinal cord, brain stem and whole brain. (PR: Consent of instructor)

632 **Principles of Mammalian Development. 3 hrs. I.**

A lecture course designed to present the salient features of normal human development so that students will have a basis for comprehending normal adult anatomic relations and variations, and a basis for interpreting congenital pathologic conditions. (PR: Consent of instructor)

BIOCHEMISTRY (BIC)

620 **Human Biochemistry. 6 hrs. I.**

A study of structure and metabolism of biological compounds with special reference to the human. (PR: Organic chemistry and consent of instructor)

624 **Human Biochemical Genetics. 3 hrs. I.**

A study of inborn errors of metabolism, their detection and treatment. Clinical material will be presented and students will be expected to critically evaluate current literature. (PR: Consent of instructor)

630 **Radioisotope Methodology. 3 hrs. II.**

A study of the methodology of radioisotopes and ionizing radiation, means of detecting radiation, preparation of biological samples for radioassay, sources of error in assay and radiation safety. (PR: Consent of instructor)

632 **Nutritional Biochemistry. 2 hrs. II.**

A study of nutrition with emphasis on biochemical mechanisms of nutrition requirements. (PR: A course in Organic and Biochemistry and consent of instructor)

634 **Lipid Biochemistry. 2 hrs. II.**

Advanced study of lipid structure and metabolism. (PR: Biochemistry and consent of instructor)

636 **Enzymology. 3 hrs. I.**

A study of enzyme function, including purification, assay, kinetics, inhibition, pH, temperature effects, active site probes, subunit studies, isotope effects, allosterism, and mechanisms. Current literature will be discussed. (PR: Biochemistry and consent)

638 **Nucleic Acids and Protein Synthesis. 3 hrs. II.**

An advanced course in molecular biology and molecular genetics emphasizing current research in these areas. (PR: Biochemistry and consent of instructor)

640 **Carbohydrate Biochemistry and Metabolic Regulation. 2 hrs. II.**

Advanced study of the metabolism of carbohydrates with emphasis on metabolic regulation. (PR: Biochemistry and/or Enzymology and consent of instructor)

642 **Biochemical Techniques. 3 hrs. I, II.**

Modern biochemical techniques for the preparation, purification and characterization of biochemical materials. (PR: consent of instructor)

MICROBIOLOGY (MCB)

620 **Principles of Medical Microbiology. 5-7 hrs. I.**

The study of microorganisms, immunobiology, immunologic diseases, host resistance and the means by which diseases are produced and prevented. (PR: Organic Chemistry, General Microbiology and consent of instructor)

621 **Microbial Physiology. 4 hrs.**

Selected aspects of microbial cell structure, intermediary metabolism, genetics, macromolecular structure and biosynthesis, and the growth cycle will be considered in depth. (PR: MCB 642, BIC 620)

630 **Microbial Genetics. 3 hrs.**

Analysis of concepts and techniques in microbial genetics through evaluation of current research. Emphasis will be on genetic engineering, transfer of genetic information and phage genetics. (PR: MCB 620 or 646)

642 **Graduate Microbiology I (Physiology/Genetics). 4 hrs.**

An advanced treatment of microbiology with emphasis on the molecular aspects of anatomy, taxonomy, and physiology and genetics of microorganisms.

643 **Principles of Immunology. 4 hrs. I.**

Basic principles of the immune response system of humans and related mammals. Concepts of B & T cell function and interrelationships emphasized. (PR: Cellular and Molecular Biology)

645 **Graduate Microbiology II (Immunology/Virology). 5 hrs.**

A. In depth study of the cellular and molecular aspects underlying the immune responses.
B. In depth study of animal viruses, detailing modes of replication and mechanisms of viral nucleic acid and protein synthesis. (PR: MCB 620)

- 650 **Bacteriophage Genetics. 2 hrs.**
An in depth study of the molecular biology of bacterial viruses. (PR: MCB 630, MCB 642)
- 655 **Regulation of Procarvotic Gene Expression. 2 hrs.**
An in depth study of procarvotic gene function including discussions of operons, regulons, stimu-
lons, repressor functions, etc. (PR: MCB 630, MCB 642)
- 660 **Diagnostic Virology. 3 hrs.**
A comprehensive survey of methodologies used to detect and characterize viral specific antibodies
and antigens and the status of cellular immunity in virus infected hosts. (PR: MCB 620)

PATHOLOGY (PTH)

- 620-621 **Human Pathology. 7; 7 hrs.**
General principles of pathology, systemic pathology, and holistic integration with laboratory
medicine and autopsy-clinical-and-cytologic material. (PR: Consent of instructor)

PHARMACOLOGY (PMC)

- 610 **Introduction to Pharmacology. 3 hrs.**
An indepth presentation of the history and introductory principles of pharmacology. Designed to acquaint
students with pharmacology as a scientific discipline and provide the basis for more advanced courses.
- 615 **Pharmacology Reviews. 1 hr.**
A course designed for students to read and discuss recent and classic papers in pharmacological sciences.
Students become acquainted with the pharmacology literature and classic advances in the field.
- 620 **Medical Pharmacology. 6 hrs.**
An introduction to the basic concepts of drug actions and therapeutic principles governing drug
therapy. Emphasis is placed on general mechanisms, therapeutic uses and toxicity of prototypic drugs.
(PR: BIC 620, PHS 629 desirable; consent of instructor)
- 625 **Drug Metabolism. 3 hrs.**
Topics will include a discussion of the metabolizing enzymes, enzyme induction and inhibition, toxic
metabolites, prodrugs, metabolic disorders and analytical methods for studying drug metabolism.
(PR: consent of instructor)
- 630 **Chemical Aspects of Pharmacology. 3 hrs.**
An introduction to the chemical principles of pharmacology. The chemical classification, acid-base
chemistry and stereochemical properties of drugs and the reactivity of drugs with biological systems
will be discussed. (PR: organic chemistry, consent of instructor)
- 633 **Vistas in Pharmacology. 3 hrs.**
A discussion and study of recent advances in the various fields of pharmacological investigation.
This course is designed to acquaint students with state-of-the-art techniques and developing areas
of pharmacology. (PR: PMC 620)
- 635 **Biochemical Basis of Neuropharmacology. 3 hrs.**
An advanced study of the interactions between drugs and the nervous system. (PR: consent of
instructor)
- 640 **Behavioral Pharmacology. 3 hrs.**
Behavioral methods for assaying drug action. (PR: consent of instructor)
- 645 **Cardiopulmonary Pharmacology. 3 hrs.**
An indepth presentation of the pharmacological aspects of the cardiovascular and pulmonary sys-
tems. Current knowledge, principles and methods used in cardiopulmonary pharmacological research
will be discussed. (PR: PHS 629)
- 650 **General Toxicology. 3 hrs.**
An in depth presentation of the general principles and methods of toxicology. Mechanism, distri-
bution and organ system responses to toxins and methods of toxicological evaluation will be dis-
cussed. (PR: PMC 620)

PHYSIOLOGY (PHS)

- 629 **Mammalian Physiology. 6 hrs. II.**
A study of mammalian systems including pulmonary, renal, cardiovascular, gastrointestinal, endocrino-
logical and nervous systems. Emphasis will be placed on homeostatic mechanisms and on experimental
approaches to physiology. (PR: consent of instructor)
- 630 **Experimental Physiology. 1 hr. II.**
A laboratory course in mammalian physiology which includes instruction in surgical preparation,
bioinstrumentation technique and open-chest surgery in dogs. (PR: PHS 629 and consent of instructor.
This course may be taken concurrently with 629)
- 631 **Physiology Practicum. 2 hrs. II.**
Experience in laboratory instruction of medical and graduate students in the mammalian physiol-
ogy laboratory. (PR: PHS 630 and consent of instructor)
- 632 **Physiology of Sleep. 1 hr.**

Detailed examination of changes in EEG, EMG, cardiorespiratory function and ocular motility during sleep. (PR: PHS 629)

634 **Advanced Neurophysiology. 1-2 hrs.**

Bioelectric potentials, A.C. and D.C. potentials, transcortical potentials, E.E.G., corneo-retinal potential, blood-CSF potential, etc. (PR: PHS 629)

636 **Advanced Respiratory Physiology. 1-2 hrs.**

Neural control of respiration with emphasis on bio-feedback regulation (PR: PHS 629)

638 **Advanced Cardiovascular Physiology. 1-2 hrs.**

(PR: PHS 629)

640 **Advanced Renal and Electrolyte Physiology. 1-2 hrs.**

Advanced Renal and Electrolyte Physiology. (PR: PHS 629)

641 **Recent Advances in Physiology. 1 hr.**

Recently published articles in a selected area of physiological investigation will be presented by participants in the class. Each presentation will be followed by a discussion and evaluation of the paper. (PR: Consent of instructor)

BUSINESS (ACC, CIS, ECN, FIN, MGT, MKT)

Marshall University, through its Graduate School and College of Business, offers the Master of Business Administration and the Master of Science in Accounting degrees.

MASTER OF BUSINESS ADMINISTRATION PROGRAM

Qualified candidates are given an excellent opportunity to earn the Master of Business Administration degree. In keeping with its purpose of providing professional preparation and foundation, the M.B.A. program gives emphasis to building a strong fundamental framework and the development of skills in managerial problem-solving and decision-making.

PROGRAM DESIGN

Business policies and procedures, reflecting rapid advancement in technology, are subject to change over time. Methods and practices in current use may be totally inadequate for coming decades. For this reason, greater emphasis is placed on sound general principles and decision-making techniques which provide a base for continuous learning.

To accomplish this purpose the program involves:

1. A series of business foundation courses which enable the student to continue professional development. The foundation courses required will be determined in consultation with the MBA director.
2. A broad study of functional areas of business and their inter-relationships, with emphasis on application of knowledge, concepts, and analytical methods for problem-solving.
3. Elective subject matter areas to provide for each candidate's specific professional objectives. Within the framework of the basic program, each candidate has considerable choice in selecting an area of professional concentration. Areas currently offered are: accounting, economics, marketing, finance, and management.

The program may be completed in one calendar year, attending on a full-time basis and depending on the candidate's previous training.

The M.B.A. program includes

	Hours
Business foundation courses required as determined by the M.B.A. director	0-32
M.B.A. Functional studies courses	30
Electives or thesis (with prior permission)	6
	36-68

The University reserves the right, even after the arrival and enrollment of students, to make individual curricular adjustments whenever particular deficiencies or needs are found. These deficiencies will be determined by the M.B.A. program director. Students may be required to take such courses without credit toward the master's degree and at their own expense. This will apply to additional course work in Speech and/or English whenever necessary. Students must consult with and obtain approval from the M.B.A. director prior to registration each semester.

ADMISSION TO THE M.B.A. PROGRAM

Admission to the Graduate School is the first step. The second action required is admission to the MBA program. Each applicant is required to submit the Graduate Management Admissions Test (GMAT) score prior to regular admission. Decisions on applications for admission to the M.B.A. program shall be based upon a careful consideration of the applicant's total record, including undergraduate grade point average, scores on the GMAT, and the graduate grade point average earned prior to enrollment in the M.B.A. courses.

The minimum requirement for admission is a score of 950 computed by multiplying the undergraduate grade point average (A = 4.0) by 200 and by adding the GMAT score. The composite GMAT score must meet or

exceed a minimum of 450. Undergraduate preparation in business administration is not a prerequisite for admission to the program; however, students must complete the prerequisite foundation courses with a 2.5 or better average before enrolling in M.B.A. classes. Applicants may elect to use only the upper-level (latter half) course work and meet the criteria of an admissions index of 1000 or greater, calculated as above.

Applicants with a masters degree may use the following formula: 200 times the graduate grade-point average ($A = 4.0$) plus the GMAT, the resulting index must meet or exceed 1050. The GMAT composite score must meet or exceed a minimum of 450.

Students 1) with GMAT scores 400 or greater but less than 450 who meet the 950 criteria or 2) whose composite score is less than 950 but greater than or equal to 930 and whose GMAT scores are greater than 450 may petition for provisional admission to the MBA program.

Students on provisional admission status must earn a grade of "B" or better in each of the first 12 hours of MBA course work to qualify for full admission.

Students whose undergraduate major is not in business administration will be required to complete the prerequisite foundation courses as specified in the catalog and to take the GMAT.

ADMISSION TO CANDIDACY

A student must be admitted to candidacy for the degree of Master of Business Administration. The requirements for such admission are the completion of the necessary foundation courses and a minimum of four (4) M.B.A. functional studies courses, with an average of 3.0 or higher.

Upon completion of these requirements students are expected to apply for candidacy.

TRANSFER OF COURSES

Only a student who has been admitted to candidacy may request the transfer of a graduate course taken at some other accredited institution. Such a request may be granted if the course taken is similar to a graduate course in business administration offered by Marshall University, and was passed with a grade of "B" or better. No student may transfer more than 12 semester hours of graduate course work, not more than nine (9) semester hours in one field. Graduate credits transferred from other institutions may only be accepted if they are not superannuated toward meeting degree requirements by time limitations.

Evaluation of transfer credit is made by the Graduate Dean in consultation with the MBA director, and in consultation with the Department Chairperson in the field in which the student has completed the course work. The student may be requested to present course descriptions and course textbooks to facilitate the evaluation.

Once admitted to the M.B.A. program the student may take courses and transfer credits with a grade of "A" or "B" from another university only if authorized to do so by the M.B.A. director prior to registration for graduate study at another university.

DEGREE REQUIREMENTS

1. Each candidate is required to complete from 36 to 68 semester hours depending upon previous training and educational background. Each candidate must exhibit competence in the functional studies by satisfactory completion of designated courses with a quality point average of 3.0 (B) or better.

2. Candidates must pass a comprehensive, written examination which will normally be given each semester or term.

COURSE REQUIREMENTS

BUSINESS FOUNDATION COURSES

It is to be expected that students applying for admission to the M.B.A. degree program will hold different undergraduate degrees and have diverse backgrounds. Students can be accepted into the program by meeting admission standards; however, students must complete the business foundation courses designed to prepare them for specific graduate level courses in the College of Business. Generally, these business foundation courses are:

	Hours
Management 320-Principles of Management	3
Finance 323-Principles of Finance	3
Marketing 340-Principles of Marketing	3
Accounting 215/216-Principles of Accounting	6
Economics 250-Principles of Microeconomics	3
Economics 253-Principles of Macroeconomics	3
Math 190-Introductory Calculus or equivalent	5
Management 318-Business Statistics	3
Computer Science 614-The Use of Computers in Research or CIS 101 and a programming language	3

FUNCTIONAL STUDIES

All students are required to take the following courses:

	Hours
Management 601-Quantitative Controls in Business	3
Accounting 613-Profit Planning and Controls	3
Finance 620-Financial Management	3
Management 672-Theories of Management	3
Marketing 682-Advanced Marketing Management	3
Finance 691-Government and Business Relationships	3
Management 674-Operations and Production Management	3
Economics 630-Managerial Economics	3
Economics-Any 600 level course	3
Business Policy 699 (Mgt., Mkt., Acc., Ecn., or Fin)	3

ELECTIVES

Six additional elective hours must be selected from any of the Business areas, from some area outside the College of Business (with advisory approval, or a thesis may be written).

ACCOUNTING ELECTIVES:

	Hours
Any 600 level courses not used as Accounting requirements	9

ECONOMICS ELECTIVES:

	Hours
Economics 623-Econometrics	3
Economics 643-Advanced Economic Theory I	3
Economics 644-Advanced Economic Theory II	3
Economics 645-Monetary Economics	3
Economics 656-Labor Economics	3

FINANCE ELECTIVES:

	Hours
Finance 625-Financial Problems in Business	3
Finance 626-Security Analysis and Portfolio Management	3
Finance 627-Financial Institutions and Markets	3

MANAGEMENT ELECTIVES:

	Hours
Management 673-Problems in Personnel Management	3
Management 675-Problems in Labor-Management Relations	3
Management 676-Organization Theory and Design	3
Management 678-Management Information Systems	3
Management 692-Business Responsibilities and Social Issues	3

MARKETING ELECTIVES:

	Hours
Marketing 683-Advanced Marketing Research	3
Marketing 685-Marketing Problems	3
Marketing 687-Seminar in Marketing	3
Marketing 688-Advanced Transportation	3
Marketing 689-Advanced Physical Distribution	3

NOTE: Students who receive more than two C grades or any grade below C in the graduate courses in the 36 hours of M.B.A. level coursework will be recommended for termination from the program.

MASTER OF SCIENCE IN ACCOUNTING PROGRAM

The Master of Science in Accounting degree is primarily for students who wish to have a program of advanced study in accounting in order to prepare for employment in the various fields of accounting. In addition, the program will provide the additional fifth year of accounting education requirement recommended by the accounting profession.

The Marshall University program is being offered in conjunction with the West Virginia College of Graduate Studies. In order to provide timely offerings of needed graduate programs in close proximity to prospective students, courses will be offered in Huntington and in Kanawha County.

PROGRAM DESIGN

The purpose of the Master of Science in Accounting is to meet the needs of accountants — both public and industrial in West Virginia. It will also allow professional accountants who have a degree in accounting to utilize the course offerings to fulfill the continuing professional education requirements.

To accomplish the objectives of the program, the student must:

1. Complete a series of business foundation courses to provide a basic knowledge of the various areas of business. The foundation courses required will be determined in consultation with the program director.
2. Complete 24 hours of accounting as required for undergraduate majors. The courses required will be determined in consultation with the program director.
3. Complete the required graduate courses in accounting and the other related areas.
4. Complete 9 hours of electives to provide for each candidate's professional objectives. These courses are to be approved by the program director.

Foundation courses required (same as M.B.A. except for ACC 215/216)	26
Accounting courses required (including ACC 215/216)	24
Graduate accounting required	18
Business courses required	9
Business electives	9

86 hrs.

ADMISSION TO THE MS IN ACCOUNTING PROGRAM

Admission to the Graduate School is the first step involving the completion of an application with the Admissions Office. The second step is admission to the MS program. Each applicant is required to submit the Graduate Management Admissions Test (GMAT) score before enrolling in the MS program. Decisions on applications for admission to the MS program shall be based upon a careful consideration of the applicant's total record, including undergraduate grade point average, scores on the GMAT, and the graduate grade point average earned prior to enrollment in MS courses.

The minimum requirement for admission is a score of 950 computed by multiplying the undergraduate grade point average by 200 and by adding the GMAT score. The composite GMAT score must meet or exceed a minimum of 450. Undergraduate preparation in business administration (and accounting) is not a prerequisite for admission to the program; however, students must complete the prerequisite foundation and undergraduate accounting courses with a 2.5 or better average and the GMAT before enrolling in MS classes. Applicants may elect to use only the upper-level (latter half) course work and meet the criteria of an admissions index of 1000 or greater, calculated as above.

Students whose undergraduate degree is not in business administration (or accounting) and those who received the baccalaureate degree from a college or university not accredited by a regional accrediting association within the U.S. will be required to complete the foundation courses and the 24 hours of accounting as specified in the catalog and take the GMAT before enrolling in graduate courses leading to the MS degree.

Students 1) with GMAT scores 400 or greater but less than 450 who meet the 950 criteria or 2) whose composite score is less than 950 but greater than or equal to 930 and whose GMAT scores are greater than 450 may petition for provisional admission to the MS program.

Students on provisional admission status must earn a grade of "B" or better in each of the first 12 hours of MS course work to qualify for full admission.

ADMISSION TO CANDIDACY

A student must be admitted to candidacy for the degree of Master of Science in Accounting. The requirements for such admission are the completion of the necessary foundation courses, the required undergraduate accounting courses and a minimum of four (4) required graduate courses with an average of 3.0 or higher. Upon completion of these requirements, students are expected to apply for candidacy.

TRANSFER OF COURSES

Only a student who has been admitted to candidacy may request the transfer of a graduate course taken at some other accredited institution. Such a request may be granted if the course taken is similar to a graduate course in business administration offered by Marshall University, and was passed with a grade of "B" or better. General graduate transfer policies are applicable except for those students in the cooperative program with the West Virginia College of Graduate Studies where 18 hours of approved courses may be transferred.

Evaluation of transfer credit is made by the MS advisor in consultation with the department chairperson in the field in which the student has completed the course work. The student may be requested to present course descriptions and course textbooks to facilitate evaluation.

Once admitted to the MS program the student must secure permission in advance from the M.S. advisor to take courses and transfer credits from another institution.

DEGREE REQUIREMENTS

1. Each candidate is required to complete from 36 to 86 semester hours depending upon previous training and educational background.
2. Candidates must pass a comprehensive, written examination covering the required graduate level courses. The examination will normally be given each semester or term.

COURSE REQUIREMENTS

Prerequisite Business Foundation Courses

Management 320 —Principles of Management	3 hours
Finance 323 —Principles of Finance	3 hours
Marketing 340 —Principles of Marketing	3 hours
Economics 250—Principles of Microeconomics	3 hours
Economics 253—Principles of Macroeconomics	3 hours
Math 190—Introductory Calculus or equivalent	5 hours
Management 318	3 hours
Computer Science 614 or CIS 101 and a programming language	3 hours

Prerequisite Accounting Courses

Accounting 215/216 —Principles of Accounting	6 hours
Accounting 311/312 —Intermediate Accounting	6 hours
Accounting 318 —Cost Accounting I	3 hours
Accounting 348 —Federal Taxation	3 hours
Accounting 414 —Advanced Accounting	3 hours
Accounting 429 —Auditing I	3 hours

Graduate Courses Required

Accounting 613 —Profit Planning & Control	3 hours
Accounting 614 —Theory of Accounting	3 hours
Accounting 615 —Auditing Theory & Practice	3 hours
Accounting 616 —Advanced Income Tax Procedure	3 hours
Accounting 617 —Advanced Controllershship	3 hours
Accounting 618 —Accounting Research	3 hours
Management 601 —Quantitative Controls in Business	3 hours
Finance 620 —Financial Management	3 hours
Economics 643 —Advanced Economic Theory I	3 hours
or	
Economics 644 —Advanced Economic Theory II	3 hours
*Electives (Any 600-level business courses)	9 hours

*Electives must be approved by the MS advisor prior to enrollment.

NOTE: Students who receive more than two C grades or any grade below C in the graduate courses in the 36 hours of M.S. level coursework will be recommended for termination.

ACCOUNTING (ACC)

580-583 Special Topics. 1-4 hrs.

585-588 Independent Study. 1-4 hrs.

612 Accounting Functions in Business. 3 hrs.

The meaning, uses, and limitations of the historical and projected quantitative data produced by the accounting process. Emphasis is given to the utilization of accounting information: (1) by marketing, production, and financial executives in planning and controlling business operations and (2) by investors, creditors, governmental agencies, and other external groups having an interest in the operating results and financial position of business firms. (PR: ACC 216 or equivalent)

613 Profit Planning and Controls. 3 hrs.

Determination, analysis, and reporting of data for planning and controlling operations. Includes flexible budgets, standard costs, and systems of determining historical costs. (PR: MGT 318 and ACC 216 or equivalent)

614 Theory of Accounting. 3 hrs.

History and development of accounting principles; intensive study of theoretical problems related to determination of income and presentation of financial conditions. (PR: 24 hours of accounting)

615 Auditing Theory and Practice. 3 hrs.

Legal and social responsibilities of the auditor. Verification of financial statements by independent public accountants and internal auditors. (PR: 24 hours of accounting, including ACC 429)

616 Advanced Income Tax Procedure. 3 hrs.

- A study of selected topics in the Internal Revenue code and Regulations with emphasis on tax accounting and research. (PR: ACC 216 and ACC 348)
- 617 **Advanced Controllership. 3 hrs.**
Functions of the modern corporate controller. Topics and problems demonstrating the integrative nature of the controller's role are investigative. The use of the computer is integrated into the course. (PR: ACC 216 and ACC 318)
- 618 **Accounting Research. 3 hrs.**
Examination and evaluation of current theories, issues, and problems relating to accounting. Primary emphasis on accounting theory and research. (PR: 24 hours of accounting)
- 650-651 **Special Topics. 1-3, 1-3 hrs.**
(PR: Permission of the department chairman)
- 681 **Thesis. 1-6 hrs.**
- 699 **Business Policy and Strategy. 3 hrs.**
Study of administrative decision making under conditions of uncertainty. Policy construction at top administrative level with emphasis on strategy with consideration of major functions of the business organization.

COMPUTER AND INFORMATION SCIENCES (CIS)

- 510 **Digital Electronics. 3 hrs.**
An introduction to the components, logic systems, design and operation of digital devices. 1 lec-4 lab.
- 511 **Microprocessors and Interfacing. 3 hrs.**
Digital data-components, construction and collection using microprocessor and controller-based computer systems. 1 lec-4 lab.
- 579 **Software Engineering. 3 hrs.**
Current techniques in software design and development using Ada, Modula-2, or C for software projects. Formal models of structured programming, top-down design, data structure design, object-oriented design, program verification methods. (PR: CIS 239 and CIS 320)
- 580-583 **Special Topics. 1-4 hrs.**
- 585-588 **Independent Study. 1-4 hrs.**
- 601 **Computing for Educators. 3 hrs.**
To familiarize educators with computing today. The micro computer and the basic programming language are emphasized in this course because this is the current trend today in education.
- 603 **Advanced Educational Computing. 3 hrs.**
Allows the educator to develop a more in-depth understanding of the 'BASIC programming' language and become familiar with other languages used on micro-computers.
- 610 **Using the Computer as a Decision-Making Tool. 3 hrs.**
Introduction to statistical software packages and packaged micro-computer software serving as a productivity tool for lower and middle level managers. Spread-sheet, text-editing and file management packages for micro-computers. Open to all graduate students.
- 614 **Computer Assisted Statistical Analysis: Using SAS as a Research Tool. 3 hrs.**
In-depth use of SAS for research emphasizing SAS statistical procedures and interpretation of results. Applications appropriate to Business, Social and Physical Sciences, Psychology and Education. Special projects to suit student's needs.
- 615 **Computer Assisted Statistical Analysis: Using SPSS as a Research Tool. 3 hrs.**
In-depth use of SPSS for research emphasizing SPSS statistical procedures and interpretation of results. Applications appropriate to Business, Social and Physical Sciences, Psychology and Education. Special projects to suit student's needs. (Statistical software package and applications both different than CIS 614)
- 650-653 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
Studies of special interest in Computer Science and Information Systems. (PR: permission of instructor)

ECONOMICS (ECN)

The Department of Economics offers a minor field of study which is appropriate to many graduate programs, such as Business Administration, Business Education, History, Home Economics, Political Science, and Social Studies. Students who have taken the Social Studies workshop in American Capitalism Seminar for credit, may not take ECN 561 and ECN 562, American Capitalism Seminar, for credit.

- 505 **Environmental Economics. 3 hrs.**
The application of basic economic theory to a consideration of wide range of environmental problems, including pollution, natural resource exhaustion, population and economic growth. (PR: ECN 253 or permission)
- 508 **Comparative Economic Systems. 3 hrs.**
Marxism, capitalism, communism, fascism and socialism considered as theories, movements and actual political economics. (PR: ECN 253, or permission)
- 510 **The Soviet Economic System. 3 hrs.**
Origins of the Soviet Economy. A discussion of central planning and the organization of industry

- and agriculture. Emphasis on recent and current performance and future problems. (PR: ECN 253 or permission)
- 515 **Regional Economics. 3 hrs.**
A study of location theory and regional development within a framework of economic theory. (PR: ECN 253 or permission)
- 520 **International Economics. 3 hrs.**
Movement of goods and balance of payments among nations; exchange rates; exchange controls and tariffs; problems and policies. (PR: ECN 253 or permission)
- 522 **Introduction to Mathematical Economics. 3 hrs.**
Modern mathematical methods for use in economics and other social sciences. (PR: ECN 253 and Mathematics 190, or permission)
- 540 **History of Economic Thought. 3 hrs.**
Economic theories and ideas from the earliest economists to those of Marshall and Keynes. (PR: ECN 253 or permission)
- 541 **Contemporary Economic Thought. 3 hrs.**
A survey of major developments and controversies of the twentieth century. Particularly close attention will be given to methodological issues such as the use of mathematics in economic theory. (PR: ECN 253 or permission)
- 550 **Public Finance. 3 hrs.**
Analysis of governmental activities pertaining to raising of revenue and expenditure of monies; analysis of public debt and fiscal programs at all levels of government. (PR: ECN 253 or permission)
- 560 **Economic Development. 3 hrs.**
A study of the problems, dynamics and policies of economic growth and development in underdeveloped and developed countries. (PR: ECN 253 or permission)
- 561 **Economics Education Workshop. 3 hrs.**
Intensive review of subject matter and teaching methods in economics for elementary and high school teachers. (PR: Consent of instructor or grant scholarship)
- 562 **Economics Education Workshop II. 3 hrs.**
Intensive review of subject matter and teaching methods in economics for elementary and high school teachers. (PR: Consent of instructor or grant scholarship)
Note: Students who have taken the Social Studies workshop in American Capitalism Seminar for credit, may not take ECN 561 and 562, American Capitalism Seminar, for credit.
- 564 **Economics of Human Resources. 3 hrs.**
Analysis of the earnings and employment of selected social, economic and demographic groups. Actual and proposed manpower policies and programs are examined using a human capital model and alternative theories. (PR: ECN 253 or permission)
- 580-583 **Seminar in Special Topics. 1-4 hrs.**
Members of the department may teach, when necessary, any economics subject not listed among the current course offerings. (PR: Nine hours of economics and consent of instructor)
- 585-588 **Independent Study. 1-4 hrs.**
A research project conducted by a qualified student under guidance of a member of the department; involves gathering of data, interpretation and presentation of findings in a written report (PR: Twelve hours of economics and consent of the instructor and department chairman)
- 623 **Econometrics. 3 hrs.**
Econometrics is the primary tool for empirical economic analysis. Topics include specification and estimation of economic models using regression analysis; testing of economic hypotheses; and prediction of economic phenomena. (PR: ECN 253, MGT 318, MTH 190)
- 630 **Managerial Economics. 3 hrs.**
Utilization of microeconomic theory and optimization techniques for management decision making. (PR: MGT 601)
- 643 **Advanced Economic Theory I. 3 hrs.**
Theory of the firm. Price and production policy, non-price competition, and oligopoly. Cost, theory and empirical measurement. Income distribution, particularly interest theory. (PR: MTH 190 and ECN 328, or permission)
- 644 **Advanced Economic Theory II. 3 hrs.**
Macro-economic theory. The aggregate consumption function; other determinants of the level of aggregate income. Post Keynesian theory. General equilibrium theory, economics of welfare. (PR: MTH 190, ECN 326 or permission)
- 645 **Monetary Economics. 3 hrs.**
A study of the monetary system within an economy from the standpoint of monetary theory and policy to achieve economic objectives. (PR: ECN 253 or permission)
- 650-651 **Special Topics. 1-3; 1-3 hrs.**
Members of the department may teach, when necessary, any economics subject not listed among current course offerings. (PR: Nine hours of economics and consent of the instructor.)
- 656 **Labor Economics. 3 hrs.**
Theoretical and empirical analysis of labor markets, wage determination, hours of work, unemployment and inflation, unions and collective bargaining and related subjects in their social and legal

contexts. (PR: ECN 253 or permission)

681 **Thesis. 3-6 hrs.**

699 **Business Policy and Strategy. 3 hrs.**

Study of administrative decisions making under conditions of uncertainty. Policy construction at top administrative level with emphasis on strategy with consideration of major functions of the business organization.

FINANCE (FIN)

580-583 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**

585-588 **Independent Study. 1-4 hrs.**

620 **Financial Management. 3 hrs.**

An examination of business corporations practicing at the level of the individual firm with emphasis on quantitative analysis of the variables which affect liquidity and profitability. (PR: FIN 323 or equivalent: MGT 601, ACC 613)

625 **Financial Problems in Business. 3 hrs.**

Recognizing and solving financial problems through the use of case presentations and/or corporate annual and interim reports. (PR: FIN 620)

626 **Security Analysis and Portfolio Management. 3 hrs.**

Analytical procedures used by institutional portfolio managers to measure both past performance of holdings and anticipated market performance of current offerings. Emphasis in this course may be expected to be more centralized in the area of fundamental analysis. (PR: FIN 620 or permission)

627 **Financial Institutions and Markets. 3 hrs.**

An in-depth study of the flow of funds in the aggregate financial systems, with emphasis on those in the United States. Because interest rates, and bank reserve requirements of Federal Reserve System are all dynamic in character, the content of this course may be expected to vary as financial events of the future dictate. (PR: FIN 620 or permission)

650-651 **Special Topics. 1-3; 1-3 hrs.**

(PR: Permission of the department chairman.)

681 **Thesis. 1-6 hrs.**

691 **Government and Business Relationships. 3 hrs.**

Emphasis is placed on preparing business executives for dealing with increasingly complex problems of the firm in its relationships with government at both state and federal levels. Applies case analysis to the broad categories of antitrust, mergers, trade regulation and administrative agency regulation.

699 **Business Policy and Strategy. 3 hrs.**

Study of administrative decisions making under conditions of uncertainty. Policy construction at top administrative level with emphasis on strategy with consideration of major functions of the business organization.

MANAGEMENT (MGT)

500 **Analytical Methods and Techniques. 3 hrs.**

Provides competency in some of the basic quantitative skills necessary for analytical work in business administration. Required of all candidates who have had little or no undergraduate background in mathematics.

580-583 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**

585-588 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**

601 **Quantitative Controls in Business. 3 hrs.**

Advanced preparation in the practical use of quantitative techniques applicable to managerial decision making, emphasizing planning and control. The course also covers decision theory, network analysis models, matrix algebra, linear programming, inventory control models, queuing theory, game theory, and simulation models. (PR: Full MBA admission)

650-651 **Special Topics. 1-3; 1-3 hrs.**

(PR: Permission of the department chairman.)

672 **Theories of Management. 3 hrs.**

Basic ideas and concepts for the effective management of an organization. Major topics include motivation, communication and decision-making processes, group dynamics, leadership study, conflict management, work and organizational design, and organization development. Emphasis on the organizational behavior and theory. (PR: MGT 320 or equivalent)

673 **Problems in Personnel Management. 3 hrs.**

Principles and procedures of the personnel system in the firm; selected areas of recruitment and selection; training and development; performance appraisal and evaluation; general communications system; role of government in manpower administration. (REC: MGT 672)

674 **Production/Operations Management. 3 hrs.**

Managerial organization, identification of major problem areas and development of production concepts and decision processes for problem solving. Includes plant design and layout, effective utilization of resources through various planning and scheduling techniques. (PR: MGT 601)

- 675 **Problems in Labor-Management Relations. 3 hrs.**
Comprehensive coverage of the development of the field of industrial relations. The impact of organized labor and federal social legislation of management decision. Alternative directions for future developments are studied. (REC: MGT 672)
- 676 **Organization Theory and Design. 3 hrs.**
Analysis of organizational systems and subsystems incorporating traditional, behavioral, and situational approaches to organizational and work unit design. Emphasizes environmental interface and interdependencies as function of internal systems phenomena. (PR: MGT 320 or permission; REC: MGT 672)
- 678 **Management Information Systems. 3 hrs.**
To familiarize students with the characteristics and functions of management information systems, as well as the benefits, limitations, and applications for advanced management information systems.
- 681 **Thesis. 1-6 hrs.**
- 685 **Independent Study. 1-4 hrs.**
Independent study of a specific nature under the supervision of qualified faculty member. Hours of credit are determined by magnitude of the project. (PR: Permission of Department Chairman)
- 692 **Ethics and Global Aspects of Business. 3 hrs.**
An examination of the administrator's social, ethical, and environmental responsibilities to his employees, customers, and the general public and other external factors which management must be cognizant of in modern society.
- 699 **Business Policy and Strategy. 3 hrs., I, II.**
Study of administrative decisions making under conditions of uncertainty. Policy construction at top administrative level with emphasis on strategy with consideration of major functions of the business organization. (PR: Full MBA admission)

MARKETING (MKT)

- 580-583 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
- 585-588 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
- 650-651 **Special Topics. 1-3; 1-3 hrs.**
(PR: Permission of the department chairman.)
- 681 **Thesis. 1-6 hrs.**
- 682 **Advanced Marketing Management. 3 hrs.**
An integrated approach to marketing from a managerial point of view-making use of economic, quantitative, and behavioral concepts in analyzing and developing a framework for the decision-making and implementation of the firm's marketing program. (PR: MKT 340 or 430)
- 683 **Advanced Marketing Research. 3 hrs.**
A study of research methods and procedures used in the marketing process; emphasis will be given to the sources of market data, sampling, preparation of questionnaires, collection and interpretation of data. (PR: MKT 682)
- 685 **Marketing Problems. 3 hrs.**
Determination of the marketing mix within the framework of the problem-solving and decision-making process. (PR: MKT 682)
- 687 **Seminar in Marketing. 3 hrs.**
An advanced study of basic concepts of current problems in Marketing. Seminar discussions and research projects. (PR: MKT 682)
- 688 **Advanced Transportation. 3 hrs.**
Current national transportation problems and a review of the various modes including history of the modes. (PR: MKT 682)
- 689 **Advanced Physical Distribution. 3 hrs.**
Study of activities concerned with efficient movement of products from the sources of raw materials supply, through production to the ultimate consumer. These include freight transportation, warehousing, order processing, forecasting, etc. (PR: MKT 682)
- 699 **Business Policy and Strategy. 3 hrs.**
Study of administrative decisions making under conditions of uncertainty. Policy construction at top administrative level with emphasis on strategy with consideration of major functions of the business organization. (PR: Full MBA admission)

MASTER OF ARTS IN BUSINESS EDUCATION

The Master of Arts degree program in Business Education is a professional development program intended for persons who currently hold certification in Business Education and/or perform duties in business education or related fields. It provides course work in professional education, business education, and business administration. The selection of courses is based on individual needs.

The Master of Arts degree in Business Education requires 36 semester hours of course work. Applicants for admission are required to complete the General Aptitude Section of the Graduate Record Examination and also to complete twelve semester hours of graduate study prior to admission to candidacy. During the

student's final semester of courses a written comprehensive examination is administered by the student's advisor and two additional members of the graduate faculty. In addition to the comprehensive examination, a candidate who writes a thesis is required to pass an oral examination on his/her thesis.

PROGRAM REQUIREMENTS

	Hours
Minimum Requirements	32-36
1. Major Field	18
VTE 500 or A Philosophy of Education course (or equivalent approved by advisor)	3
Business Education	15
Select from the following courses:	
a. 621 (Required)	3
b. 624, 625, 626, 627	6
c. 629, 630, 631	6
2. Minor Field	9
Select nine hours in the College of Business	
3. Research	3
VTE 550 or EDF 621	
4. Thesis and/or Electives in Business Education	2-6

BUSINESS EDUCATION (BE)

580-583	Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.
585-588	Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.
591-594	Workshop. 1-4; 1-4; 1-4; 1-4 hrs.
	A study of practical applications in selected subject areas of Business Education. Graded CR/NC.
621	Principles of Vocational Business Education. 3 hrs.
	Application of the philosophy and principles of vocational education to the objectives, curriculum, guidance, and teacher preparation aspects of business education, emphasizing the techniques for coordination of federally aided programs in business and office education.
624	Organization, Administration, and Supervision of Business Education. 3 hrs.
	Emphasis on problems involving the administration of the business education program in the secondary school and in post-high school institutions; provides fundamentals of school administration for the classroom teacher.
625	Curriculum Construction in Business Education. 3 hrs.
	Basic principles of curriculum and course of study construction in business, especially oriented to the secondary school; particular attention given to study of existing city and state business education programs.
626	Current Problems and Issues in Business Education. 3 hrs.
	Individual and group analysis of current problems and issues in teaching business subjects, particularly in the secondary school; identification and clarification of issues significant to the direction of sound business education.
627	Tests and Measurements in Business Education. 3 hrs.
	A study of evaluation procedures in business education including principles of test construction; survey of standardized and published test material and its utilization in the classroom; a review of basic statistical methods used in test interpretation.
629	Teaching Typewriting and Office Machines. 3 hrs.
	Improvement of methods of teaching various types of data entry (a keyboarding component) and office machines using computers through evaluation of current research. Includes methods, materials, and current trends; discussion of major problems of teachers in these subjects.
630	Teaching Basic Business and Bookkeeping. 3 hrs.
	A study of the problems and techniques of teaching basic business subjects and bookkeeping; evaluation of major problems facing teachers, including motivation, remedial practices, use of classroom materials and computers.
631	Teaching Shorthand and Secretarial Office Practice. 3 hrs.
	Teaching techniques and a study of research in methodology in computerized secretarial office practice in the automated office; a review and discussion of major problems of shorthand among secretarial practice teachers, study of testing and grading, and word processing and office practice software packages. Use of visual aids, materials, and computers.
650-651	Special Topics. 1-3; 1-3 hrs.
	(PR: Permission of the department chairman.)
681	Thesis. 1-6 hrs.
	A thesis of Business Education. (PR: Permission)
690-692	Seminar. 1-4; 1-4; 1-4 hrs.
	A seminar: selected topics in Business Education.

CHEMISTRY (CHM)

DEGREES OFFERED

MASTER OF SCIENCE (CHEMISTRY): This program is intended primarily for individuals interested in advanced training in chemistry and related disciplines in preparation for doctoral programs or for careers in industry, government, or post-secondary school education. Two routes to the degrees are available.

With Thesis (CHM 682): a minimum of thirty-two semester hours is required, of which no more than twelve may be in Chemistry 682 (Research). The candidate is required to present an acceptable thesis based upon original research. The candidate must also give a public lecture based upon the results of the thesis and give a satisfactory oral defense of the thesis before his committee. All full-time students and students receiving department stipends must elect this route.

With Problem Report (CHM 679): a minimum of thirty-six hours is required, of which none may be in CHM 682 and three must be in Chemistry 679 (Problem Report). This route will be open to students authorized by the department, generally part-time students who are unable to enroll in CHM 682.

No more than six hours of Special Topics may be counted in the minimum hours required by either route; any exceptions require specific Departmental approval.

Students whose research is in the area of organic chemistry are required to take these courses: 565, 566, 548 (or 549 if credit was previously received for 548 or its equivalent), 556, 540 or 542, and additional courses needed to complete the 32 or 36 credit hour minimum. Students whose research is in the areas of analytical, inorganic, and physical chemistry are required to take at least one graduate course in each of the four major areas (analytical, inorganic, organic, and physical): specific course requirements are to be determined in consultation with one's research advisor.

MASTER OF SCIENCE (PHYSICAL SCIENCE): This degree program, offered in cooperation with the Departments of Geology, Mathematics, and Physical Science and Physics, is intended to provide a broadly based advanced science program for individuals whose undergraduate program in science lacks depth or breadth. Programs will be designed to meet individual needs. The writing of a thesis is optional. Specific degree requirements are listed in the section: Physical Science and Physics.

ADMISSION TO CANDIDACY: After being admitted to the Graduate School, and prior to registration, the student will meet with his designated advisor to determine the specific program of studies necessary to prepare for admission to candidacy for the degree. Programs will be adjusted to reflect major interests and prior training of the student. Normally, the student will be eligible to apply for admission to candidacy after the satisfactory completion of twelve hours of graduate course work.

CHEMISTRY (CHM)

- 510 **Advanced Synthesis and Analysis. 4 hrs.**
Advanced problems in synthesis, separation and analysis with emphasis on modern instrumental methods. 1 lec-6 lab. (REC: CHM 356 or equivalent)
- 520 **Fundamentals of Chemistry. 4 hrs. S. Offered on demand.**
An introductory chemistry course for College of Education graduate students.
- 530 **Introduction to Polymer Chemistry. 3 hrs.**
Properties of macromolecules. Methods of preparation and characterization. Industrial applications and processes. (PR: CHM 307 or 357, and 356 or permission of instructor)
- 540 **Thermodynamics. 3 hrs.**
An introduction to chemical thermodynamics and statistical mechanics. (REC: CHM 358 or equivalent)
- 542 **Quantum Mechanics. 3 hrs.**
An introductory course in quantum mechanics. (REC: MTH 231 or equivalent)
- 548 **Advanced Inorganic Chemistry I. 3 hrs.**
Study of physical and chemical properties and periodic relationships of inorganic materials. (PR: CHM 356 and 307 or 357 or equivalent)
- 549 **Advanced Inorganic Chemistry II. 3 hrs.**
A detailed consideration of bonding, structure, reaction rates and equilibrium involving inorganic materials. (PR: CHM 448 or equivalent)
- 550 **Industrial Chemistry. 3 hrs.**
Modern industrial processes for making chemicals, with emphasis on petrochemicals. An introduction to the engineering, economic, and environmental aspects of these processes. (PR: CHM 307 or 357, and 356 or permission of instructor)
- 556 **Advanced Analytical Chemistry. 3 hrs.**
Modern theories and methods of analysis with emphasis on instrumental methods. (PR: CHM 345, 356, and 307 or equivalents)
- 557 **Advanced Analytical Chemistry Laboratory. 2 hrs.**
A laboratory course to complement Chemistry 556. 4 lab. (PR: CHM 345, 356, and 307 or 357 or equivalents; CR or PR: CHM 556)
- 559 **Advanced Physical Chemistry Laboratory. 2 hrs.**

- Advanced topics in experimental physical chemistry. 4 lab. (PR: CHM 345, 358 or 359 or permission. CR: one of either CHM 540, 560 or 542)
- 560 **Molecular Spectroscopy. 3 hrs.**
A study of the emission and absorption of radiant energy and its relation to molecular structure. (REC: CHM 358 or equivalent)
- 562 **Nuclear Chemistry and Physics. 3 hrs.**
An introduction to the phenomena of nuclear physics and chemistry. (REC: MTH 231 or equivalent)
- 563 **Nuclear Chemistry and Physics Laboratory. 2 hrs. 4 lab.**
(REC: CHM 462 or equivalent)
- 565 **Advanced Organic Chemistry I. 3 hrs. 1.**
Studies of the dynamics of organic reactions with emphasis on mechanisms and stereochemistry. (REC: CHM 356 or equivalent)
- 566 **Advanced Organic Chemistry II. 3 hrs.**
A continuation of Chemistry 565 with emphasis on synthetic methods. (PR: CHM 565)
- 580-583 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
- 585-588 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
- 604 **Theories of Analytical Chemistry. 2 hrs.**
Offered on demand. (PR: CHM 556)
- 607 **Theoretical Organic Chemistry. 2 hrs.**
The application of quantitative methods to problems in structure and dynamics. (PR: CHM 565)
- 616 **X-Ray Diffraction. 3 hrs.**
Offered on demand. The properties of X-rays and crystal structure. 2 lec.-3 lab. (REC: MTH 231 or equivalent.)
- 618 **Kinetics. 3 hrs.**
An advanced study of reaction rates and mechanisms.
- 626 **Organic Chemistry for Teachers. 3-5 hrs. S.**
Offered on demand. 3 lec.-6 lab. (PR: CHM 520 or equivalent)
- 627 **Physical Chemistry for Teachers. 3-5 hrs. S.**
Offered on demand. 3 lec.-6 lab. (PR: CHM 520 or equivalent)
- 628 **Special Topics (Inorganic). 1-3 hrs. Offered on demand.**
- 629 **Special Topics (Organic). 1-3 hrs. Offered on demand**
- 630 **Special Topics (Physical). 1-3 hrs. Offered on demand**
- 631-632 **Seminar. I; 1 hr. I, II.**
- 639 **Advanced Quantum Mechanics. 3 hrs.**
Offered on demand. (PR: CHM 542)
- 679 **Problem Report. 3 hrs.**
Preparation of a comprehensive written report on a topic in Chemistry of current importance. Registration only by permission of Department.
- 682 **Research. 1-12 hrs. I, II, S.**
Credit in the course is earned by pursuing a directed original investigation in a field of chemistry. Twelve semester hours credit in research are applied toward the M.S. degree. Students may sign for one or more credit hours per semester depending upon the time to be spent on research. A grade of PR may be reported at the close of each term or semester. (PR: Approval of Department Chairman)

CLASSICAL STUDIES

The Department of Classical Studies offers minor fields of study in Latin and in classics. These minors are appropriate for graduate programs in English and in history.

CLASSICS (CL)

These courses are given in English and require no knowledge of Greek or Latin.

- 535 **Greek Civilization. 3 hrs.**
Study of ancient Greek culture, emphasizing parallels with present-day issues.
- 536 **Roman Civilization. 3 hrs.**
Study of ancient Roman culture, emphasizing parallels with present-day issues.
- 580-583 **Special Topics in Classics. 1-4; 1-4; 1-4; 1-4 hrs.**
(PR: Consent of the instructor)
- 585-588 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
- 599 **Humanities Seminar. 3 hrs.**

COMMUNICATION ARTS

(See Instructional Technology and Library Science)

COMMUNICATION DISORDERS (CD)

The Department of Communication Disorders offers an M.A. degree. CD majors at the graduate level

follow a prescribed program leading to eligibility for national certification in Speech-Language Pathology by the American Speech-Language-Hearing Association. A minimum undergraduate grade point average of 2.5 is required for admission to the graduate program in Communication Disorders. Students without a minimum of 45 semester hours of undergraduate coursework in speech pathology, audiology, psychology, and related areas which are specified as a part of national certification requirements, should plan to earn the additional credits during their graduate enrollment.

Students wishing to be eligible for West Virginia certification as public school speech-language pathologists must also meet the requirements for such certification outlined in the undergraduate catalog.

A minimum of 36 graduate credit hours of coursework (without the thesis) or 32 hours (with the thesis) is required for graduation.

The Speech-Language Pathology speciality area of the NTE serves as the comprehensive examination which is required for all students. A score of 620 or better is considered passing. In addition to the comprehensive examination, a candidate who writes a thesis will be required to pass an oral examination on the thesis.

Students who accept clinical practicum assignments are expected to fulfill the responsibilities of these assignments for the full semester. Students who fail to do so may not be assured of future assignments.

Students should contact the department chair, who serves as their academic advisor, regarding all academic and clinical requirements and standards specific to the program.

COMMUNICATION DISORDERS (CD)

- 518 **Communication Disorders of School Children. 3 hrs.**
A survey of the causes, symptoms, and treatment of communication disorders encountered in the classroom. Not open to communication disorders majors.
- 565 **Industrial Audiology. 3 hrs.**
Noise measurement and regulations. Damage risk criteria, and hearing conservation. (PR: Permission)
- 572 **Clinical Practicum with School Children. 6 hrs. CR/NC**
Supervised clinical practice with school-aged children; fulfills student teaching requirements for West Virginia Certification as a Speech Language Pathologist. (PR: CD 424, 426, 468)
- 580-583 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
(PR: Permission of chair)
- 585-588 **Independent Study. 1-4 hrs.**
(Permission of chair)
- 601 **Research in Communication Disorders. 3 hrs.**
Study of research methods; survey of statistical procedures; critical analysis of research literature; research projects. (PR: Undergraduate major in CD)
- 620 **Seminar on Voice Disorders. 3 hrs.**
Detailed evaluation of theories of voice production and voice disorders; critical analysis of research literature; individual projects.
- 621 **Seminar on Cleft Palate. 3 hrs.**
Intensive study of communication problems and treatment associated with the cleft palate and resonance disorders; critical analysis of research literature; individual projects.
- 622 **Seminar on Phonological Processes and Disorders. 3 hrs.**
Intensive study of speech sounds: their production, their development, and their function as part of the linguistic system; critical analysis of recent literature; individual projects.
- 623 **Seminar on Stuttering. 3 hrs.**
Detailed evaluation of theories of stuttering and relevant therapies; critical analysis of research literature; individual projects.
- 624 **Seminar on Motor Speech Disorders. 3 hrs.**
Intensive study of neuro-muscular diseases and related communication disorders; critical analysis of research literature; individual projects.
- 625 **Seminar on Aphasia. 3 hrs.**
Intensive study on language disorders in children and adults; critical analysis of research literature; individual projects.
- 626 **Seminar on Communication Science. 3 hrs.**
Intensive study of physical, physiologic, and perceptual properties of speech signals; instrumentation; critical analysis of research literature; individual projects.
- 628 **Seminar in Child Language. 3 hrs.**
Intensive study of normal language development and language disorders in children; critical analysis of research literature; individual projects.
- 629 **Seminar in Child Language Disorders. 3 hrs.**
Intensive study of current topics in language disorders in children; critical analysis of research literature; individual projects. (PR: CD 628)
- 660 **Seminar on Audiology. 3 hrs.**
Detailed evaluation of theories of hearing, hearing measurement, and methods of auditory rehabilitation; critical analysis of research literature; individual projects.
- 661 **Clinical Audiology. 3 hrs.**
Analysis of specialized tests for hearing evaluations; hearing aid selection; clinical activities.
- 662 **Advanced Clinical Audiology. 3 hrs.**

- Audiological testing procedures with difficult to test clients (Malingers, mentally and physically handicapped, the very young, the very old). Theoretical and practical foundations of clinical middle ear measurement of acoustic impedance and otoadmittance.
- 663 **Audiology in the Public Schools. 3 hrs.**
Testing procedures with pre-school and school aged children: Identification, differential diagnosis, educational management of the hearing impaired child, organization and administration of the public school audiology program.
- 664 **Seminar in Aural Rehabilitation. 3 hrs.**
The hearing aid evaluation, auditory training, and speech reading with the hearing impaired, assessment of communication skills of the hard of hearing.
- 670-671 **Clinical Practicum in Communication Disorders. 1-3; 1-3 hrs.**
Supervised clinical training in the Marshall University Speech and Hearing Center and in associated rehabilitation facilities. Both 670 and 671 may be repeated once but only a total of six hours in both courses may be applied to a master's degree. By permission only.
- 677-678 **Special Topics. 1-4 hrs. I., II.**
Program of study not normally covered in other courses. Topics vary from semester to semester. (PR: Permission of chair)
- 681 **Thesis. 1-6 hrs. I., II.**
(PR: Permission of chair)
- 685-688 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
(PR: Permission of chair)
- 690-693 **Seminar. 1-4; 1-4; 1-4; 1-4 hrs.**
Topics in communication disorders not covered in other courses; topics vary from semester to semester. (PR: Permission of chair)

COMMUNITY HEALTH (FCH) (Family and Community Health)

Master of Science in Community Health — This degree program is offered by the School of Medicine and coordinated by the Department of Family and Community Health. The curriculum is designed to prepare physicians or health care professionals for community-responsive medical practice in rural, underserved areas. The Department of Family and Community Health offers both a non-thesis track (new) requiring 36 credit hours and a thesis track (currently 34 credit hours) for 32 total credit hours. Applicants must be a physician or health care professional with an undergraduate degree in health administration or in a health related area.

They must satisfy the admission requirements of Marshall University Graduate School and must be accepted into the Combined Residency/Practice Program at the School of Medicine. Students must complete 34 credit hours and must write an acceptable master's thesis.

The courses that follow comprise the curriculum. All are required.

On December 12, 1990, the WV Board of Trustees terminated the Master of Science in Community Health degree program. Students previously admitted to the program have time (not to exceed four years from the above date) to complete their degree. The university is currently in the process of transferring some of the coursework for this program to the Sociology Department.

FAMILY AND COMMUNITY HEALTH (FCH)

- 610 **Appalachian Culture and Geography. 3 hrs.**
An overview of the geography and culture of Appalachian. Development of a historical perspective on the health and medical care of its people. Identification of current health care resources. Preparation for successful integration into communities as a health care provider. Recognition of the impact of any culture and geography on health.
- 615 **Health Care Administration. 3 hrs.**
Descriptive overview of the structure, organization and function of health care systems. Introduction of analytic issues through case studies.
- 620 **Community Diagnosis and Treatment. 4 hrs.**
The assessment of community health strengths and weaknesses. Development and implementation of practical solutions with special emphasis on environmental health.
- 625 **Health Care Research Methods. 3 hrs.**
The development of skills necessary to investigate community health problems in a scientific manner. The effective organization and presentation of data.
- 630 **Educational Skills. 3 hrs.**
The development of skills necessary for successful continuing personal education, effective medical resident and student teaching, and patient and community education.
- 635 **Epidemiology. 3 hrs.**
The office-based application of epidemiologic methods to community health problems. Evaluation and application of the literature.
- 636 **Health Statistics. 3 hrs.**

- The practical application of statistics to community health and research. Use of statistics in epidemiologic studies.
- 640 **Practice Materials. 2 hrs.**
A series of practical workshops on topics useful to office practice: tracking systems, office laboratory, small computers, etc.
- 645 **Community Health Care Monitoring. 2 hrs.**
The development and maintenance of a quality assessment program for health care in the office, hospital and community setting. Includes peer review, chart review and assessment of health care costs.
- 650 **Community and National Health Economics. 2 hrs.**
The fiscal and economic aspects of health care nationally, in office practice, in the hospital and in the community. Includes causes of and solutions to escalating costs of health care.
- 681 **Master's Thesis in Community Health. 6 hrs.**
Supervised community-based research on a topic in community health. Required time commitment of one-half day per week while in the rural practice portion of the program.

COMPUTER AND INFORMATION SCIENCE (CIS)

(See Business)

COUNSELING AND REHABILITATION (CR)

All graduate programs in the Department of Counseling and Rehabilitation require a minimum of 48 semester hours designed to serve the needs of professional counselors. Curricula are developed for specialties in elementary school counseling, secondary school counseling, agency counseling, and student personnel work in higher education. School counseling curricula meet the State Department of Education certification requirements. An alternative School Counseling program is available for students without a teacher education background to qualify for West Virginia certification as elementary or secondary school counselors. Students in the alternative programs are required to meet the College of Education Pre-Professional Skills Requirement before Admission to Candidacy. Student Personnel and Agency Counseling Specialties have been Accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP).

All applicants must meet the admission requirements of the Marshall University Graduate School. It is the responsibility of the student to plan a meeting with his/her advisor prior to the beginning of course work. Following the completion of 12 semester hours of course work and the receipt of his/her GRE scores by the Graduate School, the student must apply for Admission to Candidacy. Course work required to be completed before application for Candidacy is selected with the approval of the advisor. An average of B (3.0) is the minimum grade point average required (1) for all CR courses attempted, and (2) for all graduate courses required for the Master's Degree in Counseling. A 3.0 average in all attempted counseling courses and 3.0 overall average is required prior to enrollment in either CR 651 practicum, or CR 653 Internship. All requirements for the Master's Degree must be met within seven years from the date of enrollment in the first course to be used for the graduate degree in Counseling and Rehabilitation. CR 653 Internship is not offered during the summer terms.

The following 30 semester hours of core courses are required of all students:

	Hours
EDF 621 Research and Writing	3
CR 548 Advanced Studies in Human Development and Adjustment	3
CR 599 Principles and Practices of Counseling	3
CR 605 Group Counseling or CR 540 Group Theories and Techniques	3
CR 614 Theories of Counseling	3
CR 649 Seminar in Counseling	3
CR 546 Theory and Practice of Human Appraisal	3
CR 647 Vocational Development and Decision Making	3
CR 651 Practicum in Counseling	3
CR 666 Consultation Roles in Counseling	3
	30

In addition to the 30 semester hours of core courses, students must complete additional requirements consistent with one of the following sub-specialties:

Student Personnel in Higher Education	Hours
CR 660 Introduction to Student Personnel in Higher Education	3
CR 661 Current Issues in Student Personnel Services	3
CR 653 Internship in Counseling	6
Advisor Approved Electives	6
Elementary School Counseling	Hours
CR 576 Counseling with Parents	3

CR 613 Organization with Administration of Guidance Programs	3
CR 653 Internship in Counseling	6
Advisor Approved Electives	6
Secondary School Counseling	Hours
CR 613 Organization and Administration of Guidance Programs	3
CR 667 Vocational Development in School Counseling	3
CR 653 Internship in Counseling	6
Advisor Approved Electives	6
Agency Counseling	Hours
A prerequisite to the Agency Counseling Program is Abnormal Psychology or equivalent.	
PSY 579 Pharmacology in Counseling	3
CR 555 Crisis Intervention	3
CR 671 Community Agency Counseling	3
CR 672 Seminar in Community Agency Counseling	3
CR 653 Internship in Counseling	6

COUNSELING AND REHABILITATION (CR)

514	Vocational Evaluation. 3 hrs. An integrated approach to vocational assessment through use of work samples, psychological tests, and physical measurements. Practical use of assessment is stressed, including statistical measures, administration and interpretation of tests, and construction in validation of simple work samples.
515	Occupational and Career Development. 3 hrs. Study of career choice theory, career change, counseling approaches in career selection and resources to assist in career choice.
516	Job Placement. 3 hrs. Study of techniques for diagnostic interviewing, work adjustment, job development, and job placement. The course offers practical and theoretical ways to understand and carry out the placement of handicapped individuals in employment.
535	Group Process and Analysis. 3 hrs. Study of practice of dynamics involved in task and therapeutic groups; a thorough analysis of group process.
540	Group Theories and Techniques. 3 hrs. Study of theories and techniques used in group counseling; will include demonstration and practice of popular approaches in group counseling.
545	Manual Communication. 3 hrs. Psychological characteristics of the hearing impaired and techniques of manual communication.
546	Theory and Practice of Human Appraisal 3 hrs. Techniques of collecting, recording, and interpreting data.
548	Advanced Studies in Human Development and Adjustment. 3 hrs. Psychological foundations of personality development with emphasis on principles of mental health as related to problems of everyday living.
554	Advanced Manual Communication. 3 hrs. Advanced course in the grammar, syntax and idioms of American Sign Language and a comprehensive overview of the effect of hearing impairment. Emphasis will be upon communicating in ASL. (PR: CR 445 or 545)
555	Crisis Intervention. 3 hrs. This course is directed to anyone who at sometime has felt inadequate in responding effectively to and identifying people in crisis. Topics will include situational and developmental crisis.
556	Death and Dying. 3 hrs. Death and dying orientation for professionals, nonprofessionals about essentials of life in its terminal stages. Presents practical, theoretical, social and psychological aspects to promote healthy, accepting attitudes.
560-563	Professional Development. 1-4 hrs. To meet needs of school, student personnel, mental health, and other workers. Credit may be used for certificate renewal and salary upgrading, but not degree programs. Titles vary. (CR/NC grading)
573	Hypnosis: Implications and Applications for Counselors. 3 hrs. An introduction to hypnosis and its application in a counseling framework. Emphasis will be upon the Milton H. Erickson model of hypnosis. (PR: CR 425 or 614, or special permission)
574	Cross Cultural Perspectives in Counseling. 3 hrs. Recognize and use appropriate resources for effective counseling of people of different cultural, ethnic, social, class, racial, geographic, or other backgrounds. Learn when counseling is appropriate and in what form.
575	Counseling in Chemical Use and Abuse. 3 hrs. Course topics will include historical, medical, psychological, family dynamics of the disease process, and treatment modalities which enhance the likelihood of successful counseling with the

- dependent person and indirect victims.
- 576 **Counseling with Parents. 3 hrs.**
Consideration of effective parent counseling, primarily from an Adlerian point of view. Techniques for counselor intervention via lecture, demonstration and laboratory experiences.
- 577 **Stress Management Counseling. 3 hrs.**
Provides beginning counselors and others with comprehensive information and strategies for successful management of stress and its consequences. Students explore theoretical and practical alternatives in counseling the stressed individual.
- 578 **Counseling with the Elderly. 3 hrs.**
Counseling techniques and theories applied to problems of the elderly.
- 579 **Pharmacology in Counseling. 3 hrs.**
Provide basic understanding of the role of Therapeutic drugs in the treatment of psychiatric disorders, familiarize with most commonly prescribed drugs, side effects, and adverse reactions in specific mental illnesses. (PR: CR 548, 599)
- 580-583 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
- 585-588 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
- 591-594 **Counseling Workshop. 1-4; 1-4; 1-4; 1-4 hrs.**
A practical participatory course designed for advanced students and professionals in the counseling field or related fields.
- 597 **Family Counseling. 3 hrs.**
Theory and techniques of communication and structural family counseling.
- 598 **Introduction to Marriage Counseling. 3 hrs.**
An introduction to the theory, techniques, and multi-dimensional aspects of marriage counseling.
- 599 **Principles and Practices of Counseling. 3 hrs.**
Objectives, principles, and practices of counseling. (Not available to B.A. graduates of the Marshall University CR program)
- 605 **Group Counseling. 3 hrs.**
Gives graduate students an understanding in the use of procedure for guidance and counseling in groups CR/NC (PR: Permission of instructor)
- 613 **Organization and Administration of Guidance Programs. 3 hrs.**
Problems in planning, organizing and administering guidance programs in elementary and secondary schools.
- 614 **Counseling Theories. 3 hrs.**
Survey of philosophies of counseling as related to the interpersonal relationships involved in the counseling process. (PR: CR 548, 599; CR: CR 649)
- 617-618 **Field Course in Current Problems in Counseling and Rehabilitation. 3; 3 hrs.**
Investigations in current problems of counseling agencies; content determined by needs of student.
- 619 **Advanced Individual Counseling Theories. 3 hrs.**
A post-masters course designed to expand already existing knowledge of the student on the main theories of individual counseling. An in-depth exploration of a continuum of levels of helping relationships within the domain of counseling and psychotherapy.
- 640 **Literature. 1-3 hrs.**
A program of reading, either extensive or intensive, and reports on a group of outstanding contributions to counseling and rehabilitation; readings selected with guidance of advisor. Only one registration for Counseling and Rehabilitation 640 is permitted. (PR: Permission of advisor)
- 641 **Seminar. 2-3 hrs.**
A guided program of reading, reports and discussions. No student may register for this course a second time. (PR: Permission of advisor)
- 647 **Career Development and Decision Making. 3 hrs.**
Techniques used in selecting, filing and using materials pertaining to occupations.
- 649-649A. **Seminar in Counseling. 3; 3 hrs.**
The nature of the counseling relationship with emphasis upon self-evaluation. (CR: Counseling and Rehabilitation 614)
- 650 **Seminar in Counseling. 3 hrs.**
Counseling tools and techniques with emphasis on problem categories and patterns as related to the psychology of individual differences. (PR: Permission of advisor)
- 651-651A. **Practicum in Counseling. 3; 3 hrs.**
Practical experiences in counseling under professional supervision. (PR: CR 614, 649), and admission to candidacy)
- 653 **Internship in Agency Counseling. 3-9 hrs.**
Supervised on-the-job experiences in counseling. (PR: CR 651 and 672 and permission of instructor.)
- 654 **Supervision of Counseling. 3 hrs.**
Supervisory experiences of counselor-candidates in practicum. Limited to students with a master's degree in counseling who are employed as supervisors, expect to be employed as supervisors, or plan to work toward an advanced degree in the field. (PR: Permission of instructor)
- 655 **Adjustment Problems of the Handicapped. 3 hrs.**
Study of the problems faced by the handicapped in making social, vocational and educational adjustment.

- 656 **Internship in Student Personnel Counseling. 3-9 hrs.**
Supervised on-the-job experience in Student Personnel Counseling. (PR: CR 651 and 661)
- 657 **Internship in Elementary School Counseling. 3-9 hrs.**
Supervised on-the-job experience in Elementary School Counseling. (PR: CR 613 and 617 if student does not have teacher certification)
- 658 **Internship in Secondary School Counseling. 3-9 hrs.**
Supervised on-the-job experience in Secondary School Counseling (PR: CR 613, 651 and 617 if student does not have teacher certification)
- 660 **Introduction to Student Personnel in Higher Education. 3 hrs.**
Basic orientation to research, application, management, and delivery of Student Personnel Services in Higher Education. (PR: Permission of advisor)
- 661 **Current Issues in Student Personnel Services. 3 hrs.**
To enhance the student's awareness and understanding of educational, environmental, administrative, legal, and ethical issues faced by today's professionals in the field of Student Personnel Services in Higher Education. (PR: CR 660, Candidacy)
- 666 **Consultation Roles in Counseling. 3 hrs.**
In depth exploration of the dimensions of the consultation process. Emphasis is on the counselor as an agent of change and on the effective utilization of resources. (PR: Approved Candidacy)
- 667 **Vocational Development in School Counseling. 3 hrs.**
Introduction to: (1) the major theories of vocational development; (2) the materials, information, and the resources available to the school counselor; and (3) the development of techniques for the implementation of theory. (PR: Permission of advisor)
- 671 **Community Agency Counseling. 3 hrs.**
A basic course for the community agency counselor, this course will introduce the student to: Diagnostics, based on the DSM III, Records, Report Writing, Ethics, and Law. (Core courses or permission)
- 672 **Seminar in Community Agency Counseling. 3 hrs.**
Provides students with a comprehensive view of community agency program management. The full range of community agencies and the services they provide will be examined and discussed. (PR: CR 671, Candidacy)
- 676 **Rehabilitation Principles of Placement and Vocational Counseling. 3 hrs.**
To provide students with a basic understanding of the job placement process with handicapped individuals. (PR: CR 306, 310, 406, 420, 430 or equivalent)
- 677 **Issues in Rehabilitation Placement. 3 hrs.**
Study of current issues and topics related to job placement, and interviewing procedures in Rehabilitation. (PR: CR 676)
- 679 **Problem Report. 3 hrs.**
Preparation of a written report on a research problem, in counseling. This report is not a thesis, students must complete 681 for thesis. Cannot be substituted for required courses.
- 681 **Thesis. 3 hrs.**
May be taken for 3 hours of credit by students whose reports in 679 warrant further research. Students completing 681 must defend their thesis in an oral examination. Can not be substituted for required courses in the program.

CRIMINAL JUSTICE (CJ)

The Department of Criminal Justice offers a M.S. degree in Criminal Justice that is intended to prepare students for government service, law school, additional graduate work, and research. To be eligible for candidacy in Criminal Justice a student must have met all requirements of the graduate school, and: (1) have earned fifteen (15) hours of undergraduate Criminal Justice credit, including three hours of statistics; (2) have fulfilled the undergraduate Criminal Justice writing requirement; and (3) have taken the Graduate Record Exam and scored a minimum verbal and quantitative composite score of 900; and (4) have earned no fewer than twelve (12) nor more than eighteen (18) hours of graduate credit at Marshall University with a 3.0 average. Subject to the discretion of the department chair, if the fourth requirement has been met, any or all of the other three requirements may be waived.

Students electing a thesis option must earn 32 hours of graduate credit. The student must enroll in CJ 681, Thesis, for a maximum of 6 credit hours. If a thesis is written, the student will have to pass a defense of the thesis. If a non-thesis option is selected, the student must complete 36 hours of graduate credit.

All students are required to complete CJ 603, 604, 621, 655, and 656. All students will also be required to pass written and oral comprehensive exams with the option being given to the comprehensive examination committee to waive the oral comprehensive exam on the basis of more than adequate performance on the written exam.

CRIMINAL JUSTICE (CJ)

- 501 **Survey of Criminal Justice. 6 hrs.**
Survey of Criminal Justice. A historical and contemporary summary of the criminal justice system intended for graduate students without an adequate background in criminal justice. May not be counted toward the Masters degree. (PR: Permission of Department Chairman)

- 502 **Seminar in Crime Prevention. 3 hrs.**
Techniques for crime prevention analyzed from two orientations; crime prevention by environmental engineering and crime prevention by behavior modification. (PR: CJ 211 or permission)
- 504 **Theoretical Criminology. 3 hrs.**
A critical analysis of the major criminological theories and their empirical foundations. Current theory and research receive greater emphasis than historical development.
- 510 **Police Administration II. 3 hrs.**
Police department organizations. Development of personnel and employment practices in law enforcement. Issues concerning unions and unionization. Problems and techniques of management.
- 512 **Community Relations. 3 hrs.**
Law enforcement and the community; relation to schools, public education functions of law enforcement personnel; community attitudes. (PR: CJ 211 or consent of instructor)
- 513 **Business and Industry Security. 3 hrs.**
Selection, training and staffing of a security force; security devices available, techniques of internal security; ground security; security techniques applicable to personnel selection; legal problems. (PR: CJ 211)
- 521 **Corrections and the Law. 3 hrs.**
Review of criminal law principles and theory as related to corrections. (PR: CJ 231 or permission)
- 522 **Law of Evidence. 3 hrs.**
Leading rules and principles of exclusion and selection; burden of proof, nature and effect of presumptions; proof of authenticity and contents of writings; examinations, competency and privilege of witnesses. (PR: CJ 321 or permission)
- 525 **Juvenile Justice Administration. 3 hrs.**
A survey of the process—the police, the courts and corrections—through which the juvenile delinquent passes. (PR: CJ 321 or permission)
- 531 **Criminal Rehabilitation. 3 hrs.**
Legal and historical background of rehabilitation; roles of correctional workers; and nature of the rehabilitation process. (PR: CJ 231 or permission)
- 532 **Correctional Institutions. 3 hrs.**
Analysis of the theory of organizations and administration of correctional institutions; principles of institutional corrections. (PR: CJ 231 or permission)
- 533 **Correctional Administration. 3 hrs.**
Objectives of correctional institutions; records; personnel, program development, security; educational programs. (PR: CJ 231 or permission)
- 580-583 **Special Topics in Criminal Justice. 1-4; 1-4; 1-4; 1-4 hrs.**
A study of special interest criminal justice topics under the supervision of a qualified faculty member. (PR: Consent of instructor)
- 585-588 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
This course permits the student to undertake supervised research (field or library) in any area where there is no appropriate course. (PR: Consent of instructor)
- 590 **Internship. 1-6 hrs.**
The placement of an individual into a criminal justice agency (police, probation, courts, jails) to observe and participate in its operation. Grading is CR/NC. (PR: Consent of instructor)
- 601 **Seminar in Criminal Justice. 3 hrs.**
A forum to acquaint students, faculty and guests with each others' research and experiences in dealing with criminal justice issues.
- 602 **Law and Social Control. 3 hrs.**
An examination of the nature of law and crime with a view towards determining the nature of control of social behavior by the legal system.
- 603 **Criminal Justice Planning. 3 hrs.**
A systematic review of procedures to plan and evaluate criminal justice organizations and their operations.
- 604 **Advanced Theory in Criminal Justice. 3 hrs.**
Course is designed to provide the student already familiar with the basic concepts of criminological theory the opportunity to examine in depth a selected set of theories (PR: CJ 504, its equivalent, or permission of instructor)
- 605 **Juvenile Delinquency. 3 hrs.**
Juvenile delinquency in the modern world; nature, extent, causes, treatment, and control.
- 606 **Public Policy in Criminal Justice. 3 hrs.**
An examination of the development of public policy as it applies to criminal justice issues.
- 620 **Criminology. 3 hrs.**
Seminar in crime and delinquency. (Same as SOC 620)
- 621 **Advanced Criminal Law and Procedure. 3 hrs.**
A review of contemporary legislation and court decisions relating to criminal law and procedure. (CJ 322 or permission)
- 632 **Community Corrections. 3 hrs.**
A survey of probation, parole, pre-release centers, half-way houses and other forms of community corrections as elements of a total correctional system. Historical development, contemporary organization, and legal issues are emphasized.

- 651 **Comparative Criminal Justice. 3 hrs.**
A comparative study of criminal justice systems in other countries. The course may center on either law enforcement agencies, court systems, or correctional institutions.
- 655 **Research Methods in Criminal Justice. 3 hrs.**
Elements of scientific research; interaction between research and theory; use of data processing resources. (PR: Undergraduate Statistics Course of Permission)
- 656 **Applied Statistics in Criminal Justice. 3 hrs.**
Principles of statistical techniques with emphasis upon their application in the Criminal Justice system. (PR: CJ 655)
- 681 **Thesis, 1-6 hrs.**

ECONOMICS (ECN)
(See Business)

EDUCATION-ADMINISTRATION (EDA)

Admission to Candidacy and degree requirements

In addition to Graduate School requirements, students admitted to certificate programs must have a professional teaching certificate based upon fifteen semester hours in education. One year of successful teaching experience and completion of the GRE is required before admittance to candidacy.

Students with a master's degree who wish to qualify for additional certification must apply for admission to the program. Students with a 3.0 in their master's degree and who have a professional teaching certificate and one year's teaching experience may be admitted to the program.

A. PRINCIPAL

	Hours
Minimum requirements	36
1. Education	36
a. Educational Administration 500, 510, 600, 610, 630, 640, 690	21
b. EDF 517, 616, 621	9
c. Curriculum and Instruction 609 or 610	3
d. Educational Administration electives 582, 720, 730, 710, or 740	3
(Secondary principals take Curriculum and Instruction 610; Elementary principals take Curriculum and Instruction 609)	

B. SUPERVISOR

	Hours
Minimum requirements	36
1. Education	30
a. Educational Administration 500, 610, 685, 690	12
b. Educational Foundations 616, 621	6
c. Curriculum and Instruction 520 or 521 and 619, 624, 675	12
2. Electives	6

Note: Additional courses required for certification

C. ADMINISTRATIVE SPECIALIST

The option is designed to prepare individuals to function more adequately in a variety of middle management or quasi-administrative roles for which there currently are no certification standards or guidelines. Often called directors, coordinators, assistants or the like, these positions oversee critical school areas such as special education, instructional technology, early childhood, day care, counseling centers, rehabilitation offices and other adjunct roles in central office or building administration. In addition, many business, industry and community agencies have educational programs for employees with personnel in charge. The emphasis will be upon a basic knowledge of administration plus enough technical courses to allow the person to successfully direct a special program. The advisor and student will plan 32-36 hour program based upon the specific position needs of the student.

D. DOCTORAL DEGREE IN EDUCATION ADMINISTRATION

Through a co-operative arrangement between West Virginia University and Marshall University, it is possible to complete the basic requirements for a Doctoral Degree in Education Administration from West Virginia University through Marshall University.

This program has been designed to meet the specific education needs of: Public and Private School Administrators; Higher Education Administrators; Professors of Education Administration; State Education Agency Officials; Government Officials; and other qualified persons wishing to obtain an appropriate terminal degree in the field of Education Administration.

Faculty from Marshall University/WVU will provide advising in admissions, program selection, comprehensive examination, prospectus approval and dissertation development and approval.

Students may make application, enroll and take courses in their major, hold all committee meetings, complete their comprehensive examinations and write and defend their dissertation while living in the Huntington area.

Requirements for acceptance into the Ed.D. Program include a desired: 3.0 overall undergraduate grade point average and 3.5 graduate grade point average. Minimum acceptable grade point averages are 2.5 and 3.25 respectively. A G.R.E. score of 1,200 or a M.A.T. score of 60 is recommended.

University policy requires that the Ed.D. Program contain a minimum of 70 graduate hours of acceptable course work. Previous graduate credit, including courses taken for a master's degree may be considered by the doctoral committee as part of these requirements. All courses must be approved by the doctoral committee, the WVU Department Chairman, and the WVU Graduate Dean.

In addition to admission to the Graduate School at Marshall University, persons wishing to apply for admission to the co-operative doctoral degree program must submit the following materials to the Office of Admissions and Records, West Virginia University, Morgantown, WV, 25606:

1. Application for Graduate School.
2. Official Record of test scores from either the Graduate Record Exam or The Miller Analogies Test.
3. Applicants for all programs must also submit a brief statement of professional experience and career aspirations.

After all application materials are reviewed, (reviews take place in April, August, and October) the applicant will receive written notice of acceptance or rejection.

E. SUPERINTENDENT CERTIFICATION PROGRAM

A professional superintendent certificate may be earned by meeting the following requirements:

1. Enrollment in the Marshall University Superintendent Certificate Program.
2. Holds a five year Professional Teaching Certificate or a Vocational Certificate
3. Has completed five (5) years of successful educational experience in the public schools, including three years of classroom experience.
4. Has completed the requirements for a masters degree relevant to the improvement of instruction from an institution of higher education accredited to grant the degree.
5. Holds a Salary Classification at the MA + 15 level.
6. Has completed an approved superintendent graduate program of thirty-six (36) semester hours which include the following courses:
EDA 500, EDA 600, EDA 610, EDA 630, EDA 640, EDA 700, EDA 720, EDA 730, EDA 740, EDF 621, CI 609, CI 610.

Requirements for permanent certification may be obtained from the EDA Department.

EDUCATION-ADMINISTRATION (EDA)

- 500 **General School Administration: Basic Course. 3 hrs. I, S.**
This is the introductory course in Educational Administration. Its purposes are: (1) to familiarize the student with content of knowledge related to the administration of large organizations, (2) to provide activities for the development of administrative skills, and (3) to help the student develop a self concept which will enable him/her to feel comfortable with a leadership role. (PR: One year teaching experience)
- 505 **The Teacher and School Administration. 3 hrs. I, or II, S.**
Background of the fundamentals of school administration for the classroom teacher. Not acceptable in administrative programs and not open to students who have completed Educational Administration.
- 510 **The School Principal. 3 hrs. I or II, S.**
Duties and responsibilities of elementary and secondary principals with emphasis on school-community relations, school law, pupil personnel and school activities. (PR or CR: EDA 500)
- 560-563 **Professional Development. 1-4; 1-4; 1-4; 1-4 hrs. I or II, S.**
Courses and activities designed to meet the specific inservice needs to public school administrators. Credit in these courses may be used for certificate renewal and salary upgrading but not in degree programs. CR/NC grading.
- 564 **Principal's Academy I. 3 hrs.**
Annual program for principals nominated by West Virginia counties. CR/NC grading (PR: Permission of instructor)
- 565 **Principal's Academy II. 3 hrs.**
Annual program for principals nominated by West Virginia counties. CR/NC grading (PR: Permission of instructor and EDA 564)
- 580-583 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs. I, II, S.**
- 585-588 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
- 600 **Staff Personnel Administration. 3 hrs. I, or II, S.**
Recruitment, selection, orientation, in-service education, professional growth and staff differentiation of personnel will be considered. (PR: EDA 500)
- 610 **Supervision of Instruction: Basic Course. 3 hrs. I or II, S.**

- Principles; procedures used in improving instructional program in schools. Course content is adjusted to the needs of either elementary or secondary school principals.
- 630 **School Community Relations. 3 hrs. I, or II, S.**
Basic principles, rationale and need for a school-community relations program. Roles of the various participants, structure and form of an effective program. Communication theory and practice and community involvement are emphasized.
- 640 **School Business Management. 3 hrs. I, or II, S.**
Development of the basic skills involved in school business management. Includes personnel, finance, budgeting, purchasing, school lunch program, pupil transportation, plant maintenance and operation, and federal programs.
- 650&655 **Field Based Principal Experience. 3; 3 hrs. I (650), II (655).**
Investigations in current problems of local schools; content determined by needs of students. CR/NC grading. (PR: Permission of instructor)
- 666&667 **Professional Practice in Supervision. 3; 3 hrs.**
On-the-job practice of techniques in theory courses. Full responsibility for a supervisory program in a school system. Student must hold a supervisory position. CR/NC. (PR: EDA 660-665)
- 679 **Problem Report. 1-3 hrs. I, II, S.**
The preparation of a written report on a research problem, experiment or field project in education. This report is not a thesis.
- 681 **Thesis. 1-6 hrs. I, II, S.**
May be taken for 3 hours of credit by students whose reports in 679 were excellent and are of such character as to warrant further research. Students completing 679 and 681 for a total of 6 hours may qualify for the master's degree by earning an additional 26 hours of credit. Students completing 681 must defend their thesis in an oral examination.
- 685 **Advanced Supervision of Instruction. 3 hrs. II.**
Duties of the school supervisor with emphasis on needs assessment process, curriculum development, in-service education and the process of change.
- 690 **Decision Making, Planning and Evaluation in Educational Administration. 3 hrs. I, S.**
The study of alternative planning and evaluation methods and their application to decision-making in educational institutions. Provides a comprehensive analysis of personnel evaluation including observation, conference, and follow-up procedures. (PR: EDA 500 and 621)
- 700 **Superintendency. 3 hrs. II, odd years**
The examination of the technical, human, and conceptual roles, relationships, behaviors and competencies which characterize school superintendents and their staffs.
- 705 **Administration Theory. 3 hrs. I, odd years**
Analysis of administration theories and their application to organizational leadership and management.
- 710 **Advanced Leadership Techniques. 3 hrs. S.**
Leadership: A study of the characteristics and behaviors of leaders. Emphasis is upon the development of understandings and abilities which will work in different situations.
- 715 **Administration of Higher Education. 3 hrs. II, even years**
This course will identify the various task areas of administration in higher education and the problems associated with them.
- 720 **General School Administration: Financial Aspects. 3 hrs. I, odd years**
Basic principles of school finance; taxation for school support; budgeting; accounting and auditing; insurance; excess levies and bond issues. (PR: EDA 500)
- 725 **Organizational Analysis. 3 hrs. II, odd years**
An interdisciplinary approach to the study of organizational structure, relationships, and functions. Will focus on problems and alternatives for coping with them.
- 730 **General School Administration: Plant and Equipment. 3 hrs. II, even years**
The use of the school building survey and educational specification are studied in relation to how the building may enhance the educational program. Some field trips are taken to exemplary school buildings. (PR: EDA 500)
- 735 **Computer Applications in Education Administration. 3 hrs. I, odd years, S.**
Computer applications in decision making in educational institutions. (PR: M.A. incl. EDA 500 and EDF 517, or permission of instructor)
- 740 **School Law. 3 hrs. I or II, S.**
The legal basis of education in the United States in constitutions, statutes, court decision, and in administrative ruling and practices with some emphasis on West Virginia.
- 745 **Higher Education Law. 3 hrs. I, even years**
The legal basis of higher education in the United States as based on constitutions, statutes, court decisions, and administration of colleges and universities.
- 750-751 **Field Based Superintendent Experience. 3; 3 hrs. I, II.**
The student is required to demonstrate competence in curriculum, research, law, finance, and school plants. The course will be conducted in the student's system and by seminar. CR/NC grading.
- 755 **Current Issues in Higher Education. 3 hrs. II, odd years**
Focuses on current and emerging problems of higher education. Deals with both societal and internal factors which impinge on the administration of colleges and universities.
- 765 **Higher Education Finance. 3 hrs. I, odd years**

- 775 Focus on sources of revenue, budgeting, and accounting for higher education finances.
Seminar. 2-3 hrs. I, II, S.
 A guided program of readings, reports and discussions. No student may register for this course a second time. (PR: Permission of instructor)
- 790 **Research Colloquium in Educational Administration. 3 hrs. II.**
 Identification of research problems in education, consideration of alternative designs and methods of investigations, and development of a research proposal at the advanced graduate level. (PR: EDA 735 and EDF 517)
- 795 **Literature. 1-3 hrs. I, II, S.**
 A program of reading, either extensive or intensive, and reports on a group of outstanding contributions to education; readings selected with guidance of adviser. Only one registration for Educational Administration 795 is permitted. May not be substituted for scheduled courses without approval of the department chairman. (PR: Permission of instructor)

EDUCATION-CURRICULUM AND INSTRUCTION (CI)
 (Teacher Education)

The undergraduate prerequisite for a graduate major is 21 semester hours in Professional Education. Obtaining a teaching certificate by passing the National Teacher Examination does not exempt the applicant from the undergraduate Professional Education course requirements. College graduates who do not meet this requirement may take a limited number of graduate courses in education concurrently with the undergraduate courses required for certification.

To be admitted to candidacy for the master's degree students must:

1. Earn a 3.0 grade point average in at least 12 semester hours of graduate work presented for the degree. To be considered for such admission, the student must have earned quality point average of 3.0 (B) in all graduate work.
2. Complete Educational Foundations 621 or an equivalent course.
3. Have a professional teaching certificate valid in West Virginia or the equivalent.
4. Must have completed Graduate Record Examination.

All students shall earn a minimum of twelve credit hours after admission to candidacy.

Teachers with a master's degree who wish to qualify for additional certification or endorsement must apply for admission to the program selected and meet the admission requirements of that program.

TEACHER EDUCATION CURRICULA

A. EARLY EDUCATION

For teachers with professional certificates for teaching in grades K-3 or N-K-6.

	Hours
Minimum requirements	32-36
1. Education	21
a. Educational Foundations 616, 621	6
b. Curriculum and Instruction 631, 632,* 633, 634	12
c. Educational Administration 505	3
2. Electives with adviser approval	15

For teachers with certificates valid for grades 1-9 who wish to add an early education endorsement.

	Hours
Minimum requirements	32-36
1. Education	27
a. Educational Administration 505	3
b. Educational Foundations 616, 621	6
c. Curriculum and Instruction 511, 630, 631, 632*, 633, 634	18
2. Home Economics 531, 535	6
3. Speech 518	3

B. ELEMENTARY EDUCATION

	Hours
Minimum requirements	32-36
1. Education	27-36
a. Educational Administration 500 or 505	3
b. Educational Foundations 560, 616, 621	9
c. Curriculum and Instruction 609	3
d. Electives (All elective courses must be approved by the advisor prior to enrollment)	12-21

*Any student who has not had equivalent undergraduate courses will be admitted to this course only after Home Economics 531, 3 hours; Home Economics 535, 3 hours; Curriculum and Instruction 630, 4 hours; Curriculum and Instruction 511, 2 hours; and Speech 518, 3 hours.

Select from the following courses:

Educational Foundations 502, 515, 535, 615, 619
 Curriculum and Instruction 501, 503, 505, 517, 518, 530, 557, 618, 623, 624, 631, 635, 636, 656, 657, 660, 670, 671, 678, 679; other courses including outside education courses may be considered through agreement of the student advisor.

C. ELEMENTARY EDUCATION (ALTERNATE)

For teachers who have an undergraduate degree in secondary education, a K-12 teaching program approved by West Virginia, or an equivalent of either of the above. The program provides a certificate to teach in a self-contained classroom, grades K-8. Admission to the program requires a valid secondary teaching certificate. The master's degree may be awarded after the completion of any 36 credit hours from the courses listed below (must include EDF 621). However, six to thirteen additional hours may be required to complete certification standards depending upon the student's undergraduate preparation. A qualifying examination is required in this program at the point of candidacy.

The following list of requirements is minimal. Additional adjustments, and/or alternations may be required for selected students.

	Hours
Minimum requirements	36-51
Required for all students:	
Curriculum and Instruction 657, 671, 670, 636, 637, 656, 618, 672	
Educational Foundations 621	
Required for selected students:	
Curriculum and Instruction 557, 559, 521	
Physical Education 515	
Art 601	
Music 642	
Safety Education 536, 1 hour	
Biological Studies, 3 hours	
Geography 518	
Social Studies 503	

Teachers with Secondary Education degrees wishing certification in learning disabilities, mentally impaired or physically handicapped may pursue the Alternate Special Education Certification Program, inquire in the College of Education Dean's Office.

D. SPECIAL EDUCATION

For endorsement of teachers with professional certificates for teaching special education pupils. Students without a background in education must acquire certification in regular education prior to endorsement in Special Education, except for the Preschool Handicapped endorsement. In some Special Education areas students with a background in education should anticipate additional study. A minimum grade of 3.0 (B) is required in C&I 520 prior to admission to any program in Special Education.

	Hours
Minimum requirements	36
1. General Education (Preschool Handicapped see #4)	15
a. Educational Foundations 616, 621	6
b. Educational Administration 505	3
c. Curriculum and Instruction 520, 629	6
2. Special Education — select one area of emphasis	
a. Behavioral Disorders:	
Curriculum and Instruction 524, 604, 645, 649	12
b.* Mentally Impaired	
Curriculum and Instruction 533, 553, 626, 651	12
Speech 518	3
c.* Specific Learning Disabilities	
Curriculum and Instruction 523, 626, 646, 647, 650	15
d.* Physically Handicapped	
Curriculum and Instruction 532, 529, 531, 648	12
Speech 518	3
e.* Gifted	
A score of 920 in the 50th percentile or higher (with consideration of one standard error of measurement) on at least two of the three subtests on the GRE general test is required for admission to the program is gifted.	
Curriculum and Instruction 526, 601, 602, 603	12

*Persons entering this program for full endorsement must have an Elementary, Early Childhood or Special Education Certificate, or the Alternate Endorsement for Special Education.

3.	Electives	9	
	Teachers with Secondary Education Degrees wishing Certification in Learning Disabilities, Mentally Impaired or Physically Handicapped may pursue the Alternate Special Education Certification Program, inquire in the College of Education Dean's Office.		
4.	Preschool Handicapped		
	a. General Education		
	Educational Foundations 621	3	
	Curriculum and Instruction 629	3	
	b. Early Childhood Education		
	Curriculum and Instruction 632 and 634	6	
	c. Special Education		
	Curriculum and Instruction 520, 529, 554, 661, 663, 665, 666, 673, 674	27	
		TOTAL	39

E. ART EDUCATION

(See the section: ART for admission requirements.)

The degree of Master of Arts in Art with a major in Art Education requires a minimum of 36 hours. General Graduate School admission requirements must be fulfilled. A student must demonstrate to the department his/her preparation for admission to the program by submitting a portfolio, slides, and/or examples of written work to be reviewed by a graduate faculty committee.

		Hours
	Minimum requirements	36
1.	Education	6
2.	Art Education Core Classes (ART 560, 566, 670)	9
3.	Electives: Additional Art Education, studio Art courses, art history	18
4.	Thesis, ART 681	3

A comprehensive examination is required. In addition, a student may elect to have an exhibition with department approval.

F. MIDDLE CHILDHOOD CERTIFICATION

Public school teachers needing to add a middle childhood certification may do so by taking CI 501, CI 503, and completing a performance assessment in a middle school setting.

G. MUSIC EDUCATION

The degree Master of Arts in Music with a major in Music Education requires a minimum of 36 hours of course work. The program for the degree must include 14 hours of music education, 11 hours of cognate studies in music, 5 hours from other fields of music and 6 hours in professional education.

Majors in all music and music education programs are given an examination in basic skills not later than the time of completion of twelve semester hours of graduate work and before being admitted to candidacy. As part of these requirements the basic departmental piano proficiency examination must be passed, the content of which will vary according to the student's departmental area major. In addition, a placement examination in Music History (including Styles) and Music Theory must be taken to determine if deficiencies in these areas exist. Applicants are must take this examination prior to registering for graduate courses in music.

All full-time graduate students in music are required to participate in a music ensemble during the regular academic year as recommended by their major advisor. No graduate credit is given for this participation.

Requirements for performance levels in applied music as well as more detailed information on requisites in the individual options will be found in the Music Department Applied Music and Ensemble Handbook.

INSTRUMENTAL

		Hours
	Minimum requirements	36
1.	Education	6
	Two courses in Curriculum and Instruction selected in consultation with the student's advisor	
2.	Cognate Studies in Music	11
	Music 621, 630A, 640A, Music History Elective	
3.	Major Area —Music Education	14
	Music 610, 615, 616, 617, 618A	
4.	Music Electives	5

VOCAL

		Hours
	Minimum requirements	36
1.	Education	6
	Two courses in Curriculum and Instruction selected in consultation with the student's advisor.	

2.	Cognate Studies in Music	11
	Music 621, 629A, 640A, Music History Elective	
3.	Major Area — Music Education	14
	Music 610, 616, 617, 618B, 619A	
4.	Music Electives	5

H. READING EDUCATION

For teachers who wish to have a professional certificate endorsed for serving as reading specialist in kindergarten through grade 12.

	Minimum requirements	Hours 36
1.	Curriculum and Instruction 501 or 609 or 610, 613 or 614, 621, 636, 637, 639, 642, 643, and 644	
2.	Educational Foundations 517 or 535, 616, 619, and 621	

I. SECONDARY SCHOOL

(For programs in art, music, reading, and special education, refer to Sections E, G, H, and D, respectively). For library science see Instructional Technology and Library Science (ITL).

Teachers eligible for the following programs must have, before completing the requirements for the master's degree, professional certificates valid for grades five through twelve or must be teaching in a junior high or middle school and be certified to teach grades one through nine. The latter must complete Curriculum and Instruction 501.

SECONDARY EDUCATION

A program open to teachers of all subject areas at the junior high and senior high school levels. Student programs are planned on an individual basis according to the background and interests of the individual. You will have a chance to work closely with the secondary education advisor in developing and scheduling your program. If you wish to discuss the specific requirements of the program before applying for admittance to graduate school see the program coordinator of secondary education.

The course work consists of professional education courses designed to increase the teacher's professional skills and to give them more professional choices and also personalize the masters program; see item 4 below.

	Minimum requirements	Hours 36
1.	Humanistic and Behavioral Sciences	3-9
	a. EDF 616 Advanced Studies in Human Development	
	b. Electives to be selected from: EDF 560, 619, EDA 610, CI 520, or CI 521	
2.	Theory Relevant to the program	12-21
	a. CI 610 Curriculum in the Modern Secondary School or CI 501 Middle Childhood Curriculum, on advice of the advisor	
	b. CI 623 Instructional Models and Assessment Techniques	
	c. CI 624 Advanced Instructional Strategies	
	d. CI 641 Seminar in Education	
	e. Electives with advisor approval	
3.	Research and Measurement	3-9
	a. EDF 621 Research and Writing	
	b. Elective EDF 517 and/or EDF 535	
4.	Options for an Area of Concentration	12-18
	a. Content courses in the teaching specialization(s) — The student may select 12-18 hours in his/her teaching specialization(s).	
	b. Middle Childhood courses — The student may select 12 hours in middle childhood education and may receive certification by including CI 501 and CI 503 among the 12 hours and complet- ing a performance assessment.	
	c. Education of the Gifted — Students may take 18 hours of classes in the education of the gifted and receive certification in education of the gifted.	

MASTER OF ARTS IN TEACHING

The Master of Arts in Teaching degree (MAT) is designed for college graduates from liberal arts, fine arts, business, and other professional fields, excluding education. The MAT combines the academic content of an undergraduate degree with graduate professional education and clinical experiences. This combination of educational experiences is designed to prepare an individual for the teaching profession. The intent of the program is to provide an alternative and accelerated means for teaching certification. The program will culminate with the awarding of a master's degree and a recommendation for teaching certification.

Individuals interested in obtaining more information regarding this program should contact the chair, Division of Teacher Education.

SOCIAL STUDIES

See Social Studies in this catalog

J. ADDITIONAL CERTIFICATION FOR TEACHERS

Teachers with at least three years teaching experience, who want to add another teaching specialization, may do so by completing the course requirements and a performance assessment at the appropriate grade level. For additional information contact the chair, Division of Teacher Education.

CURRICULUM AND INSTRUCTION (CI)

- 501 **Middle Childhood Curriculum. 3 hrs. I, II, S.**
The study of procedures for creating a functional middle childhood curriculum with emphasis upon the needs of middle childhood learners.
- 503 **Methods and Materials of Teaching in the Middle Childhood Grades. 3 hrs. I, II, S.**
The study of methods appropriate for teaching in the middle childhood grades and the production and utilization of materials and resources in these grades. (PR: CI 501)
- 505 **Seminar and Field Experience in Teaching Strategies for The Middle Childhood Grades. 3 hrs.**
A guided program of readings, field experience, reports and discussions. No student may register for this course a second time. (PR: EDF 502, CI 501 and 503)
- 511 **Analysis of Teaching in Early Years. 2 hrs.**
The analysis and appraisal of teaching strategies employed in the teaching of young children. (CR: CI 630)
- 517 **Comprehensive Classroom Discipline Techniques. 3 hrs.**
Identification of common classroom discipline problems and techniques for dealing with behavioral incidents in school settings K-12.
- 518 **Classroom Motivation. 1-3 hrs. I, II, S.**
Classroom motivation with an emphasis on theoretical constructs and practical applications for teachers of students from early childhood through adolescence.
- 519 **Applied Behavior Analysis. 3 hrs. II**
Lecture/discussion course on the principles of behavior analysis, measurement, single-case experimental design and applications in special education classrooms. Includes discussion of behavior management procedures with developmentally disabled populations.
- 520 **Special Education: Introduction to Exceptional Children. 3 hrs. I, II, S.**
An introduction to the study of children who deviate from the average in mental, physical, and social characteristics, including a study of the characteristics of such children and the adaptation of educational procedures to their abilities and disabilities.
- 521 **Special Education: Behavioral Characteristics of Exceptional Children. 3 hrs. I, II, S.**
Behavioral characteristics of children with exceptional development, dynamics of family- community interaction, and attitudes toward exceptional conditions. Implications for amelioration and educational planning. (Not for Special Education majors)
- 522 **Special Education: Introduction to Education of Disadvantaged. 3 hrs.**
Analysis and exploration of causes of difficulties that accompany the disadvantaged learner. Strategies for structuring learning experiences according to needs will be considered.
- 523 **Special Education: Introduction to Learning Disabilities. 3 hrs. I, II.**
An integrated, concise overview of specific learning disabilities; definitions, etiology; observable and identifiable symptoms and implications for amelioration. (CI 520 or permission)
- 524 **Introduction to Emotional Disturbances. 3 hrs. I, S.**
Characteristics of emotional-social disturbances in children; dysfunction in behavior, academic achievement, and social relationships, etiology and educational implications are presented. (CI 520 or permission)
- 526 **Introduction to the Gifted. 3 hrs. I.**
An overview of giftedness in children, definitions, etiology, observable characteristics and implications for educational agencies. (CI 520 or Perm)
- 527 **Introduction to Autism. 3 hrs.**
This is a lecture-discussion course designed to survey current autism definitions, rates of incidence, conceptual models and educational designs relating to autistic children, youth, and adults. (PR: Permission)
- 529 **Introduction to the Physically Handicapped. 3 hrs. I.**
An introduction to the characteristics and needs of crippled and other health impaired children. The medical aspects of physically handicapping conditions are considered. (PR: CI 520; CR: Field Experience)
- 530 **Computer Software and Methodology in Education. 3 hrs.**
This course is designed for inservice teachers who want to become familiar with how to use the microcomputer to improve their instruction.

- 531 **Education of the Physically Handicapped. 3 hrs. II, S.**
Principles and current trends in the teaching of crippled and other health impaired children. Curriculum development for teaching physically handicapped children as well as various methods and materials used in their education. (PR: CI 520)
- 532 **Curriculum and Methods for the Severely and Multiply Handicapped. 3 hrs. I, II, S.**
A review of curriculum development and methods used to teach severely and multiply handicapped persons. Evaluation techniques, program development, adaptation of materials and equipment and teaching methods are presented. (PR: CI 520; CR: Field experience)
- 533 **Special Education: Introduction to the Mentally Retarded. 3 hrs. I, S.**
Acquaints teachers with the characteristics and needs of the mentally retarded child. The status of the mentally retarded in our society and the impact of mental retardation on education. (PR: CI 520. CR: Field experience)
- 541 **Secondary Education: Literary Materials for English and Social Studies. 3 hrs.**
To acquaint teachers of English and Social Studies with a variety of literary selections suitable for students, grades 7-12.
- 549 **Classroom Management Techniques for Secondary and Middle Childhood Teachers. 3 hrs.**
Classroom management with an emphasis on practical techniques for dealing with management problems in secondary and middle school settings.
- 553 **Special Education: Curriculum and Methods for the Mentally Retarded. 3 hrs. I, II.**
Principles and current trends in curriculum development are reviewed and evaluated toward the development of specific curricula for the mentally retarded. Methods and materials are presented in relation to this development. (PR: CI 520 and 533)
- 554 **Working with Parents of Exceptional Students. 3 hrs.**
Principles and information designed to give the student an understanding of the needs and rights of parents of exceptional children and techniques to involve parents successfully in their child's education.
- 557 **Elementary Education: Teaching Contemporary Mathematics. 3 hrs.**
Application of modern methods and techniques in the implementation of a contemporary elementary mathematics program.
- 559 **Multicultural Influences in Education: Materials and Techniques. 3 hrs. I, S.**
Multicultural education with an emphasis on methods and materials for teaching students from diverse cultural backgrounds.
- 560-564 **Professional Development: (Identifying content title to be added). 1-4; 1-4; 1-4; 1-4 hrs. I, II, S.**
Courses and activities designed to meet the specific inservice needs of public school personnel. Credit in these courses may be used for certificate renewal and salary upgrading if approved but not in degree programs. CR/NC grading.
- 566 **Problems in Curriculum Development for Public School Art K-12. 3 hrs.**
Exploring considerations for curriculum development in Art Education, developing individualized curriculum for specific situation on grade levels K-6 or 7-12. (PR: ART 113 and 340)
- 580-583 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs. I, II, S.**
- 585-588 **Independent Study. 1-4 hrs. I, II, S.**
Permission of Chair, GPA 3.0 to take class, limit of 6 hrs. of Ind. Study to be used in Masters Program in the Division of Teacher Education.
- 597-598 **Instructional Television Course. 1-4 hrs.**
A course based upon Instructional Television Series broadcast by public television. The student is responsible for viewing the series on the air and satisfying all course requirements announced by the department.
- 600 **Grant Writing in Special Education. 3 hrs.**
A review of the federal and state guidelines for writing grants in Special Education. The priority areas of special education in which monies are currently available will also be examined. (PR: CI 520 and permission of instructor)
- 601 **Psychological Foundations of Giftedness. 3 hrs.**
A study of measures used to identify the gifted and interpretation of results, psychological development of the gifted and psychological pressures, problems and adjustments strategies towards mental health in the gifted child. (PR: CI 520)
- 602 **Education of the Gifted. 3 hrs.**
Educational models, identification techniques, teaching strategies and resources available for gifted children. Current trends in curriculum development for the gifted are also examined. (PR: CI 526)
- 603 **Field Experience: Gifted. 3 hrs. S.**
Supervised experiences (one semester) in field work with children who exhibit potential giftedness. (PR: CI 520, 526, and 602 and permission of instructor)
- 604 **Practicum in Emotional Disturbances. 3 hrs.**
An initial participation and observation experience with children experiencing behavior problems. Course evolves around bi-weekly seminar and selected projects. (PR: CI 520 and 524 and permission)
- 609 **Elementary Education: Curriculum in the Modern Elementary School. 3 hrs. I, II, S.**
Examination of traditional and current assumptions undergirding the modern elementary school curriculum with emphasis on converting theoretical bases into plans for curriculum change and modernization.
- 610 **Secondary Education: Curriculum in the Modern Secondary School. 3 hrs. II, S.**

- Analysis of the social and political factors which affect secondary school curriculum with emphasis upon trends and developments in high schools today.
- 612 **Developing Auxiliary Teachers for Reading Instruction. (Paraprofessional and Parent Involvement). 3 hrs.**
Practical techniques and ideas for setting up and operating an effective auxiliary teacher program in reading.
- 613 **Reading Methods. (K-8): Literature and Skill Development. 3 hrs.**
An examination of teaching methods and of children's literature that are conducive to promoting permanent interests, skills, and interests in reading for ECC and MCE.
- 614 **Reading Methods (9-Adult): Literature and Skill Development. 3 hrs.**
Analysis of the roles of the teacher in developing a reading program for the late adolescent and adult. The utilization of children's literature as a medium for bridging the content fields with the process of reading will be a major concept that will be utilized.
- 617 **Materials and Technology for use in Reading Instruction. 3 hrs.**
Provides "hands on" experience in selecting, constructing, and using materials and technology.
- 618 **Elementary Education: Informal Learning in Primary and Middle Schools. 3 hrs.**
Informal learning in the primary and middle school with emphasis on the significance of natural child development, learning through games and play, and the British model for infant and junior schools, and related activities for the middle years (ages 10-14) in middle school settings.
- 619 **Reading Leadership: Roles, Responsibilities, and Problems. 3 hrs. S.**
Analyses of administrators/supervisor's roles, responsibilities, problems, and practices in reading programs K-12. Presents practical solutions for problems encountered in a comprehensive reading program.
- 620 **Conservation Education. 3 hrs. S.**
Basic conservation concepts and course content; the materials and methods for conservation teaching. Elementary of soil, water, and human conservation are presented.
- 621 **Current Issues and Problems in Reading. 3 hrs.**
A seminar course especially designed to explore problems and issues in reading, K-12. Professional literature, empirical research, and practical experience will be used to identify problems and solutions.
- 622 **Internship/Practicum in Reading. 3 hrs.**
Supervised experience in a cooperating school. Working with children, teachers, and administrators in various aspects of the reading curriculum for one semester. (PR: 18 hours of CI)
- 623 **Instructional Models and Assessment Techniques. 3 hrs. I, S.**
Selected teaching models are analyzed with implications for the role of the teacher; assessment of influences of the teacher.
- 624 **Advanced Instructional Strategies. 3 hrs. II, S.**
Performance-based laboratory experiences in a micro-teaching laboratory development of a personalized teaching repertoire.
- 626 **Special Education: Diagnostic-Clinical Practices. 3 hrs. I.**
Team approach to diagnosis and treatment of exceptional children. (PR: CI 520)
- 629 **Special Education: Seminar 3 hrs. I, II, S.**
Research methods and current significant findings in special education. Guest speakers. Advanced special education students only.
- 630 **Early Childhood Education: Practicum in Kindergarten Education. 4 hrs. I, S.**
Supervised experience in teaching kindergarten with a concurrent seminar in organization and administration. (CR: CI 511)
- 631 **Early Childhood Education: Current Influences on Early Childhood Education. 3 hrs. I, S.**
A study of recent findings in the behavioral sciences and their implications for early childhood education.
- 632 **Early Childhood Education: Early Childhood Programs. 3 hrs. II, S.**
An examination of past and present programs for young children with opportunity provided for curriculum development. (PR: CI 631)
- 633 **Early Childhood Education: Adult Involvement in Early Education. 3 hrs. II, S.**
Ways of communicating and involving paraprofessionals, parents, volunteers, staff in the education of young children. (CR: CI 632)
- 634 **Language and Cognition in Early Childhood. 3 hrs. II, S.**
Examination of selected studies in language acquisition and cognitive development of children from birth to eight years of age.
- 635 **Evaluation in Elementary and Secondary Schools. 3 hrs. S.**
Procedures for evaluating effectiveness of a school program with emphasis on procedures other than formal tests.
- 636 **Modern Developmental Reading Program. 3 hrs. I, S.**
Principles and practices of teaching developmental reading. (PR: CI 343 for elementary majors; 445 for secondary majors)
- 637 **Reading Education: Diagnosis and Correction of Reading Difficulties. 3 hrs. II, S.**
Study and the causes of reading difficulties, diagnostic devices and techniques, and remedial methods and materials. (PR: CI 636 or 644)
- 639 **Reading Education Seminar: Planning, Organizing and Supervising a Reading Program. 3 hrs. II, S.**

- This course is designed as an in-depth study and analysis of the planning and organizing of reading programs at various administrative levels. (PR: CI 643)
- 640 **Literature. 1-3 hrs. I, II, S.**
A program of reading, either extensive or intensive, and reports on a group of outstanding contributions to education; readings selected with guidance of advisor. Only one registration for Curriculum and Instruction 640 is permitted. (PR: Permission of chair)
- 641 **Seminar. 3 hrs. I, II, S.**
A guided program of readings, reports and discussions. No student may register for this course a second time. (PR: Permission of chair)
- 642 **Reading Education Seminar: Reading Instruction for Individuals with Special Needs. 3 hrs. I, S.**
Study of research findings, methodology and instructional materials for atypical learners, illiterate adults and others. (CR: Curriculum and Instruction 643)
- 643 **Practicum in the Diagnosis and Correction of Reading Difficulties - Elementary and Secondary. 3 hrs. I, S.**
Clinical experiences in the diagnosis and corrective treatment of reading disabilities. (PR: CI 637)
- 644 **Teaching Content Reading. 3 hrs. I, II.**
Principles underlying the teaching of reading in the content fields.
- 645 **Special Education: Education of Persons with Emotional Disturbances. 3 hrs. II, S.**
Recognition of emotional-social, disturbances, assessment of educational needs, establishment of programs to implement behavioral change and provide necessary modification in educational programs to remediate learning and behavioral difficulties of children. (PR: CI 520 and 524)
- 646 **Special Education: Field Experiences: Learning Disabilities. 3 hrs. II, S.**
Supervised experiences of one semester in field work with children or youth who exhibit symptoms of problems in learning. (PR: CI 523, 647, and permission of instructor)
- 647 **Special Education: Education of the Learning Disturbances. 3 hrs. I, S.**
Theories, diagnosis, and teaching strategies concerning children who exhibit symptoms of any or several learning disabilities. (PR: CI 520 and 523)
- 648 **Field Experience: Physically Handicapped. 3 hrs. I, II, S.**
Teaching under supervision in cooperating public schools. (PR: CI 529 and CI 520 and permission)
- 649 **Special Education: Field Experiences: Emotional Disturbances. 3 hrs. II, S.**
Supervised field experiences (one semester) working with children who exhibit symptoms of emotional disturbances-behavioral disorders. (PR: CI 520 and 524 and permission)
- 650 **Special Education: Diagnostic Evaluation and Prescriptive Teaching Techniques. 3 hrs. II, S.**
Educational assessment and diagnostic evaluation for remediation-amelioration; advanced course for providing understanding and utilization of evaluation, teacher assessment, and analysis for programming for exceptional individuals. (PR: CI 520 and 626)
- 651 **Special Education: Field Experience: Mental Retardation. 3 hrs. II.**
All-day supervised teaching in special classes in the public schools required of all students who are completing curriculum for teachers of mentally retarded children. (PR: Perm)
- 652 **Secondary Education: Investigations in Teaching English in Secondary Schools. 3 hrs.**
Emphasis on specific problems in teaching English rather than general techniques.
- 656 **Elementary Education: Teaching Language Arts. 3 hrs. S.**
A unified Reading-Language instructional approach to develop a basic understanding of reading-language related principles derived from disciplines, research, and innovative classroom practices.
- 657 **Elementary Education: Advanced Techniques in Teaching Elementary Mathematics. 3 hrs. II, S.**
Historical, social, psychological, and philosophical foundations of mathematics education; investigation of current trends and issues in contemporary programs. (PR: CI 300 or 557)
- 658 **Elementary Education: Clinical Practice Arithmetic Instruction. 3 hrs. S.**
Working with pupils under guidance; diagnosing, planning and putting into effect an instructional program for a limited number of pupils. (PR: CI 657)
- 660 **Using Computers to Improve Instruction in the Classroom. 3 hrs.**
This course is designed for inservice teachers who are familiar with the "BASIC programming" language and who want to learn how the microcomputer can be utilized in a content area. (PR: CI 530)
- 661 **Introduction to Preschool Handicapped. 3 hrs.**
An overview of early childhood special education programs including historical events, legislation, the population served, program models and components and current issues and trends. (PR: CI 520)
- 662 **Instructional Characteristics of Autism. 3 hrs.**
A lecture-discussion course, designed to provide students with an understanding of the learning characteristics of autistic children and research-based instructional techniques for teaching and managing behavior. (PR: CI 427 or 527)
- 663 **Developmental Issues in Preschool Handicapped. 3 hrs.**
An examination of the normal development of young children, the interrelated effects of impairment in various areas of development and strategies for intervention. (PR: CI 661)
- 664 **Practicum in Autism. 3 hrs. I, II.**
This course contains two components: a competency-based practicum experience with autistic students and a seminar with regular discussions and readings on practical issues concerning the education of autistic children. (PR: CI 427 or 527 and 662)
- 665 **Assessment in Preschool Handicapped. 3 hrs.**

- An overview of issues in the identification, screening and assessment of young handicapped children, specific assessment techniques for working with families and interdisciplinary teams in the assessment process. (PR: CI 663)
- 666 **Curriculum and Methods in Preschool Handicapped. 3 hrs.**
A review of curriculum development and methodology used to teach young children with handicaps. Evaluation techniques, program development and management, adaptation of materials and equipment and program models are presented. (PR: CI 665)
- 667 **Secondary Education: Teaching Social Studies in Secondary Schools. 2-3 hrs.**
Plans for teaching social studies with suggestions for procurement and use of materials.
- 668 **Secondary Education: Teaching Biological Sciences. 3 hrs.**
Methods, materials and techniques for teaching biology using demonstrations and laboratory experiences, projects and reports, field trips and audiovisual aids. Providing and maintaining equipment.
- 669 **Procedures and Techniques for Elementary Music (Grades K-6). 3 hrs.**
Fundamentals of music; experience in keyboard, guitar, recorder and autoharp. Survey of materials and methodology to aid in establishing program in school music.
- 670 **Elementary Education: Teaching Social Studies in Elementary Schools. 3 hrs. I, II, S.**
Materials and procedures for teaching social studies with emphasis on a survey of successful programs of instruction.
- 671 **Elementary Education: Advanced Techniques in Teaching Science. 3 hrs.**
Intensive concentration on helping children inquire into the earth, physical, and biological sciences through modern methods and media. (REC: CI 307 or equivalent)
- 672 **Practicum in Education. 3-6 hrs.**
Clinical Experience: Directed activity in a clinical setting. (PR: Permission)
- 673 **Field Experience: Preschool Handicapped. 3 hrs.**
Supervised participation and directed teaching activities in an early childhood special education program across ages, disabilities and severity levels. Activities with non-handicapped preschoolers are also required. (PR: CI 666)
- 674 **Practicum: Preschool Handicapped. 3 hrs.**
Supervised teaching in a variety of early childhood special education programs across ages, disabilities, and severity levels. Experiences with non-handicapped preschoolers are required. Specific competencies will be individually determined.
- 675 **Curriculum Theory. 3 hrs.**
Analysis of the assumptions undergirding curriculum development. (PR: CI 501 or 609 or 610)
- 677 **Writing for Publication in Professional Education. 3 hrs.**
For professional educators and students who wish to study and practice writing articles for publication in scholarly journals in the field of education.
- 678 **The Supervising Teacher. 3 hrs.**
Duties and responsibilities of the teacher who supervises student teachers.
- 679 **Classroom Management for Elementary Teachers. 3 hrs.**
This course is designed for elementary teachers. The content includes methods of managing the physical and social environment in the classroom.
- 681 **Thesis. 1-6 hrs. I, II, S.**
Students completing 681 must defend their thesis in an oral examination.

EDUCATIONAL-FOUNDATIONS (EDF)

- 502 **Psychology of the Middle Childhood Student. 3 hrs.**
A course in the study of developmental principles relating to the physical, cognitive, social, and moral development of the middle childhood student 10-14 years old.
- 510 **Contemporary Issues in Education. 3 hrs. II, S.**
The impact of contemporary forces in education with emphasis on current educational issues.
- 515 **History of Modern Education. 3 hrs. I, II, S.**
Our debt to the ancient Hebrews, Greeks, and Romans. Emphasis also is placed upon the movements since the beginning of the Renaissance.
- 517 **Statistical Methods. 3 hrs. I, II, S.**
A foundation course in descriptive and inferential statistics as applied in education and the social sciences.
- 535 **Tests and Measurements. 3 hrs. I, II, S.**
History, philosophy and elementary statistical methods for testing, measuring and evaluating pupil behavior are studied. (REC: EDF 319 or equivalent)
- 560 **Philosophy of Education. 3 hrs. I, II, S.**
Surveys basic philosophy schools and concepts and their application to educational practice. (REC: EDF 319 or equivalent)
- 580-583 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs. I, II, S.**
- 585-588 **Independent Studies. 1-4; 1-4; 1-4; 1-4 hrs.**
- 615 **History of Education in the United States. 3 hrs. S.**
Development of public and private educational systems in the United States.
- 616 **Advanced Studies in Human Development. 3 hrs. I, II, S.**

- The nature of human growth and development from infancy to adulthood.
- 619 **Educational Psychology. 3 hrs. I, or II, S.**
Study of learning theories and their applications to teaching.
- 621 **Educational Research and Writing. 3 hrs. I, II, S.**
Research methods and techniques and their application.
- 630 **Comparative Education. 3 hrs.**
The study of the origins, nature, scope, basic literature and methodology of comparative education.
- 640 **Literature. 1-3 hrs. I, II, S.**
A program of reading, either extensive or intensive, and reports on a group of outstanding contributions to education; readings selected with guidance of advisor. Only one registration for this course is permitted. (CR: Permission of instructor)
- 641 **Seminar. 2-3 hrs. I, II, S.**
A guided program of readings, reports and discussions. No student may register for this course a second time.
- 679 **Problem Report. 1-3 hrs. I, II, S.**
The preparation of a written report on a research problem, experiment or field project in education. This report is not a thesis; students must complete an additional 33 credit hours unless 697 is followed by 681 for 3 hours credit.
- 681 **Thesis. 3-6 hrs. I, II, S.**
May be taken for 3 hours of credit by students whose reports in 679 were excellent and are of such character as to warrant further research. Students completing 679 and 681 for a total of 6 hours may qualify for the master's degree by earning an additional 26 hours of credit. Students completing 681 must defend their thesis in an oral examination.

EDUCATIONAL MEDIA (EDM)

(See Instructional Technology and Library Science)

ENGLISH (ENG)

Graduate courses in English provide detailed consideration of authors, literary types, and periods of literary history, as well as English language history and linguistics. Students are expected to acquire a broad acquaintance with the whole range of English and American literature and the English language and to become thoroughly familiar with the forms of literature, critical standards, and the materials and methods of literary research.

Each candidate for the Master of Arts in English must select an area of specialization. The areas include the literature of the following periods: Medieval; Renaissance and 17th Century; Restoration and 18th Century; Romantic and Victorian; 19th Century American; Modern. Other areas are: Language and Linguistics; Critical Approaches to Literature; Genre Study; Writing. The candidate may complete the specialization by taking three courses in an area or by taking two courses and writing a thesis in an area. In addition to this specialization each candidate must take at least one course in four other areas.

Students who major in English must have at least 15 undergraduate hours in English and American literature. Students taking English as a minor must have six hours credit in literature on the undergraduate level. Students with deficiencies may enroll for graduate work but may be asked to take undergraduate courses suggested by the department before admission to candidacy for the degree. A minimum of six hours of college credit in a foreign language or demonstrated reading ability to the satisfaction of the English Department is required for admission to candidacy.

English 630 is required for a major in English and is usually offered twice during each year, once in the regular term, usually in the fall semester, and once in the summer session. This course should be scheduled among the first 12 hours of graduate study.

To complete the work for the Master's degree in English the candidate must take 36 hours of course work or, with a thesis, 32 hours, six of which may be earned by writing the thesis. The required grade average is 3.0 (B), and the candidate must pass a comprehensive examination upon the completion of the course work.

Graduate students in English should discuss their programs frequently with the Director of Graduate Programs. Further and more particular information may be found in the document, "A Handbook for Graduate English Majors," available from the English Department.

ENGLISH (ENG)

- 502 **Composition and Rhetoric for Teachers. 3 hrs. S.**
Study of rhetorical invention and models of composing process, with intensive practice in writing.
- 503 **Advanced Rhetoric and Composition for Teachers. 3 hrs. I.**
The study of characteristics of effective writing instruction, strategies of effective writers; field research in writing. Readings in research in written composition. (Credit/non credit grading. This course may not be used in degree programs.) (PR: ENG 502)
- 508 **Advanced Expository Writing. 3 hrs.**
An advanced general composition course for all graduate students. Practice in the rhetorical types and styles used by professionals in all fields. Assignments adapted to the student's major.
- 509 **Milton. 3 hrs.**

- Biographical and critical study, including Milton's English poetry and prose, and his literary and intellectual milieu.
- 511 **Chaucer. 3 hrs.**
The poetry of Chaucer, chiefly the *Canterbury Tales*, in the light of medieval tradition and critical analysis.
- 513 **English Novel to 1800. 3 hrs.**
Defoe, Richardson, Fielding, Smollett, and Sterne, with supporting study of their most important predecessors and contemporaries.
- 514 **Nineteenth Century English Novel. 3 hrs.**
Austen, Scott, the Brontës, Eliot, Dickens, Thackeray, Trollope, Meredith, Hardy, Butler, Wilde, and their contemporaries.
- 515 **Victorian Poetry. 3 hrs.**
Emphasis on Tennyson, Browning, Arnold, Hopkins, Hardy and the pre-Raphaelites.
- 517 **English Drama to 1642. 3 hrs.**
Non-Shakespearean English drama from its beginnings to the closing of the theatres.
- 521 **American Literature to 1830. 3 hrs. Alternate years.**
Study of American literature of the Puritan, Colonial, and Federal periods, including such authors as Jonathan Edwards, Edward Taylor, Benjamin Franklin, Phillis Wheatley, Washington Irving, and William Cullen Bryant.
- 522 **American Literature, 1830-1865. 3 hrs. Alternate years.**
American literature of the Romantic Period, including such authors as Emerson, Poe, Melville, Hawthorne, Whitman, and other figures of the period.
- 523 **American Literature, 1865-1914. 3 hrs. Alternate years.**
American literature of the Realistic and Naturalistic periods, including such authors as Howells, Twain, James, Dreiser, Dickinson.
- 525 **Southern Writers. 3 hrs.**
A survey of the poetry, fiction, non-fiction, and drama indigenous to the American South, including Old South, post-Civil War, and Modern periods, and emphasizing the Southern Literary Renaissance.
- 533 **Contemporary English Poetry. 3 hrs.**
Principal poetry since the Victorian period.
- 534 **Contemporary American Poetry. 3 hrs.**
Principal poetry since 1900.
- 536 **Medieval English Literature. 3 hrs.**
Old English elegiac and heroic poetry; Middle English lyrics and romances; the Ricardian poets and Malory.
- 537 **Tudor Literature: Poetry and Prose of the Sixteenth Century. 3 hrs.**
Survey may include works by More, Skelton, Wyatt, Sidney, Spenser, Nashe, Marlowe, Raleigh, Lyly, and Shakespeare, excluding drama.
- 538 **Seventeenth Century Literature: Poetry and Prose. 3 hrs.**
Survey may include Donne and the Metaphysical poets, the Cavalier lyricists, Bacon, Browne, Herbert, Jonson, Burton, Walton, Hobbes, and Bunyan.
- 546 **Drama of the Restoration and 18th Century. 3 hrs.**
Trends, movements, and dramatic types in the English theatre of this period.
- 547 **English Romantic Poets. 3 hrs.**
Emphasis on Blake, Wordsworth, Coleridge, Byron, Shelley, and Keats.
- 555 **Literary Criticism. 3 hrs.**
Historical study, with application of principles.
- 560 **English Literature from 1660 to 1745. 3 hrs.**
Dryden, Swift, Pope, and their contemporaries.
- 561 **English Literature from 1745 to 1800. 3 hrs.**
Major literature of the Age of Johnson.
- 575 **Introduction to Linguistics. 3 hrs.**
The structural and descriptive approach to the study of the English language.
- 576 **Modern Grammar. 3 hrs.**
A descriptive analysis of the structure of present-day American English, utilizing the basic theory of generative transformational grammar.
- 577 **Linguistics for Elementary School Teachers. 3 hrs.**
Application of principles of linguistic science to the teaching of language arts in the elementary grades.
- 580-583 **Special Topics. 1-4 hrs. each.**
(PR: Permission of the chair)
- 585-588 **Independent Study. 1-4 hrs.**
(PR: Permission of the chair)
- 591 **Creative Writing: Poetry Workshop. 3 hrs.**
A practical and intensive class in exploring the varieties of creative expression; exercises on the creating of verse in different forms and styles.
- 592 **Creative Writing: Fiction Workshop. 3 hrs.**
A forum for presentation, discussion, and refinement of the student's work, either short stories or novels.

- 600 **Shakespeare. 3 hrs.**
Intensive reading of Shakespeare's plays. Problems of Shakespearean scholarship.
- 601 **Folk and Popular Literature. 3 hrs.**
A study of types, variants, backgrounds, and influences.
- 610 **Readings in English and American Literature. 2-3 hrs.**
Independent reading in a field not covered by regularly scheduled courses. Limited to English majors who have been admitted to candidacy. (PR: Permission of the chair)
- 611 **Independent Readings. 3 hrs.**
Independent readings and research. Open only to students with an M.A. degree with a major in English or English Education.
- 616 **Essayists of the 19th Century. 3 hrs.**
Major British writers of the period.
- 620 **Contemporary Drama. 3 hrs.**
Major British and American dramatists since 1870.
- 624 **Contemporary British Novel. 3 hrs.**
Major British novelists of the twentieth century.
- 625 **Contemporary American Novel. 3 hrs.**
Major American novelists of the twentieth century.
- 628 **Twentieth Century Afro-American Literature. 3 hrs.**
An intensive study of selected novels, plays and poems of the period.
- 630 **Materials and Methods of Research. 3 hrs.**
Instruction and practice in scholarly literary research. Required among first 12 hours of course work and prior to admission to candidacy for the Master of Arts degree with a major in English.
- 631 **Major American Authors. 3 hrs. Alternate years.**
An intensive study of one, two, or three selected American authors. (PR: ENG 630 or permission of the chair)
- 632 **Topics in American Literature. 3 hrs. Alternate years.**
Concentrated study of continuing themes or influences in American literature; for example, narrative perspectives, regional influences, or conflicting agrarian and industrial values. (PR: ENG 630 or permission of the chair)
- 636 **Selected English Writers. 3 hrs. Alternate years.**
An intensive study of a small group of selected English writers such as the Metaphysical Poets, the Cavalier Poets, or the Bloomsbury Group. (PR: ENG 630 or permission of the chair)
- 637 **Topics in English Literature. 3 hrs. Alternate years.**
A concentrated study of themes or influences in English literature; for example, narrative strategies, medievalism, the pastoral mode, or conflicting moral, social or literary values. (PR: ENG 630 or permission of the chair)
- 640 **Teaching College English. 3 hrs.**
Required for graduate assistants in English.
- 679 **Problem Report. 1-3 hrs.**
- 681 **Thesis. 1-6 hrs.**

FINANCE (FIN)

(See Business)

FRENCH (FRN)

- 535 **19th Century Literature. 3 hrs.**
The French romantic movement as exemplified in the poetry, drama, and the novel of the period. (PR: 6 hours of literature numbered 317 or above or equivalent)
- 536 **19th Century Literature. 3 hrs.**
Realistic and naturalistic fiction, realism in the theatre, and selected poems of Baudelaire, the Parnassians, and the Symbolists. (PR: 6 hours of literature numbered 317 or above or equivalent)
- 580-583 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs. On demand.**
A course for advanced students sufficiently prepared to do constructive work in phases of the language or literature of interest to them. (PR: 6 hours of literature numbered 317 or above or equivalent and consent of instructor.)
- 585-588 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**

GEOGRAPHY (GEO)

Graduate work in geography is for people in public school work, those who wish to prepare for work in industry, government service, city and regional planning, and for those who plan to continue graduate studies to the doctoral level.

The undergraduate prerequisite for a graduate major is 12 semester hours of geography. For undergraduate social science majors three semester hours of work in another field closely related to geography may be accepted toward meeting the 12-hour requirement for admission to the program.

In general, requirements for admission to candidacy are identical with those required by the Graduate School, except that the department may require a qualifying examination. Requirements for the master's degree consist

of meeting the general requirements and completing not fewer than 24 hours in geography. At least one-half of the hours must be earned in 600 series courses. The degree of Master of Arts or Master of Science may be earned and is largely determined by the selection of courses in the minor field.

A major must include:

Hours

Geography 529 and 530	6
Geography 505 or 605	3
Geography 602 or 604 or 608	3
Geography 603	3
Geography 606 or 609	3
Geography 620	3

GEOGRAPHY (GEO)

- 501 **Historical Geography of the United States. 3 hrs.**
Study of coastal settlements, the population spread through Appalachia and the Mississippi Valley, and the development of intermountain and Pacific Coast centers.
- 502 **Geography of Appalachia. 3 hrs.**
A study of settlement, transportation, manufacturing, agriculture and resource potential.
- 503 **Geography of Asia. 3 hrs.**
Special attention given activities and environment in continental countries and nearby islands.
- 505 **World Political Geography. 3 hrs.**
A systematic and regional survey of world political problems and international relations stressing studies of the United States, Europe, and the Soviet Union.
- 508 **Geography of Mexico and Central America. 3 hrs.**
A geographical study of agriculture, transportation, settlement, geopolitics, and natural resources.
- 510 **Urban Geography. 3 hrs.**
Study of city function, patterns, past and current problems confronting the city including planning, zoning, housing, and urban renewal.
- 512 **Geography of Soviet Union. 3 hrs.**
Russian agriculture, grazing, mining, industry, and transportation examined in environmental terms.
- 514 **Methods and Techniques of Regional Planning. 3 hrs.**
Introductory planning with emphasis on methods, techniques, tools and principles necessary to accomplish objective regional planning.
- 515 **Regional Planning and Development. 3 hrs.**
The philosophy, theories, and principles involved in planning of urban and rural areas.
- 516 **Urban and Rural Land Use. 3 hrs.**
A study of the principles and techniques of urban-rural land use, and the problems and issues encountered in the practices of land use.
- 517 **Coal Industries Studies: Past & Present. 3 hrs.**
An interdisciplinary study for all facets of the coal industry within a historic perspective. Emphasis is placed upon coal industry of West Virginia and the tri-state region.
- 518 **Geography for Teachers. 3 hrs.**
A study of elements of geography most essential for effective teaching of geographic content in elementary education and the social studies.
- 520 **Field Geography of West Virginia. 3 hrs.**
Type areas in lumbering, mining, agriculture, and industry studied through field methods.
- 525 **Climatology. 3 hrs.**
A study of elements of weather and climate, methods of climatic classification, and distribution and characteristics of world climatic regions.
- 529 **Cartography. 3 hrs.**
Understanding principles and developing skills in the use of cartographic drafting equipment and in map making.
- 530 **Cartography and Geographic Information Systems. 3 hrs.**
Introduction to computer use in mapping and geographic information systems.
- 580-584 **Special Topics. 1-4 hrs.**
Selected geography subjects to cover unusual geography topics not in the regular course offerings of the department
- 585-588 **Independent Study. 1-4 hrs.**
- 601 **Problems in Geography of the Far East. 3 hrs.**
Agriculture, industry, transportation, and trade of selected regions in eastern Asia and the islands of the western Pacific Ocean.
- 602 **Problems in Geography of Europe. 3 hrs.**
Consideration of problems in selected countries following a geographical review.
- 603 **Problems in Geography of North America. 3 hrs.**
Relationship of human activities to natural environment in selected regions.
- 604 **Problems in Geography of Latin America. 3 hrs.**
Problems studied in each country following a geographical review.

- 605 **Geography in World Political Affairs.** 3 hrs.
Key nations of world studied in light of significance of geographic items and their effects on international relations.
- 606 **Field Problems in Geography of the Tri-State Area.** 3 hrs.
- 607 **Problems in World Economic Geography.** 3 hrs.
Problems of world exchange of outstanding trade items.
- 608 **Problems in Geography of Africa and Australia.** 3 hrs.
Selected regions studied in both continents.
- 609 **Geographical Research.** 3 hrs.
Research methods stressed with special attention given to a consideration of the literature of the field.
- 620 **Conservation Education.** 3 hrs.
Presents elements of conservation education in the specific areas of soil, water, and human conservation.
- 679 **Problem Report.** 1-3 hrs.
- 681 **Thesis.** 1-6 hrs.
- 690 **Internship in Geography.** 3 hrs. I, II.
Professional work experience in applied geography with an approved agency.

GEOLOGY (GLY)

DEGREES

MASTER OF SCIENCE (PHYSICAL SCIENCE): This degree program, offered in cooperation with the Departments of Chemistry, Mathematics and Physical Science and Physics, is intended to provide a broadly based advanced science program for individuals whose undergraduate program in science lacks depth or breadth. Programs will be designed for individual needs. The writing of a thesis is required. Specific degree requirements are listed in the section: Physical Science and Physics, and the Department of Geology.

In addition, the Department offers coursework leading to a minor in Geology which is appropriate to the programs in Biological Sciences, Chemistry, Geography and Physical Science.

GEOLOGY (GLY)

- 510 **Big Bend Field Excursion.** 2 hrs.
Field trip to Big Bend National Park, Texas to study the structure, stratigraphy, igneous geology, metamorphic geology, paleontology and natural history of this national park. (PR: 12 hours of geology)
- 515 **Analytical Mineralogy.** 4 hrs. II, Alternate years (on demand basis only)
Analytical study of the internal structure of minerals and their optical properties, using modern techniques, as an aid to their identification. 3 lec-2 lab.(PR: GLY 314 or permission)
- 518 **Invertebrate Paleontology.** 4 hrs. II, Alternate years (even numbers)
Taxonomy and morphology of the major invertebrate phyla with an introduction of biometrics as applied to paleontology. 2 lec-2 lab. (REC: GLY 201 and 325 or ZOO 212 or equivalent)
- 521 **Petrology.** 4 hrs. I, Alternate years (even numbers)
Identification and classification of igneous, sedimentary and metamorphic rocks, their origin and occurrence; their geologic and economic. 2 lec-4 lab. (PR: GLY 200, 314 or consent)
- 522 **Economic Geology.** 4 hrs. II, Alternate years (even numbers)
Origin, distribution and economics of the metallic and non-metallic ore deposits. 3 lec-2 lab. (REC: GLY 201, 314, or equivalent)
- 523 **Sedimentary Petrography.** 4 hrs. I, Alternate years (odd numbers)
Megascopic and microscopic identification and a depositional and post-depositional interpretation of the sedimentary rocks. 3 lec-2 lab (REC: GLY 201 and 314 or equivalent)
- 525 **Geochemistry.** 4 hrs. II, Alternate years (odd numbers)
Introduction to the principles of geochemistry. The application of elementary chemistry to geologic problems. 3 lec-2 lab. (REC: GLY 200, 210 or equivalent)
- 526 **Geophysics.** 4 hrs. II, Alternate years (odd numbers)
Development of seismic, gravity, magnetism, electrical and thermal methods to study the structure and dynamics of the earth. 3 lec-2 lab. (PR: GLY 201, PHY 203, MTH 131)
- 527 **Fossil Fuels.** 4 hrs. II, Alternate years (odd numbers)
The origin and occurrence of petroleum, coal, and natural gas; the relationships of accumulations to depositional environments and structural history; methods used in exploration, evaluation and recovery. 3 lec-2 lab. (PR: GLY 313, 325 or permission)
- 530 **Computer Methods in Geology.** 4 hrs. II, Alternate years (even numbers).
The computer will be used for compilation, reduction, data analysis and modelling from a wide range of geological problems. Existing and student developed programs will be used. (PR: MTH 225 and 131, CIS 203.)
- 551 **Principles of Geomorphology.** 3 hrs. I, Alternate years (odd numbers), S.
Principles of identification and analysis of the world's features in terms of stratigraphy, structure, processes, tectonics and time. 3 lec-2 lab. (optional) (REC: GLY 200, 210 or equivalent)
- 551L **Principles of Geomorphology Laboratory.** 1 hr. I, Alternate years (odd numbers), S.
(CR: GLY 551, required of majors, non-majors elective).

- 553-554 Seminar. 1; 1 hr., I, II.
 555 Water Resources. 3 hrs. I, Alternate years (odd numbers)
 The properties of water, the hydrologic cycle with emphasis on surface and groundwater processes. The uses, needs and problems associated with water resources. (PR: GLY 200; CR: GLY 555L for geology majors)
 555L Water Resources Laboratory. 1 hr.
 Laboratory and field experiments studying principles and concepts of hydrology. 2 lab. (PR: GLY 200; CR: GLY 555, required of majors, non-majors elective)
 556 Environmental Geology. 3 hrs. II. Alternate years (even numbers)
 Through lecture and demonstration, the interactions of man and the earth, dealing with natural resources, natural hazards, cultural and urban geology and future planning are explained. (PR: GLY 200, 210L)
 580-583 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.
 585-588 Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.
 597-598 Instructional Television Course. 1-4 hrs.
 A course based upon Instructional Television Series broadcast by public television. The student is responsible for viewing the series on the air and satisfying all course requirements announced by the department.
 640 Physical Aspects of Geology. 1-4—hrs. I, II.
 641 Biological Aspects of Geology. 1-4 hrs. I, II.
 642 Chemical Aspects of Geology. 1-4 hrs.
 681 Thesis. 1-6 hrs. I, II, S.

GREEK (GRK)

- 580-583 Special Topics in Greek. 1-4; 1-4; 1-4; 1-4 hrs.
 (PR: GRK 302 or equivalent and consent of the instructor)
 585-588 Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.

HEALTH AND PHYSICAL EDUCATION (Division of Health, Physical Education and Recreation)

The Division of HPER offers graduate degrees in Health and Physical Education (M.S.) and Adult Fitness/Cardiac Rehabilitation (M.S.). Areas of specialization in Health Education, Park Resources and Leisure Services and three sub-categories of Physical Education are provided for individuals desiring graduate credit to up-grade their skills in these specialized areas.

A. Adult Fitness and Cardiac Rehabilitation, MS Degree

The Division of Health, Physical Education and Recreation offers the Master of Science in Adult Fitness/Cardiac Rehabilitation which will promise career opportunities in the private and public fitness programs and in rehabilitation programs that are designed to return the individual who has suffered a debilitating disease to a quality life style and a functional state of living. The program is designed to train personnel to work in adult fitness, industrial fitness, prevention and cardiac rehabilitation programs.

The program is a two-year program and a 39 hour requirement. A thesis is required and admission to the program will require a 2.75 GPA, appropriate undergraduate background, personal interview, three letters of reference, and admission to the graduate school.

COURSE REQUIREMENTS

Applied Area	Hours
Minimum requirements	39
1. Home Economics: 508	3
2. Physical Education 585-586 or 587, 588, 621, 670, 682, 683, 684, 685, 686	27
3. Restricted Electives	3
4. Internship or Thesis (Physical Education 660 or 681)	6
Exercise Science Area	Hours
Minimum requirements	39
1. Physical Education 578, 585-586 or 587, 588, 621, 636, 651, 670, 683, 684	27
2. Restricted Electives	6
3. Thesis (Physical Education 681)	6

B. Health and Physical Education, MS Degree

COURSE REQUIREMENTS

Thesis Option A	Hours
Minimum requirements	32

1.	Physical Education 621.....	3
2.	Physical Education Electives.....	14
3.	Thesis (Physical Education 681).....	6
4.	Educational Foundations 621 or Physical Education 670.....	3
5.	Electives (six hours outside of Physical Education).....	6
Non-thesis Option B		Hours
Minimum requirements.....		36
1.	Physical Education 621.....	3
2.	Physical Education Electives.....	24
3.	Educational Foundations 621 or Physical Education 670.....	3
4.	Electives (six hours outside of Physical Education).....	6
Athletic Training Option C		Hours
Minimum requirements.....		36
1.	Physical Education *522, *576, *578, 621, 622, 623, 636, 642, 646, 670.....	33
2.	Home economics 540.....	3
3.	NOTE: If not currently certified as a teacher, student must take EDF 218, EDF 319, and PE 490.	

C. Specializations

1. Health Education
2. Park Resources and Leisure Services
3. Physical Education
 - a. Athletic Administration
 - b. Coaching
 - c. Exercise Physiology

HEALTH EDUCATION (HE)

- 526 Curriculum in Health Education. 3 hrs. I.**
A study of principles, objectives, and procedures in curriculum construction for elementary and secondary programs. Historical and philosophical perspectives. Study of existing curricular patterns. (PR: HE 321 and 325)
- 530 Health Issues in Physical Education and Athletics. 3 hrs.**
A survey of current health issues such as sanitation, contagious diseases, substance abuse, ergonomic aids, and diet/nutrition in PE and athletics. (PR: HE 201, 215, 221, 435.)
- 560-564 Professional Development (Plus title that identifies content). 1-4; 1-4; 1-4; 1-4; 1-4 hrs.**
Courses and activities designed to meet the specific in-service needs of public school personnel. Credit in these courses may be used for certificate renewal and salary upgrading if approved but not for degrees.
- 580-583 Special Topics in Health Education. 1-4; 1-4; 1-4; 1-4 hrs.**
An in-depth examination of selected Health Education topics through a course, seminar or workshop.
- 585-588 Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**

PARK RESOURCES AND LEISURE SERVICES (PLS)

- 501 Administration of Parks and Recreation. 3 hrs.**
Considers administrative practice and various organizational structures. Includes administrative processes, supervision of personnel, budgeting and public relations. Requires conducting a case study of an existing park and recreation department, including fiscal and personnel policies and an analysis of the effectiveness of such policies.
- 502 Assessment and Evaluation in Recreation and Leisure Services. 3 hrs.**
Theoretical and practical approach to evaluation as applied to recreation and leisure services. Emphasis will be upon developing sound assessment and evaluation methodology applicable to recreation and leisure studies. (PR: PLS 101)
- 510 Recreation Area and Facility Maintenance. 4 hrs.**
A study of the knowledge and skills necessary to supervise and administer the general development and maintenance of park and recreation areas and facilities.
- 521 Recreation for Special Populations. 3 hrs.**
Study of the use of recreation activities with disabled persons. Techniques in programming and adaptation to meet the leisure needs of special groups in today's society. In association with a therapeutic recreation institution, student must develop a new/revised procedure for providing recreation programs at that institution. (PR: PLS 120 or permission)
- 522 Therapeutic Recreation in Institutional Settings. 3 hrs.**
Designed to acquaint students with the role and practice of therapeutic recreation in treatment centers. Requires preparation of an annotated bibliography of current literature in this field and conducting

*If credit received as an undergraduate, substitution up to 9 hours of other courses may be made with approval of advisor.

- of a case study of therapeutic recreation programmatic offerings in such an institution. (PR: PLS 120 or permission)
- 530 **Environmental Interpretation. 4 hrs.**
Principles and techniques of environmental interpretation as practiced in federal, state, and private agencies. Student must develop an interpretative brochure and evaluate both a facility and a program. 3 lec.-2 lab.
- 531 **Forest Recreation Planning. 4 hrs.**
Utilizes the functional planning approach based upon demand and site capability analysis. Student conducts an in-depth recreation capability analysis in an existing park facility, presents this in written form; reviews the current literature on forest recreation development, and makes a final oral report. 3 lec.-2 lab.
- 580-583 **Special Topics in Recreation. 1-4; 1-4; 1-4; 1-4 hrs.**
Study of an advanced topic not normally covered in other courses. 3 lec.-2 lab. (PR: Permission of Chairman)
- 585-588 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
Requires conducting of individual survey/research projects beyond the requirements for undergraduates. Such projects will be individualized to meet the needs of students while accomplishing some practical need in the field.
- 640 **Health Evaluation for the Athletic Trainer. 3 hrs.**
An in-depth study of common problems and complaints of athletes and the proper methods of evaluating these complaints. (PR: PE 647, 623, and permission)

PHYSICAL EDUCATION (PE)

- 515 **Physical Education in Pre-School, Elementary and Middle School. 3 hrs.**
A study of motor skill principles/movement experiences as they influence the child's total development; specific movement activities are presented in the areas of games, rhythms, basic movements, gymnastics, etc.
- 516 **Planning & Developing HPER & Athletic Facilities. 3 hrs.**
A course designed to familiarize students with the basic concepts of facility planning and construction. Current trends and innovative designs are reviewed. (Does not fulfill state certification requirements for a superintendent's license.)
- 517 **Teaching College Physical Education. 3 hrs.**
Prepares students for teaching of college health and physical education courses.
- 522 **Prevention, Care and Treatment of Athletic Injuries. 3 hrs.**
This course is designed to prepare the athlete for competition, the prevention and protection of the athlete from accidents, the etiology, examination and immediate care of the athlete, and the rehabilitation of the athlete following injury.
- 524 **Sport and Physical Education in the Twentieth Century United States. 3 hrs.**
The development of recreation, organized sport and physical education programs in the United States, 1900 to present.
- 560-564 **Professional Development. (Plus title that identifies content). 1-4; 1-4; 1-4; 1-4; 1-4 hrs.**
Courses and activities designed to meet the specific inservice needs of public school personnel. Credit in these courses may be used for certificate renewal and salary upgrading if approved but not for degrees. CR/NC grading.
- 569 **Curriculum Development in Physical Education. 3 hrs.**
A study of the general principles of curriculum development as they relate to physical education. Opportunities are provided to develop and evaluate curriculum.
- 576 **Theoretical and Practical Aspects of Coaching. 3 hrs.**
An in-depth study of the principles and problems of coaching.
- 578 **Energy Sources, Body Composition and Performance. 3 hrs.**
Consideration of the energy sources and requirements for various types of physical activity as well as the impact that physical activity can have on body composition and performance. (PR: PE 621 or permission)
- 579 **Trends in Athletic Training. 3 hrs.**
To provide an in-depth analysis of current trends with regard to administration, liability and insurance. In addition, will cover current standards in surgery, rehabilitation and evaluation of sports related injuries.
- 580-583* **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
(PR: Approval by the department chairman, instructor and student's committee)
- 585-588 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
- 591-594 **Workshop in Physical Education. 1-3; 1-3; 1-3; 1-3 hrs.**
- 608 **Motor Learning and Performance. 3 hrs.**
Investigation of variables influencing the learning motor skills. Primary emphasis on psychological factors influencing motor performance. 2 lec.-2 lab.

*Students are permitted to earn six hours of 631-634 and three hours of 582-585 credit or nine hours of 631-634 credit and no 582-585.

- 610 **Physical Growth and Motor Development. 3 hrs.**
The study of physical growth and motor development of children from infancy through adolescence. Stages in the development of motor patterns and motor skills will be traced with consideration given to neurological changes and external forces which influence motor development. (PR: PE 621 or permission)
- 615 **Legal Concern in PE and Athletics. 3 hrs.**
An indepth analysis of the legal implications of Sports and Physical Education.
- 620 **Substances of Abuse and the Athlete. 3 hrs.**
An indepth study of commonly abused substances by athletes as well as current trends in drug testing of athletes. (PR: PE 621, permission)
- 621 **Scientific Aspects of Physical Education. 3 hrs.**
The study of the scientific basis for physical activity. Consideration will be given to the psychological, sociological, neuromuscular, and physiological characteristics requisite to physical activity. (REC: PE 201 and 345 or equivalent)
- 622 **Physical Education for the Atypical Individual. 3 hrs.**
A study of the principles and philosophies in the general organization and supervision of programs of physical education for the physically handicapped. The course includes field trips to hospitals, clinics, etc.
- 623 **Medical Aspects in Sports. 3 hrs.**
Emphasis on the development of skills in recognition of symptoms of illness, injuries and proper procedures of medical care.
- 624 **Issues in Physical Education. 3 hrs.**
Critical selection and analysis of current controversies in physical education. Analysis includes identification of the content fostering each issue and the systematic probing of administrative tenets and philosophical positions taken by all factions. Attempts at resolution are secondary to exploration and analysis of viewpoints.
- 626 **History and Philosophy of Physical Education and Sport. 3 hrs.**
An investigation of historical events, political and social climates, and personalities as well as philosophies which have influenced physical education and sport from early civilizations to the present.
- 631-634.* **Performance Techniques and Analysis. 3 hrs.**
Analysis of lead-up, intermediate and advanced techniques of a selected team, individual or dual sports. Emphasis given to mechanics of performance psychological stress components, psychological factors, strategies and teaching/coaching methodology.
- 636 **Structural Kinesiology. 3 hrs.**
Instruction and laboratory experiences involving musculoskeletal anatomy and biomechanics as applied to human movement.
- 641 **Theories and Factors Relating to Athletic Performance. 3 hrs.**
Examination of major psychological dimensions underlying the behavior manifested by sports participants. Emphasis given to understanding "why" an individual performs with consequent implications as to "how" he/she performs.
- 642 **Devising and Implementing Training and Conditioning Programs. 3 hrs.**
Application of neuromuscular and physiological knowledges to the examination of the administration and content of existing exercise programs as well as the development of new programs. (PR: PE 621)
- 643 **Sport in the Social Process. 3 hrs.**
An indepth analysis of the processes by which sport evolved as a significant component of modern American life.
- 646 **Athletic Training I. 3 hrs.**
Training in the diagnosis of injuries in athletics. The student will be expected to participate in diagnostic techniques under the supervision of a trainer.
- 647 **Athletic Training II. 3 hrs.**
Professional aspects of trainer-doctor and doctor-athlete relations will be taught and exploration of how to professionally handle injuries and cooperation with physicians.
- 651 **Mechanical Analysis of Motor Skills. 3 hrs.**
Analysis of motor skills through the application of the principles of physics. (REC: PE 321 or equivalent)
- 652 **Administrative Theories in Physical Education and Athletics. 3 hrs.**
The student is introduced to the background and development of administrative theories in physical education and athletics in a context of a social scientific milieu.
- 654 **Contemporary and Comparative Physical Education. 3 hrs.**
A study of objectives, methods, personnel, facilities, and program uniqueness of the physical education of selected nations and world regions. National sport programs, international sport programs and competition, and international professional organizations are considered.
- 660 **Internship. 3-6 hrs.**
Practical experience in a clinical setting. (PR: PE 682, 683, 684)
- 665 **Advanced Tests and Measurements in Physical Education. 3 hrs.**
Construction and analysis of measurement instruments, techniques in the use of laboratory equipment, and evaluation techniques applied to physical education. 2 lec-2 lab. (PR: PE 365 or equivalent)

*Students are permitted to earn six hours of 631-634 and three hours of 582-585 credit or nine hours of 631-634 credit and no 582-585.

- 670 **Research in Physical Education. 3 hrs.**
An examination of experimental research design, laboratory methods, construction of instruments, execution of research, and presentation of research papers.
- 681 **Thesis. 1-6 hrs.**
- 682 **Preventive and Rehabilitative Physiology. 3 hrs. I or II.**
Study of cardiorespiratory, neuromuscular, and renal pathophysiology and response to medical, nutritional, and exercise therapies. (PR: PE 621)
- 683 **Cardiovascular Assessment. 3 hrs. I or II.**
Emphasis on EKG and oxygen consumption stress testing, exposure to other medical evaluations such as: a) angiography, b) echocardiography, c) thallium-201 imaging, 2 lec.-2 lab./clinical experiences. (PR: PE 375, 621)
- 684 **Developing Exercise, Nutritional, and Behavioral Prescriptions. 3 hrs. I or II.**
Lecture and hands on experience in designing exercise, nutritional, and behavioral prescriptions for various populations. EX: average individual, the elite athlete, or the rehabilitating patient. 2 lec.-2 lab. (PR: PE 345, 375, 385, HEC 508)
- 685 **Development and Administration of Preventive and Rehabilitative Medical Programs. 3 hrs.**
Lecture and laboratory experiences in the development of preventive and rehabilitative programs. Special emphasis on program component development and management principles. 2 lec.-2 lab. (PR: PE 385).
- 686 **Behavioral Aspects of Wellness, Disease, Rehabilitation. 3 hrs. I or II.**
Survey course to include the pathophysiology of stress, psychology of health, behavioral modification, neuromuscular relation/stress reduction techniques, program compliance improvement, and health counseling. (PR: PE 641)
- 687 **Cardiac Life Support. 3 hrs.**
Course is designed to acquaint the student with the current methods in recognizing and treating cardiac conditions. (PR: PE 683 or permission)
- 696 **Seminar in Physical Education. 3 hrs.**
A course designed for library research and discussion of critical questions in physical education. Topics to be selected will vary according to the interests of the students.

HISTORY (HST)

A student pursuing the Master of Arts degree in history must apply for admission to candidacy in the semester or term immediately following the semester or term in which 12-15 hours of Marshall University graduate credit are completed. To be considered for admission to candidacy a student must have earned a quality point average of at least 3.0 (B) on all graduate work applicable to the degree. The application, bearing a record of courses completed, must be made on a form secured from the Graduate School Office.

A student who receives a second grade of (C) or below at any time while pursuing the Master of Arts degree in History must withdraw from the program. In addition, MA students in History must earn at least a 3.0 (B) grade point average in all History courses as a requirement for graduation.

A history student whose program requires a thesis must earn 32 hours of credit in graduate courses. Of these 32 hours, credit not to exceed 6 hours may be granted for the thesis. The student must enroll in History 681 Thesis 1-6 hours, for which he or she is allowed not more than 6 hours of credit. A history student whose program does not require a thesis must complete 36 hours of graduate course work.

A minimum of 30 hours must be earned in the major field and a minimum of 6 hours in a minor field. Students choosing a minor field must do so with the approval of the Director of Graduate Studies. On recommendation of the Graduate Dean the requirement of a minor may be waived. History students are required to complete History 500 (Methodology). Students must earn credit hours in as many 600 level courses as in 500 level courses.

It is recommended that students earn credit hours in a wide distribution of historical areas and periods from a diversity of instructors.

HISTORY (HST)

- 500 **Methodology. 3 hrs. I.**
Survey of literature and practical experience in methods and sources of history through bibliographical study and research papers. Required of students beginning graduate work in history.
- 502 **American Social, Cultural, and Intellectual History 1865 to Present. 3 hrs.**
A study of change and continuities in the history of American thought, culture, and social movements 1865-present. Special emphasis on the modern period.
- 503 **American Urban History. 3 hrs.**
A study of the political, economic, social, and intellectual impact of the city upon American History, and the impact of history upon the growth of urbanization.
- 504 **American Diplomacy, 1789-1900. 3 hrs.**
American foreign policy from colonial times to 1900 emphasizing the gradual development of the United States and its achievement of membership in the family of nations.
- 505 **American Diplomacy. 1900-Present. 3 hrs.**
American foreign relations in the 20th century. The gradual retreat from isolation in the period

- between World Wars I and II and modern American involvement in international commitments will be stressed.
- 506 **Tudor and Stuart England, 1450-1688. 3 hrs.**
A history of England under the Tudors and Stuarts, focusing primarily on demographic, social, cultural, and political developments.
- 509 **American Revolution. 3 hrs.**
A varied view of the American Revolution and its impact on the American people.
- 510 **Conquering the Continent: America's Frontier Experience. 3 hrs.**
A survey of the American frontier experience with particular emphasis on the fate of the American Indian, the impact on the environment, and the character of the American-created culture.
- 513 **History of the Old South, 1492-1860. 3 hrs. Alternate years.**
The History of the Old South is a study of the political, economic, social, and cultural conditions in the South that led to the development of the South as a distinct section in the United States.
- 514 **Civil War and Reconstruction. 3 hrs.**
The course will include a discussion of the economic, political, social, and cultural differences leading to the Civil War, the war itself, and an analysis of the political and economic importance of reconstruction.
- 515 **History of the New South, 1877 to the Present. 3 hrs.**
The History of the New South is a study of the political, economic, social, and cultural changes in the South after Reconstruction that explain conditions in the contemporary South.
- 516 **American Social Movements. 3 hrs.**
A study of the social movements which have influenced the course of American History. Includes abolition, women's rights, Progressivism, civil rights.
- 518 **European Diplomacy. 3 hrs.**
Particular attention is given to the period since the French Revolution. Diplomatic background of the growth of major continental nations and diplomatic relations with non-European nations in the twentieth century is emphasized.
- 520 **American Historical Biography. 3 hrs.**
A study of the men and women whose lives illuminate the American experience.
- 521 **The Era of the Renaissance and Reformation. 3 hrs.**
The impact of the Renaissance upon esthetic, economic, and political developments especially in the 15th and 16th centuries. The decline of Catholicism and the growth of the Protestant movement, and the influence of the two movements upon each other is stressed.
- 522 **The French Revolution and the Napoleonic Era. 3 hrs.**
Society and government in Europe before the French Revolution and the influence of the enlightenment; ideas and changes introduced by the revolution and Napoleon and their effect on the institutions and economy of Europe.
- 525 **European History 1814-1914. 3 hrs.**
A century of European political, economic, and social history. Its relationship to and influence upon the history of other world areas is noted. The impact of imperialistic rivalry is emphasized.
- 526 **European History 1914 to Present. 3 hrs.**
The impact of World War I upon Europe, the era between two world wars, the search for world peace, World War II and its aftermath are major topics of consideration.
- 528 **Intellectual and Cultural History of Modern Europe. 3 hrs.**
A survey of the main currents in European thought and culture in the 19th and 20th centuries.
- 529 **Russia to 1917. 3 hrs.**
A survey of Russian history to 1917 which examines Russia before the Russians, Kievan Russia, Appanage Russia, Muscovite Russia and Imperial Russia. Emphasis is on Imperial Russia.
- 530 **Soviet Russia. 3 hrs.**
A continuation of History 529 which examines the development of Soviet Russia from its beginnings to the present. Emphasis is placed on political and economic changes in the Soviet system and on Communist expansion in Europe and Asia.
- 531 **America in the Gilded Age. 3 hrs.**
A study of America's transformation from a rural, agrarian nation into an urban, industrial world power, the final destruction of the American Indian, the settlement of the West, and the farmers' revolt.
- 532 **America Matures, 1900-1945. 3 hrs.**
An examination of the social, political, and economic trends in the U.S. in the first half of the 20th Century, emphasizing social upheavals, conflicts, and reform movements at home and abroad.
- 533 **In Our Time-America Since 1945. 3 hrs.**
A study of America since World War II focusing mainly on domestic politics, foreign affairs, the civil rights movement, the rise of minorities, and the fragmentation of American society.
- 580-583 **Special Topics. 1-4 hrs.**
- 585-588 **Independent Study. 1-4 hrs.**
- 602 **Stuart England 1603-1714. 3 hrs.**
An analysis of the Social, Intellectual, Economic, Cultural, and Political History of England in the Stuart Century.
- 605 **American Colonial History.. 3 hrs.**
A study of the English colonies in America with emphasis on slavery, minorities, and social and economic change.

- 607 **Problems in European History, 1890-1923. 3 hrs.**
An analysis of the politics, diplomacy and military strategy of the period of the First World War. Special emphasis is given to the origin of the war, the war itself, the peace settlement and the Russian Revolution and its aftermath.
- 610 **Readings in History. 2-3 hrs.**
Readings in topics fitted to the need of the individual student. They may deal with any graduate area. This course is ordinarily restricted to off-campus students and is used sparingly.
- 622 **The Far East in the 20th Century. 3 hrs.**
Begins with the Sino-Japanese War and stresses the rise of Japan to the position of a world power.
- 625 **Rebirth of Europe, 1939-Present. 3 hrs.**
Background and course of World War II, European politics since 1945, developments in international affairs with emphasis on Cold War, economic and social trends, thought and culture.
- 632 **Seminar in Reconstruction. 3 hrs.**
A reading and research course in which each student investigates a specific issue related to the reunification of the nation after the Civil War.
- 633 **Problems in American History, 1877-1917. 3 hrs.**
A research course in which the student probes a selected problem within the chronological span, 1877-1917.
- 634 **Problems in American History Since 1917. 3 hrs.**
A research course in which a student probes a selected problem within the period since 1917.
- 635 **Oral History Seminar. 3 hrs.**
The course examines the basic roots of oral history and treats many important facets of the field including: the establishment of a program, equipment, interviewing techniques, the interview, processing of tapes, release form, ethics, and how to write grant proposals.
- 636 **Seminar in Women's History. 3 hrs.**
A reading and research course in which the student investigates selected topics related to the history of women in America or Europe.
- 650-651 **Special Topics. 1-4; 1-4 hrs.**
(PR: Permission of Instructor)
- 679 **Problem Report. 1-3 hrs.**
- 680 **Public History Internship. 1-6 hrs.**
Internship in an approved setting in Public History, Archives, Museum, Oral History, or Historical Preservation. Interns will be supervised by on-site staff and History Faculty.
- 681 **Thesis. 1-6 hrs.**

HOME ECONOMICS (HEC)

The Master of Arts degree in home economics requires 32 semester hours of graduate work, of which not more than 6 hours may be earned by a thesis. If a thesis is not submitted, a minimum of 36 hours of course work must be completed. Each graduate is expected to conduct independent research through a special problem and problem report or thesis. EDF 621 is required.

A minimum of 18 hours in home economics is required, including HEC 600. The remaining hours are to be planned to meet the individual student's professional needs.

One or two minors with a minimum of 6 hours in each are required. Suggested minors include Education, Sociology, Economics, or Business Administration (Management).

HOME ECONOMICS (HEC)

- 501 **Maternal and Child Nutrition. 3 hrs.**
Nutritional requirements during prenatal and early growth periods; surveys of nutritional status.
- 502 **Foods of the World. 3 hrs.**
Characteristics and cultural aspects of the foods of Europe, Mid East and Far East. (REC: HEC 203 or equivalent)
- 503 **Advanced Nutrition. 3 hrs.**
Metabolism of food nutrients as related to nutritional requirements of man. Reports of current research and other topics to add depth and perspective in nutrition. (REC: CHM 300 or equivalent)
- 505 **Quantity Food Production. 3 hrs.**
Basic principles of quantity food selection, preparation, and service. Laboratory application in local food institutions. (REC: HEC 110 and 203 or equivalent)
- 506 **The Vocational Home Economics Program. 3 hrs.**
Vocational home economics at the secondary, post secondary and adult levels with emphasis on types and organization of programs, legislation, and groups served.
- 507 **Food Service Systems Management. 3 hrs.**
Administration of food service in institutions. (PR: MGT 320 and HEC 203)
- 508 **Nutrition in Cardiac Disease. 3 hrs.**
Role of nutrition in cardiac disease prevention and rehabilitation. Working with families to improve patient compliance. (PR: HEC 210)

- 510 **Nutrition in Aging. 3 hrs.**
Nutritional needs of the elderly and diseases responding to nutritional therapy. Government food programs for the elderly.
- 513 **Experimental Foods. 3 hrs.**
Experimental study of chemical and physical factors affecting food preparation. (REC: HEC 110 and CHM 204 or equivalent)
- 515 **Family Relationships. 3 hrs.**
Relationships in the family during its life cycle, with some consideration of family life in other cultures.
- 516 **Prenatal and Infant Care. 3 hrs.**
Prenatal and postnatal care for mothers, development of the fetus and care of the infant through two years of age.
- 518 **Clothing: Fitting and Alterations. 3 hrs.**
Preparation of teachers for training fabric service workers in custom sewing and alterations. Includes techniques of fitting, altering, repairing and modifying custom and ready-to-wear garments. (PR: HEC 213)
- 519 **Tailoring. 3 hrs.**
Contemporary methods of custom tailoring with emphasis on suitable fabric and construction processes of particular styles. (REC: HEC 213 or equivalent)
- 520 **Household Equipment. 3 hrs.**
Principles underlying the selection, care and use of household equipment.
- 527 **Home Management Laboratory. 3 hrs.**
Home management laboratory to develop competencies in decision making, activity analyses, use of limited resources, and work simplification through individual and group analysis. (REC: HEC 358 or equivalent)
- 528 **Cooperative Education in Home Economics Programs. 3 hrs.**
Principles of planning cooperative occupational education programs in HEC--emphasis on roles and responsibilities and coordination of in-/out-of-school experiences. (PR: HEC 305, 306, 307 and PR or CR: 406)
- 531 **Development and Guidance of the Young Child. 3 hrs.**
Techniques of guidance of young children with emphasis on adult child interaction.
- 532 **Parenting. 3 hrs.**
Examination of current challenges, problems, and issues in the field; analysis of effective strategies for parenting.
- 533 **Families: Agents of Recovery. 3 hrs.**
Addresses the family related issues that impact on optimum recovery.
- 535 **Administration of Day Care Centers. 3 hrs.**
Instruction and practice in the development of day care centers for three and four year old children and administration of programs in these centers. Laboratory participation required. (PR: HEC 303 or permission)
- 540 **Nutrition in the Home and School. 3 hrs.**
Fundamental principles of human nutrition and their application in the home and school. Designed primarily for elementary teachers. (Not open to home economics majors)
- 544 **Consumer Education. 3 hrs.**
Analysis of economic factors related to provision of consumer goods and services; investigation of sources of consumer information; and means of providing economic security for families.
- 560 **Professional Development. 1-4 hrs.**
Courses and activities designed to meet the specific inservice needs of public school personnel. Credit may be used for certificate renewal and salary upgrading, if approved, but not in degree programs--CR/NC grading.
- 562-563 **Professional Development. 1-4; 1-4 hrs.**
Courses and activities designed to meet the specific inservice needs of public school personnel. Credit may be used for certificate renewal and salary upgrading, if approved, but not in degree programs--CR/NC.
- 566 **Career Assessment Seminar in Home Economics. 3 hrs.**
Synthesis of previous work and education experiences applicable to home economics related occupations. Includes individual assessment of competencies for teaching occupational cluster. Emphasizes planning for further development. (PR: Previous work experience required)
- 580-583 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
- 585-588 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
- 591-594 **Workshop. 2-3; 2-3; 2-3; 2-3 hrs.**
Workshop in selected areas of home economics. Credit for not more than two workshops may be counted for the master's degree.
- 600 **Philosophy and Trends in Home Economics. 3 hrs.**
Major contemporary educational theories and their relationship to trends in the field of home economics. (PR or CR: EDF 621)
- 601 **Evaluation in Home Economics. 3 hrs.**
Procedures for appraising student progress in the attainment of objectives; construction of evaluation instruments; analysis and interpretation of data.
- 602 **Curriculum Development in Home Economics. 3 hrs.**

- Examination of bases for home economics curricula; development of curricula for junior and senior high school programs, utilizing various organizational patterns.
- 604 **Individualizing Home Economics Instruction. 3 hrs.**
Types of individualized programs, procedures for development and implementation of individualized Home Economics program.
- 605 **Recent Developments in Clothing. 3 hrs.**
Survey of recent literature and theory in the field of clothing.
- 606 **Recent Developments in Foods. 3 hrs.**
Survey of recent literature and theory in the field of foods.
- 607 **Functions of Nutrients. 3 hrs.**
Metabolic functions, determination of requirements and interrelations of proteins vitamins, minerals and energy sources.
- 661 **Family Economics. 3 hrs.**
Factors affecting material level of living for families, expenditure patterns, and impact of social change on resource allocation. (PR: HEC 561 or 3 hours ECN)
- 665 **Home Management Theory and Research. 3 hrs.**
Analysis of home management theory and concepts as revealed through current research in the field. (PR: HEC 527)
- 679 **Problem Report. 1-3 hrs.**
- 681 **Thesis. 1-6 hrs.**
- 684-685 **Special Problems in Home Economics. 1-3; 1-3 hrs.**
Problems of particular interest to the graduate student. Registration by permission of advisor. Not more than four hours credit in special problems may be counted toward a master's degree.
- 690-691 **Seminar. 1-3; 1-3 hrs.**
Extensive readings and reports from current literature in selected areas of home economics. Not more than four hours of seminar credit may be counted toward a master's degree.

HUMANISTIC STUDIES

The University of West Virginia College of Graduate Studies, in conjunction with Marshall University, affords the opportunity for students to earn an M.A. in Humanistic Studies degree. All the courses needed to fulfill the degree requirements can be taken on the campus of Marshall University. The UWV College of Graduate Studies will grant the M.A. in Humanistic Studies.

The Master of Arts in Humanistic Studies program adapts the advanced study of the humanities to the personal interests of a broad spectrum of adult students. Students with varied undergraduate backgrounds in the humanities are provided the opportunity to continue their studies at the graduate level in a flexible program with an integrated and interdisciplinary perspective on human inquiry.

The program enhances the student's ability to deal critically with intellectual, social, political, historical, literary, or artistic issues with a broadly humanistic perspective.

The program requirements consist of three core courses to be selected from four, including a required course in writing for research. A thesis is optional. The remaining 21-30 hours are to be selected with the help of the advisor.

The required courses are detailed in the catalog of the University of West Virginia College of Graduate Studies, and with the aid of an advisor, many electives may be chosen from either institution.

To be admitted to the program, the student must contact the Program Director at UWVCOGS.

INSTRUCTIONAL TECHNOLOGY AND LIBRARY SCIENCE (ITL)

The Department of Instructional Technology and Library Science offers a Master of Arts in Library Science Education.

LIBRARY SCIENCE EDUCATION

The graduate degree in Library Science Education provides two options. One is for those who are already school librarians, or who plan a professional career in this area. Under this option it is possible to add an endorsement in School Library-Media, K-12, to an existing teaching certificate and earn a Masters Degree at the same time, usually with no more than six additional hours beyond the 36 hour MS requirement. The second option is for those who work or plan to work in libraries or information centers in a nonschool setting. This option provides more freedom of choice in terms of electives. If desired, with careful planning it can also provide the hours needed to meet the media course requirements for certification.

Six semester hours of educational media in the areas of cataloging and reference are required for admission to the program. Admission to candidacy is based upon completion of at least twelve semester hours of graduate work at Marshall University with at least a 3.0 (B) average, and the recommendation of the department. At least 50 percent of the graduate coursework must be taken at the 600 level unless a waiver is granted from the Graduate Dean at the request of the advisor. Completion of ITL 679 and 681 reduces the total hours required for this degree to 33.

Students majoring in other fields may secure a minor in library science by completion of at least six hours in library science courses selected with the approval of the student's major advisor and the Chairman of the Department of Instructional Technology and Library Science.

School Librarian Option	Hours
Minimum Requirements.....	33-36
EDA 505 or ITL 610.....	3
An approved course in Counseling.....	3
An approved course in Curriculum.....	3
An approved course in Reading.....	3
ITL 525, 621.....	6
ITL courses approved by the advisor.....	18
Nonschool Librarian Option	Hours
Minimum Requirements.....	33-36
An approved course in Counseling.....	3
An approved course in Reading.....	3
ITL 525, 621.....	6
ITL Courses approved by the advisor.....	18
Electives as approved by the advisor.....	6

INSTRUCTIONAL TECHNOLOGY AND LIBRARY SCIENCE (ITL)

- 501 **History of Libraries and Information Retrieval Systems. 3 hrs.**
Study of the development of libraries and information-storage technology, from early times to the present, with emphasis on the impact of computer-based systems.
- 504 **Materials Selection for Children. 3 hrs. I.**
Survey of the print and nonprint materials for children, with emphasis on evaluating the aids and standards for selection, including books, periodicals, audiovisual materials, and computer software.
- 505 **Materials Selection for Adolescents and Adults. 3 hrs. II.**
Survey of books and other materials adapted to the needs of adolescents and adults correlated with all subject areas; critical evaluation of standard, classic and current books with aids and criteria for selection; techniques of reading guidance, including determination of reading levels and study of reading skills; book talks, book reviews, and book notes.
- 510 **Foundations of Mass Communications. 3 hrs. I.**
Survey of social and psychological causes and effects of mass communications (newspapers, magazines, radio, motion pictures, television, etc.) with reference to their importance to librarians, media specialists, and other communications personnel.
- 525 **Library Organization and Administration. 3 hrs.**
Principles of administration for elementary and secondary school library-media centers and public libraries, including personnel, facilities, budgets, program planning and evaluation, publicity and public relations, audiovisual equipment and materials, computer hardware and software, and methods and materials, for teaching library skills. (PR: ITL 315, 320, and 504 or 505)
- 545 **Techniques for Storytelling. 3 hrs.**
Techniques for storytelling intended primarily for public librarians and public school librarians.
- 550 **Library Practice (Field Work). 3 hrs. I, II.**
Experiences in the application of techniques of library service, adapted as far as possible to the student's needs. (PR: ITL 315, 320, 504, 505, 525)
- 560-563 **Professional Development. 1-4; 1-4; 1-4; 1-4 hrs.**
Course designed to meet the specific inservice needs of public school teachers, media personnel, and librarians. Credit may be used for certificate renewal and salary upgrading but not for degree programs.
- 565 **Utilization of Instructional Technology. 3 hrs.**
Utilization of instructional technology materials, equipment, and techniques.
- 566 **Production of Instructional Materials. 3 hrs. II, S.**
Basic techniques in making slides, photographs, dry and wet mountings, transparencies, posters, charts, and similar graphic instructional materials.
- 567 **Basic Media Skills Development for Instructional Design. 3 hrs. I.**
Basic techniques in producing and using a variety of audiovisual aids, i.e., photography, scripting, developing logos, audio-recording, and layout and design of manuals. This course also prepares one to produce a slide-tape presentation.
- 568 **Computer Graphics in Instructional Technology. 3 hrs. II.**
A basic course designed to assist the student in becoming familiar with a variety of software graphics packages.
- 580-583 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
(PR: Permission)

- 585-588 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
(PR: Permission)
- 591-594 **Workshop in Instructional Technology. 1-4; 1-4; 1-4; 1-4 hrs.**
Workshop in selected areas of educational media.
- 604 **Reading Guidance. 3 hrs.**
Survey of current research on reading interests and habits of young people and adults; methods of relating readers and materials.
- 607 **The Library and the Curriculum. 3 hrs.**
Survey of elementary and secondary school curricula with emphasis on materials which enrich the teaching of various subjects.
- 610 **Advanced Administration of Libraries/Media Centers. 3 hrs.**
Application of administrative techniques to processes and activities of various types of libraries and media centers. (PR: ITL 425 or 525 for Library Science majors)
- 615 **Advanced Reference. 3 hrs.**
Study of specialized reference tools. (REC: ITL 315 or permission of instructor)
- 620 **Advanced Cataloging and Classification. 3 hrs.**
Covers Library of Congress and Dewey Decimal classification systems. Practice in detailed descriptive and subject cataloging of special materials, including nonprint materials. (PR: ITL 320 or permission of instructor)
- 621 **Instructional Technology Research and Writing. 3 hrs.**
Materials and methods of research useful for librarians, audiovisual and educational media supervisors, and similar media/communication professionals..
- 630 **Camcorder Utilization. 3 hrs.**
The participants develop the skills necessary to produce on-site instructional VHS videotapes and computer-generated instructor's guides. (PR: ITL 565/568 or permission).
- 632 **Media in Instructional Design. 3 hrs.**
Practical use of instructional design techniques in producing a slide/tape program along with instructor's guide. (PR: ITL 566 or 567 or permission of instructor)
- 640 **Readings in Instructional Technology. 3 hrs.**
Readings and reports on significant publications in the educational media field, stressing print, nonprint, or both types of media. May be taken only once. (PR: Permission)
- 641 **Seminar. 3 hrs.**
Supervised program of readings, reports, and individual and group projects. (PR: Six hours of graduate work in ITL or permission)
- 679 **Problem Report in Instructional Technology or Library Science. 3 hrs.**
Preparation of a written, filmed, graphic or similar research project. Must be completed by those who later enroll for ITL 681, Thesis, but is not restricted to such persons. (PR: Six hours of approved graduate work in ITL and permission)
- 681 **Thesis in Instructional Technology or Library Science. 3 hrs.**
Available only to those whose work in ITL 679 was exemplary and worthy of expansion. Successful completion of ITL 679 and ITL 681 reduces the total credit hours required for the degree by three hours. (PR: ITL 679 or equivalent and permission)

JOURNALISM (JRN)

The W. Page Pitt School of Journalism offers a flexible program designed to accommodate persons with or without an undergraduate degree in journalism or professional media experience and whose career interests include one or more of the following: newspapers, magazines, broadcast journalism, public relations, advertising, and journalism education.

During the first term of residence, students must plan with the graduate coordinator a detailed program of courses and discuss other requirements. Students are responsible for learning and for meeting all requirements, guidelines, and deadlines included in the Graduate Catalog.

Students are required to complete Journalism 601, Theory of Mass Communications; Journalism 602, Mass Communications Research and Methodology; Journalism 540, Mass Communication and Society, and a statistics course to be designated by the graduate coordinator. The remainder of the program is determined in consultation with the graduate coordinator to fit the individual student's career goals.

Two options are available for completing requirements for the Master of Arts in Journalism (M.A.J.) degree. Option one requires 32 graduate credit hours, including a thesis. Option two requires 36 graduate credit hours but no thesis.

Option One is primarily for students with a research orientation. It is recommended for persons who plan to continue graduate study beyond the master's level. The thesis must be original and scholarly research on a topic the student develops in consultation with, and approval of, the school's Graduate Committee. A maximum of six credit hours may be earned for the thesis. Of the remaining 26, a minimum of 10 should be earned in courses at the 600-699 level.

Option Two is recommended for students whose primary interest is professional practice. Of the 36 credit hours required, a minimum of 18 should be earned in courses at the 600-699 level.

A minor consisting of six graduate hours in one discipline is required for students who have undergraduate majors in journalism. For students who lack undergraduate background in journalism, the graduate

coordinator may recommend to the dean of the Graduate School that all course work be taken in journalism. Appropriate undergraduate preparation also will be required for persons who do not have a bachelor's degree in journalism.

A comprehensive written examination is required. The examination is not based exclusively on the specific courses completed but affords the student an opportunity to demonstrate comprehensive knowledge of the major subject. The five-part examination covers mass communication theory, research, law, ethics, and journalism history.

JOURNALISM (JRN)

- 500 **News Photography. 3 hrs., II.**
A course in advanced techniques for newspaper and magazine photography, concentrating on the creation, design and use of photographic essays and picture stories. (PR: JRN 360)
- 502 **Law of Mass Communication. 3 hrs. I, S.**
Legal aspects of mass communication as they apply to the professional journalist.
- 504 **History of American Journalism. 3 hrs. II.**
The development of the press in the United States, the contributions of American journalists, the rise of radio and television, and the relationship of communication developments to political, economic and social trends in America.
- 508 **Seminar in Advertising Research. 2 hrs.**
Lectures, readings, and discussions relating to all media advertising. Students may select special areas of interest.
- 510 **Magazine Editorial Practices. 3 hrs. I.**
Study of the organization and functions of the magazine editorial department, with practice in planning magazine content, laying out pages and establishing production procedures.
- 514 **Reporting Public Affairs. 3 hrs. II.**
Instruction in reporting local, state and federal government; politics, finance and labor; social and environmental issues and other matter, with emphasis on background and interpretation. Course includes field trips and guest speakers.
- 525 **Advertising Campaigns. 3 hrs. II.**
Students function as an advertising agency to plan, prepare, and present local and national advertising campaigns. Problems of the advertiser and the agency are considered.
- 528 **Supervision of School Publications. 3 hrs.**
A comprehensive study of advising and producing school publications, with emphasis on methods, for teachers of journalism.
- 530 **Magazine Article Writing. 3 hrs.**
Fundamentals of researching and writing factual articles for popular magazines; techniques of selling articles to magazines.
- 533 **Public Relations Practices and Methods. 3 hrs. II.**
Procedures for planning and preparing internal and external public relations activities and communication.
- 535 **Public Relations Case Studies. 3 hrs. I or II.**
Examination of the handling of public relations problems and opportunities by business, educational, governmental, and social organizations, with particular emphasis on public relations analysis and problem solving. (PR: JRN 330)
- 540 **Mass Communication and Society. 3 hrs. I, II, S.**
Study of the interaction between the mass media and other social institutions, and between the media and the government; problems and responsibilities of the media in social change. Required of all majors.
- 545 **Advertising in Modern Society. 3 hrs.**
An examination of issues and problems affecting the advertising industry and a study of advertising's impact on and responsibility to society.
- 550 **Contemporary Issues in Broadcast Journalism. 3 hrs.**
A study of the issues in broadcast journalism affecting the development and operation of electronic journalism in society.
- 560 **Seminar in Media Management. 3 hrs.**
Problems and practices affecting all departments of the mass media including labor and personnel, editorial, business and production.
- 571 **Magazine Editing and Production Practicum. 3 hrs. II.**
Supervised work in editing and designing magazines. A laboratory class that produces special edition magazines. (PR: JRN 510)
- 575 **Cross-Currents of American Journalism. 3 hrs.**
An examination of the state of American journalism, the problems that confront the news business and the challenges awaiting an industry beset by technological change.
- 580-583 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
- 585-588 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
- 590 **Professional Media Internship. 3 hrs. I, II, S.**

- Supervised journalistic work with the professional media. Course is for students without substantial professional media experience. Arrangements must be made in advance with the School of Journalism internship director.
- 601 **Theory of Mass Communication. 3 hrs. I.**
Major theoretical concepts in mass communications are studied as a basis for understanding the communication process and the institutional impact of the mass media on the individual and on society. Required of all majors.
- 602 **Mass Communications Research and Methodology. 3 hrs. II.**
Research techniques applied to problems of mass communication including computer applications, with emphasis on mastery gained by participation in specialized research projects. Required of all majors.
- 605 **International Communications. 3 hrs.**
Overview of mass media internationally; comparative evaluation of free, authoritarian and communist communications systems, with special attention given to underlying theories.
- 606 **Depth Reporting. 3 hrs.**
Depth reporting of social and environmental activities and problems, with emphasis on thorough research and documentation. Articles will be submitted for publication.
- 609 **Seminar in Public Relations. 3 hrs.**
Theoretical and practical aspects of public relations, with special projects and readings to provide skills and insights requisite to success in the profession. Seminar discussions and research projects.
- 611 **Motion Picture Production and Editing. 3 hrs.**
Planning and production of motion picture segments. (REC: JRN 350, 351, and 360 or equivalent)
- 612 **History of Mass Communication, Specialized Study. 3 hrs.**
Analysis of mass media development in the United States and of current media problems, with emphasis on research. (REC: JRN 404/504 or equivalent)
- 614 **Critical Function of the Mass Media. 2 hrs.**
Examination of the critical function of the mass media; practice in writing critical reviews and evaluations of literary works, theatrical productions, motion pictures, artistic and musical works.
- 650-651 **Special Topics. 1-3 hrs.**
- 681 **Thesis. 1-6 hrs.**
(PR: Consent of advisor)

LATIN (LAT)

The Department of Classical Studies offers minor fields of study in Latin and in Classics. These minors are appropriate for graduate programs in English and in history.

- 501 **Roman Life: Pliny, Martial, Juvenal. 3 hrs.**
(PR: 6 hours of literature numbered 304 or above or equivalent)
- 503 **The Roman Stage: Comedies of Plautus and Terence. 3 hrs.**
(PR: 6 hours of literature numbered 304 or above or equivalent)
- 510 **Tacitus (Selections From): Annals, Agricola. 3 hrs.**
(PR: 6 hours of literature numbered 304 or above or equivalent)
- 580-583 **Special Topics in Latin. 1-4; 1-4; 1-4; 1-4 hrs. I, II.**
(PR: 6 hours of literature numbered 304 or above or equivalent and consent of instructor)
- 585-588 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**

LIBRARY SCIENCE EDUCATION

(See Instructional Technology & Library Science)

MANAGEMENT (MGT)

(See Business)

MARKETING (MKT)

(See Business)

MARKETING EDUCATION (MKE)

The Master of Arts degree with a major in Marketing Education prepares individuals to be teachers of management and marketing courses at the high school level. The program is designed to serve persons who possess a teaching certificate in any secondary field and desire certification in Marketing Education. Graduates of the program will possess competencies in education, management, and marketing.

The Master of Arts degree in Marketing Education requires 36 semester hours of course work. Students apply for admission to the M.A. degree program and complete twelve hours of graduate study prior to admission to candidacy. During the student's final semester of courses a written comprehensive examination is

administered by the student's advisor and two additional members of the graduate faculty. In addition to the comprehensive examination, a candidate who writes a thesis is required to pass an oral examination on the thesis.

	Hours
Minimum Requirements.....	32-36
1. Major Field*.....	18
MKE 550 or VTE 500, MKE 620, 622, 630, 632, 634	
2. Minor Fields.....	6-9
Management 672	
Management 673**	
Marketing 682***	
3. Research.....	3
VTE 550 or EDF 621	
4. Thesis and/or Electives.....	3-9

MARKETING EDUCATION (MKE)

- 550 **Introduction to Vocational Education.** 3 hrs.
Examining the field of vocational education, understanding legislation affecting vocational education, and studying the service areas in vocational education.
- 560-563 **Professional Development.** 1-4; 1-4; 1-4; 1-4 hrs. I, II, S.
Courses and activities designed to meet specific inservice needs of public school personnel. Credit may be used for certificate renewal and salary upgrading, if approved, but not in degree programs. Course titles will vary with content covered. CR/NC grading.
- 580-583 **Special Topics.** 1-4; 1-4; 1-4; 1-4 hrs.
(PR: Permission of instructor)
- 585-588 **Independent Study.** 1-4 hrs.
(PR: Permission of instructor)
- 591-594 **Workshop (Selected Topics).** 1-4; 1-4; 1-4; 1-4 hrs.
Study of practical applications in a selected subject area of marketing education. 591, 592 CR/NC()
- 620 **Principles of Marketing Education.** 3 hrs.
Understanding the role of marketing education, analyzing the instructional program, exploring the job of teacher-coordinator, and planning experiences for the youth organization.
- 622 **Administration of Marketing Education.** 3 hrs.
Administering the marketing education program, recruiting, and selecting students; selecting training agencies and placing students; conducting public relations activities for the program; and advising the youth organization.
- 630 **Instructional Planning in Marketing Education.** 3 hrs.
Identifying and writing performance objectives, analyzing and selecting appropriate content, planning individualized and group teaching techniques, and devising evaluation procedures.
- 632 **Content Analysis in Marketing Education.** 3 hrs.
Analyzing the content areas of advertising, communications, display, human relations, management marketing, mathematics, merchandising, operations, product and service technology, and selling; developing units of instruction; and demonstrating teaching techniques.
- 634 **Practicum in Marketing Education.** 3 hrs.
Teaching the technical content areas in marketing, merchandising, and management; evaluating methods, instructional materials, and resources; and revising curriculum. (PR: MKE 632 CR/NC)
- 663 **Special Topics.** 1-3 hrs.
Experimental class designed to focus on content not covered in regularly scheduled courses. Hours of credit are determined by the content and number of hours the class meets.
- 664 **Independent Study.** 1-3 hrs.
Independent study of a specific nature under the supervision of a qualified faculty member. Hours of credit are determined by the magnitude of the project.
- 679 **Problem Report.** 3 hrs.
- 681 **Thesis.** 3 hrs.
- 690-692 **Seminar: Selected Topics in Marketing Education.** 1-4; 1-4; 1-4 hrs.
Shared study and research on a selected topic in marketing education as announced. (PR: MKE 550 or permission of instructor)

*Certification in Marketing Education requires 2,000 hours of work experience in organizations which market goods or services. The 2,000 hours may consist of prior full-time and/or part-time work with different organizations. Courses required for certification: MKE 620, 622, 630, 632; MGT 671, 673, and MKT 340, 682.

**Not required if the student has credit for MGT 424.

***PR: MKT 340. Also required for certification.

MATHEMATICS (MTH)

Course offerings in mathematics may be used to satisfy major requirements in three programs of the Graduate School, or to satisfy minor requirements in all programs.

The Master of Arts degree with a major in mathematics is offered by the Department of Mathematics. The Master of Science (Physical Science) degree is offered through a cooperative arrangement among the Departments of Chemistry, Geology, Mathematics, and Physical Science and Physics. The Master of Arts (Secondary Education) degree is offered by the Department of Curriculum and Foundations.

Master of Arts Degree (Mathematics)

The Mathematics Department offers an M.A. in Mathematics with either a General Concentration or a Statistics Concentration. The following general requirements and policies pertain to both programs.

A minimum of 36 hours is required; if the student decides to write a thesis, the minimum is 32 hours, including not more than 6 hours for the thesis. A minor of 6 hours in any related area is required, but may be waived on recommendation of the student's advisor and concurrence of the Math Department Chairperson and the Graduate Dean. A final (oral) comprehensive exam is administered by a committee of 3-5 graduate faculty chosen by the student and his/her advisor, and approved by the Graduate Dean.

The following are specific requirements for the concentrations:

General Concentration: (1) at least 18 hours of 600 level courses offered by the Math Department; (2) at least 12 more hours of 500 or higher level courses offered by the Math Department; (3) at least 6 more hours of 500 or higher level courses selected from another department at Marshall offering a graduate program or from the Math Department.

Statistics Concentration: To be admitted into this program the student must have had the regular calculus sequence, at least 3 hours in computer programming in some scientific language, linear algebra, and one course in advanced calculus. Any deficiencies can be made up during the program. Also (1) Math 661, 662; (2) at least 9 more hours in probability and/or statistics offered by the Math Department; (3) at least 6 hours in analysis offered by the Math Department; (4) at least 18 hours (excluding thesis) in courses offered by the Math Department (including those in items 1-3) must be at the 600 level with at least 9 hours (combined) in probability/statistics and analysis.

Master of Science Degree (Physical Science)

This degree program, offered in cooperation with the Departments of Chemistry, Geology, Mathematics, and Physics and Physical Science, is intended to provide a broadly based advanced science program for individuals whose undergraduate program in science lacks depth or breadth. Programs will be designed to meet individual needs. The writing of a thesis is optional. Specific degree requirements are listed in the section: Physics and Physical Science.

Master of Arts Degree (Secondary Education)

This degree program offered by the Department of Curriculum and Foundations, is intended to meet the needs of public school teachers (1-12). Programs will be designed to meet individual needs. Specific degree requirements are listed in the section: Education — Curriculum and Instruction, Secondary Education.

MATHEMATICS (MTH)

- 500 **Structure of Algebra. 3 hrs.**
Emphasis on the language of Modern Elementary Algebra. Recommended for preservice elementary teachers and for elementary and secondary in-service teachers. May not be used for a degree offered by the Department of Mathematics or in the twelve hour content block of the Secondary Education M.A. Degree program for students with mathematics certification in grades 7-12. (PR: CI 201 or consent of department chairman)
- 501 **Structure of Modern Geometry. 3 hrs.**
Informal development of geometry. Recommended for pre-service elementary teachers and for elementary and secondary in-service teachers. May not be used for a degree offered by the Department of Mathematics or in the twelve hour content block of the Secondary Education M.A. Degree program for students with mathematics certification in grades 7-12. (PR: CI 201 or consent of department chairman)
- 510 **Applied Mathematics — Calculus of Variations. 3 hrs.**
Calculus of variations and its application to boundary value problems. (PR: MTH 330 and 335)
- 511 **Mathematical Modeling. 3 hrs.**
Students will work in teams to construct mathematical models of various real-world situations. Problems to be modeled will be drawn from diverse areas of application and will use a wide range of undergraduate mathematics. (PR: MTH 231 or 230 and permission of instructor)
- 512 **Statistical Models for Regression and Correlation Analysis. 3 hrs.**
Determining regression models; deriving parameter estimates using calculus; detailed coverage of tests of assumptions and remedial procedures (transformations and weighted least-squares);

- multiple and polynomial regression; tests and corrections for autocorrelation. (PR: One previous course in statistics and a knowledge of elementary calculus, or permission of instructor.)
- 513 **Statistical Models for Analysis of Variance and Covariance. 3 hrs.**
Analysis of variance and covariance models with derivations using calculus; detailed testing of model assumptions and remedial measures (as transformations) to yield adequate models; use of various statistical designs. (PR: One previous statistics course and a knowledge of elementary calculus, or permission of instructor)
- 515 **Applied Mathematics — Boundary Value Problems. 3 hrs.**
Theory of systems of ordinary differential equations of first order. Theory of homogeneous and nonhomogeneous boundary value problems. (PR: MTH 330 and 335 or permission of instructor)
- 520 **Nonparametric Statistical Methods and Theory. 3 hrs.**
Coverage of a variety of nonparametric or distribution-free methods for practical statistical inference problems in hypothesis testing and estimation, including rank procedures and randomization procedures. (PR: One previous course in statistics and a knowledge of elementary calculus, or permission of the instructor)
- 522 **Applied Time Series Analysis. 3 hrs. Alternate years.**
Finding statistical models to represent various time dependent phenomena and processes; coverage of a variety of forecasting techniques, with an emphasis on adaptive, regression, and Box-Jenkins procedures. (PR: a previous course in statistics and a knowledge of elementary calculus, or permission of instructor)
- 527&528 **Advanced Calculus. 3; 3 hrs. I (527), II (528).**
The number system, limits, sequences, partial differentiation with applications, maxima and minima of functions of several variables. Theory of definite integral, multiple integrals, line and surface integrals, improper integrals, infinite series. (PR: MTH 231 for 427; REC: MTH 330 and 337, MTH 528; PR: 527)
- 542 **Numerical Linear Algebra. 3 hrs.**
Direct and iterative methods for numerical solution of linear systems of equations. Eigenvalues and eigenvectors. Error analysis and norms. Related Topics. (PR: MTH 230, MTH 330, and CIS 203, 205, or 209)
- 543 **Numerical Analysis. 3 hrs.**
The theory and technique of numerical computation involving the difference calculus, the summation calculus, interpolation methods, solution of systems of equations, and methods of solution of ordinary differential equations. (PR: Elementary calculus)
- 545&546 **Introduction to Theory of Statistics. 3; 3 hrs. I (545), II (546)**
Probability spaces, conditional probability, and applications. Random variables, distributions, expectation, and moments. Parametric statistics: sampling methods, estimation of parameters, tests of hypotheses. (PR: MTH 230; for 546 PR: MTH 545)
- 548 **Fundamental Concepts of Modern Geometry. 3 hrs. I.**
Finite geometries, basic background material for the modern development of Euclidean Geometry, other geometries. (PR: Elementary Calculus)
- 549 **Projective Geometry. 3 hrs.**
Projective geometry using both synthetic and algebraic methods. (PR: Elementary calculus)
- 550&552 **Fundamental Concepts of Modern Algebra. 3; 3 hrs. I (550), II (552)**
Structure of the abstract mathematical systems; groups, rings, fields, with illustrations and applications from Number Theory. (PR: MTH 230 for 550; 550 for 552)
- 560&561 **Functions of a Complex Variable. 3; 3 hrs. I (560), II (561).**
Complex numbers, analytic functions, properties of elementary functions, integrals, series, residues and poles, conformal mapping. (PR: MTH 231 for 560; 560 for 561)
- 580-583 **Special Topics in Mathematics. 1-4; 1-4; 1-4; 1-4 hrs.**
Courses on special topics not listed among the current course offerings. (PR: Permission of instructor)
- 585-588 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
(PR: Consent of instructor and department chairman)
- 610&611 **Modern Algebra. 3; 3 hrs. I (610), II (611).**
The structure of semigroups, groups, rings, fields, modules, vector spaces, lattices and related topics. (PR: MTH 550 or equivalent)
- 620 **Non-Euclidean Geometry. 3 hrs.**
A study of the historical development of Non-Euclidean Geometries, followed by a detailed study of these geometries. (PR: Permission or graduate standing)
- 621 **Projective Spaces. 3 hrs..**
An introduction to current work on projective planes through a study of the real projective plane. A study of synthetic and analytic projective spaces through theorems concerning the connections between their structures. Some finite geometries. (PR: Undergraduate linear algebra and elementary calculus)
- 630&631 **Topology. 3; 3 hrs. I (630), II (631).**
General topology including separation axioms, connectedness, compactness, convergence, continuity, metric spaces, product and quotient spaces. (PR: MTH 337 or 528)
- 640&641 **Theory of Functions of Complex Variables. 3; 3 hrs. I (640), II (641).**
A study of algebra, topology, and geometry of the complex plane; holomorphic functions;

- conformal mapping; analytic functions and analytic continuation; complex integration; representation theorems; convergence theorems and related topics. (PR: MTH 528 or 561 or equivalent)
- 650&651 **Theory of Functions of Real Variables. 3; 3 hrs. I (650), II (651).**
A study of measure and integration and related topics. (PR: MTH 528 or equivalent)
- 660 **Stochastic Processes. 3 hrs.**
Theory and applications of Markov chains. (PR: Undergraduate probability and statistics)
- 661 **Advanced Mathematical Statistics. 3 hrs.**
Topics in mathematical statistics including distribution theory for functions of random variables, convergence concepts, sufficient statistics, finding optimal estimates for parameters, optimal tests of hypotheses. (PR: MTH 446-546 or equivalent or permission of instructor)
- 662 **Multivariate Mathematical Statistics. 3 hrs.**
Multivariate distribution theory and statistical inference including estimation and tests concerning mean vectors and covariance matrices (maximum-likelihood and likelihood-ratio techniques emphasized). (PR: MTH 446-546 or equivalent or permission of instructor)
- 665 **Optimization Mathematics. 3 hrs.**
Classical optimization of functions of one or more variables, theory and methods of linear and non-linear programming. (PR: MTH 230 and 330)
- 670 **Independent Study. 1-4 hrs.**
An independent program of study of advanced topics not normally covered in other courses. The topics are chosen upon mutual agreement between the student and the instructor. (PR: Consent of instructor and Department Chairman)
- 681 **Thesis. 1-6 hrs.**

MICROBIOLOGY (MCB)
(See Biomedical Sciences)

MINE SAFETY
(See Safety)

MODERN LANGUAGES

At present the Department of Modern Languages does not offer a graduate major. Courses in Modern Languages are taken as minors by students in other departments, such as History, Journalism and English. Courses in Modern Languages are also taken by teachers in service who wish to enhance their competence in language and literature and to qualify for a higher salary.

In cooperation with the Division of Teacher Education, the Department of Modern Languages offers a program leading to the Master's degree in secondary education and Spanish. For further details consult the section: Education-Curriculum and Instruction, Secondary Education, in this catalog.

For courses see French or Spanish.

MUSIC (MUS)

To be admitted to the graduate program in music, students must have received a bachelor's degree from an accredited institution with a major in music or the equivalent. A conference and audition with the Chairman of the Department of Music and with members of the department's graduate faculty are required as a part of the admission procedure. At the conference the conditions of admission are defined. The applicant may submit an audition tape if it is inconvenient to appear on campus.

Majors in all music programs are given an examination in basic skills and capacities in music not later than the time of completion of twelve semester hours of graduate work and before being admitted to candidacy. As part of these requirements the basic departmental piano proficiency examination must be passed, the content of which will vary according to the student's departmental area major. In addition, a placement examination in Music History (including Styles) and Music Theory must be taken to determine if deficiencies in these areas exist. Applicants must take these examinations prior to registering for graduate courses in music.

Requirements for performance levels in applied music as well as more detailed information on requisites in the individual options will be found in the **Music Department Applied Music and Ensemble Handbook**.

In addition to the Master of Arts option in Music Education (see section Education-Curriculum and Instruction, Music Education of this catalog), the Music Department offers graduate degrees with emphasis in 1) Applied Music Performance, 2) Music History and Literature and, 3) Music Theory and Composition. The program for a major in these areas is 32 hours and must include at least 26 hours in major, cognate and elective areas of music. A minimum of 6 hours is required in a subject other than music. Normally not more than 3-4 hours may be earned by a thesis which may be a written report, graduate recital or musical composition of merit.

All full-time graduate students are required to participate in a music ensemble during the regular academic year as recommended by their major advisor. No graduate credit is given for this participation.

APPLIED MUSIC PERFORMANCE

Hours

Minimum requirements 32

1.	Major Area	11-12
	Applied music in Voice or Instrument, Music 681	
2.	Cognate Studies in Music	11-12
	Music 621, 640A, One period course in Music History (chosen from one of the following): Music 650, 651, 652, 653, 654, 655, one Music Literature course in major area.	
3.	Music Electives	2-4
	Pedagogy, Literature, Applied, Music Education, Theory, Problem Report or Special Topics.	
4.	Minor Field	6
	(Voice applied majors should select the study of foreign language. Instrumental applied should select from Literature, Physics [Acoustics], Mathematics, History or other allied areas.)	

MUSIC HISTORY AND LITERATURE

	Hours	
Minimum requirements	32	
1. Major Area	12	
	Four period courses in Music History (chosen from the following): Music 650, 651, 652, 653, 654, 655.	
	Music 681	3
2. Cognate Studies in Music	9	
	Music 621, 640A, Music Theory Elective	
3. Music Electives	2	
	(To be determined in consultation between the student and his advisor)	
4. Minor Field	6	
	(Recommend study of French or German for reading knowledge)	

MUSIC THEORY AND COMPOSITION

	Hours
Minimum requirements	32-36
1. Major Area	18
	Music 640A, 640B, Music 641, Music 645A, 645B, Music 646 or 648, Music 681
2. Cognate Studies in Music	6
	Music 621, 655
3. Music Electives	2
	(To be determined in consultation between the student and his advisor)
4. Minor Field	6
	(Departmental recommendations include areas of Literature, Mathematics, Physics or Philosophy)

MUSIC (MUS)

580-583	Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.
585-588	Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.
591-594	Workshop. 1-4; 1-4; 1-4; 1-4 hrs.
601	Symphonic Literature. 3 hrs. A survey of orchestra literature beginning with the 16th century; the Mannheim composers, Viennese classics, the Romantists, the national schools, and late European, South American and American developments.
604a	Keyboard Literature. 2 hrs. A survey of keyboard literature from the 14th to the 20th century. Emphasis is on stylistic developments and formal procedures.
604b	Chamber Music Literature. 2 hrs. A survey of chamber music literature from the Baroque Era to the 20th century. Analysis of form emphasized in the study of string quartet trio, quintet, and various other combinations.
604c	Song Literature. 2 hrs. The song literature of Western Europe and America, also including contemporary material from other countries; interpretation, song study, program building, languages, and interpretation of accompaniments. For singers and accompanists.
604d	Choral Literature. 2 hrs. A comprehensive study of the forms and styles of Choral Composition from Renaissance to present day.
610	Philosophy of Music Education. 3 hrs. Basic concepts of music education and their application to problems of music teaching, supervision and administration.
611	Psychology of Music. 3 hrs. Vibrational stimuli, resultant reactions, and factors involved in development of musical skills, as well as measures of aptitude and achievement.

- 612 **Projects and Problems in Music. 3 hrs.**
Special problems and projects chosen by the student for investigation. Extensive study of a single problem or project in detail.
- 614 **The Teaching of Music Appreciation. 2 hrs.**
Advanced methods and materials for teaching appreciation of music in grades 1-12.
- 615 **Band Maneuvers and Pageantry. 2 hrs.**
The marching band. The marching and musical problems which are encountered in training and operating a band for football games and other events involving marching and playing.
- 616 **Curriculum Construction and Revision. 3 hrs.**
Survey of recent developments in public school curricula and their effect on music offerings. Preparation of course and curricular content.
- 617 **Seminar in Music Education. 3 hrs.**
An advanced study of basic concepts of current problems in music education.
- 618a **Administration of Instrumental Music. 3 hrs.**
The planning and operation of the instrumental program and the details of programming the work in a school system.
- 618b **Administration of Choral Music. 3 hrs.**
A study of the organization of choral music programs including; recruitment, auditions, scheduling, rehearsal arrangement, programming, touring, and budget.
- 619a **Seminar in Vocal Pedagogy. 2 hrs.**
A study of the techniques of singing and their application to private and class voice instruction. Emphasis placed upon diagnosis of problems, and teaching under supervision.
- 619b **Seminar in Piano Pedagogy. 2 hrs.**
An analytical survey of developments in piano techniques and pedagogical procedures with open discussions on various facets of piano teaching.
- 620a **Instrumental Workshop. 2 hrs.**
Problems of the instrumental teacher at all levels; practical work in the techniques of handling beginning classes and ensembles of all types.
- 620b **Choral Workshop. 2 hrs.**
A practicum approach to problems of choral techniques and materials with special emphasis placed upon high school and junior high school levels.
- 621 **Introduction to Graduate Studies in Music: Research and Writing. 3 hrs.**
Introduction to music research with emphasis on investigative methods and applications, procedures, and bibliography. Concentration on expository writing style and format.
- 629a **Choral Conducting and Interpretation. 2 hrs.**
Performance analysis of choral music from the Renaissance, Baroque and Classical periods as a basis for the expansion of ability in conducting. Students will conduct university ensembles in rehearsal and performance.
- 629b **Choral Conducting and Interpretation. 2 hrs.**
Continuation of Music 629a with emphasis upon Romantic and Contemporary music. Some opportunity given to work with operatic conducting. Does not require Music 629a as a prerequisite.
- 630a **Instrumental Conducting and Interpretation. 2 hrs.**
The special problems involved in conducting and training instrumental groups at all levels.
- 630b **Instrumental Conducting and Interpretation. 2 hrs.**
A continuation of 630a.
- 640a **Music Theory. 3 hrs.**
Analytical and writing techniques of 19th and 20th music.
- 640b **Music Theory. 3 hrs.**
Continuation of Music 640a.
- 641 **Advanced Counterpoint. 3 hrs.**
An intensive study of contrapuntal techniques, styles, and forms through composition and analysis.
- 642 **Procedures and Techniques for Elementary Music (Grades K-6). 3 hrs.**
Fundamentals of Music; experience in keyboard, guitar, recorder and autoharp. Survey of materials and methodology to aid in establishing program in school music. Non-majors only.
- 645a **Original Composition. 2 hrs.**
- 645b **Original Composition. 2 hrs.**
- 646 **Advanced Choral Arranging. 2 hrs.**
Techniques of choral composition and arranging with emphasis on the mixed choir. Arrangements and original works sung by choral groups and conducted by students.
- 647 **Advanced Band Arranging. 2 hrs.**
A study of the scoring for modern concert and marching bands, the transcription of works for other media as well as original works; analysis of band literature, harmonic and formal.
- 648 **Advanced Orchestration. 2 hrs.**
Scoring compositions from other media for modern orchestras of various sizes.
- 649 **Stage Band Arranging. 2 hrs.**
A study of the special techniques involved in scoring for the contemporary stage band, including harmony used, voicing of the various instruments, and a study of current practices.
- 650 **Ancient and Medieval Music. 3 hrs.**

- Ancient Greek musical theory, Gregorian chant and its outgrowths, secular monophony, sacred and secular polyphony and its development through the fourteenth century.
- 651 **Music of the Renaissance. 3 hrs.**
The English, Burgundian and Netherland schools; secular forms; chanson, madrigal, and lied; instrumental music; mannerism and the end of an age.
- 652 **Music of the Baroque Era. 3 hrs**
The monodic revolution: madrigal to cantata, opera, oratorio; Italian leaders; Vivaldi, Bach, and Handel.
- 653 **Music of the Classical Era. 3 hrs.**
Pre-Classical styles and the formation of a classical style in music in symphony, concerto, opera, the sonata, and choral music through Beethoven.
- 654 **Music of the Romantic Era. 3 hrs.**
A study and evaluation of Beethoven's principal works and the life and works of Schubert, Mendelssohn, Chopin, Schumann, Brahms, and their contemporaries.
- 655 **Contemporary Music. 3 hrs.**
Musical developments since Wagner: Debussy, Stravinsky, Mahler, Strauss, Schoenberg, Bartok and their contemporaries. Developments in electronic and aleatoric music, and new notations.
- 656 **Seminar in Performance Practice. 2 hrs.**
Students will prepare and perform music from a selected style period, making their own editions with correct realization and ornamentation. May be repeated for credit.
- 670 **Advanced Materials and Methods (Grades 1-6). 3 hrs.**
A comprehensive survey of available materials in singing, reading, listening, rhythm, and creating program of school music for the elementary grades; use of such materials in the methodology of teaching. (PR: Graduate music majors only)
- 675 **Creative Activity for Children. 3 hrs.**
Ways of using creative activity in the music program, methods of presenting creative song writing, rhythms, instrument construction, instrumental expressing, dramatization, program building.
- 679 **Problem Report. 1-3 hrs.**
- 681 **Thesis. 1-6 hrs.**

Applied Music

- 680 a,b,c,d. **Saxophone. 1-2 hrs.**
- 682 a,b,c,d. **Flute. 1-2 hrs.**
- 683 a,b,c,d. **Oboe. 1-2 hrs.**
- 684 a,b,c,d. **Clarinet. 1-2 hrs.**
- 685 a,b,c,d. **Bassoon. 1-2 hrs.**
- 686 a,b,c,d. **French Horn. 1-2 hrs.**
- 687 a,b,c,d. **Trumpet. 1-2 hrs.**
- 688 a,b,c,d. **Trombone. 1-2 hrs.**
- 689 a,b,c,d. **Baritone. 1-2 hrs.**
- 690 a,b,c,d. **Tuba. 1-2 hrs.**
- 691 a,b,c,d. **Violin. 1-2 hrs.**
- 692 a,b,c,d. **Viola. 1-2 hrs.**
- 693 a,b,c,d. **Cello. 1-2 hrs.**
- 694 a,b,c,d. **String Bass. 1-2 hrs.**
- 695 a,b,c,d. **Piano. 1-2 hrs.**
- 696 a,b,c,d. **Voice. 1-2 hrs.**
- 697 a,b,c,d. **Organ. 1-2 hrs.**
- 698 a,b,c,d. **Percussion. 1-2 hrs.**

NURSING (NUR)

MASTER OF SCIENCE IN NURSING FAMILY NURSE PRACTITIONER PROGRAM

The purpose of the Master of Science in Nursing-Family Nurse Practitioner program is to prepare graduates to practice advanced level professional nursing in clinical, administrative, or academic positions. The primary focus of the curriculum is the development of knowledge and skills essential to the advanced practice of nursing and leadership in the delivery of health care.

Course work in the Master of Science in Nursing program incorporates the classroom, laboratory, and clinical modes of instruction. The Master of Science in Nursing program requires the completion of a minimum of 42 hours of credit for the family nurse practitioner concentration. Upon completion of the Master of Science in Nursing-Family Nurse Practitioner program, the graduates will be eligible to take the American Nurses' Association Certification Examination for Family Nurse Practitioners.

The program purpose is achieved through three program components. The core component (12 credits) focuses on knowledge and skills related to nursing theory and advanced nursing practice, leadership, and research. The family nurse practitioner concentration component (24 credits) provides an opportunity to develop competency as a family nurse practitioner. The elective component (6 credits) allows students to choose one of

three options: 1) thesis, 2) role development courses in teaching or administration, or 3) elective courses related to the student's area of interest.

The program can be completed in two academic years of full-time study or over a period not to exceed 5 calendar years from date of first class enrollment. Graduate nursing courses are open only to those students admitted to the nursing program.

Course Requirements

Core Component Courses	Hours
NUR 602 Theoretical Foundations in Nursing	3
NUR 604 Leadership in Nursing	3
NUR 606 Advanced Nursing Research	3
NUR 608 Issues in Health Care	3
Concentration Component Courses	Hours
NUR 622 Advanced Family Nursing I	6
NUR 624 Advanced Family Nursing II	6
NUR 626 Advanced Family Nursing III	6
NUR 695 Internship: Advanced Family Nursing	6
Elective Component Courses	
NUR 681 Thesis	6
OR	
NUR 612 Nursing Administration	2
NUR 614 Seminar and Practicum in Nursing Administration	4
OR	
NUR 616 Curriculum Development in Nursing	3
NUR 618 Teaching in Nursing	3
OR	
Electives	6
TOTAL	42

Admission Process

To apply for admission to the program, the applicant must submit the following to the Marshall University Admissions Office.

1. Graduate application.
2. Official transcripts of all undergraduate and graduate course work. These must be sent directly from the college/university.
3. Graduate Record Examination scores. Information regarding this examination may be obtained from the Graduate School or the Admissions Office.
4. Evidence of RN licensure in a U.S. jurisdiction.

Admission Requirements

All applicants must meet the admission requirements of the Marshall University Graduate School. The nursing program is available to a limited number of qualified applicants. Admission is determined on a competitive basis. To be eligible for full admission to the program, applicants must meet the following admission requirements:

1. Baccalaureate degree with a major in nursing from an NLN accredited program.
2. Undergraduate course credit for basic statistics and basic research.
3. Evidence of scholastic achievement as evidenced by an overall undergraduate grade point average of 3.00 or higher (4.0 = A).
4. Aptitude for graduate study as indicated by a Graduate Record Examination combined verbal and quantitative score of 1000 or higher.
5. Evidence of a current license as a registered nurse in a U.S. jurisdiction.

An applicant who has a baccalaureate degree in nursing and a master's degree in any field is eligible for full admission.

An applicant may be considered for provisional admission if the:

1. Baccalaureate degree does not meet the criteria for regular admission.
2. Undergraduate grade point average is between 2.75 and 2.99.
3. Graduate Record Examination combined verbal and quantitative score is between 800 and 909.
4. Prerequisite course work or records are incomplete.

If a student is accepted for provisional admission, the terms for reclassification as a regular student will be

stated in the letter of admission. The provision(s) and the time frame will be stated in the letter of admission. Under no circumstances will the provisional terms be extended beyond the 12th credit hour. The student must maintain a minimum grade point average of 3.0 in all graduate course work taken during the provisional period. The student who does not meet the provision(s) as stated will be dropped from the program.

Policies

Students are governed by policies stated in the **Marshall University Graduate Catalog**. Policies specific to the nursing program are as follows.

Academic Policies

1. The School of Nursing reserves the right to require withdrawal from nursing of any student whose health, academic record, clinical performance, or behavior in nursing is judged unsatisfactory.
2. Students who earn more than 6 hours of C may be subject to dismissal from the program.
3. Students may repeat one required course in which they have earned less than a C.
4. Six elective hours and no more than 6 required course hours may be accepted as transfer credit for a total of 12.
5. Only 1 re-examination of the comprehensive examination may be taken.

Other Policies

1. Each student must show evidence of the following prior to registering for any nursing course with a clinical component.
 - Current professional nurse licensure in a U.S. jurisdiction.
 - Satisfactory health record to be updated annually.
 - Current certification in cardiopulmonary resuscitation.
2. Students are responsible for own transportation to and from all clinical assignments.

NURSING (NUR)

- 550 **Nursing and the Elderly Client. 3 hrs.**
Provides a knowledge base in physiological, intellectual, emotional and sociological changes and related problems of the elderly as it relates to nursing practice. (PR: Senior status or registered nurse graduate student)
- 580-584 **Special Topics in Nursing. 1-4 hrs.**
Program of study not normally covered in other courses. Topics vary from semester to semester. (PR: Permission of instructor)
- 585-588 **Independent Study in Nursing. 1-4 hrs.**
Courses taught by tutorials; directed independent readings or research; problem reports, and other activities designed to fill needs of individual students.
- 591-594 **Nursing Workshop. 1-4 hrs.**
Practical, participatory courses for advanced students. Experience in new techniques and application of new knowledge.
- 602 **Theoretical Foundations in Nursing. 3 hrs.**
Provides students with opportunity to relate a philosophical and theoretical base to concepts and processes inherent in nursing. Emphasis is on analysis of nursing theories and their relationship and application to research and practice.
- 604 **Leadership in Nursing. 3 hrs.**
Explores the theoretical basis for effective leadership in nursing. Emphasis is placed on analysis of leadership, characteristics and behaviors of leaders, and the role of the nurse leader.
- 606 **Advanced Nursing Research. 3 hrs.**
Provides the opportunity to develop a research approach to nursing situations. Focus is upon the development of a research proposal. (CR: NUR 602).
- 608 **Issues in Health Care. 3 hrs.**
Explores and evaluates concerns germane to contemporary nursing. Focus is upon the role of nursing in addressing health issues affected by social, economic, political, and technological forces.
- 612 **Nursing Administration. 2 hrs.**
Identification and analysis of significant theories and factors influencing the administrative process in a variety of health care delivery settings. Focus is upon the role and functions of the nurse administrator in mid-level management. (PR: NUR 604)
- 614 **Seminar and Practicum in Nursing Administration. 4 hrs.**
Focus is on analysis and application of selected administration and leadership concepts, selected management processes and strategies for effecting change by the nurse administrator in mid-level management. Practicum included. (PR: NUR 612)
- 616 **Curriculum Development in Nursing. 3 hrs.**
Introduces the various component in the curriculum development process. Emphasis is on philosophy, objectives, curriculum designs, and program evaluation. Factors influencing curriculum development.

- implementation evaluation, and nursing curriculum patterns are examined. (PR: NUR 602)
- 618 **Teaching in Nursing. 3 hrs.**
Investigates the responsibilities of the educator in contemporary nursing. Emphasis is upon the instructional process. Practicum allows student to practice the role of the teacher in a variety of educational experiences. (PR: NUR 604, NUR 616)
- 622 **Advanced Family Nursing I. 6 hrs.**
Introduction to knowledge and skills essential for comprehensive health assessments, analysis of data, formulation of diagnoses, development of the therapeutic plans, and implementation of health promotion and maintenance activities. Practicum included. (CR: NUR 602, NUR 604)
- 624 **Advanced Family Nursing II. 6 hrs.**
Provides advanced knowledge of common and acute self-limiting health problems of individuals and families of various age groups. Includes pathology and therapeutic modalities related to specific health problems. Practicum included. (PR: NUR 622, CR: NUR 606)
- 626 **Advanced Family Nursing III. 6 hrs.**
Provides advanced knowledge of chronic illness and the long-term management of health care problems; Includes pathology and therapeutic modalities related to management of chronic health problems. Practicum included. (PR: NUR 624)
- 679 **Problem Report in Nursing. 1-3 hrs.**
The preparation of a written report on a research problem or field study in nursing.
- 681 **Thesis. 1-6 hrs.**
Individual research in a selected area of nursing under direction of a faculty member. (PR: NUR 606)
- 690-693 **Seminar in Nursing. 1-3 hrs.**
Topics in nursing not covered in other courses; topics will vary.
- 695 **Internship: Advanced Family Nursing. 6 hrs.**
Focus is upon the role of the family nurse practitioner using the case management approach in a supervised contractual work study arrangement with a health care agency. (450 hrs. minimum) (PR: NUR 626)
- 697-698 **Instructional TV. 1-4 hrs.**
A course based upon Instructional Television series broadcast by public television. The student is responsible for viewing the series on the air and satisfying all course requirements.

PATHOLOGY (PTH)

(See Biomedical Sciences)

PHARMACOLOGY (PMC)

(See Biomedical Sciences)

PHILOSOPHY (PHL)

The Philosophy Department offers only a minor on the graduate level consisting of twelve credit hours. Any set of courses is permissible, although it is advisable to take them in relative sequence.

PHILOSOPHY (PHL)

- 507 **World History of Philosophy, Ancient, and Medieval. 3 hrs.**
Survey of patterns of synchronological developments of philosophies in India, China and the Mediterranean region.
- 508 **World History of Philosophy, Modern. 3 hrs.**
Survey of patterns of synchronological developments of philosophy in Europe, Japan, the Islamic world, Latin America and North America.
- 551 **Philosophy of History and Culture. 3 hrs.**
Ancient and modern theories of the meaning and consequence of history and culture.
- 553 **Philosophy of Science. 3 hrs.**
Crucial concepts in modern science relevant to contemporary philosophical issues concerning man and the universe; special attention to epistemological and ethical implications of natural law, induction, mathematical theory and the new physics.
- 555 **Philosophy of Religion. 3 hrs.**
Theories of the nature and functions of religion, including the meaning of religious language and problems of belief.
- 563 **Philosophy of Feminism. 3 hrs.**
An introduction to contemporary feminist theory including discussion of current gender-related issues.
- 565 **Existential Philosophy. 3 hrs.**
A survey of the contributions of leading existentialist philosophers of the past and present from Kierkegaard and Nietzsche to Sartre and Tillich; course is conducted much like a seminar.
- 580-583 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
- 585-588 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
- 590-591 **Seminar. 3; 3 hrs.**
Shared study and research on a special topic as announced. (PR: Permission of the chairman.)
- 598 **Directed Readings in Philosophy. 3 hrs. I, or II.**

Advanced research adaptable to the needs of students. Regular consultations with the chairman and staff.

599 **Humanities Seminar. 3 hrs.**

PHYSICAL EDUCATION
(See Health and Physical Education)

PHYSICAL SCIENCE (PS)
(Physical Science and Physics Department)

The Master of Science in Physical Science, offered in cooperation with the Departments of Chemistry, Geology and Mathematics, is intended to provide a broadly based advanced science program for individuals whose undergraduate program in science lacks depth or breadth. Programs will be designed to meet individual needs. The writing of a thesis is optional. If the thesis option is chosen, a minimum of 32 hours are required, including not more than 6 hours for the thesis; without the thesis, 36 hours are required.

	Hours
Minimum requirements	32-36
Major area (Chemistry, Geology, Mathematics, Physics and Physical Science)	12-18
Minor area (Chemistry, Geology, Mathematics, Physics and Physical Science)	6
Electives	12-18

The Department of Physical Science and Physics also offers minor fields in physical science and in physics.

PHYSICAL SCIENCE (PS)

- 500 **Astronomy. 3 hrs.**
A study of the stars and planets and galaxies, planetary motion, cosmology and cosmography. Designed to assist teachers and others to develop an interest in astronomy. (REC: PHY 200 or 203 or PS 100 or equivalent)
- 500L **Astronomy Laboratory. 1 hr.**
Fundamental observations in astronomy and their interpretation through physical laws. Quantitative discussion of orbital motion, time, telescopes, solar system, stars, galaxies, and limited opportunity for astronomical observation. (1/2 cr: PS 500)
- 520 **Industrial Hygiene Measurement Evaluation Control I. 3 hrs.**
Principles of recognition, measurement, evaluation and control of environmental factors in the work place.
- 521 **Industrial Hygiene Measurement Evaluation Control II. 3 hrs.**
Continuation of PS 520. (PR: PS 520)
- 525 **Development of Scientific Thought. 3 hrs.**
A study of the people and ideas which have influenced science; the philosophy of their periods; the economic conditions leading to scientific advancement and the works of the foremost scientists.
- 580-583 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
- 585-588 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
- 646 **Seminar on Recent Developments in the Physical Sciences. 3 hrs. Offered on demand.**
- 647 **Mechanics for Teachers. 3-5 hrs. Offered on demand.**
A course designed to provide depth in mechanics for teachers. Lecture and laboratory.
- 648 **Modern Physics for Teachers. 3-5 hrs. Offered on demand.**
A course designed to provide additional background material in atomic and nuclear physics for teachers. Lecture and laboratory.
- 649 **Electronics for Teachers. 3-5 hrs. Offered on demand.**
A course in basic theory of electronics for teachers. Lecture and laboratory.

PHYSICS (PHY)

- 505 **Optics Laboratory. 2 hrs.**
A course in optical experiments encompassing geometrical and physical optics. This course is to be taken with Physics 304.
- 510 **Physics of Remote Sensing with Applications. 3 hrs.**
A study of the physical systems for collecting remotely sensed data. Statistical/spatial analysis and modeling using image processing/geographic information/spatial analysis computer software systems with earth resource applications. (PR: PHY 203 and 204, MTH 225 and 230, or permission)
- 511 **Digital Image Processing and Computer Simulation Modeling.**
A study of image processing/geographic information and spatial analysis hardware/software systems, concurrent and parallel image processing modeling scenarios utilizing geobiophysical data for computer simulation modeling and practicum. (PR: PHY 410/510 or permission)
- 512 **Atmospheric Physics with Computer Simulation Modeling. 3 hrs.**
A general introduction to the earth's atmosphere. The physical and chemical dynamic behavior of the earth's atmosphere will be analyzed by comparing computer simulated profiles with in situ measurements.

- 515 **Electronics Laboratory. 2 hrs.**
A course in laboratory measurements encompassing transistors, integrated circuits, and their associated circuits. This course is to be taken with Physics 314.
- 521 **Modern Physics Laboratory. 2 hrs.**
Laboratory exercises on modern physics topics encompassing both experiments of historic significance and current applications. To be taken with Physics 320, or equivalent.
- 530 **Applied Electronics and Instrumentation. 4 hrs.**
A course applying electronic principles of instrumentation with emphasis on the medical and life sciences. The functions of instruments will be stressed. 3 lec-2 lab/demonstration. (PR: PHY 203 and 204, or consent of instructor)
- 540 **Optics with Life Science and Medical Applications. 4 hrs.**
A course emphasizing the application of optical principles in instruments dealing with biological and medical measurements. 3 lec-2 lab./demonstration. (PR: PHY 203 and 204 or consent of instructor.)
- 542 **Quantum Mechanics. 3 hrs. Alternate years.**
Mathematical formalism of quantum mechanics, particles in potential fields, perturbation theory and other approximation methods, scattering, applications to simple systems. 3 lec. (REC: PHY 331 and MTH 335 or equivalent)
- 545 **Mathematical Methods of Physics. 3 hrs. Offered on demand.**
An introduction to the theory of orthogonal functions, curvilinear coordinate systems, vector and tensor fields and their applications in Physics. Problems are drawn from different areas of physics. 3 lec. (PR: PHY 203 and MTH 335, or permission.)
- 550 **Radiation Physics in the Life Sciences. 4 hrs. II. Alternate years.**
A course in radiation physics with emphasis on applications in the medical sciences. Designed for students interested in the life sciences. A field trip to the University of Michigan nuclear reactor is an integral part of the course. 3 lec-2 lab/demonstration. (PR: PHY 203 and 204, or consent of instructor)
- 562 **Nuclear Chemistry and Physics. 3 hrs. II. Alternate years.**
An introduction or the description of nucleons, electric and magnetic properties of a nucleus, nuclear energy levels, nuclear reactions including neutron activation, interaction of particles with matter, and nuclear forces. 3 lec. (PR: PHY 320 and MTH 231 or consent of instructor). See 424d.
- 563 **Nuclear Physics Laboratory. 2 hrs.**
Laboratory techniques for the measurement of nuclear properties, theory and characteristics of various detectors, statistics of counting, and energy determination of nuclear particles and radiation. This course is to be taken with Physics 462/562. A field trip to the University of Michigan Nuclear Reactor is an integral part of the course.
- 580-583 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
- 585-588 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
- 616 **X-Ray Diffraction. 3 hrs. Offered on demand.**
A study of the properties of X-rays, X-ray diffraction, and crystal structure. 2 lec-3 lab. (REC: CHM 358 or equivalent)
- 631-632 **Seminar. 1; 1 hr. I, II.**
- 640 **Fundamentals of Physics. 4 hrs. S. Offered on demand.**
A course in fundamental concepts of physics. Subject content varies. Designed primarily to strengthen conceptual understanding of teachers.
- 644 **Atomic Physics. 3 hrs.**
A historical development of the modern theories concerning the structure of matter, electricity, and light, including applications of optical spectra and X-rays.
- 661-662 **Special Topics. 1-3; 1-3 hrs.**
- 682 **Thesis Research. 1-6 hrs. I, II, S.**
(PR: Graduate status and approval of advisor)

PHYSIOLOGY (PHS)
(See Biomedical Sciences)

POLITICAL SCIENCE (PSC)

The Master of Arts in political science provides a wide range of opportunities for students of various interests or goals. The M.A. program affords both concentration and flexibility so that majors may acquire in-depth knowledge in selected aspects of politics as well as appropriate skills in political analysis. Majors may arrange a program to prepare themselves for such endeavors as law school, further graduate work, teaching, or government service. The curriculum also serves interested students in other majors, such as business, education, economics, English, geography, history, journalism, psychology, social studies or sociology, who wish to enhance their backgrounds by taking a minor or specific course work.

Completion of the master's degree in political science entails fulfillment of both the general Graduate School requirements and the specific departmental requirements listed below. A major may select either the thesis,

essay or coursework only option. Once an option has been selected, any change in the option must be approved by the department.

The graduate curriculum in political science is divided into six fields of specialization. The student who elects to write a thesis must take at least nine course hours in one of these, and the topic must be within the field. Under the non-thesis options, at least twelve course hours must be taken within a single field.

Upon approval of the chairman and of the Graduate Dean, a student might take 6 hours in methodology or other related courses so that not all the hours for the minor would necessarily be in the same department.

Under the non-thesis options the candidate must take a comprehensive written examination. All candidates must take a general oral examination.

	Hours
Minimum requirements.....	32-36
1. Political Science 602 (required of all majors).....	3
2. Field of Concentration (minimum).....	9-12
3. Second field.....	6
4. Minor or cognate.....	6
5. Thesis.....	6
6. Electives.....	6

GRADUATE FIELD CONCENTRATIONS

American State, Local and Urban Politics: 536, 540, 561, 591, 592, 606, 611, 621, 648, 675.

American National Politics: 523, 533, 536, 540, 584, 606, 611, 652.

Comparative Politics: 507, 508, 509, 510, 511, 522, 524, 529, 614, 652.

International Politics: 505, 506, 515, 520, 523, 524, 529, 609.

Political Theory: 528, 529, 531, 555, 556, 605, 629.

Public Administration and Public Policy: 531, 533, 550, 522, 553, 591, 592, 618, 633, 660.

Courses numbered Political Science 580 through 583, 601, 650, and 651 may be counted in an appropriate area of specialization upon the approval of the advisor.

THE PUBLIC ADMINISTRATION AND PUBLIC POLICY CONCENTRATION

The Political Science Department is offering a concentration for students interested in public administration and public policy. This concentration is designed to prepare graduates for positions of policy making and administration in federal, state, and local governmental agencies and select business and public service organizations. The concentration places equal emphasis on both the need for improved management skills (from the "street level" to top management) and the sound understanding of public policy. As a part of this concentration, students may enroll in policy workshops that mix classroom learning with the organizational realities of knowledge utilization and analysis.

THE CORE COURSES

(Required of all students who select this concentration)

	Hours
533. Theory of Policy and Administration.....	3
550. Administrative Law.....	3
553. Governmental Budgetary Administration.....	3
602. Research Methods and Data Analysis.....	3
Total Hours.....	12
Emphasis I: Administration	
552. Public Personnel Administration.....	3
618. Seminar in Public Administration.....	3
633. Administrative Organization and Behavior.....	3
Total Hours.....	9
Emphasis II: Policy Analysis	
591, 592. Workshop in Citizenship and Public Policy.....	6
660. Seminar in Applied Policy Analysis.....	3
Total Hours.....	9

POLITICAL SCIENCE (PSC)

- 505 **International Organization. 3 hrs.**
Study of world and regional organizations as reflections of world politics, as instruments of foreign policies, and as forces for change and order, with emphasis on their role as channels for management of cooperation and conflict.
- 506 **International Politics. 3 hrs.**

- Study of major issues in world politics, with emphasis on theoretical approaches, problems of war and peace, and contemporary trends.
- 507 **Asian Politics. 3 hrs.**
Study of such nations as India, China, Japan, and Korea in the contemporary setting.
- 508 **Middle Eastern Politics. 3 hrs.**
Study of the Arab States and such nations as Israel, Iran and Turkey in the contemporary setting.
- 509 **Western Democratic Politics. 3 hrs.**
Study of such nations as Canada and those of Western Europe, particularly Great Britain and France.
- 510 **European Communist Politics. 3 hrs.**
Study of the Soviet Union and Eastern Europe.
- 511 **Latin American Politics. 3 hrs.**
This course studies Latin American politics by sectors, such as landed elites, the military, the church, etc. Various styles of governance are considered. Case examples illustrate concepts discussed.
- 515 **International Law. 3 hrs.**
Study of theories, origins, sources, development, present state, and trends of international law as a factor in various aspects of international politics.
- 520 **Current World or Regional Issues. 3 hrs.**
An intensive study of specific world or regional problems, such as the politics of world hunger. The role of multinational corporations, imperialism, third world communist movements, etc.
- 522 **African Political Systems. 3 hrs.**
The study of political systems of selected countries, blocs or regions.
- 523 **American Foreign Policy. 3 hrs.**
The study of descriptive, analytical, and normative aspects of American foreign policy with emphasis on contemporary problems and issues.
- 524 **Comparative Foreign Policy. 3 hrs.**
Application of the comparative method to foreign policy decision-making and outputs. Comparisons within or between geographic regions.
- 528 **Islamic Political Ideas and Institutions. 3 hrs.**
A study of Islamic political ideas, practices and institutions and their impact on the rise and development of contemporary Islamic movements, organizations and states.
- 529 **The Politics of Conflict and Revolution. 3 hrs.**
Study of major theories of conflict and revolution with emphasis on cross-national explanations and outcomes.
- 531 **Political Theory and Public Problems. 3 hrs.**
Draws upon both classic and contemporary sources of political theory to address basic political issues inherent in public problems.
- 533 **Theory of Policy and Administration. 3 hrs.**
An examination of alternative theoretical approaches to the study of policy and administration and their implications for the use of policy to shape administrative practice.
- 536 **The American Judiciary. 3 hrs.**
Structure and behavior in American national and state judicial systems, including analysis of their decision making and policy making functions, their procedures and administration, and problems and trends.
- 540 **Power in American Society. 3 hrs.**
An examination of some of the major theoretical approaches—pluralist, elitist, etc.—to the study of power. A major concern is on the relationship between the distribution of political resources and the performance of political systems. Efforts to transform political systems are examined on the basis of cross-national research.
- 550 **Administrative Law. 3 hrs.**
A study of the basic legal framework of administrative organization, including the problems of administrative discretion, rule making and adjudication, regulatory agencies, and administrative responsibility in the democratic state. (PR: PSC 333)
- 552 **Public Personnel Administration. 3 hrs.**
Survey of Public Personnel Administration with particular attention on various facets of the merit system concept. Psychological and human relations aspects of the work situation and supervisor-subordinate interaction emphasized. (PR: PSC 333 or permission)
- 553 **Governmental Budgetary Administration. 3 hrs.**
Study of organization, administration, and accountability in the management of public funds, with emphasis on the political decision-making processes of budget formulation, presentation, and execution. (PR: PSC 333 or permission)
- 555-556 **Seminar in Theory and Research. 3; 3 hrs.**
A two semester course devoted to the exploration of some research topic of theoretical interest in political science. The first semester is used to examine pertinent literature and develop hypotheses. The second semester is taken up with computer-assisted secondary data analysis.
- 561 **Urban Problems and Public Policy. 3 hrs.**
Study of policy problems of metropolitan areas in terms of structures, alternatives, and outcomes.
- 580-583 **Selected Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
To offer a course on some special topic which is not adequately treated in the regular course offerings.

- 584 **Constitutional Law. 3 hrs. 1.**
Introduction to the principles of American constitutional law and analysis of constitutional issues, emphasizing leading Supreme Court cases.
- 585-588 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
These numbers are reserved for tutorials, directed and independent research, problem reports, etc.
- 591-592 **Workshop in Citizenship and Public Policy. ; 3 hrs.**
Applied research and analysis of policy problems from a citizen perspective. Includes field work in the state and local community. Publishes the *West Virginia Citizens' Almanac* annually. (Graduate students may earn up to six credits)
- 601 **Readings in Political Science. 2-3 hrs.**
Readings to meet the needs and interests of individual students.
- 602 **Research Methods and Data Analysis. 3 hrs.**
A study of quantitative methods used in empirical research with an emphasis upon applied statistical data analysis.
- 605 **Theoretical Approaches to Political Science. 3 hrs.**
An examination of the basic theories and theory sketches used in the development of modern political science; emphasis on the construction, evaluation and use of theories and their relationship to knowledge creation, diffusion, and utilization.
- 606 **Seminar in Judicial Politics. 3 hrs.**
- 609 **Seminar in International Relations. 3 hrs.**
- 611 **Seminar in the American Legislative Process. 3 hrs.**
- 614 **Seminar in Comparative Politics. 3 hrs.**
- 618 **Seminar in Public Administration. 3 hrs.**
- 621 **Urban Administration. 3 hrs.**
Principles and methods of urban administration in the U.S.
- 629 **Seminar in Political Thought. 3 hrs.**
- 633 **Administrative Organization and Behavior. 3 hrs.**
A study of some contributions of the behavioral sciences to the study of organizations, with stress on such concepts as leadership, motivation, conflict, power, role theory, organizational design, and decision-making.
- 648 **Seminar in State Government and Politics. 3 hrs.**
West Virginia government and political problems will receive special attention although other states may be considered.
- 650-651 **Seminar. 3-6 hrs.**
- 652 **Seminar in Political Behavior. 3 hrs.**
- 660 **Seminar in Applied Policy Analysis. 3 hrs.**
Development of theoretical and methodological skills in the analysis of public problems and the use of policy in problem solving.
- 675 **Legislative Internship. 6 hrs.**
Intensive work experience in the West Virginia legislative processes coupled with a seminar involving directed reading and the preparation of a paper. This is a cooperative program with West Virginia University and the Office of Legislative Services with only selected students participating. (PR: One semester of graduate work and recommendation of department chairman.)
- 680 **Masters Essay. 3 hrs.**
- 681 **Thesis. 1-6 hrs.**

PSYCHOLOGY (PSY)

The Department of Psychology offers Master of Arts degrees in either Clinical Psychology or General Psychology. The two programs differ markedly in their course sequence and orientation.

Clinical (Professional) Psychology

Students intending to qualify for employment as a master's level clinical psychologist complete a minimum of 39 credit hours of core courses, as well as 6 hours of practicum and a clinical internship in an approved setting. This program is oriented toward training high quality clinical practitioners as well as preparing students for the licensing exams of states which require licensure of master's level psychologists. Students plan their course work in conjunction with their advisors and in accordance with their background to move through the program with the greatest efficiency. For graduation, students are required to take the GRE subject test and a written comprehensive exam constructed by the department in accordance with University requirements and guidelines.

Admission to the Programs

Requirements for admission include the aptitude and subject tests sections of the GRE, three letters of reference, and undergraduate transcripts. Undergraduate coursework must include a course in behavioral statistics

and a lab course in psychology; students' transcripts should also show a thorough grounding in basic psychology courses to ensure unconditional acceptance into the program. A minimal preparation would include at least 15 hours in Psychology.

Applications received by April 15 will be reviewed with priority for admissions; June 1 is the final application deadline. Because of the demand for admission to these programs, it is not possible to admit every qualified person.

General (Theoretical) Psychology

Students earning a master's degree in preparation for doctoral study in an experimental field of psychology must complete a minimum of 33 hours of graduate credit, including 3-6 hours of graduate credit on a research-based thesis. Students plan their coursework in conjunction with their advisors and in accordance with their background to move through the program with greatest efficiency.

Additional Requirements in Psychology Programs

The following requirements must be met for a student to be admitted to Candidacy:

1. The candidates must have completed at least twelve (12) hours of the courses required in their programs with an average of 3.0 or better.
2. The candidates cannot have more than one C in any graduate course work.
3. The candidates must be recommended for admission by a majority of their three-member guidance committee, composed of faculty members chosen by the student and the faculty advisor.
4. Clinical psychology students will apply for candidacy after completing one three-hour practicum of supervised clinical experience plus previous coursework.

PSYCHOLOGY (PSY)

- 502 **Advanced Social Psychology. 3 hrs.**
Advanced study of selected topics in social psychology. (PR: PSY 302 or equivalent)
- 503 **Applied Social Psychology. 3 hrs.**
Examination of the applications of social psychological methods, theories, principles and research findings to the understanding of social problems. (PR: PSY 302)
- 506 **Psychometrics. 3 hrs.**
Mental test theory and applications. (REC: PSY 223 or equivalent)
- 508 **Abnormal Psychology. 3 hrs.**
Study of the nature, causes and treatment of maladaptive human behavior. (REC: PSY 201 or equivalent)
- 516 **Psychology of Learning. 3 hrs.**
Critical study of the major theories of learning and related research. (PR: At least 3 hours in Experimental Psychology)
- 517 **Intermediate Behavioral Statistics. 3 hrs.**
An intermediate level presentation of descriptive and inferential statistics as applied in behavioral research. 2 lec-2 lab. (PR: PSY 223 or equivalent)
- 518 **Psychology of Personnel. 3 hrs.**
Psychological principles and methods applied to functions in personnel administration. (REC: PSY 201 or equivalent)
- 532 **Seminar: Sex Therapy. 3 hrs.**
The theories, principles, and techniques of behavioral sex therapy. (Permission of chairperson)
- 533 **Current Models of Psychotherapy. 3 hrs.**
Introduction to theoretical models and related therapeutic strategies which influence the practice of modern psychotherapy. (PR: Graduate student in psychology or consent of instructor)
- 540 **Physiological Psychology. 3 hrs.**
The relationships between physiological functions and biochemical processes and behavior. (PR: PSY 201)
- 550 **Introduction to Clinical Psychology. 3 hrs.**
The course will provide an overview of concepts, methods, and professional issues in clinical psychology. Theoretical and practical issues in assessment, intervention, and research are emphasized rather than practicum experience.
- 556-557 **Research in Psychology. 1-3; 1-3 hrs.**
A laboratory course designed to give advanced students experience in all aspects of conducting psychological research. (PR: Permission of instructor)
- 560 **History and Systems of Psychology. 3 hrs.**
Overview of Psychology from historical perspective. (REC: 12 hours of psychology or equivalent)
- 580-583 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
- 585-588 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
- 610 **Assessment I. 3 hrs.**

Principles and methods of assessment, key issues in test construction, and training in assessment of intelligence, special abilities, and neuropsychological functioning. (PR: Admission to Clinical Psychology Program)

- 611 **Assessment II. 3 hrs.**
Principles and methods of assessment, key issues in test construction, and training in assessment of behavior, child and adult disorders, and personality.
- 614 **Psychology of Personality. 3 hrs.**
The nature of personality structure and dynamics. (REC: 12 hours of psychology or equivalent. PR: Psy 360)
- 616 **Human Memory and Information Processing. 3 hrs.**
Theory and research relating to human learning, memory and decision processes. (PR: PSY 323 or equivalent)
- 618 **Psychopharmacology. 3 hrs.**
Survey of psychotropic drug substances with emphasis on neuropharmacological bases of drug action, current research methods and therapeutic implications. (PR: PSY 540 or equivalent)
- 623 **Experimental Design. 3 hrs.**
An introduction to the design and interpretation of behavioral research. Emphasis is upon tests of significance and assumptions governing their application. (PR: PSY 517 or equivalent)
- 624 **Multivariate Analysis. 3 hrs.**
Multivariate analysis in behavioral research including multiple regression, analysis of variance, canonical correlation, and principal components and factor analysis. (PR: PSY 517 or equivalent)
- 632 **Behavior Therapy. 3 hrs.**
Principles and Techniques of the Behavior Therapies and theories that underly the behavioral approach. (PR: Consent of instructor)
- 633 **Individual Psychotherapy and Interviewing. 3 hrs.**
A survey of the basic skills and techniques used in treating various forms of psychopathology. (PR: PSY 533 and consent of instructor)
- 634 **Group Therapy. 3 hrs.**
Different types of group psychotherapy as appropriate for various problems and populations; intensive experience in at least two methods. (PR: PSY 614, 632 and consent of instructor)
- 670-671 **Clinical Practicum. 1-3; 1-3 hrs.**
Supervised application of principles of therapy and evaluation in a clinical setting. CR/NC grading. (PR: Consent of departmental chairperson)
- 680 **Clinical Internship. 1-6 hrs. CR/NC**
Placement in an approved mental health setting for minimum of 400 hours. Supervised by on-site personnel in addition to psychology faculty. CR/NC grading. (PR: Admission to candidacy and consent of department chairperson)
- 681 **Thesis. 1-6 hrs.**
- 690-695 **Seminar. 1-3; 1-3; 1-3; 1-3; 1-3; 1-3 hrs.**
Reports on current problems and literature in psychology and related fields; professional ethics. (PR: Consent of department chairperson)

RELIGIOUS STUDIES (RST)

The Department of Religious Studies offers a minor field of study which is open to all majors in all fields.

- 500 **Current Issues in Biblical Literature. 3 hrs.**
A consideration of contemporary literary-critical problems associated with the reading and interpretation of biblical texts. Consult instructor for emphasis in any given semester.
- 519 **Religious Thought in the Western World. 3 hrs.**
An analysis of the major schools of religious thought as they have developed in the West.
- 550 **Sociology of Religion. 3 hrs.**
An investigation into the nature of religion as a social phenomenon.
- 580-583 **Special Topics. 1-4; 1-4 hrs.**
- 585-588 **Independent Study. 1-4 hrs.**
- 599 **Humanities Seminar. 3 hrs.**

SAFETY (SED)

Safety Technology offers one option and three areas of specialization. Admission to the graduate program in Safety is dependent upon the student satisfying the minimum admission requirements established by the Graduate School. The Master of Science Degree in Safety requires 32 semester hours of graduate work, of which not more than 6 hours may be earned by a thesis. If a thesis is not submitted, a minimum of 36 hours of course work must be completed.

A final (written) comprehensive examination is administered to all candidates by a committee of three members of the graduate faculty in the School of Education, including the student's advisor. The student who fails to pass the comprehensive examination on a given attempt may be asked to enroll in courses as

determined by his committee before taking the examination again. In the non-thesis safety option students must also take a comprehensive written examination.

Prior to admission to candidacy all students must have completed courses or equivalent courses in general safety education, first aid, and personal health with the consent of the department.

The graduate curriculum in Safety is divided into three areas of specialization namely Traffic Safety, Occupational Safety and Health, and Safety Management. These programs are offered in cooperation with other schools as may be designated.

Minimum requirements	36 hours
with thesis	32 hours

MASTER OF SCIENCE DEGREE — SAFETY (SED)
Emphasis: Traffic Safety

Required Courses	Hours
SED 500 Traffic Law Enforcement or SED 606 Field Experience for the Safety Specialist	3
SED 510 Problems and Practices in Driver and Traffic Safety Education	3
SED 550 Traffic Engineering	3
SED 599 Organization, Administration and Supervision of Safety Programs	3
SED 601 Safety in Transportation	3
SED 610 Philosophy and Psychological Concepts of Occupational Safety and Health	3
SED 630 Current Literature and Research in Occupational Safety and Health	3
SED 660 Human Factors in Accident Prevention	3
SED 669 Traffic Safety Management	3
Electives: Permission of Advisor or Chairman	9
	36

MASTER OF SCIENCE DEGREE — SAFETY (SED)
Emphasis: Occupational Safety and Health

Required Courses	Hours
SED 551 Occupational Safety and Health Management	3
SED 589 Occupational Hazard Control	3
SED 597 Occupational Safety and Health Programs	3
SED 598 Occupational Safety and Health Legislation	3
SED 599 Organization, Administration and Supervision of Safety Programs	3
SED 610 Philosophical and Psychological Concepts of Occupational Safety and Health	3
SED 630 Current Literature and Research in Occupational Safety and Health	3
SED 647 Industrial Hygiene	3
SED 660 Human Factors in Accident Prevention	3
Electives: Permission of Advisor or Chairman	9

MASTER OF SCIENCE DEGREE — SAFETY (SED)
Emphasis: Safety Management

Required Courses	Hours
SPH 508 Discussion and Conference Leadership	3
SOC 533 Industrial Sociology	3
SED 551 Occupational Safety and Health Management	3
SED 597 Occupational Safety and Health Programs	3
SED 599 Organization, Administration and Supervision of Safety Programs	3
SED 610 Philosophical and Psychological Concepts of Occupational Safety and Health	3
SED 630 Current Literature and Research in Occupational Safety and Health	3
SED 660 Human Factors in Accident Prevention	3
Electives: Permission of Advisor or Chairman	12
	36

SAFETY TECHNOLOGY (SED)

- 500 Traffic Law Enforcement. 3 hrs.**
 A course designed to study and evaluate the varied and complex system of laws governing the control of all forms of human traffic law and enforcement on present and future societies.
- 510 Problems and Practices in Traffic Safety and Driver Education. 3 hrs.**
 A survey course for supervisors of traffic accident prevention programs. Examines and evaluates problems, attitudes, activities, and administrative practices in school, city, and state traffic safety programs. Supplements basic teacher training courses in driver education. (REC: SED 235 and 385 or equivalent)

- 520 **Teaching Driver Education to the Handicapped. 3 hrs.**
A survey of Driver Education for the handicapped including physical, mental, and social aspects. The course is recommended for students preparing to teach Driver Education or other related safety subject.
- 536 **Safety Education for Elementary Teachers. 1 hr.**
Survey of accident prevention methods in the elementary school environment, with emphasis on elementary school safety curriculum, laws, personal protection and resources for elementary school teachers.
- 550 **Traffic Engineering. 3 hrs.**
Concerned with traffic and pedestrian flow, channelization, light coordination, intersection control, and devices as related to safe, convenient, and economical transportation of persons and goods.
- 551 **Occupational Safety and Health Management. 3 hrs.**
Concerned with instruction of industrial management personnel interested in accident prevention and safety administration. Emphasis will be on principles, facts and methodology involving safety management.
- 565 **Accident Investigation/Reconstruction. 3 hrs.**
An introductory course in traffic accident investigation designed to give insight into the recognition and collection of evidence, collection and recording data and reconstructing the accident based on the facts.
- 580-581 **Special Topics. 1-4 hrs.**
- 582 **Special Topics. 1/2-4 hrs.**
- 583 **Special Topics. 1-4 hrs.**
- 585-588 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
- 589 **Occupational Hazard Control. 3 hrs.**
A study of the latest industrial safety information which will assist the student in designing a program to reduce or eliminate all incidents which downgrade the system.
- 591-594 **Workshop. 1-4; 1-4; 1-4; 1-4 hrs.**
- 597 **Occupational Safety and Health Programs. 3 hrs.**
Safety functions in industry. Principles of organization and application of safety programs. Prevention, correction and control methods are outlined and evaluated.
- 598 **Occupational Safety and Health Legislation. 3 hrs.**
A survey of the legislation that has affected the safety movement with special emphasis on the 1969 Coal Mine Health and Safety Act and the 1970 Occupational Safety and Health Act.
- 599 **Organization, Administration and Supervision Safety Programs. 3 hrs.**
A study of safety programs at the state and local levels including the administrative, instructional, and protective aspects of a comprehensive safety program in schools, occupations, home and public.
- 601 **Safety in Transportation. 3 hrs.**
Concerned with safe, efficient movement of people and goods. Involves highway, air, water, pipeline, and rails.
- 606 **Field Experience for the Safety Specialist. 3 hrs.**
Concerned with the visitation and evaluation of the safety program of various agencies in the region.
- 610 **Philosophical and Psychological Concepts of Occupational Safety and Health. 3 hrs.**
An analysis of the educational philosophies and the application of these philosophies to occupational safety. A study of the effect of occupational safety on modern living.
- 630 **Current Literature and Research in Occupational Safety and Health. 3 hrs.**
An analysis and study of selected works of national and international authors concerning significant works in Occupational Safety.
- 645 **Safety Engineering and Equipment Design. 3 hrs.**
The design and engineering of facilities and equipment to meet the physical needs of the human as well as enhancing production.
- 647 **Industrial Hygiene. 3 hrs.**
Concerned with environmental health and safety hazards that arise out of or occur during work of employees.
- 650 **Internship for the Safety Specialist. 3 hrs.**
Supervised experience on the job site. Involves the student working under safety personnel and analyzing and writing of experiences.
- 660 **Human Factors in Accident Prevention. 3 hrs.**
A study of the psychological principles and their applications to accident causation and prevention.
- 669 **Traffic Safety Management. 3 hrs.**
Concerned with the total Traffic Safety Management Program, including vehicle registration, driver licensing, motorcycle driver education, and motor vehicle registration.
- 679 **Problem Report. 1-3 hrs.**
- 681 **Thesis. 1-6 hrs.**
- 690-692 **Seminar. 1-4 hrs.**

MINE SAFETY (MSF)

The Master of Science Degree in Safety with an option in Mine Safety is based on the competencies needed

by mine safety and management personnel and mine safety compliance personnel. The program is designed for underground, auger and surface mining as applicable to all components of the mining industry, including metallic and non-metallic products. Special emphasis is provided for the type of mining in which student are engaged.

Admission to the graduate program with the Mine Safety option is dependent upon the student satisfying the minimum admission requirements established by the Graduate School. The Master of Science Degree requires 32 semester hours of graduate work, of which not more than 6 hours may be earned by a thesis. If a thesis is not submitted, a minimum of 36 hours of course work must be completed.

A final (written) comprehensive examination is administered to all candidates by a committee of three members of the graduate faculty, including the student's advisor. The student who fails to pass the comprehensive examination on a given attempt may be asked to enroll in courses as determined by his committee before taking the examination again. In the thesis safety option student must also take a comprehensive written examination.

Prior to admission to candidacy all students must have completed courses or equivalent courses in general safety education, first aid, and personal health with the consent of the department.

The Mine Safety graduate program is sponsored jointly with the National Mine Safety and Health Academy, Beckley, WV.

Required Courses	Hours
MSF 510 Survey of Mining	3
MSF 511 Mine Safety Program Analysis	3
MSF 512 Mine Safety and Health Legislation	3
MSF 514 Hazard Control in Mining	3
EDF 621 Educational Research and Writing	3
or equivalent course in research methodology such as VTE 670	
Mine Safety Electives	15
Electives	6
	36

MINE SAFETY (MSF)

- 510 **Survey of Mining. 3 hrs.**
An overview of mining to provide the participant with a general understanding of mining history, development systems terminology, procedures, methods and safety and health activities.
- 511 **Mine Safety Program Analysis. 3 hrs.**
This course prepares the participant for the effective analysis of safety programs and provides some specific applications in the mining environment.
- 512 **Mine Safety and Health Legislation. 3 hrs.**
A survey of the legislation that has affected safety and health in mining with special emphasis of the Federal Mine Safety and Health Act of 1977.
- 513 **Mine Safety and Health Management. 3 hrs.**
This course covers the principles, functions and philosophies of mine management.
- 514 **Hazard Control in Mining. 3 hrs.**
A study of how to recognize accident potential through-out the mining industry.
- 525 **Statistics/Biostatistics, Epidemiology and Industrial Hygiene. 3 hrs.**
Statistics/Biostatistics, Epidemiology and Industrial Hygiene as these subjects relate to health hazards in the mining environment. (PR: Module #1 of the Advanced Industrial Hygiene Program)
- 526 **Industrial Toxicology and Airborne Contamination in Mining Environments. 3 hrs.**
Principles of Toxicology: biochemistry, biological monitoring, biological transformation and chemical hazards. Properties, behavior and measurement of airborne particles. Special topics: sampling and evaluating airborne asbestos dust. (PR: Module #1 of the Advanced Industrial Hygiene Program)
- 527 **Physical and Biological Health Hazards in Mining and Milling Operations. 3 hrs.**
Physical hazards: heat, noise and radiation. Biological hazards: atmospheric transport of microorganisms that cause disease. (PR: Module #1 of the Advanced Industrial Hygiene Program)
- 580-583 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
A study of special topics not offered in regularly scheduled courses.
- 585-588 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
- 591-594 **Workshop (Selected Topics). 1-4; 1-4; 1-4; 1-4 hrs.**
- 621 **System Safety Engineering in the Mining Industry. 3 hrs.**
A study of the analytical tools used in the recognition, evaluation and control of exposure to hazards in the Mining Industry.
- 622 **Accident Prevention in the Mining Industry. 3 hrs.**
A survey course which discusses why and how mining accidents occur, factors in successful safety programs and the recognition, evaluation, and control of accident causes.
- 624 **Mine Haulage and Transportation. 3 hrs.**
A study of the operation of hoisting haulage equipment used in the mining industry.
- 625 **Philosophical Concepts of Mine Safety and Health. 3 hrs.**
An analysis of the philosophies of mine safety and health; application of these philosophies to actual mining situations.

- 626 **Safety and Health Research in the Mining Industry. 3 hrs.**
An analysis and study of selected works of national and international authors concerning mine safety and health.
- 627 **Health Hazards in Mining. 3 hrs.**
A broad spectrum approach to the mine health field which includes: the principles for recognition, evaluation and control of health hazards in mining.
- 628 **Man, Machines and the Environment in the Mining Industry. 3 hrs.**
A study of the interactions of man, machines and the environment. The role of these interactions in causing or in preventing accidents.
- 629 **Problem Analysis and Consultation in Mine Safety and Health. 3 hrs.**
A study of the rational process of problem solving decision making consultation with emphasis on realistic case studies.
- 631 **Mine Accident Investigation and Reporting. 3 hrs.**
A study of the principles, techniques and procedures of investigations of mine accidents including attendance in court and report writing.
- 635 **Sampling, Industrial Ventilation, and Respiratory Protective Equipment for Mining and Milling Operations. 3 hrs.**
Gas, vapor and particulate sampling - industrial ventilation for control of health hazards. Use of respiratory protective equipment to control health hazards. (PR: Module #1 of the Advanced Industrial Hygiene Program)
- 636 **Threshold Limit Values: Sampling and Analytical Techniques. 3 hrs.**
Threshold limit values and material safety data sheets. Hands-on experience in collecting industrial hygiene samples and subsequent laboratory analysis of the samples. (PR: Module -1 of the Advanced Industrial Hygiene Program)
- 637 **Stress and its Impact on Safety and Health in Mining. 3 hrs.**
A study on stress and its impact of safety and health in mining. Activities will be scheduled to enable the student to apply, in a work setting, some of the basic stress concepts.
- 679 **Problem Report. 3 hrs.**
- 681 **Thesis. 1-6 hrs.**
Individual research on a specific problem of concern to the student and of significance to mine safety.
- 690-692 **Seminar. 1-4 hrs.**

SOCIAL STUDIES (SOS)

This interdisciplinary program is for public school teachers as well as other students who wish to broaden and apply their knowledge in several of the social sciences. To be eligible a student must have received undergraduate credit for at least thirty semester hours in the social sciences. For the M.A. degree, thirty-six hours graduate credit in course work and a written comprehensive examination are required. A student writing a thesis must earn thirty-two hours graduate course credit of which no more than six hours credit may be granted for the thesis.

Within the limits indicated below, the student, in consultation with the advisor, should plan course work to pursue either of the following programs of study:

- a. General, oriented to the interests of the student.
 - b. International and/or Multi-Cultural Studies.
1. Six hours from each of three of the following fields:
Anthropology/sociology, economics, geography, history, political science 18 hrs.
OR
 2. Any social science course dealing with the following areas:
China, Japan, Africa, Eastern Europe, Middle East, Latin America, Russia 18 hrs.
 3. Electives (with advisor's approval) 12 hrs.
 4. Social Studies 640 (Readings in Social Studies) 3 hrs.
 5. Social Studies 679 (Problem Report) or EDF 621 or any social science methodology course 3 hrs.
 6. Social Studies 681 (Thesis) 1-6 hrs.
- Students who have taken ECN 561 and ECN 562, American Capitalism Seminar, for credit, may not take SOS American Capitalism Seminar for credit.

SOCIAL STUDIES (SOS)

- 503 **West Virginia History, Geography and Government. 3 hrs.**
An interdisciplinary study of the state, its people and its institutions within the national context. (PR: HST 330 and 331 or permission of the instructor)
- 510 **Coal Industry Studies: Past and Present. 3 hrs.**
An interdisciplinary study for all facets of the coal industry within a historical perspective. Some emphasis is placed upon the coal industry of West Virginia and the tri-state region.
- 560-562 **Professional Development. 1-4; 1-4; 1-4 hrs.**
These courses are designed to meet the specific in-service needs of public school teachers. Credit in these courses can be used for certificate renewal and salary upgrading but cannot be used in degree programs.

- 565 **Sociology of American Schools. 3 hrs.**
American school organizational patterns interpreted sociologically; role of power and bureaucracy, social and cultural change, stratification and social mobility, and values; analysis of school rituals and ceremonies. (Students who have taken SOS 507 for credit may not take SOS 565 for credit.)
- 580-583 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs. I, II, S.**
- 585-588 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
- 591-594 **Workshop. 1-3; 1-3; 1-3; 1-3 hrs.**
- 640 **Readings. 3 hrs.**
- 679 **Problem Report. 3 hrs.**
- 681 **Thesis. 1-6 hrs.**

SOCIOLOGY (SOC)

Applicants for admission to the graduate program in sociology must present: (1) a minimum of twelve hours of undergraduate sociology courses, including three hours of statistics; (2) Graduate Record Examination scores.

Applicants for admission to candidacy must have completed satisfactorily twelve hours of resident graduate sociology courses including Sociology 503 and 545. To complete the requirements for the master's degree either the thesis or the non-thesis option may be chosen. The thesis option is recommended for those who plan to teach at the college level to continue work toward the Ph.D.

The thesis option requires completion of 32 hours of work, including 1-6 hours of thesis in Sociology 681 and a minor of 6-9 hours. The non-thesis option requires completion of 36 hours, including Sociology 679 and a minor of 6 hours. Sociology 503, 545 and 601 are required for either option.

The following specialty options are available:

1. General Option: Sociology 501, 503, 521, 545, 601, 668, 679 or 681 and 12-18 additional hours.
2. Community Development Option: Sociology 506, 532, 539, 542, 543, 545, 570 or 571, 668, and 679 or 681 and 3-6 additional hours.
3. Industrial Relations Option: Sociology 503, 545, 512, 533, 542, 601, 633, 668, 679 or 681 and 6-12 additional hours.

SOCIOLOGY (SOC)

- 500 **Human Ecology. 3 hrs.**
Study of the ecological structure and processes of human communities, regions, and areas. (PR: SOC 200 or permission)
- 501 **Population Studies. 3 hrs.**
Study of population characteristics, growth and trends with emphasis on the social and cultural implications. (PR: SOC 200 or permission)
- 503 **Social Research II. 3 hrs.**
Intermediate social research methodology with emphasis on research design. 2 lec-2lab. (Required of all M.A. candidates). (PR: SOC 344, 345 or equivalent)
- 506 **Applied Sociology. 3 hrs.**
Study of the application of the principles of sociology directed toward social change in communities. (SOC 200 or permission)
- 507 **Sociology of American Schools. 3 hrs.**
A sociological interpretation of the American school organizational patterns. Attention is given to concepts of power, bureaucracy, social and cultural change, stratification and social mobility, values and school rituals. (Students who have taken SOS 565 for credit may not take SOC 507 for credit.)
- 508 **The Family. 3 hrs.**
Theoretical analysis of the family as a primary social institution. (PR: SOC 200 or permission)
- 512 **Small Groups. 3 hrs.**
Study of the dynamics of small groups with emphasis on role theory. (PR: SOC 200 or permission)
- 513 **Collective Behavior and Social Movements. 3 hrs.**
Analysis of noninstitutionalized social behavior and social movements. (PR: SOC 200 or permission)
- 521 **Sociological Theory I. 3 hrs.**
The development of social thought and early sociological theory. (PR: SOC 200 or permission)
- 523 **Conflict Sociology. 3 hrs.**
Analysis of theories of the conflict school of sociology and their application in research. (PR: SOC 200 or departmental permission)
- 528 **Medical Sociology. 3 hrs.**
Social organization of modern medicine and allied health delivery systems. (PR: SOC 200 or departmental permission)
- 531 **Problem Perspectives of Aging. 3 hrs.**
Analysis of some of the problems people experience as a consequence of growing older. (PR: SOC 200 or permission)
- 532 **Rural Sociology. 3 hrs.**
The sociology of rural life and rural communities. (PR: SOC 200 or departmental permission)
- 533 **Industrial Sociology. 3 hrs.**
Study of the organization and structure of the workplant as a social system; the meaning and

- organization of work; managerial functions; management-labor relations; and human relations in industry. (PR: SOC 200 or permission)
- 539 **Social Stratification. 3 hrs.**
Analysis of various theories of stratification, with emphasis on the American class system. (PR: SOC 200 or permission)
- 542 **Urban Sociology. 3 hrs.**
The sociology of urban and metropolitan communities. (PR: SOC 200 or permission)
- 543 **Evaluation Research. 3 hrs.**
Analysis of social organizations and programs in order to evaluate: program planning, monitoring, impact assessment, efficiency, and effectiveness. (PR: Any research and statistics)
- 545 **Social Statistics II. 3 hrs.**
Intermediate level statistical analysis, including analysis of variance and covariance. 2 lec-2 lab. (Required of all M.A. candidates). (PR: SOC 345 or equivalent)
- 550 **Sociology of Religion. 3 hrs.**
An investigation into the nature of religion as a social phenomenon. (PR: SOC 200 or permission)
- 551 **The Sociology of Retirement. 3 hrs.**
Retirement is examined as a process, an event and a role. Retirement is analyzed from the point of view of the individual and the society. (PR: SOC 200 or permission)
- 552 **Sociology of Death & Dying. 3 hrs.**
The study of death and dying as a societal and cultural phenomenon. Explores how institutions within our society deal with death. (PR: SOC 200 or permission)
- 570-571 **Sociological Field Experience. 3; 3 hrs.**
Supervised field work in a social organization or community working on practical problems. (PR: SOC 406 or 506 or permission)
- 580-583 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
Study of topics not covered in regularly scheduled courses. (PR: Graduate majors, SOC 200 or permission)
- 585-588 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
Individual study of topics not offered in regularly scheduled courses. (PR: For majors only; advance departmental permission is required)
- 597-598 **Instructional Television Course. 1-4 hrs.**
A course based upon Instructional Television Series broadcast by public television. The student is responsible for viewing the series on the air and satisfying all course requirements announced by the department.
- 601 **Sociological Theory II. 3 hrs.**
Contemporary sociological theories and their relation to research in human behavior (Required of all M.A. candidates). (PR: SOC 421 or 521)
- 602 **Contemporary Social Change. 3 hrs.**
Theories of social change and their uses in analyzing social change of today. (PR: SOC 200 or permission)
- 603-604 **Behavioral Science I and II. 3; 3 hrs.**
Seminar in behavioral science theory. (PR: SOC 200 or permission)
- 611 **Social Pathology. 3 hrs.**
Seminar in social maladjustment and disorganization and their consequences. (PR: SOC 200 or permission)
- 620 **Criminology. 3 hrs.**
Seminar in crime and delinquency. (PR: SOC 200 or permission)
- 633 **Complex Organizations. 3 hrs.**
Seminar in complex organizations with special attention given to bureaucratic organization. (PR: SOC 200 or permission)
- 668 **Seminar. 1-3 hrs.**
Topics vary from semester to semester. (PR: SOC 200 or permission)
- 679 **Problem Report. 1-3 hrs.**
The preparation of a written report on a research problem or field study in sociology. (PR: Departmental permission)
- 681 **Thesis. 1-6 hrs. I, II, S.**
Individual research in a selected field of sociology under the direction of a member of the department. (PR: Admission to candidacy and staff approval of thesis proposal.)

SPANISH (SPN)

- 510 **Spanish Literature from the Cid Through the 17th Century. 3 hrs. On demand.**
Readings, lectures, reports and discussions of significant literary works from the Cid through the 17th century. (PR: 6 hours of literature numbered 318 or above or equivalent)
- 560 **The Modernist Movement. 3 hrs. S.**
The precursors of the Modernist Movement, its chief exponents, and its influence on the literature of Spanish America and Spain. Readings, lectures, discussions, and reports in Spanish. (PR: 6 hours of literature numbered 318 or above or equivalent)

- 561 **Advanced Syntax and Stylistics. 3 hrs. S.**
A detailed analysis of Spanish syntax and shades of meaning with the writing of original compositions in Spanish to perfect the student's own style. (PR: SPN 204 or equivalent)
- 580-583 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
- 585-588 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
Independent research in selected areas of Spanish and Spanish American literature that are not available in other courses in the catalog. The student has the opportunity to become familiar with leading authorities and bibliographies. Conferences and reports in Spanish. (PR: 6 hours of literature numbered 318 or above or equivalent and permission of instructor)
- 610 **Readings in Spanish or Spanish American Literature. 1-3 hrs.**
Readings designed for the graduate student who has the interest and the ability to study in depth a certain author, genre, or literary movement. (PR: 6 hours of literature numbered 318 or above or equivalent and permission of instructor)
- 612 **Spanish-American Romanticism. 3 hrs.**
Leading writers and trends in thought and versification of the romantic period. (PR: 6 hours of literature numbered 318 or above or equivalent)
- 620 **Spanish Romanticism. 3 hrs.**
The trends and characteristics of the romantic period in the writings of its leading exponents in lyric poetry, non-dramatic prose, and the theatre. (PR: 6 hours of literature numbered 318 or above or equivalent)
- 625 **Spanish Literature of the Twentieth Century. 3 hrs.**
Emphasis on prose, poetry and the theatre since 1936, including writers in exile. (PR: 6 hours of literature numbered 318 or above or equivalent)
- 679 **Problem Report. 1-3 hrs.**
(PR: Permission)
- 681 **Thesis. 1-6 hrs.**
(PR: Permission)

SPECIAL EDUCATION (See Teacher Education)

SPEECH (SPH)

Major in Communication

Students seeking a graduate degree in the Department of Speech may select a program which emphasizes a broad background in communication or a specialized program in broadcasting or in speech communication. Before being admitted to the program, the prospective student should have completed 12 hours in communication or a related field or have achieved equivalent competence.

Upon admission to the graduate program the student is advised by the director of the graduate program. Prior to completion of 9 hours of graduate work, the student must select an advisor. During the next semester the student must select two additional members of the departmental graduate faculty to serve with the advisor as the student's committee. The committee must include one member from each area of the department. At least one member of the committee must hold full graduate faculty status.

With the approval of the committee, the student will plan an academic program of major and minor courses. All programs of study must be approved by the full departmental graduate faculty. A minimum of 36 graduate credit hours of coursework without the thesis (or 32 hours with the thesis) is required for graduation, half of which must be 600 level courses. The program must include Speech 600: Graduate Studies in Communication; Speech 601: Research Methods; Speech 606: Communication Theory; one course selected from Speech 534, 630, 632, or 634; and one course selected from Speech 501, 502, 509, or 673.

A comprehensive examination is required which will be developed and evaluated by the student's committee. In addition to the comprehensive examination, a candidate who writes a thesis is required to pass an oral examination on the thesis.

SPEECH (SPH)

- 501 **Organizational Communication. 3 hrs.**
Investigation of information flow in organizations with emphasis on identifying communication problems.
- 502 **Rhetorical Theory. 3 hrs.**
An exploration of theories of rhetoric from the Greek philosophers to the present. This course will examine the strategic use of symbols in persuasive discourse. (PR: SPH 103)
- 506 **Interviewing. 3 hrs.**
Skill development in the question-answer-response process as it applies to a variety of interviewing situations.
- 508 **Leadership and Group Communication. 3 hrs.**
A study of the variables affecting, and affected by, the communication process in small groups, with particular emphasis upon leadership variables. (PR: SPH 315 or equivalent)

- 509 **Theories of Persuasion and Change. 3 hrs.**
Study of the relationship between persuasion and social change, including theories of attitude and behavioral change and contemporary theories of persuasion.
- 528 **Broadcast Sales. 2 hrs.**
A survey of requirements, relationships, and functions of broadcast sales in the context of the media buying environment. (PR: SPH 103 and 230)
- 530 **Broadcast Documentary and Dramatic Writing. 3 hrs.**
Writing techniques for preparing scripts for the documentary, film and dramatic show. (PR: SPH 332 or equivalent)
- 531 **Advanced Video Production. 3 hrs.**
Advanced theory and practice in the elements of producing the complete video program. (PR: SPH 230, 232, 331, 332)
- 532 **Corporate and Instructional Video 3 hrs.**
Development of the use of video for communication and instruction in businesses, agencies, and education. Production and utilization of video units for specific objectives.
- 533 **Telecommunication Programming. 3 hrs.**
Principles of programming, including audience analysis, production, purchase, and scheduling of various formats.
- 534 **Social Impact and Ethics of Telecommunication. 3 hrs.**
The unusual effects of these agents upon society and their place in modern communication. (PR: SPH 230 or equivalent)
- 535 **Telecommunication Law and Regulation. 3 hrs.**
Development and present status of the legal structure of broadcasting in the United States. (PR: SPH 230 or equivalent)
- 536 **International and Comparative Telecommunication Systems. 3 hrs.**
Development of various systems of broadcasting practiced in other countries of the world and comparison with our own. Including recent trends in international broadcast systems and communication satellites. (PR: SPH 230 or equivalent)
- 537 **Broadcast Organization and Administration. 3 hrs.**
Problems and practices in the administration of a broadcast property, including study of the unique economic structure of the broadcasting industry. (SPH 103 and 230)
- 538 **Instructional Television Utilization. 3 hrs.**
The background and skills required for utilization, validation and evaluation of instructional television for teachers and others concerned with improvement in the teaching learning process.
- 541 **Development and Appreciation of Film Since 1930. 3 hrs.**
A study of important directions in modern film, including style, genre, and the relationship to contemporary society. A variety of films will be viewed for analysis.
- 542 **The Electronic Communication Revolution. 3 hrs.**
An analysis of developments in technology and their implications for changes in human communication and the broadcasting industry.
- 550 **Direction of Speech Activities. 3 hrs.**
Direction of extra-curricular speech activities — assemblies, forensic events, etc. (PR: Fifteen hours of speech or permission of departmental chairman)
- 551 **Speech Communication for the Middle School. 2 hrs.**
Instruction and application of communication events for classroom methods and children's programs.
- 575 **Seminar in Speech Education for Secondary Teachers. 6 hrs.**
A seminar in speech education for secondary and future teachers; a joint teacher-student program where theories and techniques can be studied, applied, and evaluated through practical experiences with high school students. (PR: One year teaching experience)
- 576 **Speech Communication for Classroom Teachers. 3 hrs.**
Knowledge and utilization of interpersonal communication skills in all teaching-learning environment.
- 580-583 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
(PR: Permission of chairman)
- 585-588 **Independent Study. 1-4 hrs.**
(PR: Permission of chairman)
- 597-598 **Instructional Television Course. 1-4 hrs.**
A course based upon Instructional Television Series broadcast by public television. The student is responsible for viewing the series on the air and satisfying all course requirements announced by the department.
- 601 **Problems and Methods in Speech Research. 3 hrs.**
- 602 **Communication Consultation Strategies. 3 hrs.**
An in-depth analysis of diagnostic and intervention strategies employed by communication consultants. Strategies include communication network analysis, communication process observation and consultation, communication role and norm negotiation, and team building.
- 604 **Rhetorical Background of Public Address. 3 hrs.**
The principles of public speaking traced back through the years to the Greek and Roman rhetoricians. (PR: Five hours of public address or equivalent)
- 606 **Studies in Communication Theory. 3 hrs.**

- An extensive investigation into the major concepts of contemporary communication theory.
- 630 **Seminar in Telecommunication Criticism. 3 hrs.**
Intensive critical analysis of broadcasting programs and programming procedures from the sociocultural, literary, political and industry points of view. (PR: SPH 433 or 533 or equivalent)
- 632 **Seminar in Public Broadcasting. 3 hrs.**
Examination and evaluation of the unique content, policies, and prospects of public broadcasting.
- 634 **Issues in Telecommunication. 3 hrs.**
Problems in the broadcast field on varied subjects which concern the industry. (PR: SPH 435/535 or equivalent)
- 650 **Leaders and Movements in Speech Education. 3 hrs.**
The study of speech-communication education from the time of the Greeks to the present, with emphasis upon the evolution of communication education to meet the needs of contemporary society.
- 656 **Seminar in Public Address and Speech Education. 3 hrs.**
(PR: 18 hours of speech or equivalent)
- 673 **Seminar in Interpersonal Communication. 3 hrs.**
Intensive treatment of principles and processes underlying dyadic communication. Designed to enable the student to diagnose and intervene to resolve communication problems.
- 674 **Seminar in Communication Pedagogy. 3 hrs.**
Primarily for graduate teaching assistants to develop instructional skills of preparation, presentation and evaluation; to understand instructor duties and requirements, and to exemplify interpersonal skills in dealing with students.
- 675-676 **Seminar. 1-3; 1-3 hrs.**
Program of study not normally covered in other courses. Topics vary from semester to semester.
- 677-678 **Special Topics. 1-3; 1-3 hrs.**
Program of study not normally covered in other courses. Topics vary from semester to semester.
- 681 **Thesis. 1-6 hrs.**
- 685-688 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
(PR: Permission of chairman)

SPEECH PATHOLOGY

See Communication Disorders (CD)

THEATRE (THE)

At present the Department of Theatre/Dance does not offer a graduate major. Courses in theatre are taken as minors by students in other departments, such as Music, Speech, History, and English. Courses in theatre are also taken by teachers in service who wish to enhance their competence in theatre and to qualify for a higher salary.

- 510 **Playwriting. 3 hrs.**
Study of dramatic structure, characterization, dialogue, themes, sounds, and spectacle, including the writing of one-act plays. (PR: THE 101 or permission of instructor.)
- 520 **Acting for the Musical Theatre. 3 hrs.**
Analysis of musical scripts; study of spoken and musical scenes; staging musical numbers; and preparation of audition material. (PR: THE 222)
- 521 **Acting for the Camera. 3 hrs.**
Projects in acting for the camera. Video taping of selected acting exercises. (PR: THE 222)
- 523 **Stanislavsky System of Acting. 3 hrs.**
Study of the Stanislavsky System of Acting and using it in preparing and performing excerpts from plays.
- 536 **Children's Theatre. 3 hrs.**
Theory, direction, and staging of plays for children.
- 537 **Directing I. 3 hrs.**
Introduction to theories, principles, techniques, and history of directing. (PR: THE 150, 151, 152, and 222)
- 538 **Directing II. 3 hrs.**
In-depth study of directorial approaches. Analysis of contemporary movements and leaders in the field. Students must stage productions as part of class requirement. (PR: THE 537 or permission of instructor)
- 539 **Directing for the Camera. 3 hrs.**
Projects in directing for the camera. Video taping of selected directing exercises. (PR: THE 437/537 or permission of instructor)
- 540 **Theatre History to 1660. 3 hrs.**
Survey of man's activities in the theatre from primitive times to 1660. (PR: THE 101 or permission of instructor)
- 541 **Theatre History since 1660. 3 hrs.**
Survey of man's activities in the theatre from 1660 to the present. (PR: THE 101 or permission of instructor)
- 550 **Stage Lighting II. 3 hrs.**

- Advanced study in the aesthetic principles of lighting design. Emphasis on design principles in non-proscenium theatres. (PR: THE 350)
- 560 **Scene Design II. 3 hrs.**
Advanced work in the process and styles of design for the stage. Emphasis on abstraction, different materials, and designing for various theatre forms. (PR: THE 261, 360)
- 570-574 **Theatre Practicum. 1-3; 1-3; 1-3; 1-3; 1-3 hrs.**
Application of theatre processes, theories, and techniques. Specialized practical experience applying theatrical training. (PR: Permission of instructor)
- 580-583 **Special Topics in Theatre. 1-4; 1-4; 1-4; 1-4 hrs.**
Program of study not normally covered in other courses. Topics vary from semester to semester. (PR: Permission of department chairman)
- 585-588 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
Courses taught by tutorials; directed independent readings or research; problem reports, and other activities designed to fill the needs of individual students. (PR: Permission of chairman)
- 590 **Theatre Internship. 1-4 hrs.**
Supervised off-campus contractual work-study arrangement with external agencies or theatrical institutions. (PR: Permission of chairman)
- 591-594 **Theatre Workshop (Subtitle). 1-4; 1-4; 1-4; 1-4 hrs.**
Practical, participatory courses for advanced students and professionals. Experience in new techniques, theories, and principles. (PR: Permission of instructor)
- 599 **Course by Television. (Subtitle). 1-3 hrs.**
Courses taught by instructional television. (PR: Permission of instructor)
- 610 **Seminar in Theatre. 3 hrs.**
Seminar in problems of dramatic production. (PR: THE 440, 441, or permission of instructor)

VOCATIONAL AND TECHNICAL EDUCATION (VTE)

The Master of Science degree with a major in either Vocational and Technical Education or Vocational Education Administration prepares individuals to be more effective in roles requiring advanced competencies in vocational and technical education.

Students apply for admission to the M.S. degree program and complete twelve hours of graduate study prior to admission to candidacy. During the student's final semester of courses, a written comprehensive examination is administered by the student's advisor and two additional members of the graduate faculty. In addition to the comprehensive examination, a candidate who writes a thesis is required to pass an oral examination on the thesis.

OPTION A. VOCATIONAL AND TECHNICAL EDUCATION

The program of study is based on the student's educational background and experience and on his/her professional goals. This option serves individuals who desire graduate study in vocational teaching, coordinating, curriculum development, cooperative education and for teacher certification renewal. The option also serves persons from other disciplines who are interested in vocational and technical education and wish to enhance their professional competence.

	Hours
Minimum requirements	32-36
1. Major Field	18
Vocational and Technical Education (VTE) courses must include VTE 500 or MKE 550 and VTE 660	
2. Minor Field(s)	12
The student selects one or two minor fields of study in consultation with his/her advisor. The minor field(s) may be selected from Adult Education, Anthropology, Business Administration, Business Education, Curriculum and Instruction, Marketing Education, Counseling, Educational Administration, Educational Media, Home Economics, Journalism, Safety, Sociology, Special Education, or approval of advisor.	
3. Thesis or Electives	2-6
4. At least one-half of the courses counted for the Master's degree should be taken in courses numbering 600 to 699.	

OPTION B. VOCATIONAL EDUCATION ADMINISTRATION

This program of study prepares individuals for leadership roles in Vocational and Technical Education. This option provides the educational component of the West Virginia standards for the professional administrator certificate endorsed for vocational administrator.

In addition to Graduate School requirements, students must be admitted to this program through the Dean of the College of Education and be eligible for a West Virginia teaching certificate endorsed for one of the vocational service areas.

Students who have a Master's degree who wish to qualify for vocational education certification must apply for admission to the program through the Dean of the College of Education.

To be admitted to candidacy for the Master's degree in this option, students must:

1. Earn a 3.0 grade point average in at least 12 semester hours of graduate work presented for the degree.
2. Have completed at least one year of experience as a vocational teacher or administrator.

Hours

Minimum Requirements	36
1. Major Field	21
*VTE 500 Philosophy of Vocational Education	
*VTE 600 Supervision of Vocational Education Programs	
*VTE 602 Administration of Vocational Education Programs	
*VTE 606 Developing a Local Plan for Vocational Education	
*VTE 660 Vocational Education and Economic Development	
*VTE 662 Vocational Education and Community Relations	
*VTE 665 Vocational Education Administration Practicum	
2. Minor Field	12
*EDA 500 General School Administration (WVU 300)	
*EDA 600 Staff Personnel Administration (WVU 320)	
*EDA 640 School Business Management (WVU 318)	
*EDA 740 School Law (WVU 333)	
3. Elective	3

*Indicates courses (33 hours) that are required for certification in Vocational Education Administration.

VOCATIONAL AND TECHNICAL EDUCATION (VTE)

- 500 **Philosophy of Vocational Education. 3 hrs. I, II, S.**
An overview of the historical origins of vocational education and their relationship to major educational philosophies; study of the philosophical foundations of each area of vocational education; analysis of questions fundamental to an overall philosophy of vocational education.
- 506 **Vocational Educational Legislation. 3 hrs.**
An overview of the historical evolution of vocational education legislation; analysis of Vocational Education Acts as they relate to state and local planning of vocational and technical education programs.
- 510 **Instructional Design for Vocational Education Programs. 3 hrs.**
Study of procedures for analyzing an occupation to identify essential knowledge and skills; use of the analysis to develop behavioral objectives and an instructional plan for a specific occupation, with emphasis on innovative and multimedia approaches to facilitate student achievement of the stated objectives at a specified level.
- 520 **Principles and Practices in Cooperative Education. 3 hrs. S.**
Study of principles for planning, implementing, and evaluating a cooperative program within the various categorical service areas of vocational education; analysis of factors which must be considered in selection of the cooperative design for certain educational levels and for student groups with special needs.
- 522 **Coordination of Cooperative Programs in Vocational Education. 3 hrs. S.**
Study of information needed for planning a cooperative program within one or more service areas of vocational education, operational procedures for implementing the plan, and techniques for evaluating the program.
- 525 **Computer Applications in Business and Marketing Education. 3 hrs.**
Study of the computer applications and software for Business and Marketing Education (PR: CIS 101)
- 530 **Vocational Education for the Disadvantaged and Handicapped. 2 to 3 hrs.**
Study of conditions which mitigate against success in school for students of all ages; emphasis on the potential of vocational education programs for assisting such students to achieve a level of employability and to achieve a higher level of academic achievement through materials related to personal interests and employment goals; emphasis on cooperative planning and teaching involving academic teachers and counselors. Implementation of a plan for maximum credit.
- 540 **Developing Computer Assisted Instruction. 3 hrs.**
Provides competencies to develop interactive computer assisted instruction consisting of behavioral objectives, lessons, and evaluations for students of varying learning abilities, motivation, and prior achievement. (PR: Course in Curriculum Development)
- 550 **Research Methodology and Design in Vocational Education**
A study of methodology, application, analysis and synthesis of research in vocational education. A review of current vocational education studies, clustered by areas, with attention to statistical techniques, data collecting, data handling, and the audience and impact of particular projects and research organizations.
- 560-563 **Professional Development. 1-4; 1-4; 1-4; 1-4 hrs.**
Courses and activities designed to meet specific inservice needs of public school personnel. Credit in these courses may be used for certificate renewal and salary upgrading, if approved, but not in degree programs. Specific course titles will vary with subject. (CR/NC grading)
- 570 **Practicum in Vocational Education Programs. 1-4 hrs.**

- Individually designed to provide field experience under supervision of the faculty, such experience to be related to the student's projected role in vocational education (instruction, administration program planning, research).
- 577 **Principles and Practices of Prevocational Exploration. 3 hrs.**
Basic principles and practices in organizing a prevocational exploration delivery system. Instructional units are developed indicating goals, objectives, student outcomes, and criteria for evaluation of students.
- 578 **Inservice Practicum in Prevocational Exploration. 3 hrs.**
The inservice practicum is designed to allow participants to make revisions in instructional units. Assistance is provided for organizing a Career Exploration Club and recognizing apprenticeship opportunities. (PR: VTE 577)
- 579 **Field Experience in Prevocational Exploration. 1 hr. I, II.**
Participants are assisted in making revisions in instructional units, organizing an advisory committee, and organizing a Career Exploration Club as an integral part of the classroom instruction. (PR: VTE 577)
- 580-584 **Special Topics in Vocational and Technical Education. 1-4; 1/2-4; 1-4; 1-4; 1-3 hrs.**
Concentrated study of a special topic in vocational education, to be selected cooperatively by student and faculty advisor; hours of credit to be determined by magnitude of the project and number of hours commitment the student makes to its completion.
- 585-588 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
- 591-594 **Workshop. 1-4; 1-4; 1-4; 1-4 hrs.**
A study of practical applications in selected subject areas of Vocational-Technical Education. (591, 592 CR/NC)
- 600 **Supervision of Vocational Education Programs. 3 hrs.**
Study and application of basic principles of supervision to vocational education at the state, system, and institutional levels; identification of specific supervisory responsibilities required at the second and postsecondary levels, and functional differences in full-time and part-time types of vocational programs.
- 601 **Introductory Vo-Tech Computer Applications. 3 hrs.**
An introductory course for teachers who want to become familiar with the application of microcomputers to the business/industrial fields represented by vocational and technical education.
- 602 **Administration of Vocational Education Programs. 3 hrs.**
Study of federal and state legislation related to vocational education, to identify those elements which affect local administration of vocational programs; emphasis on administrative responsibilities in relation to planning, implementation, and evaluation of vocational programs.
- 603 **Advanced Vo-Tech Computer Applications. 3 hrs.**
An advanced course for teachers who want to further their knowledge of the application of microcomputers to the business/industrial fields represented by vocational and technical education. (PR: VTE 601)
- 604 **Survey of Vocational Programming for School Administrators. 3 hrs.**
An overview of vocational education history, philosophy, legislation, certification, evaluation, and operation. Comparison to academic programs to emphasize similarities and differences.
- 606 **Developing a Local Plan for Vocational Education. 3 hrs.**
Analysis of factors which must be considered in developing a local plan for vocational education, with emphasis on implication of the state plan and federal guidelines; study of factors and influences which impinge upon the program during the implementation phase; development of one or more procedures for evaluating the total program.
- 610 **Career Education Curriculum Development. 3 hrs.**
An instructional resource unit is developed which incorporates activities which will assist children and youth achieve academic, general, or vocational subject goals and also career education goals. The unit includes goals, objectives, procedures, student activities, resources, and evaluation.
- 634 **Practicum in Computer Applications. 3 hrs.**
Individually designed learning activities that involve the application of previously learned theories, processes, operations, techniques or systems. The applications are studied, analyzed, and evaluated. (PR: VTE 601, CR/NC)
- 640 **Literature of Vocational and Technical Education. 3 hrs.**
A program of reading, either extensive or intensive, and reports of specific areas of vocational education or particular problems within an area of vocational and technical education; reading selected cooperatively with advisor. Limited to three semester hours.
- 660 **Vocational Education and Economic Development. 3 hrs.**
Study of the sources of data on manpower needs and employment opportunities; relationship to planning techniques for conducting a community survey, organizing data for computer analysis and applying for findings to the decision-making and planning process.
- 662 **Vocational Education and Community Relations. 3 hrs.**
Study of community organization and the relationship of the vocational education program to the occupational structure of the community; consideration of models for analyzing employment opportunities and occupational training needs and of the processes involved in securing community involvement and commitment.
- 664 **Computer Network Coordination. 3 hrs.**

Provides competencies necessary to manage the local computer network, coordinate access to the hardware and software, provide inservice for educators, and maintain appropriate records.

665 **Vocational Education Administration Practicum. 3 hrs.**

Individually designed to demonstrate competence in Vocational Education Administration. This course is taken after 24-30 hours of the required course work for Vocational Administration. (PR: At least 8 of the following courses and permission of instructor: VTE 500, 600, 602, 606, 660, 662, EDA 500, 600, 640, 740)

666 **Field Based Experience in Vocational Administration. 3 hrs.**

Individually designed to demonstrate competence in all aspects of Vocational Education Administration. This course is to be taken during the first year of employment as a Vocational Administrator. (PR: VTE 500, 600, 602, 606, 660, 662, 665, EDA 500, 600, 640, 740)

674 **Tests and Measurements in Vocational Education. 3 hrs.**

Study of the concepts and methods of vocational education evaluation, with attention to techniques for determining the extent to which educational goals are being achieved, to locate the barriers to advancement of these goals, and to discover the consequences of educational programs.

675 **Vocational Youth Organizations. 3 hrs. I, II.**

A study of various facets of existing state/national vocational youth organizations. Special emphasis is placed upon the organizations of Career Exploration Clubs of West Virginia (CECWV) and parliamentary procedures. (PR: VTE 577 or equivalent)

678 **Advanced Inservice Practicum in Prevocational Exploration. 3 hrs.**

Participant/seminar instructional units, incorporate additional "hands-on" activities accompanied by appropriate learning pacs, modify teaching strategies, and design activities for community involvement including organizing an advisory committee. (PR: VTE 577 and 578)

679 **Problem Report. 3 hrs.**

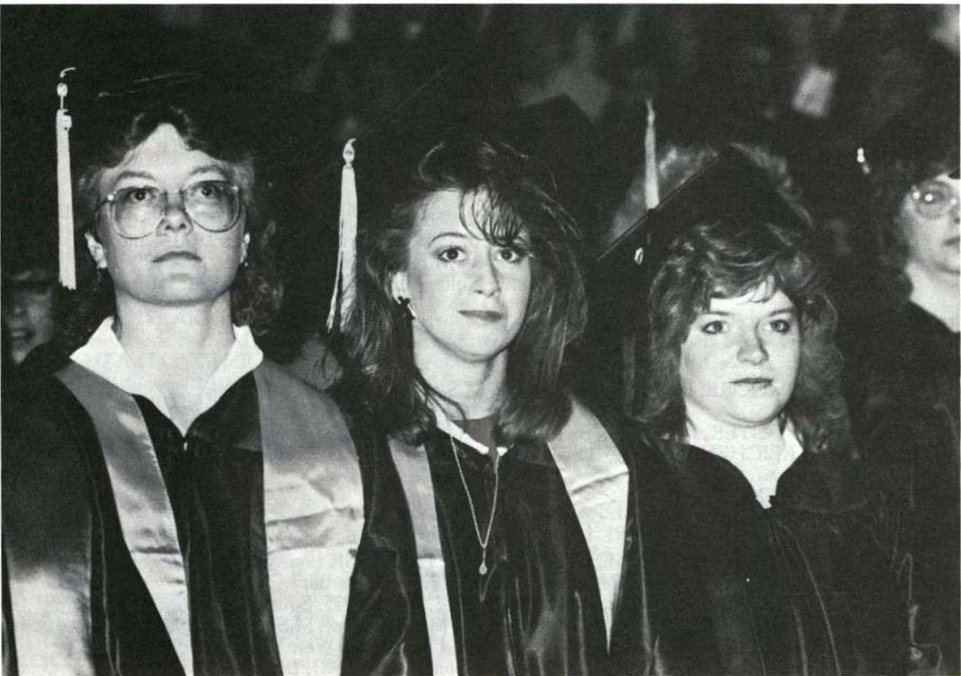
(PR: VTE 500 or permission)

681 **Thesis. 3-6 hrs.**

690-692 **Seminar. 1-4; 1-4; 1-4 hrs.**

693 **Seminar in Computer Applications. 3 hrs.**

Study, reports, and open discussion of current topics, critical issues, and practices related to the use of computers in the educational environment. (PR: VTE 601)



The Faculty

*Signifies Associate Status

ACCOUNTING

Professor

WILLIAM J. RADIG (chair), B.S.B.A. 1960, Buffalo; M.B.A., 1971, Scranton; D.B.A., 1988, Mississippi State
GARY J. SAUNDERS, B.E.S. 1964, M.B.A. 1973, Marshall; D.B.A. 1977, Kentucky.

Associate Professor

*KYLE McMULLEN, B.S. 1952, Marshall; M.B.A. 1969, West Virginia

Assistant Professor

ANNA LEE MEADOR, B.S., 1960, M.S. 1983, Marshall; D.B.A. 1989, Memphis State

ANATOMY

Professor

PATRICK I. BROWN (Associate dean for Academic and Student Affairs), B.A. 1965, Murray State; M.S. 1967, Kentucky; Ph.D. 1975, Southern Illinois.

JAMES D. FIX, B.A. 1958, Delaware; Ph.D. 1967, Tubingen.

Associate Professor

MITCHELL L. BERK (interim chair), B.S. 1971, M.S. 1973, Illinois; Ph.D. 1978, George Washington.

STEPHEN E. FISH, B.A. 1965, Sonoma State; Ph.D. 1979, California-Davis.

RUU-TONG WANG, B.S. 1968, Fu Jen; M.S. 1973, Ph.D. 1976, Southern Illinois.

SASHA ZILL, B.A. 1966, Columbia; Ph.D. 1979, Colorado.

ART

Professor

EARLINE ALLEN, B.A. 1965, M.A. 1966, Marshall; M.F.A. 1978, Ohio.

MICHAEL I. CORNFELD (chair.), B.A. 1964, Indiana; M.F.A. 1967, Carnegie Institute.

JOHN DOLIN, B.F.A. 1968, M.A. 1969, Oklahoma; Ph.D. 1978, Ohio.

ROBERT P. HUTTON, B.F.A. 1968, Carnegie-Mellon; M.F.A. 1970, Penn State.

Assistant Professor

*SUSAN JACKSON, B.A. 1979, M.A. 1981, Ph.D. 1991 Ohio.

*LAURA LAMPALA, B.S. 1985, Wisconsin; M.Ed. 1988, Wright State; Ph.D. 1990, Ohio State

PETER A. MASSING, B.F.A. 1985, NY at Buffalo; M.F.A., 1989, Ohio State.

STANLEY SPORNY, B.F.A. 1968, Philadelphia College of Art; M.F.A. 1972, Pennsylvania.

BIOCHEMISTRY

Professor

MICHAEL R. MOORE, B.S. 1966, St. Joseph's; M.S. 1969, Ph.D. 1975, Georgia.

Associate Professor

*KENNETH E. GUYER, B.A. 1955, Texas; M.S. 1960, Ph.D. 1962, Ohio State.

VERNON E. REICHENBECHER, B.S. 1970, West Virginia; Ph.D. 1976, Duke.

BIOLOGICAL SCIENCES

Professor

DEAN A. ADKINS, B.A. 1968, M.S. 1971, Marshall; Ph.D. 1981, Louisville.

WAYNE ELMORE, B.A. 1969, Western Ky.; Ph.D. 1973, Vanderbilt.

DAN K. EVANS, B.S. 1961, Murray State; M.S. 1972, Ph.D. 1975, Southern Illinois.

MARYETTA HIGHT, B.S. 1953, Concord; B.S. 1961, Morris Harvey; M.S. 1965, Ph.D. 1972, Wayne State.

E. BOWIE KAHLE, B.S. 1962, Concord; M.S. 1966, Ph.D. 1972, West Virginia.

MICHAEL L. LITTLE, B.A. 1964, M.S. 1972, Marshall; Ph.D. 1983, Louisville.

TOM PAULEY (chair), B.S. 1962, Charleston; M.S. 1966, Marshall; Ph.D. 1977, West Virginia.

MICHAEL SEIDEL, B.S. 1967, Miami; M.S. 1969, New Mexico Highlands; Ph.D. 1973, New Mexico.

DONALD C. TARTER, B.S. 1958, Georgetown; M.A.T. 1963, Miami; Ph.D. 1968, Louisville.

RALPH TAYLOR, B.S. 1960, M.S. 1968, Murray State; Ph.D. 1972, Louisville.

THOMAS E. WEAKS, B.S. 1956, Austin Peay; M.A. 1960, Geo. Peabody; Ph.D. 1971, Tennessee.

Associate Professor

- *JAMES O. BRUMFIELD, B.S. 1961, M.S. 1964, Marshall; Ph.D. 1991, Union.
 RONALD E. GAIN, B.S. 1962, Wilmington; M.A. 1965, Miami; Ph.D. 1968, West Virginia.

Assistant Professor

- MARCIA HARRISON, B.S. 1977, Vermont; M.S. 1978, Ph.D. 1983, Michigan.
 DAVID S. MALLORY, B.S. 1980, Cornell; M.S. 1983, Maine; Ph.D. 1987, West Virginia.
 JAGAN VALLURI, B.S. 1981, Osmania; M.S. 1984, Baylor; Ph.D. 1988, Texas A&M.

CHEMISTRY**Professor**

- *DANIEL BABB, B.A. 1963, Mankato State; Ph.D. 1968 Idaho
 JAMES E. DOUGLAS, B.A. 1952, Rice; Ph.D. 1959, Texas.
 JOHN L. HUBBARD, B.S. 1969, North Carolina; Ph.D. 1976, Purdue.
 JOHN W. LARSON, B.A. 1965, Mankato; M.S. 1966, Ph.D. 1968, Carnegie-Mellon.

Associate Professor

- GARY D. ANDERSON, B.S. in Chem. 1964, M.S. 1965, Oklahoma; Ph.D. 1973, Florida State.

Assistant Professor

- MICHAEL CASTELLANI, B.S. 1982, Furman; M.S. 1983, Northwestern; Ph.D. 1986, UC-San Diego.
 LAWRENCE SCHMITZ, B.S. 1970, St. John's; M.S. 1973, Montana; Ph.D. 1982, Calgary.

CLASSICAL STUDIES**Professor**

- CHARLES O. LLOYD, II (chair), B.A. 1966, Marshall; M.A. 1973, Ph.D. 1976, Indiana.

Assistant Professor

- CAROLINE A. PERKINS, B.S. 1973, McGill; M.A. 1975, SUNY-Buffalo; Ph.D. 1984, Ohio State.

COMMUNICATION DISORDERS**Professor**

- ROBERT D. OLSON, B.A. 1950 North Idaho; M.A. 1955, Ohio; Ph.D. 1965, Northwestern.

Associate Professor

- PAMELA R. GARDNER, B.S. 1961, Syracuse; M.A. 1965, Northwestern; Ph.D. 1978, City U. New York.

Assistant Professor

- *KAREN McCOMAS, B.A. 1977, M.A. 1978, Marshall.
 *SUSAN SULLIVAN, B.A. 1971, M.A. 1972, Marshall.

COMPUTER AND INFORMATION SCIENCE**Associate Professor**

- DAVID WALKER, B.S. 1965, Penn State; M.S. 1968, Ph.D. 1971, West Virginia.

Assistant Professor

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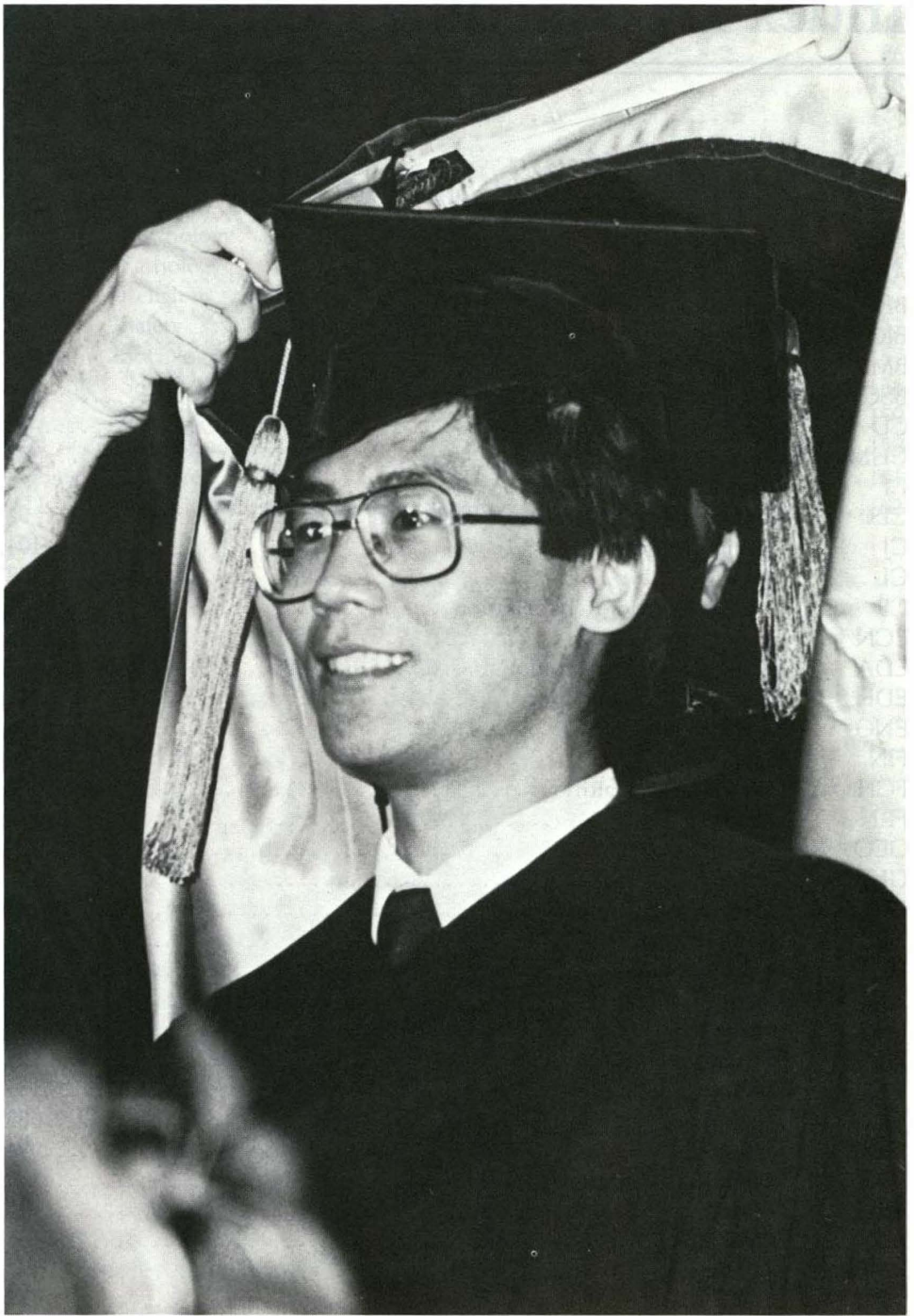
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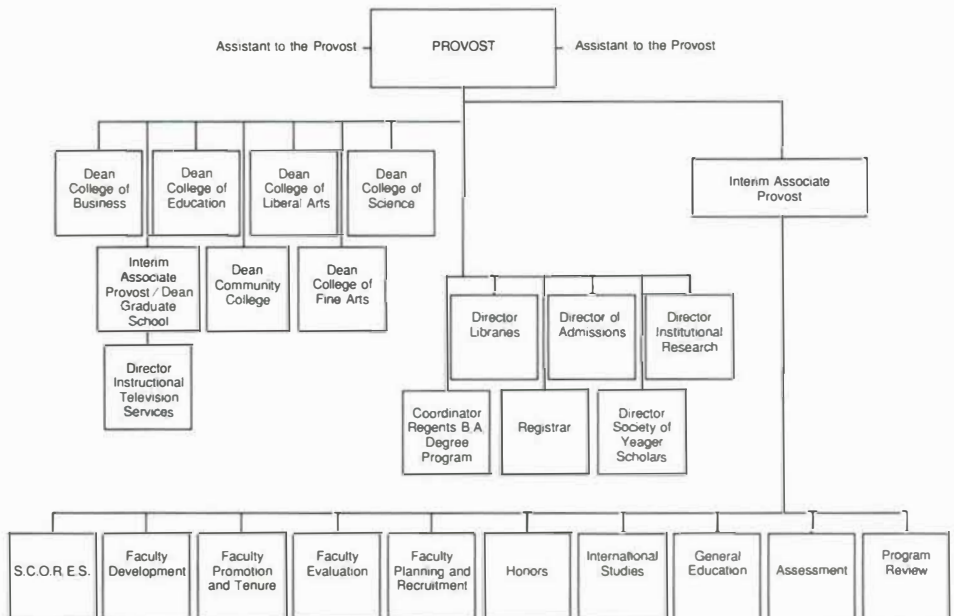
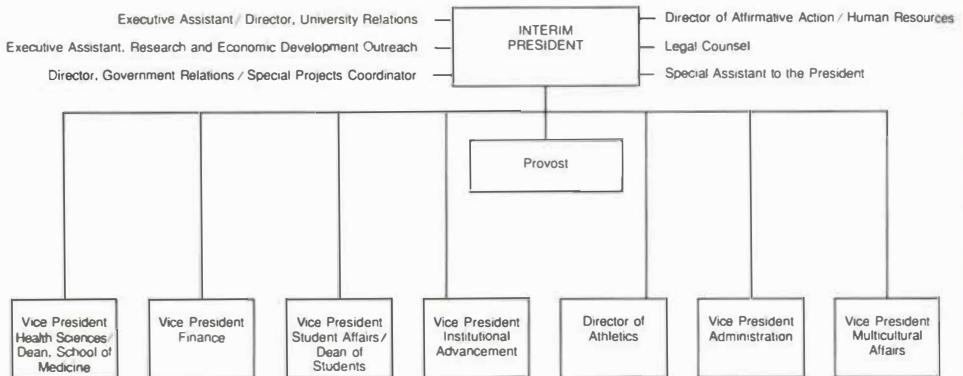
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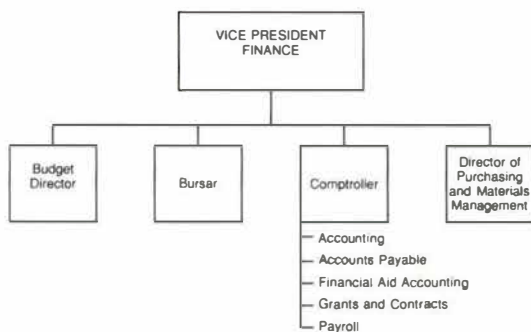
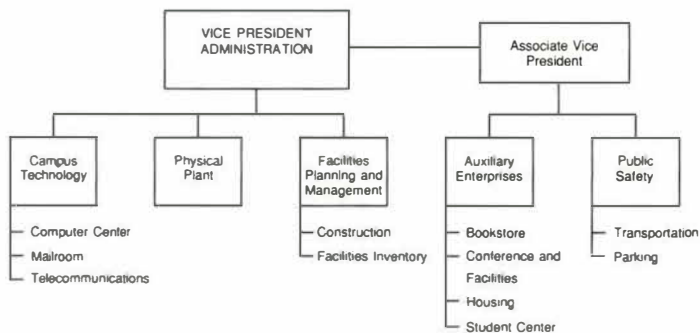
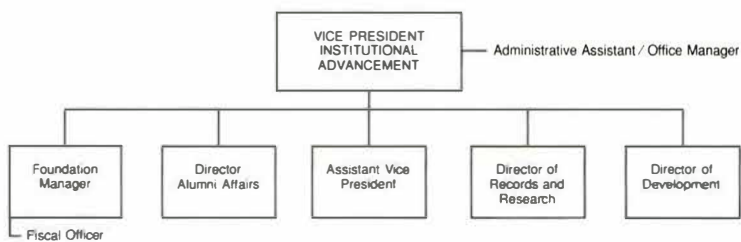
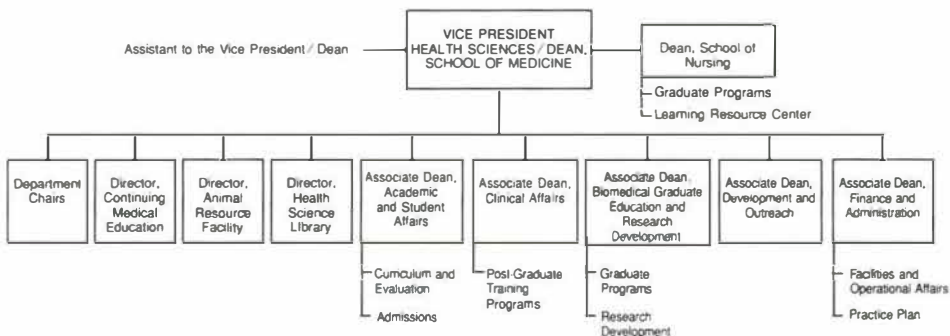
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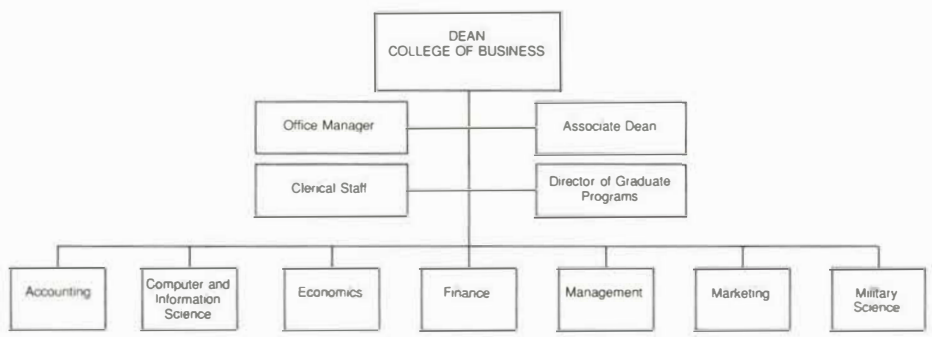
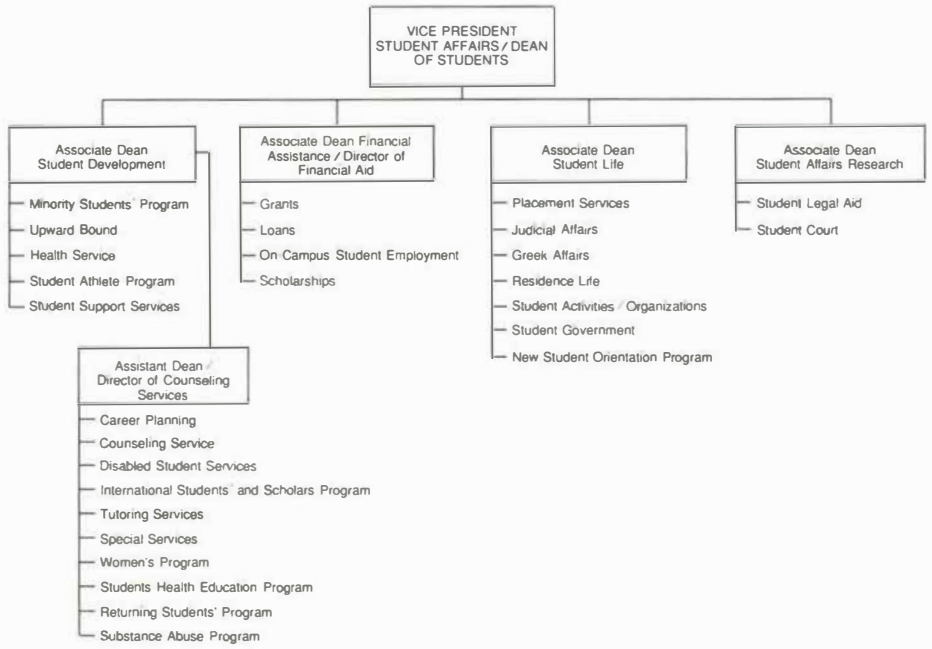
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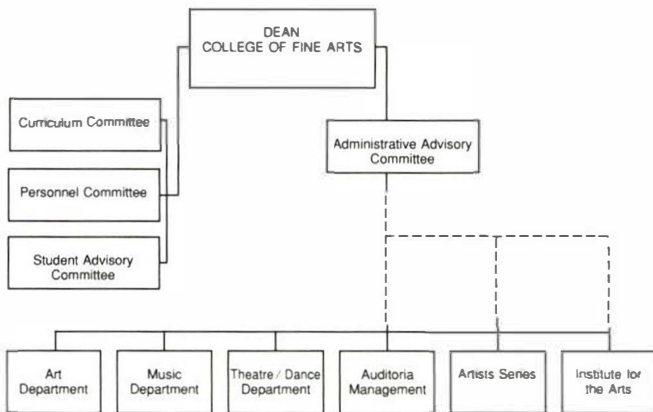
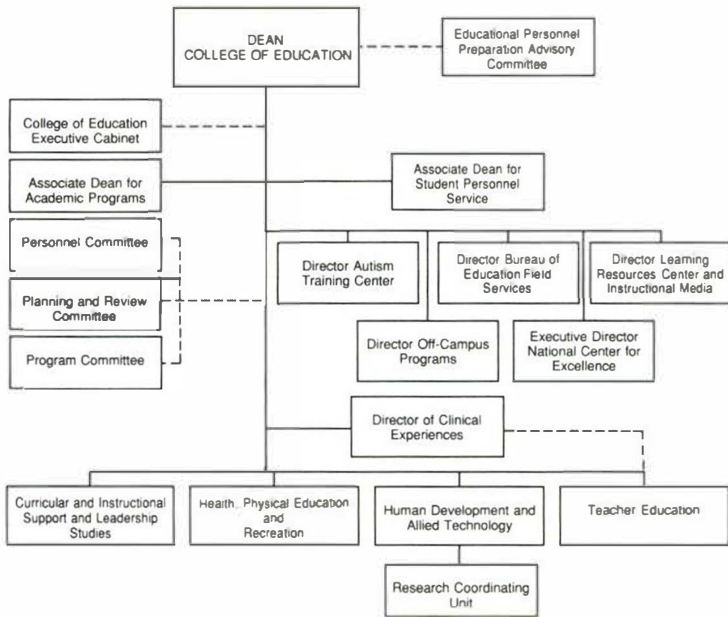
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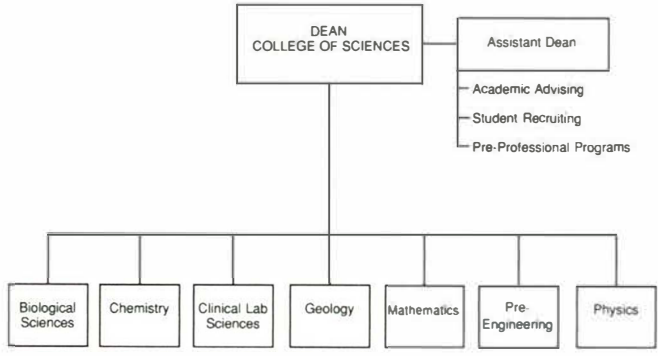
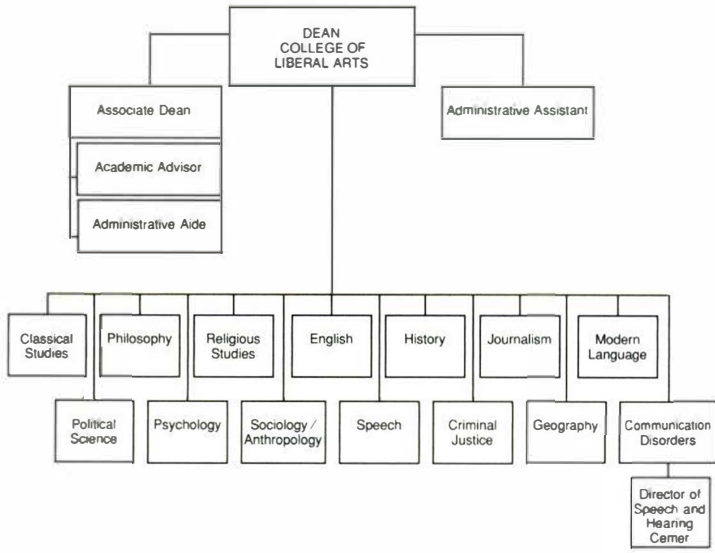
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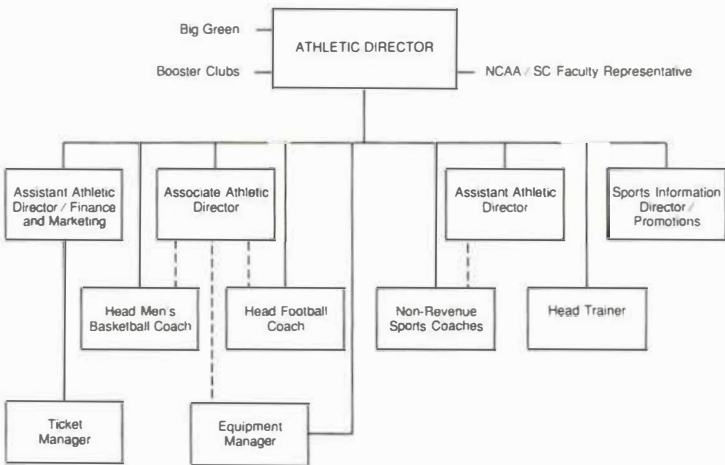
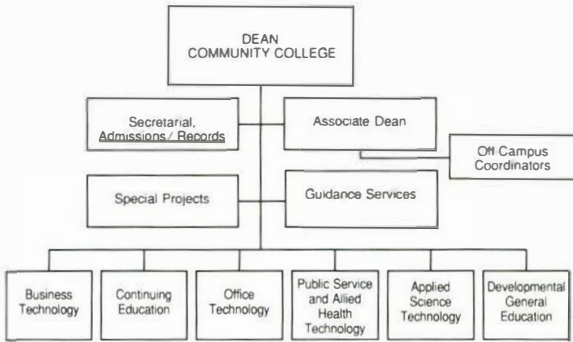












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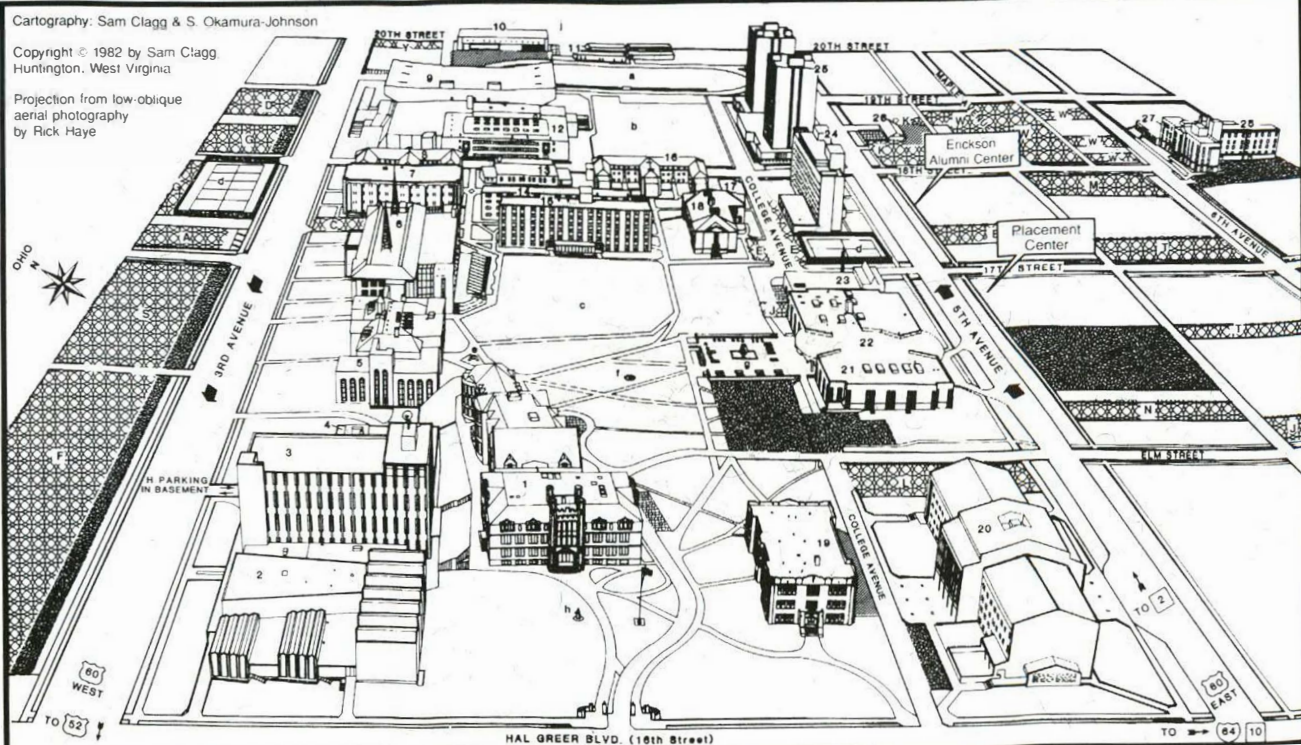




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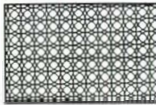


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- 3 Smith Hall
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- 5 Library
- 6 Science Building
- 7 Harris Hall
- 8 Laidley Hall
- 9 Henderson Center
- 10 Sorrell Maintenance Building
- 11 Sorrell Annex
- 12 Gullickson Hall
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- 14 Prichard Hall

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- 28 Doctors Memorial Building

- a Track Field
- b Athletic Field
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- d Tennis Courts
- e Thornburg Carillon Memorial
- f ODK Circle
- g Memorial Fountain
- h Marshall Bust
- i Fine and Performing Arts Center
(under construction, 1990)
- j Stadium (under construction 1990)

Paid Permit Parking



Lots A, B, C, D, E, F, G,
H, J, K, L, M, N, S, T,
W, Y

Metered Parking



Visitor, Private, or Short Term Parking



State Vehicle Parking



