

# ADMISSIONS

## Office of Admissions

One John Marshall Drive  
Huntington, West Virginia 25755  
Telephone 1-800-642-3499 or 1-304-696-3160  
admissions@marshall.edu  
www.marshall.edu/admissions (<http://www.marshall.edu/admissions/>)

## General Admission Information

Students applying for admission to Marshall University must submit an application form available from the Office of Admissions or apply online. **All applications for admission or re-admission must be submitted to the Office of Admissions, along with all required credentials, at least two weeks prior to the start of a term.** Applications that are submitted after this deadline or that are not complete by this deadline may not be evaluated in time for applicants to register for the current term. **Applicants who apply late or who fail to ensure that their application files are complete at least two weeks prior to the start of a term must recognize that admission may be deferred to a future term and assume all responsibility for failure to complete the application process by the stated deadline.**

All materials and credentials submitted to the Office of Admissions become the property of Marshall University. Materials and credentials will not be returned or released to third parties. **Any student admitted on the basis of false and/or incomplete information is subject to immediate dismissal or other disciplinary action.**

Prospective students can request information, complete the online application, or access additional resources at [www.marshall.edu/admissions](http://www.marshall.edu/admissions) (<http://www.marshall.edu/admissions/>). For specific admission requirements for each student type, please see the appropriate section below.

Admission to the university does not guarantee admission to any particular college or degree program. Students must meet the requirements of the academic college they wish to enter, or of the degree program sought. Check individual college program listings for details.

Admission to Marshall University is granted for a specific term only. Applicants who fail to register during the term for which they are admitted may contact the Office of Admissions and request an extension of acceptance for up to one academic year. An applicant who attends another accepted, accredited college or university during that time must re-apply as a transfer student. Appeals of the admission decision will be granted on a very limited basis at the discretion of the Admission Appeals Committee when extenuating circumstances exist. The student must show great potential for success, provide a plan for improving academic performance, and submit documentation of all extenuating circumstances. For more information on submitting an appeal, please contact the Office of Admissions.

A housing reservation, scholarship award, or grant-in-aid is contingent upon admission to Marshall University. Admission to the university does not guarantee housing. All students must be fully admitted to re-enroll for succeeding terms. An admitted applicant can visit [www.marshall.edu/newstudentchecklist](http://www.marshall.edu/newstudentchecklist) ([http://](http://www.marshall.edu/newstudentchecklist))

[www.marshall.edu/newstudentchecklist/](http://www.marshall.edu/newstudentchecklist/)) for information regarding all steps in the enrollment process.

An **enrollment deposit** is due before a new student can register for courses, New Student Orientation, or housing. The enrollment deposit, the entire amount of which will be applied to the student's first semester tuition and fees, is fully refundable through May 1 for the fall semester and through December 1 for the spring semester. For more information, contact the Office of the Bursar at [www.marshall.edu/bursar](http://www.marshall.edu/bursar) (<http://www.marshall.edu/bursar/>).

## Compliance with Military Selective Service Act

State law provides that a male person who has attained the age of eighteen (18) years may not enroll in a state-supported institution of postsecondary education unless he is in compliance with the Military Selective Service Act (50 U.S. Code, Appendix 451, et. seq. and the amendments thereto). Also, a male person may not receive a loan, grant, scholarship, or other financial assistance for postsecondary higher education funded by state revenue, including federal funds or gifts and grants accepted by this state, or receive a student loan guaranteed by the state unless he is in compliance with the Military Selective Service Act.

## Application Fees

All new domestic undergraduate students applying to Marshall University must pay a \$40 application fee. Once the \$40 application fee has been paid, no additional application fee is required for subsequent undergraduate applications.

In lieu of the application fee, transfer students must pay a \$50 transfer evaluation fee. Transfer evaluation fees are valid for one academic year only.

International applicants are required to submit a non-refundable \$150US application fee that is valid for one academic year. International transfer students must submit the \$150US application fee and \$50US transfer evaluation fee.

## Freshmen

### Application Procedures for Freshmen and Non-Transfer Students

#### High School Graduates General Requirements

1. A high school diploma (official transcript with graduation date required); applicants must be beyond the age of compulsory school attendance in West Virginia.
2. An overall Grade Point Average of 2.00 on a 4.00 scale and an ACT Composite score of 19 or SAT Total Score<sup>1</sup> of 990 or an overall Grade Point Average of 3.00 on a 4.00 scale and an ACT Composite of 16 or SAT Total Score<sup>1</sup> of 880 is required for regular freshman admission. Majors within the College of Engineering and Computer Sciences have additional requirements for admission. Please consult the current undergraduate academic catalog for specific information regarding requirements.
3. **Recommended** completion of Higher Education Policy Commission (HEPC) academic core unit requirements:
  - 4 units of English (including English 12CR and courses in grammar, composition, and literature)

- 4 units of mathematics (three units must be Algebra I and higher or Math I or higher; Transitional Math for Seniors will also be accepted). Courses designed as “support courses”, such as Math I Lab or Math I Support, that provide extra instructional time but no additional content shall not be acceptable as meeting the required 4 mathematics course core requirements.
- 3 units of social studies (including U.S. studies/history)
- 3 units of science (all units must be college-preparatory laboratory science, preferably including units from biology, chemistry, and physics)
- 2 units of world language (two units of the same world language; sign language is also acceptable)
- 1 unit of arts

Students seeking admission to four-year degree programs must earn credit for the courses listed above.

Applicants who have not completed the HEPC course requirements may be admitted, but must complete commensurate college-level coursework prior to degree completion. Please consult an academic advisor for specific course requirements.

First-time freshmen pursuing a four-year baccalaureate degree who meet all admission requirements will be admitted unconditionally.

A very limited number of students who do not meet the GPA, ACT/ SAT, or Higher Education Policy Commission general requirements for admission may be admitted conditionally to University College and must enroll on the Huntington campus. Under the terms of the admissions policy, only a limited number of conditionally admitted students will be permitted to enroll at Marshall. For specific requirements for conditionally admitted students, see “Conditional Admission.” Students who do not meet the general or conditional requirements may appeal the decision through the Admission Appeals Committee.

### Required Application Materials

1. Completed application for admission.
2. A non-refundable application fee of \$40.
3. An official, final transcript, including graduation date, sent directly from the student's high school to the Marshall University Office of Admissions.
4. Official college transcript sent to the Marshall University Office of Admissions directly from the college or university if a student has completed non-Marshall college course(s) while in high school or in summer school.
5. American College Test (ACT) or Scholastic Aptitude Test (SAT) scores sent directly from the testing agency. The Higher Education Policy Commission requires that all freshmen submit the American College Test (ACT) or Scholastic Aptitude Test (SAT) scores except applicants who graduated from high school five years or more ago. Students who are admitted without ACT or SAT scores by meeting other eligibility requirements should consult their academic advisors about meeting prerequisites for math and English courses. ACT or SAT test scores are used in placing students in English and mathematics, for scholarship applications, for academic counseling, for determining eligibility for certain degree programs, and in part to meet NCAA athletic eligibility requirements.<sup>1</sup>
6. A valid immunization record including measles and rubella vaccinations (or MMR) and all other required vaccinations or screenings. Students must provide proof of immunity before

or during the first semester of enrollment or they will not be permitted to enroll in subsequent terms. Students born prior to January 1, 1957 are exempt from the measles and rubella (or MMR) immunization requirement.

## Conditional Admission of Freshman Students

Marshall University offers admission to a limited number of students who do not meet freshman admission requirements. These students are admitted conditionally to University College and must complete all requirements within three semesters.

Requirements include:

- For students having Verbal ACT scores of less than 18 or SAT ERW 480, successful completion of required corequisite English course.
- Successful completion of academic support class (UNI 100 Freshman First Class).
- Completion of 18 earned hours with a 2.00 GPA (cumulative and MU) or 15 or more earned hours with a 3.00 or better during first semester as a conditionally admitted student.

Upon completion of the requirements, the student may transfer into any major/college for which s/he is eligible. Some majors and colleges require separate applications and have additional requirements for admission into their programs.

## Provisional Admission of Freshman Students

Students who have met minimum admission requirements but who are unable to provide one or more of certain required application materials may be admitted provisionally in some instances. Freshman students may be provisionally admitted to the university for one semester only with the following minimum documentation:

1. Completed application for admission with \$40 application fee;
2. Preliminary high school transcript or passing score on designated state high school equivalency diploma exam;
3. American College Test (ACT) or Scholastic Aptitude Test (SAT) exams with minimum required scores.<sup>2</sup>

Freshman students will be fully admitted to the university and will be eligible to register for succeeding terms when all admission requirements have been met and all required materials have been received.

A student who attends another collegiate institution during the summer session immediately following graduation from high school is admitted as an entering freshman with advanced standing.

<sup>1</sup> SAT (CR+M) of 900 prior to March 2016 is equivalent to an SAT Total Score of 990; an SAT (CR+M) of 770 prior to March 2016 is equivalent to an SAT Total Score of 880.

<sup>2</sup> Students who graduated from high school five years or more ago are not required to take the ACT or SAT exam except for admission into the College of Engineering and Computer Sciences. Students who are admitted without ACT or SAT scores by meeting other eligibility requirements should consult their academic advisors about meeting prerequisites for math and English courses.

## High-School Equivalency Diploma (GED, HiSET, TASC) Recipients

A student holding a high school equivalency diploma may be admitted to Marshall University if s/he passes the TASC (Test Assessing Secondary Completion) with a score of at least 500 on each of the five subtests or passes the GED (General Education Development Test) with scores considered acceptable for admission. The HiSET exam is also accepted, and students must pass the HiSET with a total scaled score of at least 45. Applicants for admission who have held the high school equivalency diploma for at least five years subsequent to the graduation date of their high school class are not required to submit ACT or SAT scores except if applying to the College of Engineering and Computer Sciences. Applicants holding the high school equivalency diploma for fewer than five years subsequent to the graduation date of their high school class must submit ACT or SAT scores for admission. A limited number of students who do not meet high school equivalency test and ACT/SAT requirements may be admitted to University College at the discretion of the Admission Appeals Committee (see Conditional Admission). Students holding a high school equivalency diploma may not enroll at Marshall University prior to the graduation date of their high school class.

### High School Equivalency Diploma Admission Requirements

1. Applicants for high school equivalency diploma admission must be beyond the age and time of their regular high school graduating class.
2. Applicants must have official high school equivalency test scores sent directly from the state testing center or state department of education.
3. Applicants who completed the high school equivalency test in the Armed Forces can have an official copy of their scores forwarded to the Office of Admissions. More information is available online at <https://www.dantes.mil/>.
4. A high school equivalency diploma recipient is admitted on the basis of obtaining high school equivalency test scores considered acceptable for admission to Marshall University. Please contact the Office of Admissions for more specific acceptable high school equivalency test score requirements. No course credit is granted for completion of a high school equivalency diploma.

## Early High School Completers

If a high school student has met all high school graduation requirements by the end of the fall semester of the senior year, s/he may be provisionally admitted for the spring semester of the senior year under the following conditions:

1. All general freshman admission requirements are met;
2. High school counselor must submit a letter indicating that the student has met all high school graduation requirements but will not receive a diploma until her/his graduating class receives the diploma;
3. Registration will be permitted for one term only. Students will not be permitted to register for subsequent terms until final high school transcript with graduation date has been received.

Students who cannot provide the aforementioned documentation may apply as an Early Admission student (see Early Admission Options section). **Early High School Completers and Early Admission**

**students are not eligible for financial aid and may not reside on campus.**

## Transfer Students

### Application Procedures for Transfer Students

A high school graduate or high school equivalency diploma recipient who wishes to enroll at Marshall University and who has attempted coursework from another accepted, accredited college or university is classified as a transfer student. Marshall University does not at any time or under any condition disregard college or university credits attempted or earned at accepted, accredited institutions for the purpose of admission. Any student admitted on the basis of false and/or incomplete information is subject to immediate dismissal or other disciplinary action.

### General Admission Requirements

**All transfer students must be eligible to return to the institution they most recently attended.**

In addition, transfer students who have fewer than 30 earned semester hours must meet one of the following criteria:

- Must meet the current freshman admission standards

or

- Have earned 12 graded college-level semester hours while maintaining a 2.00 cumulative college GPA.

Transfer students who do not meet either of these requirements may appeal the decision through the Admission Appeals Committee. Transfer students admitted with a cumulative GPA below 2.00 are on academic probation and are eligible to register for a limited number of credit hours. Please contact the appropriate dean's office for specific guidelines.

Admission to Marshall University does not guarantee admission to specific academic programs. Students must meet all requirements of an academic program in order to be admitted to that program.

### Required Application Materials:

1. Completed application for admission. (The application must be complete before transfer students can be considered for admission to the university.)
2. A non-refundable transfer evaluation fee of \$50.
3. Official transcripts from the Registrar's Office of all accepted, accredited institutions attended must be sent directly to the Marshall Office of Admissions. (Faxed transcripts, transcripts marked "Issued to Student," transcripts issued to any third party, or transcripts submitted directly by students cannot be accepted.)
4. Transfer applicants with fewer than 30 earned semester hours must also submit an official high school transcript with graduation date.
5. American College Test (ACT) or Scholastic Aptitude Test (SAT) scores sent directly from the testing center. The Higher Education Policy Commission requires that all freshmen submit the American College Test (ACT), or Scholastic Aptitude Test (SAT) scores except applicants who graduated from high school five years or more ago. Students who are admitted without ACT or SAT scores by meeting other eligibility requirements should consult their academic advisors about meeting prerequisites for math and English courses. ACT or SAT test scores are used in placing

students in English and mathematics, for awarding scholarships, for academic counseling, for determining eligibility for certain degree programs, and in part to meet NCAA athletic eligibility requirements.<sup>1</sup>

6. A valid immunization record including measles and rubella vaccinations (or MMR) and all other required vaccinations or screenings. Students must provide proof of immunity before or during the first semester of enrollment or they will not be permitted to enroll in subsequent terms. Students born prior to January 1, 1957 are exempt from the measles and rubella (or MMR) immunization requirement.

Students who graduated from high school five years or more ago are not required to take the ACT or SAT exam except for admission into the College of Engineering and Computer Sciences. Students who are admitted without ACT or SAT scores by meeting other eligibility requirements should consult their academic advisors about meeting prerequisites for math and English courses.

## Evaluation of Credit

### Transfer Students from West Virginia State Colleges or Universities:

Credits and grades earned for all baccalaureate level courses at any accredited baccalaureate degree-granting institution in the West Virginia state-supported system of higher education are transferable to Marshall University.

### Transfer Students from Community Colleges or Branch Colleges:

Seventy-two hours of credits and grades completed at community colleges or branch colleges may be applied toward graduation at Marshall University.

## Evaluation of Transfer Credit

Transfer students should apply to Marshall University and submit their credentials at least one month before course registration to allow ample time for an evaluation of their credits.

All materials and credentials submitted to the Office of Admissions become the property of Marshall University and will not be returned or released to third parties.

Marshall University accepts all transferable coursework from accepted, accredited institutions. Coursework taken at another accepted, accredited institution transfers at the level at which it was taken. This is something important to consider since Marshall students must have a minimum number of upper division credits (300/400 level credit), determined by their college, in order to graduate. For example, if a student takes CHM 230, Organic Chemistry I, at another institution, that course will convert to CHM 355 Organic Chemistry I at Marshall; however, those credits will count as lower division (100- to 200-level credits), since the original course was taken at the 200 level.

Grades earned for coursework taken at other institutions are calculated in the overall GPA (includes courses taken at Marshall University and other institutions), but have no impact on the Marshall GPA (includes only Marshall University coursework), except for D/F repeats.

The Core Curriculum (see additional information under "Academic Information") applies to transfer students. Students who believe they

may have taken coursework at other institutions that would satisfy part of the Core Curriculum should submit documentation (course syllabi, catalog descriptions) to their dean's office for review by the appropriate committee.

## Appeal of Denial of Transfer Credit, or Course Equivalency Determination, or Course Substitution

Students may appeal decisions on how transfer credits are evaluated.

The MU Office of Admissions determines transferability of credits and course equivalency at the time of admission. Once admitted, if a student believes the proper equivalent credit has not been awarded, the student should request, in writing, an explanation of credit denial from the Office of Admissions. This initial step must be taken within thirty (30) days of receipt of the transfer credit evaluation or within ten (10) instructional days of the beginning of the student's matriculating term, whichever comes first. The Office of Admissions will review the request for technical errors and issue a written response within ten (10) days.

The college in which the student's degree program is housed determines course substitutions. After receiving the transfer credit evaluation from the Office of Admissions, the student should meet with an academic advisor in the student's degree program to determine the extent to which transferred credits and course equivalencies meet specific degree requirements. At this point, the advisor may make certain additional course substitutions per the policies of the college that houses the student's degree program.

If the student is not satisfied with the determinations in Step 2 regarding course substitutions, the student may initiate a formal appeal, in writing, to the dean of the academic college in which the student is admitted. The appeal must include applicable syllabi and other supporting documents and must be submitted within thirty (30) days of the beginning of the student's matriculating term.

If a course substitution is not granted by the dean, the student may appeal the decision to the West Virginia Higher Education Policy Commission, in writing, within ten (10) days of the issuance of the dean's decision. The Commission will review the entire case, including both course equivalencies and course substitutions, and issue a recommendation to the Provost and Senior Vice President for Academic Affairs at Marshall University, who shall then render the final decision.

## Provisional Admission of Transfer Students

Transfer students may be provisionally admitted to Marshall University for one semester only with the following minimum documentation:

1. Completed application for admission with \$50 transfer evaluation fee;
2. Official college transcripts from all accepted, accredited colleges and universities attended. Applicants currently attending another institution may be provisionally admitted with a current, official transcript of credit earned and courses in progress, pending receipt of an official, final transcript from the current institution with all grades from the final semester of attendance.
3. To be considered for admission, transfer applicants who have earned fewer than 30 semester hours from accepted, accredited institution(s) must have an official final high school transcript with graduation date or high school equivalency test scores mailed



directly to the Office of Admissions from the high school, state testing center or state department of education.

4. To be considered for admission, transfer applicants who have earned fewer than 30 semester hours from accepted, accredited institution(s) must have official ACT/SAT scores sent directly to the Office of Admissions from the respective testing agency.

Transfer students will be fully admitted to the university and will be eligible to register for succeeding terms when all requirements have been met and all required documentation has been received.

## Early Admission Options

Marshall University offers a variety of early admission options. Students may apply to attend Marshall University on either a full- or part-time basis prior to graduating from high school. Early enrollment students are subject to the same policies as other Marshall University students, including academic probation and suspension policies. Students who enroll at Marshall University prior to high school graduation are not eligible for freshman admission, financial aid, or on-campus housing. For admission to Marshall as an Early Admission student, applicants must meet the requirements listed below. Students with an exceptional talent in a discipline such as music may request permission to enroll in coursework in that discipline.

Please note that students who have taken college courses during high school under any of these options and plan to later apply for admission to Marshall University must meet all Marshall University admission standards described elsewhere in this catalog.

### Early Admission to Marshall University: Prior to High School Graduation

- Be currently enrolled in high school or a home-school program.
- Completed admission application.
- A current high school transcript reflecting a cumulative minimum GPA of 3.00 on a 4.00 scale **OR** a cumulative minimum GPA of 2.00-2.99 and a ACT Composite score of 19 or SAT Total score of 990.
- Maintain a 2.00 GPA in all college courses.
- Meet all course prerequisites.

### Early Admission: International

International students applying for early admission must meet all early admission requirements listed above. If attending a non-U.S. school, all credentials must be in original language with a certified English translation. In addition, international early admission applicants must meet the English proficiency requirement. Please see Proof of English Language Proficiency in the International Students section that follows.

## Resident Aliens

Resident Aliens must submit a copy of a valid resident alien card and meet all relevant freshman or transfer student admission requirements.

## International Students

### Proof of English Language Proficiency

All applicants, regardless of citizenship, must provide proof of English Language Proficiency to be considered for admission to Marshall University. Minimum standardized exam scores for undergraduate English proficiency are listed below. If one or more of the exemption

criteria is met, applicants may be considered exempt from providing standardized exam scores for proof of English proficiency.

#### Exam Requirements

- TOEFL iBT: 61
- IELTS: 6.0
- Duolingo: 90
- ACT: 18 English/Reading
- SAT: 480 ERW
- Cambridge English: 169
- MELAB: 79%
- PTEA: 50

#### Exam Exemptions

- Transfer credit equivalent to ENG 101 Beginning Composition from an accepted, accredited institution with a grade of C or better.
- Successful completion of an approved ESL program (i.e., Marshall University English Language Institute).
- Completion of the equivalent to a U.S. high school diploma or U.S. post-secondary degree from an accepted, accredited institution in an approved country where the primary language is English. To view the current list of approved countries, please visit: <https://www.marshall.edu/admissions/approved-list-of-countries-for-english-proficiency-exemption/>.

Students who do not meet minimum English proficiency requirements may apply to the Marshall University English Language Institute (see English Language Institute section).

## Proof of Financial Support

All admitted students who need to obtain Form I-20 or DS-2019 to study in the United States will receive an e-mail from the Office of International Student Services with a list of items needed to issue the Form I-20 or DS-2019, which includes proof that they have secured finances to support their study and living costs for one year (12 months) or the duration of the program, whichever is shortest. Proof of Financial Support is required for each program of study and must be no older than 6 months. To provide Proof of Financial Support, students must submit the following:

- Financial Certification Form
- Affidavit of Support (if personally or individually sponsored)
- Supporting financial documentation for all sources of funding (i.e., bank statement(s), scholarship award letter(s), etc.)

For additional information, including minimum funding amounts, please visit: <https://www.marshall.edu/iss/financialinfo/>.

## Proof of Health Insurance

All F-1 and J-1 international students are required to provide proof of health insurance prior to registration for each term at Marshall University. For more information, please visit <http://www.marshall.edu/iss> (<http://www.marshall.edu/iss/>).

## International Freshmen

### Application Procedures for International Freshmen and International Non-Transfer Students High School Graduates

#### General Admission Requirements:

1. Equivalence of a U.S. high school diploma.
2. An Overall Grade Point Average of at least 2.00 on a 4.00 scale.

3. Proof of English proficiency (see Proof of English Proficiency section).

\*ACT/SAT scores may be required for admission to certain programs.

#### Required Application Materials:

1. Completed application for admission including the required international application fee.
2. High school record:
  - *Non-U.S. high school* – official, final secondary transcripts and proof of secondary school completion, or examination results (if completing secondary school in a final examination school system). Credentials must be in the original language of issue, along with a certified English translation, and must be submitted directly to the Marshall University Office of Admissions by the secondary school records office or official, or directly by the examination board for external examinations.
  - *U.S. high school* – official, final transcript, including graduation date, sent directly from the student's high school to the Marshall University Office of Admissions.
3. College record:
  - *Non-U.S. college* – official college transcript of courses taken while in high school or as part of high school completion, including all courses taken and grades earned, in the original language of issue, along with a certified English translation, sent directly to the Marshall University Office of Admissions by the designated school official at the school you attended.
  - *U.S. college* – official college transcript sent to the Marshall University Office of Admissions directly from the college or university if a student has enrolled in a non-Marshall college course while in high school or in summer school.
4. A valid immunization record including measles and rubella vaccinations (or MMR) and all other required vaccinations or screenings. Students must provide proof of immunity before or during the first semester of enrollment or they will not be permitted to enroll in subsequent terms. Students born prior to January 1, 1957 are exempt from the measles and rubella (or MMR) immunization requirement.
5. Proof of English proficiency (see Proof of English Proficiency section).

#### International Transfer Students Application Procedures for Transfer Students

A high school graduate or a high school equivalency diploma recipient who wishes to enroll at Marshall University and who has attempted coursework from another accepted, accredited college or university is classified as a transfer student. Marshall University does not at any time or under any condition disregard college or university credits attempted or earned at accepted, accredited institutions for the purpose of admission. Any student admitted on the basis of false and/or incomplete information is subject to immediate dismissal or other disciplinary action.

#### General Admission Requirements:

All transfer students must be eligible to return to the institution they most recently attended while maintaining a 2.00 transfer GPA.

In addition, transfer students who have fewer than 30 earned semester hours must meet the international freshman admission standards (see International Freshmen section).

Admission to Marshall University does not guarantee admission to specific academic programs. Students must meet all requirements of an academic program in order to be admitted to that program.

#### Required Application Materials:

1. Completed undergraduate application for international admission.
2. A non-refundable international application fee and nonrefundable transfer evaluation fee.
3. College records:
  - *Non-U.S. college* – official college transcripts(s) of all college coursework taken after high school graduation and for college coursework taken in high school or as part of high school completion in the original language of issue, along with a certified translation in English, sent directly to the Marshall University Office of Admissions by the designated school official at the institution you attended.
  - *U.S. college* – official transcripts from the Registrar's Office of all accepted, accredited institutions attended must be sent directly to the Marshall Office of Admissions. (Faxed transcripts, transcripts marked "Issued to Student," transcripts issued to any third party, or transcripts submitted directly by students cannot be accepted.)
4. High school record (if student has earned fewer than 30 college-level semester hours):
  - *Non-U.S. high school* – official, final secondary transcripts and proof of secondary school completion, or examination results (if completing secondary school in a final examination school system). Credentials must be in the original language of issue, along with a certified English translation, and must be submitted directly to the Marshall University Office of Admissions by the secondary school records office or official, or directly by the examination board for external examinations.
  - *U.S. high school* – official, final transcript, including graduation date, sent directly from the student's high school to the Marshall University Office of Admissions.
5. A valid immunization record including measles and rubella vaccinations (or MMR) and all other required vaccinations or screenings. Students must provide proof of immunity before or during the first semester of enrollment or they will not be permitted to enroll in subsequent terms. Students born prior to January 1, 1957 are exempt from the measles and rubella (or MMR) immunization requirement.
6. Proof of English proficiency (see Proof of English Proficiency section).

#### College Graduates Application Procedures for College Graduates Second Baccalaureate Degree

An applicant who wishes to pursue a second baccalaureate degree after completion of the first degree may earn another baccalaureate degree by:

- meeting requirements for admission as a transfer student (see Transfer Students section);
- completing all of the major and minor requirements for the desired degree;
- completing a minimum of 30 additional hours beyond the 120 minimum hours required for the first baccalaureate degree;
- meeting the minimum residency requirement of 24 credit hours.

## Special Students

Applicants who hold a baccalaureate degree from an accepted, accredited institution but do not wish to pursue a second baccalaureate degree may enroll for undergraduate courses (for prerequisites, certification, etc.) by submitting:

- a completed application with \$40 application fee;
- official college transcript that shows receipt of an earned baccalaureate degree. Official transcript must be sent by the registrar's office of the awarding institution directly to the Office of Admissions. Special students cannot earn a degree, will not be awarded transfer credit, and are not eligible for financial aid.

## Transient (Visiting) Students

### Application Procedures for Transient (Visiting) Students

#### Students Visiting Marshall University from Other Institutions

Students who are enrolled in degree programs at other accepted, accredited institutions and would like to take courses at Marshall University for transfer credit at their home institutions can be admitted as transient students. Transient students must complete a new application for each term they wish to attend Marshall University. Applicants must have been enrolled at their home institutions within the previous academic year, and can enroll at Marshall University for no more than two consecutive semesters.

To be admitted as a transient, a student must provide:

- A completed application with the \$40 application fee;
- A letter of good academic standing sent to the Marshall University Office of Admissions from the registrar's office of the home institution.

#### Marshall University Students Who Wish to Visit Other Institutions

Current degree-seeking Marshall University students who wish to enroll at another institution as a visiting student must complete the "Transient Course Approval Form" (available online at [www.marshall.edu/admissions/forms](http://www.marshall.edu/admissions/forms) (<http://www.marshall.edu/admissions/forms/>)) prior to enrolling at another institution. Students who fail to complete this online form prior to attending another institution may be required to apply as a transfer student and pay the \$50 transfer evaluation fee.

A student who completes a "Transient Course Approval Form" must submit a transcript from the host institution to the MU Office of Admissions for each semester attended. If the student did not attend the host institution as requested, that institution must provide a statement of non-enrollment verifying that the student did not enroll at the host institution. The student will not be permitted to register for subsequent terms at Marshall University until either an official transcript or a statement of non-enrollment is received by the Office of Admissions.

#### Marshall University Students Enrolled in Study Abroad Programs

Students enrolled in Marshall University's Study Abroad Program must submit the Study Abroad approval form prior to enrolling at another institution. Students enrolled in the Study Abroad Program must meet

the same requirements as all Marshall University students who wish to enroll at other institutions.

## Part-Time Students

Part-time students are those enrolled for fewer than twelve hours a semester. They must meet all requirements relative to the admission category for which they are applying (Freshmen, High-School Equivalency Completers, Home-School, Early High School Graduates, Transfer, Early Entry, Dual Credit, International, College Graduates, Transient, and Non-Degree) regardless of the number of hours for which they intend to enroll.

## Non-Degree Students

Applicants who are not pursuing any type of degree may enroll as non-degree students if they have been out of high school for more than five years and have no prior college work, or are 65 or older and wish to participate in the reduced tuition program for persons 65 and over as set forth in MU Board of Governors Policy AA-3. A student cannot earn more than 30 total hours while classified as non-degree, unless enrolled in the reduced tuition program. Credit taken as a non-degree student will not necessarily transfer in all degree programs. Non-degree students are not eligible to receive financial aid.

Applicants who wish to apply as regular non-degree seeking must submit a completed application with all appropriate fees. A regular non-degree student who decides to become degree-seeking must re-apply as the appropriate student type and provide all required documentation to be considered for admission. Before registering, regular non-degree students must obtain the permission of the dean of the college in which their intended course is offered.

## Credit Options

### Advanced Placement (AP) Examination

Marshall University recognizes certain examinations of the College Board Advanced Placement Program. Students who participate in the AP program and wish to have their scores evaluated for credit should have their official scores sent to Marshall University by selecting Marshall's code 5396 on the exam. To be evaluated for credit, official AP score reports must be sent directly to the Marshall University Office of Admissions from the College Board. AP examinations are prepared by the College Board, and the papers are graded by readers of the Educational Testing Service, Princeton, New Jersey 08540. Students cannot receive credit for a score below 3 on any exam. Students who do receive credit will be assigned the grade of CR which is not calculated into the GPA. All AP credit is counted as lower-division credit. See the following for required scores on specific exams.

AP Exams	Required Score	Marshall Equivalent	Credit Awarded
Art (Studio Drawing)	3	ART 217	3
Art 2-D Design	3	ART 214	3
Art 3-D Design	3	ART 215	3
Art History	3	ART 112 or ART 101	3
Biology	3	BSC 104, BSC 104L, BSC 105, BSC 105L	8

Biology	4	BSC 120, BSC 120L, BSC 121, BSC 121L	8	Foreign Language, Spanish Language	3	SPN 101, SPN 102	6
Chemistry	3	CHM 205	3	Foreign Language, Spanish Language	4	SPN 101, SPN 102, SPN 203	9
Chemistry	4	CHM 211, CHM 217	5	Foreign Language, Spanish Literature	3	Elective	6
Chemistry	5	CHM 211, CHM 212, CHM 217, CHM 218	10	Human Geography	3	GEO 100	3
Latin	3	LAT 101 and LAT 102	6	Government and Politics, American	3	PSC 104	3
Computer Science A	3	IST 264	3	Government and Politics, Comparative	3	PSC 207	3
Computer Science Principles	3	CS 105	3	History, American	3	HST 230 and HST 231	6
Microeconomics	3	ECN 250	3	History, European	3	HST 102 and HST 220	6
Macroeconomics	3	ECN 253	3	History, World	3	HST 101, HST 102, HST 103 (two of the three)	6
English Composition & Literature	3	ENG 231	3	Mathematics, Calculus AB	3	MTH 132	5
English Composition & Literature	4	ENG 231 and ENG 213	6	Mathematics, Calculus AB	4	MTH 229	5
English Language & Composition	3	ENG 101	3	Mathematics, Calculus BC	3	MTH 229	5
English Language & Composition	4	ENG 101 and ENG 201	6	Mathematics, Calculus BC	4	MTH 229, MTH 230	9
Environmental Science	3	Elective	4	Music Theory	3	MUS 101	3
Foreign Language, French Language	3	FRN 101, FRN 102	6	Music Theory	4	MUS 101, MUS 111	5
Foreign Language, French Language	4	FRN 101, FRN 102, FRN 203	9	Music Theory	5	MUS 111, MUS 112, MUS 113	6
Foreign Language, German Language	3	GER 101, GER 102	6	Physics I	3	PHY 201	3
Foreign Language, German Language	4	GER 101, GER 102, GER 203	9	Physics I	4	PHY 201, PHY 202	4
Foreign Language, Japanese Language and Culture	3	JPN 101, JPN 102	6	Physics II	3	PHY 203	3
Foreign Language, Japanese Language and Culture	4	JPN 101, JPN 102, 9 JPN 203	9	Physics II	4	PHY 203, PHY 204	4
				Physics C, Mechanics	3	PHY 211	4
				Physics C, Mechanics	4	PHY 211, PHY 202	5
				Physics C, Electricity & Magnetism	3	PHY 213	4



Physics C, Electricity & Magnetism	4	PHY 213, PHY 204	5
Psychology	3	PSY 201	3
Statistics	3	STA 225, MGT 218, or PSY 223	3

## International Baccalaureate

Marshall University recognizes examinations taken as part of the International Baccalaureate (IB) Program. Students who participate in the IB Program should have their scores sent directly to Marshall University from the IB testing program. Students will not receive credit for a score below 4 on any IB exam. All IB credit is counted as lower-division credit.

Following are the IB exams that will be considered for credit at Marshall University. Students will be awarded course equivalencies based on the score they are able to attain on the IB exam. Only Higher Level exams will be considered for credit.

IB Exams	4	5	6	7
Advanced Math	MTH 130	MTH 130	MTH 229, MTH 130	MTH 229, MTH 130
Art/Design	ART 112	ART 112	ART 112, ART 214	ART 112, ART 214
Biology	BSC 104, BSC 104L	BSC 104, BSC 104L	BSC 120, BSC 120L or 120LH, BSC 121, BSC 121L	BSC 120, BSC 120L or 120LH, BSC 121, BSC 121L
Business	MGT 100	MGT 100	MGT 100	MGT 100
Chemistry	CHM 205, CHM 217	CHM 205, CHM 217	CHM 205, CHM 217, CHM 218	CHM 205, CHM 217, CHM 218
Classical Latin	LAT 101	LAT 101	LAT 101, LAT 102	LAT 101, LAT 102
Computing Science	IST 264	IST 264	IST 264	IST 264
Economics	ECN 250	ECN 250	ECN 250, ECN 253	ECN 250, ECN 253
English	ENG 101	ENG 101	ENG 101	ENG 101
French	FRN 101	FRN 101	FRN 101, FRN 102	FRN 101, FRN 102
Geography	GEO 100	GEO 100	GEO 100, GEO 3 Hrs Unclassified (lower division)	GEO 100, GEO 3 Hrs Unclassified (lower division)
German	GER 101	GER 101	GER 101, GER 102	GER 101, GER 102
History	HST 103	HST 103	HST 103	HST 103
History of the Americas	N/A	HST 230, HST 231	HST 230, HST 231	HST 230, HST 231
Islamic History	HST 260	HST 260	HST 260	HST 260
Music	MUS 142	MUS 142	MUS 142, MUS 111	MUS 142, MUS 111

Physics	N/A	PHY 201, PHY 202	PHY 201, PHY 202, PHY 203, PHY 204	PHY 201, PHY 202, PHY 203, PHY 204
Psychology	PSY 201	PSY 201	PSY 201	PSY 201
Russian	MDL Unclassified 3 hrs. (lower div.)	MDL Unclassified 3 hrs. (lower div.)	MDL Unclassified 6 hrs. (lower div.)	MDL Unclassified 6 hrs. (lower div.)
Social Anthropology	ANT 201	ANT 201	ANT 201	ANT 201
Spanish	SPN 101	SPN 101	SPN 101, SPN 102	SPN 101, SPN 102
Theater Arts	THE 112	THE 112	THE 112, THE 220	THE 112, THE 220

## College Level Examination Program

The College Level Examination Program (CLEP) enables students who can demonstrate knowledge and/or proficiency in certain fields to reduce the cost in time and money for pursuing a college education by successfully completing CLEP tests for credit.

Intensive reading in a particular field, on-the-job experience, or adult education may prepare a student to earn college credit through CLEP tests. This would reduce the total amount of coursework needed to complete degree programs. Scores on the test may also validate educational experience obtained at a non-accredited institution or through noncredit college courses. Credit completed through CLEP does not count as a part of the 18-hour limit under the Credit/Non-Credit Option. Credit earned through CLEP exams does not automatically satisfy specific academic requirements. Since colleges and departments have different curriculum requirements and may use the scores in different ways, students should consult first with their department or division chairs or their deans' offices regarding how the examinations would be used. Please call 304-696-2330 for more information or to schedule a CLEP exam.

On the following list are the CLEP exams that will be considered for credit:

CLEP Exams	Required Score	Marshall Equivalent	Credit Awarded
Algebra, College	50	MTH 130	3
Precalculus	50	MTH 132	5
Am. Government	50	PSC 104	3
Biology, General	50	BSC 104- BSC 105, BSC 104L, BSC 105L	8
Calculus w/ elem. Functions	50	MTH 229	5
Chemistry, General	50	CHM 211- CHM 212	6
Info Systems and computer applications	50	IST 264	3
Macroeconomics, Principles of	50	ECN 253	3
Management, Principles of	50	MGT 320	3

Marketing, Principles of	50	MKT 340	3
Microeconomics, Principles of	50	ECN 250	3
Psychology, Introductory	50	PSY 201	3
Sociology, Introductory	50	SOC 200	3
College Mathematics	50	MTH 121, MTH 160	8
Humanities	50	Unclassified elective	6
Natural Science	50	Unclassified elective	6
Social Sciences and History	50	Unclassified elective	6

## Military Experience and Training Credit

Marshall University recognizes and awards college credit for military training and experience as outlined by American Council on Education recommendations. Qualifying veterans should request a copy of their Joint Services Transcript (JST) or Community College of the Air Force/ Air University transcript(s) be sent directly to the Office of Admissions from the issuing agency.

### Army Commission Credit

Veterans should contact the Military Science Department if they are interested in receiving credit for military service and applying it toward receiving a commission as an Army officer.

### Service Members Opportunity Colleges

Marshall University is an institutional member of Service Members Opportunity Colleges (SOC), a group of over 1500 colleges and universities providing postsecondary education to members of the military throughout the world. As an SOC member, Marshall recognizes the unique nature of the military and has committed itself to easing the transfer of relevant course credits, providing flexible academic residency requirements, and crediting learning from appropriate military training and experiences.

### United States Marine Corps Platoon Leaders Class

Equivalent credit in Military Science may be awarded for successful completion of the Marine Corps Platoon Leaders Class. Students who have completed this class may apply at the Marshall University Department of Military Science Office for possible awarding of credit. For additional information on this class, write to:

United States Marine Corps  
Officer Selection Office  
641 Corporate Drive, Suite 104  
Lexington, Kentucky 40503  
Phone: (606) 223-2446.

## West Virginia Residency

Requests for changes in residency status for new students will be evaluated by the Office of Admissions provided a completed residency application with all required supporting documentation is submitted by the end of the first week of the term of admission. Contact admissions@marshall.edu for more information. Thereafter, all requests for changes in residency status for currently enrolled

students will be evaluated by the Office of the Registrar for subsequent terms. Contact registrar@marshall.edu for more information.

Requests for changes in residency status for new students will be evaluated by the Office of Admissions provided a completed residency application with all required supporting documentation is submitted by the end of the first week of the term of admission. Contact admissions@marshall.edu for more information. Thereafter, all requests for changes in residency status for currently enrolled students will be evaluated by the Office of the Registrar for subsequent terms. Contact registrar@marshall.edu for more information.

### TITLE 133

#### PROCEDURAL RULE

#### WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION

### SERIES 25

#### RESIDENCY CLASSIFICATION FOR ADMISSION AND FEE PURPOSES

1.1. Scope. -- Rule regarding residency classification of students for admission and fee purposes. 1.2. Authority. -- West Virginia Code §§18B-10 and 18B-2B-6.

1.3. Filing Date. -- March 11, 2019.

1.4. Effective Date. -- April 11, 2019.

1.5. Repeal of Former Rule. -- Repeals and replaces Title 133, Series 25 which had an effective date of June 9, 2017.

### §133-25-2. Classification for Admission and Fee Purposes.

2.1. 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.

2.2. If there is a question as to domicile, the matter must be brought to the attention of the designated officer at least two (2) 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.

2.3. 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.

### §133-25-3. Residence Determined by Domicile.

3.1. 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 (12) months of continued presence within the state prior to the date of registration: Provided, That such twelve (12) 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 (12) 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 on 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.

#### **§133-25-4. Dependency Status.**

4.1. A dependent student is one (1) 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.

4.2. 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.

#### **§133-25-5. Change of Residence.**

5.1. 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 §133-25-3 of these rules. 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.

#### **§133-25-6. Military**

6.1. 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.

6.2. 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.

6.3. Any student living in West Virginia and receiving education or vocational rehabilitation benefits from the U.S. Department of Veterans Affairs shall be charged in-state tuition and fees to attend a West Virginia public institution of higher education so long as such student is considered a "covered individual" as described in 38 U.S.C. §3679, as in effect at any time.

#### **§133-25-7. Aliens.**

7.1. Students who meet the domiciliary requirements noted in Sections 3, 4, and 5 of this policy, and who are U.S. Permanent Resident Aliens, Political Asylees or Political Refugees, or who hold an A, E, G, H, I, L, O, P, R, TD, TN, U, or V visa, may apply to be reviewed for in-state residency for tuition purposes.

7.2. Students who hold B, C, D, F, J, K, M, or Q visas are not eligible for establishing in-state residency for tuition purposes.

7.3. Students who meet the domiciliary requirements and who are the beneficiary of a pending I-485 application to adjust status to permanent resident may apply to be reviewed for in-state residency for tuition purposes.

#### **§133-25-8. Former Domicile.**

8.1. 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 (1) year period of time and satisfies the conditions of §133-25-3 of these rules, regarding proof of domicile and intent to remain permanently in West Virginia.

#### **§133-25-9. Appeal Process.**

9.1. Each institution shall establish procedures which provide opportunities for students to appeal residency classification decisions with which they disagree. The decisions of the designated institutional official charged with the determination of residency classification may be appealed in accordance with appropriate procedures established by the president of the institution. At a minimum, such procedures shall provide that:

9.1.a. An institutional committee on residency appeals will be established to receive and act on appeals of residency decisions made by the designated institutional official charged with making residency determinations.

9.1.a.1. The institutional committee on residency shall be comprised of members of the institutional community, including faculty and at least three, in any

event, an odd number. The student representative(s) shall be appointed by the president of the institutional student government association while the faculty representative(s) shall be selected by the campus-wide representative faculty organization.

9.1.a.2. The student contesting a residency decision shall be given the opportunity to appear before the institutional committee on residency appeals. If the appellant cannot appear when the committee convenes a meeting, the appellant has the option of allowing committee members to make a decision on the basis of the written materials pertaining to the appeal or waiting until the next committee meeting.

9.1.b. The residency appeal procedures will include provisions for appeal of the decision of the institutional committee on residency appeals to the president of the institution.

9.1.c. Residency appeals shall end at the institutional level.

## English Language Institute

**One John Marshall Drive  
Huntington, WV 25755, USA**

**1-304-696-4686**

**E-mail:** [eli@marshall.edu](mailto:eli@marshall.edu)

**Website:** <https://www.marshall.edu/eli/>

The English Language Institute prepares students to successfully complete a degree program at Marshall University. Our classes provide students with the opportunity to learn academic skills in three integrated courses (Reading-Vocabulary, Grammar-Writing, and Speaking-Listening) and a Special Topic course. Four levels of instruction are offered across 16-week terms in fall and spring, and 12 weeks in summer. Students receive a minimum of 20 hours of classroom instruction per week. Successful completion of Academic Preparatory I fulfills the English language proficiency requirement for admission for Marshall University undergraduate programs.