

GRADUATE APPLICATION FOR ADMISSION TO MARSHALL UNIVERSITY

Degree Programs, Certificate/Professional Development, Non-Degree, and Transient

1 Fill out this application, enclose the appropriate fee and submit it to the Graduate Admissions Office.

OR

2 Apply on-line at www.marshall.edu/admissions/apply

Once we have received your application, appropriate fee and all required admission credentials, your file will be reviewed and you will receive notification of the admission decision. Applicants with prior University holds or obligations on their records may have delays in application processing.

Marshall University | Graduate Admissions Office
100 Angus E. Peyton Drive, South Charleston, WV 25303-1600
304/746-1900 or 1/800/642-9842
www.marshall.edu/admissions | services@marshall.edu

GRADUATE APPLICATION FEES

A **non-refundable \$40 application fee** is required with the submission of this form. Please make check or money order payable to MARSHALL UNIVERSITY and include the applicant's name and last four digits of Social Security number or MUID number on the payment. *Listed fees are subject to change.*

DISTANCE LEARNING

Marshall University offers graduate programs which are conducted entirely online. Distance-Only students are not expected to have a campus or classroom presence during their academic careers and are eligible for a distance tuition rate in lieu of regular tuition and fees. For more information, please visit www.marshall.edu/muonline/degreesandcourses. To apply to a distance program, students **must** apply online by submitting the Graduate Application for Distance-ONLY Learning at www.marshall.edu/admissions/apply.

REQUIREMENTS FOR ADMISSION

The receipt of a bachelor's degree from an accepted, regionally accredited college or university is the basic requirement for admission as a graduate student to Marshall University and cannot be waived. Applicants must fulfill all admission requirements as specified in the Graduate Catalog. Students enrolled in the last semester of an undergraduate program may be admitted to some programs conditionally for one term, subject to completion of the bachelor's degree program and subject to departmental approval.

1. Complete and return all pages of the Graduate Application for Admission form to the Graduate Admissions Office.
2. When you submit the application, request that the Registrar at the institution that awarded your bachelor's degree (except Marshall University) send an official transcript directly to the Graduate Admissions Office. The transcript from the institution that awarded your bachelor's degree must contain the name of the degree earned and the date the degree was conferred. The Graduate Admissions Office cannot accept unofficial transcripts, including transcripts that are faxed or stamped "Issued to Student," or transcripts mailed or delivered by the student or a third party. Individual schools and programs may require additional credentials or documentation.
3. Take the appropriate admissions examination and have the scores sent directly to the Graduate Admissions Office by the testing agency. The Graduate Record Examinations (GRE) General Test is required of applicants to some programs, while other programs accept the Miller Analogies Test (MAT). Minimum scores on the admission examinations may be established by the academic departments. Some departments will not consider applications until all required test scores are received. Refer to the appropriate department section of the Graduate Catalog for more information.
4. Provide all other admission materials and letters of recommendation that may be required by the program to which you are applying. NOTE: If your program requires letters of reference, the letters must be original, must be signed and be sent directly to Graduate Admissions. Applicants to doctoral programs only should have letters of reference sent directly to the programs.

APPLICATION REMINDERS

Selecting a Major

Refer to the Graduate Degree Programs section of the Graduate Catalog for admission requirements for your major. Check your department's Web site at: www.marshall.edu for information. Required credentials may include, but are not limited to, the completed Application for Graduate Admission form, payment of the non-refundable application fee, official transcripts sent directly from the Registrar of previously attended colleges and universities, official admission examination scores, letters of reference or recommendations, personal statement or essay, audition, portfolio, writing sample, and personal interview. When your application is received, you will be informed of the remaining credentials that must be submitted for the major you have selected.

A list of graduate majors and the areas of emphasis for majors is included as an insert in this folder. Please review the list carefully before selecting a major. Enter the name of the major and the eight digit code on page one of the application. **It is recommended that applicants consult the Graduate Catalog and/or contact the specific academic department for complete information about a program before selecting a major.** Contact information for specific academic programs is available at the Marshall University Graduate College Web site: www.marshall.edu/graduate or applicants may call or email the Graduate Admissions Office or the Graduate Dean's Office for more information before selecting a major. Contact information for these offices is located on the back of this folder.

Deadlines

The Application for Graduate Admission must be filed in the Graduate Admissions Office by the semester deadline for the desired term of enrollment or by the specific departmental deadline. Semester deadlines are as follows: Fall-AUG 1; Spring-DEC 1; Summer-MAY 1. Program specific deadlines are included on the insert in this folder titled, Graduate Majors and Areas of Emphasis. Once the application is received in Graduate Admissions, in order for an application to be reviewed for admission, the non-refundable application fee and all required credentials must be filed in the Graduate Admissions Office no later than two weeks prior to the opening of the desired term of enrollment or by the specific departmental deadline. Applicants should submit the non-refundable application fee at the time the application is submitted.

Applicant's mailing and email address

Please note that the permanent address and email address you include on the front page of the application will be used by the Graduate Admissions Office to correspond with you throughout the admission process, so please be sure the information is accurate. Also, the permanent address will be used for all official University correspondence.

Graduate Application for Admission (\$40) Application Fee Waiver:

- Available for applicants with significant and documented financial need. Contact Graduate Admissions for more information.
- Available for applicants who already hold a master's degree from Marshall University and who are applying for admission to a master's, non-degree, graduate certificate or professional development program. The master's degree from Marshall must already be awarded and posted on the Marshall transcript for eligibility (no exceptions). Those applying to an educational specialist or doctoral level program are **not** eligible for the waiver.

ADDITIONAL INFORMATION

Dual Degree - Students who wish to seek admission to more than one degree program at a time (Dual Degree Status), must complete a separate application, pay an additional non-refundable application fee, submit all required credentials, and meet all admission requirements for each academic program to which admission is sought. A student must be admitted to the first program before being considered for admission to a dual degree program. Conditional status is not an admission option for dual degree students. Not all departments may accept a student who is already admitted to another graduate level program. Prior to submitting an Application for Graduate Admission, please check with the academic department(s) of the program(s) in which you are interested. Students who desire a second area of emphasis within their major should notify their advisor(s) after admission.

Provisional Enrollment - A student may be admitted as provisional by a degree program after submission of all required application materials when the applicant possesses a baccalaureate degree from an accepted, regionally accredited institution and shows academic promise but does not meet the criteria for full admission. A provisional student must be reclassified as fully admitted no later than the completion of the 12th graduate credit hour. This is accomplished by meeting the conditions established by the academic program and by maintaining at least a 3.0 GPA in courses identified by the program faculty and approved by the appropriate dean.

Conditional Enrollment - In some programs, applicants who are not fully admitted may register for courses with conditional enrollment status in the semester for which they have applied for entry based upon submission of (1) a properly completed Graduate Application for Admission form, (2) official undergraduate and graduate transcripts from all institutions attended, including one which certifies the receipt of a bachelor's degree from an accepted, regionally accredited institution, (3) an overall undergraduate GPA of 2.5 on a 4.0 scale, and (4) the appropriate application fee. Applicants who are permitted to enroll for one semester ('enrolled' is defined as registered when a term begins or anytime thereafter) as conditional students (even if they do not attend the classes) are not eligible to register for subsequent terms until they complete all admission requirements and are fully admitted to the requested program. A student cannot be conditionally admitted to multiple programs within one calendar year and cannot be conditionally admitted to the same program, at any time, more than once. Many programs do not accept conditional enrollments and require applicants to be fully admitted before enrolling for courses.

Admission of International Students

For admission information, please visit www.marshall.edu/admissions/international. Marshall University is approved for attendance of non-immigrant students under the Federal Immigration and Naturalization Act. International student applicants should **NOT** use the application form in this folder.

Graduate Assistantships and Financial Aid

Graduate assistantships are available in many departments and non-academic units. Information about assistantships may be obtained from the department chairperson, the program director, or the Graduate Dean's office. Graduate assistantships typically include a waiver of part or all of tuition and a stipend. Students seeking Graduate assistantships are encouraged to visit www.marshall.edu/graduate/graduate-assistantships-2/graduate-assistantship-overview/.

Students interested in work-study opportunities, loans, or other forms of financial assistance based on need should contact the Office of Student Financial Assistance and complete a Free Application for Federal Student Aid (FAFSA). Marshall's Title IV School Code is 003815. Information is available at www.marshall.edu/sfa/ or by calling (304) 696-3162 or 1-800-438-5390.

Housing

Graduate students are responsible for securing their own housing. For more information about housing in the residence halls available to graduate students, please contact the Department of Housing and Residence Life at (304) 696-6765 or 1-800-438-5391 or email: housing@marshall.edu or visit at www.marshall.edu/housing.

Special Services

If you seek accommodations for a disability, please contact the Office of Disability Services, Marshall University, One John Marshall Drive, PH 117, Huntington, WV 25755 or call (304) 696-2271 or visit www.marshall.edu/disabled for services available.

Military and Veterans Affairs

Students seeking information about military or veterans affairs, please call (304) 696-5278.

Information contained in this application folder is designed to assist applicants in completing the Application for Graduate Admission. Refer to the official Graduate Catalog online at: www.marshall.edu/catalog/graduate-catalogs/ for complete program information and University policies.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION POLICY STATEMENT

It is the policy of Marshall University to provide equal education and employment opportunities for prospective and current members of its student body, faculty and staff on the basis of individual qualifications and merit. Marshall University is committed to providing a diverse and inclusive culture by promoting diversity, inclusion, equality, and intercultural and intercommunity outreach. Accordingly, the University does not discriminate on the basis of race, color, national origin, ancestry, age, physical or mental disability, marital or family status, pregnancy, veteran status, service in the uniformed services (as defined in state and federal law), religion, creed, sex, sexual orientation, genetic information, gender identity, or gender expression in the administration of any of its educational programs, activities, or with respect to admission or employment. This Policy sets forth how discrimination, harassment, sexual and domestic misconduct, certain consensual relationships, stalking, and retaliation will be addressed by Marshall University.

In order to insure genuine equal opportunities for all: (1) Marshall University will, whenever appropriate, take affirmative action to employ, advance in employment and otherwise treat without discrimination qualified women, minorities, individuals with disabilities, disabled veterans and veterans of the Vietnam era. (2) Marshall University will not affiliate with nor grant recognition to any individual, group or organization having policies or practices that discriminate on the basis of race, color, sex, sexual orientation, religion, age, national origin, veteran status or disabilities.

All employees and contractors of the University are required to comply with this policy in the exercise of their functions. Anyone who believes that they have been denied the benefits of this policy should contact the Office of Equity Programs for appropriate action.

Any requests for information on the implementation of this policy should be addressed to: Office of Equity Programs / 207 Old Main / Marshall University / Huntington, West Virginia 25755.

ANNUAL SECURITY AND FIRE SAFETY REPORT

Marshall University is committed to assisting all members of the University community in providing for their own safety and security. The Annual Security and Fire Safety report is available at www.marshall.edu/disclosures/securityreport. A printed copy of the report is available by calling the Marshall University Police Department at 304-696-4357.

The report contains information regarding campus security and personal safety including topics such as: crime prevention, university police law enforcement authority, crime reporting policies, fire safety polices, disciplinary procedures and other matters of importance related to security on campus. The report also contains information about fire statistics in MU Residence Halls and crime statistics for the three previous calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by MU; and on public property within, or immediately adjacent to and accessible from the campus. This information is required by law and is provided by Marshall University.

CONSUMER INFORMATION AND DISCLOSURES

In order to help consumers make well-informed decisions about postsecondary education, federal regulations require higher education institutions to disclose certain information. To assist in locating this information, Marshall University has created a Consumer Information and Disclosures launching point at www.marshall.edu/disclosures/. Among others, the following specific reports are available from the Marshall University Consumer Information and Disclosures web site: student financial aid information, drug and alcohol abuse prevention program information, retention rates, and graduation rates. Prospective students may request printed copies of any report at no charge by calling the Office of University Communications at 304-696-7153.

Information contained in this application folder is designed to assist applicants in completing the Graduate Application for Admission. Refer to the official Graduate Catalog online at www.marshall.edu/catalog/graduate-catalogs for complete program information and University policies.

For more information visit : www.marshall.edu

GRADUATE ADMISSION CHECKLIST

- Complete, sign, date and return by the deadline both pages of the Application for Graduate Admission and the required, non-refundable fee to:
Marshall University
Graduate Admissions Office
100 Angus E. Peyton Drive • South Charleston, WV 25303-1600
- Applicants must request that an official transcript from the degree granting institution (except Marshall University) be sent directly to the Graduate Admissions Office. Transcripts bearing the stamp “Issued to Student,” mailed or delivered by the student or third-party, and faxed transcripts cannot be accepted. Individual schools or programs may require additional credentials or documentation.
- Have the appropriate testing agency submit your test scores (GRE, GMAT, or MAT) directly to the Graduate Admissions Office.
- If required by your academic major, submit letters of recommendation and other required items to the Graduate Admissions Office.

Applications are reviewed only after the application fee and all required credentials are received. Applicants with prior University holds or obligations on their records may have delays in application processing.

GENERAL INFORMATION

The main campus of Marshall University, a state university of West Virginia, is located in Huntington, West Virginia, on the Ohio River near the boundary of Kentucky, Ohio, and West Virginia. Graduate programs are offered on the main campus in Huntington, on the South Charleston campus (fifty miles east of Huntington), and at various off-campus locations throughout West Virginia and online world-wide. Some majors are available only in Huntington and some only in South Charleston, while others are available at multiple locations.

Marshall University is accredited by The Higher Learning Commission of the North Central Association, 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504, telephone 1-800-621-7440. Please refer to the Graduate Catalog for a list of the numerous academic units of the University that have been accredited by specialized accrediting agencies.

FOR ADDITIONAL INFORMATION

Requests for additional information not contained in this folder or on the application form should be addressed as follows:

Marshall University
Dean of the Graduate College
One John Marshall Drive • Huntington, WV 25755-2100
email: graduatecollege@marshall.edu
(304) 696-6606

Marshall University
Graduate Admissions Office
100 Angus E. Peyton Drive • South Charleston, WV 25303-1600
email: services@marshall.edu
(304) 746-1900 or 1-800-642-9842, ext. 61900 • fax: (304) 746-1902

Other Important Telephone Numbers

Huntington Bookstore	(304) 696-3622 or 1-800-547-1262
Bursar	(304) 696-6620 or 1-800-438-5389
Financial Aid.....	(304) 696-3162 or 1-800-438-5390
Registrar’s Office	(304) 696-6410
Undergraduate Admissions	(304) 696-3160 or 1-800-642-3499
Huntington Campus.....	(304) 696-3170 or 1-800-642-3463
South Charleston Campus	(304) 746-2500 or 1-800-642-9842



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