

Academic Council Minutes

September 2025

Midwestern State University

The Academic Council met Wednesday, September 24, 2025 at 2:00 p.m. in the Dillard College of Business Administration Priddy Conference Room.

Voting Members:

Dr. Bob Brennan, Dean, McCoy College of Science, Mathematics, and Engineering

Leah Gose, Dean, Lamar D. Fain College of Fine Arts

Dr. Leann Curry, Dean, Gordon T. and Ellen West College of Education & Professional Studies

Dr. Jeff Killion, Dean, Robert D. and Carol Gunn College of Health Sciences and Human Services

Dr. Robert Forrester, Dean, Dillard College of Business Administration

Dr. Sam Watson, Dean, Prothro-Yeager College of Humanities and Social Sciences

Dr. Tiffany Ziegler, Dean, Dr. Billie Doris McAda Graduate School

Dr. Darla Diltz, Faculty Senate Vice Chair

Monique Watkins, SGA Vice President of External Affairs

Additional Attendees:

Dr. Jeremy Duff, Associate Vice President for Academic Affairs, Accreditation and Planning

Cortny Moorehead, University Librarian, Moffett Library

Elizabeth Ysasi, Associate Director of Admissions; Staff Senate and Registrar representative

Rhiannon Barnett, Senior Associate Director, Global Education Recruiting

Dr. Eboneigh Harris, Director, Institutional Effectiveness

Dr. Margaret Brown Marsden, Provost and Vice President for Academic Affairs, presided and the meeting began at 2:01 p.m.

Approval of Minutes

Dr. Brown Marsden asked for a motion for the July 2025 minutes to be brought forward for approval. Dean Gose approved, Ms. Watkins seconded, and the minutes were approved.

Old Business

There was no old business.

New Business

Gunn College of Health Sciences and Human Services – Dr. Killion

1. Dr. Killion submitted the following undergraduate items for approval. Dr. Ziegler seconded the motion and the items were approved.

Academic Foundations DH BSDH Catalog Revisions

Dental Hygiene, B.S.D.H.

(See General Requirements for all Bachelor's Degrees)

Academic Foundations and Core Curriculum - 42 semester hours

(See Academic Foundations and Core Curriculum - 42 semester hours)

Requirements for a Major in Dental Hygiene - 120 semester hours

The Dental Hygiene Department offers the Bachelor of Science in Dental Hygiene degree (BSDH). The curriculum consists of (1) the dental hygiene prerequisite courses and the University core curriculum taken during the freshman and sophomore years (54 hours) and (2) the dental hygiene courses (66 hours) taken during the junior and senior years, after acceptance into the Dental Hygiene Program. Acceptance into the University does not constitute acceptance for admission into the Dental Hygiene Program. Entrance into the Dental Hygiene Program is competitive and limited to the number of clinical positions available in the M.S.U. Gaines Dental Hygiene Clinic (18). A new class is accepted each April for entry into the program the following fall semester.

The Dental Hygiene Program is accredited by the American Dental Association Commission on Dental Accreditation. Completion of degree requirements enables the graduate to take the National Board Dental Hygiene Examination and the State Board Clinical/Jurisprudence Examinations for licensure. The Texas State Board of Dental Examiners has set guidelines and criteria regulating the eligibility of persons with criminal convictions, mental illness, and/or chemical dependency to obtain a license to practice dental hygiene in the state of Texas. All applicants applying for licensure must complete a Fingerprint Criminal Background Check before submitting an application for initial licensure. (Detailed information is available from the Texas State Board of Dental Examiners - <http://www.tsbde.state.tx.us> - Texas Occupations Code, Title 3, Chapter 263.) A student who has concerns in this area is encouraged to contact the Dental State Board in the state in which he/she wishes to practice early in his/her academic career. Dental hygiene is classified as a Category I level (high-risk) profession for blood-borne pathogens, according to OSHA standards.

A person with certain musculoskeletal conditions may have difficulty performing the daily activities required in the profession of dental hygiene. These include, but are not limited to, degenerative conditions or injuries to the neck, back, shoulder, elbow, wrist, and/or hands.

Examples: herniated or bulging disks, chronic rotator cuff symptoms, and carpal tunnel syndrome. It is strongly recommended that individuals with any of these conditions be evaluated by their physician prior to pursuing the dental hygiene degree.

Admission Policies

To be considered for admission, the following basic requirements must be met by candidates on or before April 1 (for the following fall's entering class):

1. Be eligible for admission to M.S.U.
2. Submit a dental hygiene application and most recent transcripts depicting completed courses, as well as courses in progress, directly to the MSU Dental Hygiene Department with the \$25.00 application fee. Dental Hygiene applications can be downloaded from the MSU Dental Hygiene website at <http://www.msutexas.edu/academics/hs2/dental/>.
3. Present a minimum cumulative GPA of 3.0 and a minimum science GPA of 3.0 for BSDH prerequisite and core academic courses.
4. Provide documentation of work experience or 20 hours of observation in a dental office. The documentation form can be downloaded from the MSU Dental Hygiene website listed in #2 above.
5. Complete the Test of Essential Academic Skills V for Allied Health (TEAS V for AH) with an average score of 63% or higher on the five scored areas in the *Reading* and *English & Language Usage* sections. Exams may be taken only two times within a six-month time frame. Contact MSU Testing Services at 940-397-4676. Only TEAS V for AH will be accepted, no exceptions. Exams can be taken at sites other than MSU.
6. Successfully complete the following courses **prior** to entering the Dental Hygiene Program. Recommended degree plan can be downloaded from the Dental Hygiene website listed in #2 above. May apply to program while enrolled in prerequisite courses.

Dental Hygiene Science Prerequisites - 15 semester hours

- BIOL 1134 - Anatomy and Physiology I 4
- BIOL 1234 - Anatomy and Physiology II 4
- BIOL 2144 - Fundamental Clinical Microbiology 4
- CHEM 1303 - General-Organic-Biological Chemistry 3 – preferred
- Or any Chemistry accepted (3 hours)

Additional Course Requirements (and core curriculum specifics) for a BSDH degree (39 hours)

Eleven (11) of the following thirteen (13) courses are required prior to entering the Dental Hygiene Program:

- POLS 1333 - American and Texas Government I 3
- POLS 1433 - American and Texas Government II 3

- Communication Core (6 hours)
- MATH 1053 - Contemporary Mathematics 3 (or any college-level Mathematics listed in the core curriculum)
- HIST 1133 - Survey of American History to 1865 3
- HIST 1233 - Survey of American History since 1865 3
- PSYC 1103 - General Psychology 3
- SOCL 1133 - Introductory Sociology 3
- PHIL 2033 - Ethics 3 (Any core course from Language, Philosophy, & Culture is accepted, but an Ethics course will earn an additional .5 ranking point.)
- SCIE 2103 - Understanding Science, Engineering & Technology 3 (Any core course from Undergraduate Inquiry & Creativity is accepted, but SCIE 2103 or MWSU 2003 will earn an additional .5 ranking point.)
- Cultural & Global Understanding (3 hours)
- Creative Arts (3 hours)

Applicant Selection Procedures

Due to the limited availability of clinical positions, the selection process for admission into the Dental Hygiene Program is based upon a ranking system. The Dental Hygiene Program Admissions Committee will evaluate all applications and rank them according to designated point values for the following criteria:

- GPA of prerequisite courses (cumulative GPA and science GPA)
- Number of prerequisite and core courses completed with a grade of B or better
- Number of prerequisite and core courses in progress at application deadline
- Number of prerequisite courses taken at MSU
- Previous dental-related experience
- Dental Hygiene Program Application
- Performance on the Test of Essential Academic Skills V for Allied Health (TEAS V for AH)

For additional information on application procedures, admission requirements, and applicant ranking computations, visit the department website at: <http://www.msutexas.edu/academics/hs2/dental>.

Progression Policy

Dental hygiene courses must be taken in the sequences prescribed. The lack of satisfactory completion of such courses in sequence will result in suspension from the program until the courses can be repeated. Requirements are as follows:

1. A student must attain a grade of 75 (C) or above in each of the dental hygiene major courses.
2. Failure to attain a minimum grade of 75 in any course will prevent the student from progressing in the program until the course(s) can be repeated. Dental hygiene courses are

offered only once per academic year; therefore, failure of a course(s) will require a student to sit out for a full year.

3. A student who fails to achieve a grade of 75 in any of the dental hygiene courses may repeat the course only once with the approval of the BSDH Program Admissions Committee. Failure to achieve a minimum grade of 75 when repeating a dental hygiene course results in dismissal from the program, and the student may not reapply to this Dental Hygiene Program.
4. Failure in any two (2) dental hygiene courses (either the same course twice or two different courses) renders the student ineligible for progression in this dental hygiene program and will result in the dismissal of the student from the program. The student may not reapply to this dental hygiene program.
5. A student who withdraws from the Dental Hygiene Program and/or the University must go through the dental hygiene admissions process again to be readmitted.
6. The BSDH Program Admissions Committee reserves the right to make exceptions to the above due to extenuating circumstances.

Major Requirements - 66 semester hours

- DNHY 3002 - Oral Radiology I 2
- DNHY 3004 - Dental Hygiene II 4
- DNHY ~~3005~~ **3104** - Clinical Practice II ~~5~~ **4**
- DNHY 3013 - Dental Materials 3
- DNHY 3014 - Dental Hygiene I 4
- DNHY 3022 - Histology 2
- DNHY 3024 - Periodontology 4
- DNHY 3102 - Oral Radiology II 2
- DNHY 3114 - Clinical Practice I 4
- DNHY 3124 - Head, Neck, and Dental Anatomy 4
- DNHY 4003 - Pathology 3
- DNHY 4013 - Dental Health Education 3
- DNHY 4018 - Clinical Practice III 8
- DNHY 4022 - Dental Public Health 2
- DNHY ~~4023~~ **4012** - Dental Hygiene III ~~3~~ **2**
- DNHY 4032 - Dental Hygiene IV 2
- DNHY 4038 - Clinical Practice IV 8
- DNHY 4103 - Pharmacology 3
- **DNHY 4102 – Dental Pain Management 2**

Additional Requirements

Students MUST provide documentation of the following prior to October 1st of the first semester in which they are in the dental hygiene program.

1. An eye examination within the preceding six months.
2. Health insurance.

3. Documentation of state and program mandated immunizations (See Dental Hygiene website for documentation criteria).

Transfer Policies

Only students transferring from an accredited dental hygiene program will be considered for admission with advanced standing. Transfer students will be considered on a space available basis and must meet the following criteria:

1. Transfer students must meet the admission requirements of the University and the Dental Hygiene Department.
 2. Students must submit an application to the MSU Dental Hygiene Department by April 1 for the following fall admission.
 3. Progression requirements for these students are identical to those of the MSU dental hygiene students.
 4. Students wishing to transfer dental hygiene courses from another dental hygiene program must meet the following criteria:
 - a. Dental hygiene courses to be transferred were completed at a CODA accredited dental hygiene program.
 - b. A grade of B or better was earned in all dental hygiene courses.
 - c. A written statement from the Dean or Chair of the previous program must accompany the application form. The statement must indicate that the student is in good academic standing and is eligible for readmission to the program from which he or she is transferring.
 - d. Documentation on dental hygiene courses the student would like to transfer into the MSU Dental Hygiene Program must be submitted in a well-organized notebook to the Chair of the department. A copy of the letter of good standing must accompany the notebook, as well as a copy of the admission application. The faculty of record for selected courses will review the packet for equivalency to MSU dental hygiene courses.
 - e. All potential transfer students are reviewed by the Dental Hygiene Admissions Committee, which will make recommendation, regarding admission and placement.
 5. Transfer credit will be evaluated according to University policy.
- Transfer students must earn 31 semester credit hours in 3000/4000 level courses at MSU.

2. Dr. Killion submitted the following undergraduate items for approval. Dean Gose seconded the motion and the items were approved.

Course Inventory Updates – Effective Date:

New Course Addition – Effective Fall 2026

Course Prefix: **DNHY**

Course Number: **4102**

Course Title: **Dental Pain Management**

Prerequisite(s): **DNHY 3124, DNHY 4023, DNHY 4103. Concurrent enrollment in DNHY 4038 (Clinical Practice IV).**

Description: **Course participants will gain an introduction to evidence-supported knowledge concerning patient care for the medically or dentally compromised patient including supportive treatment options. Emphasis is placed on the following: prevention, recognition, and management of medical and dental emergencies; pain management, including nitrous oxide monitoring, administration of topical anesthetic agents, and the administration of local anesthetic by infiltration. The laboratory portion of the course includes manikin and student-partner experiences.**

Lec/Lab Hrs: **2(1-2)**

Type of Course: **Lec/Lab**

Course Objectives:

- **Prevent, recognize and manage medical and dental emergencies.**
- **Assess patients' medical histories and dental hygiene treatment needs to create corresponding treatment plans, including the appropriate pain management.**
- **Competently demonstrate nitrous oxide monitoring, applying non-injectable topical anesthetics, and local anesthesia delivery via infiltration.**

Change of Course Number and Lecture/Lab Hours – Effective Fall 2026

Course Prefix: DNHY

Course Number: **3104** ~~3005~~

Course Title: Clinical Practice II

Prerequisite(s): DNHY 3014, DNHY 3114; Concurrent enrollment in DNHY 3003.

Description: Further development of skills acquired in prerequisite Clinical Practice course through treatment of clinical patients under close supervision of program faculty. Introduction and development of selective polishing procedures and practical application of professional methods utilized to clean dental appliances.

Lec/Lab Hrs: **4(0-8)** ~~5(0-10)~~

Type of Course: Lab

Course Prefix: DNHY

Course Number: **4012** ~~4023~~

Course Title: Dental Hygiene III

Prerequisite(s): DNHY 3004, DNHY 3102, DNHY 3005; Concurrent enrollment in DNHY 4018 (Clinical Practice III).

Description: A study of the rationale, indications and/or contraindications, and utilization techniques for various procedures including: pit and fissure sealants, ultrasonic scaling, periodontal scaling and root debridement. Recognition and management of medical conditions that could result in life-threatening emergency situations are reviewed, with in-depth discussion of the etiological and/or precipitating factors, and the possible treatment contraindications and/or modifications. Emphasis is placed on the integration of this information with knowledge obtained in prerequisite courses to further develop critical thinking skills in obtaining comprehensive patient medical histories and development of dental hygiene treatment plans. The concepts of decision making are examined to help students become responsible and account for their actions. This course must be taken in conjunction with Clinical Practice III to achieve cognitive, psychomotor, and affective skills in patient care procedures covered.

Lec/Lab Hrs: 2(2-0) 3(3-0)

Type of Course: Lecture

Course Objectives: *Objectives pertaining to patient pain management will be transferred to DNHY 4102 Dental Pain Management.*

Change of Prerequisite, Description, and Lec./Lab Hours – Effective Fall 2026

Course Prefix: DNHY

Course Number: 4032

Course Title: Dental Hygiene IV

Prerequisite(s): ~~DNHY 4023~~ DNHY 4012 Concurrent enrollment in DNHY 4038 (Clinical Practice IV)

Description: A study of the rationale, indications and/or contraindications, and utilization techniques for air-powdered polishing ~~and nitrous oxide-oxygen analgesia~~. A as well as a general review of dental hygiene science, as needed in preparation for the National Board Examination. Preparation for the transition from the school setting to private practice dental offices and/or public health institutions with guest lecturers and discussions on new developments in patient care, resume writing and job interviewing, patient and personal insurance, and legal and ethical decisions facing health care providers. Other major concepts included are the political aspects of dental and dental hygiene care, decision making, responsibility, and accountability. The study of this content assists the students to develop responsibility for personal professional growth.

Lec/Lab Hrs: 2(2-0) 3(3-0)

Type of Course: Lecture

Graduate Course and Catalog Changes – Dr. Ziegler

3. Dr. Ziegler submitted the following graduate items for approval. Dr. Forrester seconded the motion and the items were approved.

Effective Fall 2026

Graduate Degrees Offered

Doctor of Education

Major offered in Educational Leadership

Master of Arts

Majors offered in Biology, Clinical Mental Health, English, History, and Human Resource Development

Master of Arts in Criminal Justice

Major offered in Criminal Justice

Master of Business Administration

Major offered in Business Administration

Master of Education

Majors offered in Curriculum and Instruction, Educational Leadership, Special Education, and Sport Administration

Master of Health Administration

Major offered in Health Services Administration

Master of Professional Studies

Major offered in Professional Studies

Master of Science

Majors offered in Biology, Computer Science, English, and Geosciences

Master of Science in Exercise Physiology

Major offered in Exercise Physiology

Master of Science in Nursing

Majors offered in Family Nurse Practitioner and Family Psychiatric Mental Health Nurse Practitioner

Master of Science in Radiologic Sciences

Majors offered in Radiologic Administration, Radiologic Education, and Radiologist Assistant

Graduate minors are available in Biology, English, History, Instructional Design and Technology Minor, Mathematics, Sport Administration, Teacher Leadership, and Training and Development. The Gunn College of Health Sciences and Human Services offers **graduate-post-baccalaureate** certificates in Computed Tomography, Health Services Administration, Magnetic Resonance

Imaging, and Mammography, as well as a Post-Master's Family Nurse Practitioner Certificate and a Post-Master's Family Psychiatric Mental Health Nurse Practitioner Certificate. The West College of Education offers a Post-Master's Educational Diagnostician Certificate and a Post-Master's Principal Certificate. The Prothro-Yeager College of Humanities and Social Sciences offers graduate certificates in English-Professional Studies, English- Literature and Language Studies **and**, History, and Military History.

Graduate Faculty Requirements

Graduate Faculty membership is a means of recognizing members of the faculty for scholarly activities, creativity, direction of graduate research and study, and other contributions to the graduate programs. Therefore, such membership is neither pro forma nor automatic. All members of the full-time tenure/tenure track faculty of graduate degree-conferring units of MSU become members of the Graduate Faculty upon appointment to the University unless the Graduate School receives notification from the college of the faculty member that he or she should not be included-e.g., because they do not satisfy the Criteria for Membership. Faculty with other types of appointments at MSU (e.g., adjunct or visiting faculty, faculty with administrative assignments and/or ex officio appointments, international exchange faculty) may be conferred Graduate Faculty membership upon nomination by their academic department, unit, or college. If approved by the Graduate Council, the individual will be designated as adjunct graduate faculty. Nominations are reviewed by the Graduate Council and approved by majority vote by the Graduate Council. Approval is for a maximum of five years aligning with the department/unit's graduate program review cycle, but individuals may be nominated for continued appointments subject to approval by the Graduate Council. Further explanation of these appointments may be found in the Midwestern State University Operating Policies and Procedures Manual, OP 42.01 Graduate Faculty Requirements and Procedures at <https://public.powerdms.com/MidwesternState/tree/documents/2223724>.

Demonstrated competency to teach at the graduate level must be documented by the department chair and college dean. Faculty appointments must be approved through the appropriate channels prior to the teaching of any graduate level courses or serving on any graduate committees. Persons who are not members of the Graduate Faculty may not teach graduate level courses.

General Academic Information

Authorization

Graduate study at Midwestern State University was authorized by the Board of Regents on January 18, 1952.

Administration

The Graduate Council, chaired by the Dean of the Dr. Billie Doris McAda Graduate School, is composed of department chairs or coordinators responsible for specific graduate programs. The Council approves all proposals for graduate program changes, graduate course additions and deletions, and alterations in graduate program requirements. Additionally, the Council approves graduate admission standards and policies related to graduate assistants and graduate teaching assistants.

At the discretion of the Dean of the McAda Graduate School, some Graduate Council recommendations are forwarded to the Academic Council for final action. As with all committees, the Graduate Council is advisory to the President of the University.

How to Apply for Graduate Admission

In order to participate in graduate-level studies at Northwestern State University, a candidate must be accepted by the Dr. Billie Doris McAda Graduate School and the candidate's intended program. The requirements for the Graduate School are listed below. Consult the specific program section of the catalog for program requirements. Please note, students may meet the Graduate School requirements for admission, but not meet the program requirements. Prospective students are encouraged to contact the Graduate School and visit our website <https://msutexas.edu/graduateschool> for current requirements.

Applicants for graduate or post-baccalaureate classification (including students who have completed their undergraduate degree at Northwestern State University) must complete the following steps:

Application for Graduate Admission: Northwestern State has a graduate application processing fee of \$50.00 (domestic) or \$75.00 (international). Students may apply online via our website at <https://msutexas.edu/academics/graduate-school/how-to-apply.php>. Applications may be submitted online by the following dates:

Application deadlines:

Fall August 1

Spring December 1

Summer I May 1

Summer II June 1

Click here for [International Application deadlines](#).

4. Dr. Ziegler submitted the following graduate items for approval. Dr. Killion seconded the motion and the items were approved.

Graduate Late Admission: Graduate students may apply for late admission. There is an additional fee of \$25.00 for late admission. Please note: TEA programs are not eligible for late admission.

Late Application Timeline

| | |
|-----------|------------------------------------|
| Fall | August 2 to first day of classes |
| Spring | December 2 to first day of classes |
| Summer I | May 2 to first day of classes |
| Summer II | June I to first day of classes |

A student who has previously attended Midwestern State as a graduate student, but who did not enroll for fall or spring term must reactivate **their** file by completing a reactivation form. If a graduate student has not attended MSU for a year or more, a new application is required, with an application processing fee of **\$50.00 for domestic applicants and \$75.00 for international applicants**. ~~All late applications are subject to approval by the Dean of the McAda Graduate School.~~ If an applicant cannot be admitted and registered for the term submitted on the application, a new application and application fee may be required for subsequent semesters.

Graduate Degree Seeking Students

Graduate Standardized Test Scores and Official Transcripts: The requirement for standardized test scores is decided at the college level. Students should contact the graduate coordinator of their intended graduate program for information. If test scores are required, the scores must be no more than ten years old. Students for whom official test scores cannot be obtained from an approved official source will be required to retake the test. An official transcript from each institution attended must be received from an official source prior to admission. (See section for program requirements.) Students must also meet program specific admission requirements and standards.

Non-degree Seeking Students

Post-Baccalaureate, Post-Master's, or Certificate Seeking: Students under this classification are taking courses for professional improvement or certification, and are not pursuing a master's degree. Other than teacher's certification students, non-degree seeking students are not eligible for financial aid.

Courses taken as a post-baccalaureate student may be transferred into a master's program, subject to program approval, up to a maximum of 9 hours. The chair of the student's graduate program must approve acceptance and/or applicability of the hours.

Falsification of Records: Students who knowingly falsify or are a party to the falsification of any official university record (including such records as transcripts, test scores, application for admission, Texas Success Initiative status, and student personnel forms) will be subject to disciplinary action which may include suspension or enforced withdrawal from the University.

Graduate Admission Process

Once all application materials have been received, a review is sent to the graduate coordinator for consideration. The review is then returned to the Dean of the McAda Graduate School with a recommended decision for admission. The Dean of the McAda Graduate School confirms the decision and sends official notification of the admission decision to the student.

Graduate coordinators may agree to consider a student for admission with an incomplete file under the following options:

Early Admission Decision for Graduating Baccalaureate Students:

Students may request an early admission decision if they are in their last semester and pending graduation with a bachelor's degree from a regionally accredited institution. Students must present official GRE, GMAT, or MAT scores, if required by the program to which they are applying, as well as an official current transcript from their undergraduate institution prior to requesting an early admission decision. If an early admission decision is granted by the graduate coordinator, students who will receive their undergraduate degree from an institution other than Midwestern State University will be required to submit an official transcript documenting the degree conferred prior to registration for classes. However, students who will receive their undergraduate degrees from Midwestern State University will be able to register for classes, during the scheduled registration periods, upon receipt of a Permit to Register. MSU students who have been allowed to register prior to graduation will be dropped from their graduate classes if they fail to graduate as planned. Note: Not all University departments allow early admission into their graduate programs.

Admission to the Dr. Billie Doris McAda Graduate School

Unconditional Admission

An applicant who meets each of the following admission criteria may be eligible for unconditional admission by the graduate faculty of the student's intended major:

1. A bachelor's degree from a regionally accredited institution. The McAda Graduate School must receive an official transcript, including one on which a bachelor's degree is posted, directly from each institution the applicant has attended. MSU requests that international graduate student transcripts be evaluated by a preferred third party for degree clarification. MSU will also accept evaluations from NACES members.
2. A cumulative undergraduate GPA of at least 3.0 from the student's graduating institution.
3. A competitive score on the standardized graduate test, if required by the graduate program. The requirement for standardized test scores is decided at the college level. The student should contact the graduate coordinator of the intended graduate program for information. The McAda Graduate School must receive official admissions test scores directly from the organization that administers the test.
4. An undergraduate background judged by the graduate faculty of the student's intended major to be adequate for success in the student's intended major.

Conditional Admission

An applicant who does not meet each of the above admission criteria may be eligible for conditional admission by the graduate faculty of the student's intended major if the applicant has the following:

1. A bachelor's degree from a regionally accredited institution. The McAda Graduate School must receive an official transcript, including one on which a bachelor's degree is posted, directly from each institution the applicant has attended. MSU requests that international graduate student applicant transcripts be evaluated by a preferred third party for degree clarification. MSU will also accept evaluations from NACES members.
2. An official score for the standardized graduate test, if required by the graduate program. The requirement for standardized test scores is decided at the college level. The student should contact the graduate coordinator of the intended graduate program for information. The McAda Graduate School must receive official admissions test scores directly from the organization that administers the test.

A student who is conditionally admitted must earn a grade point average of 3.0 or better in the first four graduate courses (which total at least 12 semester credit hours) applicable to the student's graduate major. Students who are assessed additional undergraduate leveling work must complete that work at the direction and to the satisfaction of the coordinator of the student's graduate major. To continue in the program, the student must meet the conditions set forth in the conditional admission.

Provisional Admission

A student may be admitted in the provisional admission status if transcripts and test scores, if required by their graduate program, have not been received in the McAda Graduate School in a timely manner to facilitate admission decisions. To be considered for this admission status, students must present a transcript with proof of a bachelor's degree conferred and test scores. Final transcripts must be received no later than 30 calendar days after the first day of class in the semester in which a student matriculates. An incomplete-credentials hold will be placed on the student's record preventing future registration until all transcripts and test scores are received and the student has been admitted into a graduate program. If transcripts and test scores are not received prior to the last day for an official withdrawal, the student may be administratively withdrawn from the University. Students who are administratively withdrawn are only due refunds in accordance with the MSU refund schedule. Not all graduate programs offer provisional admission status.

Admission Based on Previous Master's or Higher Degree

An applicant who has earned a master's or higher degree from a regionally accredited institution of higher education may be accepted on the basis of such degree. Determination of conditions, if any, will be made by the graduate program coordinator.

Appeal of Admission Decision

It is the responsibility of every graduate coordinator to make admissions decision recommendations to the Dean of the Dr. Billie Doris McAda Graduate School. Students may

appeal an admission decision within 30 days of notification of denial by following the steps outlined below:

1. The student must consult with the graduate coordinator.
2. If this does not resolve the problem, the student should present a formal written appeal to the dean of the college in which the program resides. The dean should immediately request a written response to the student's request from the graduate coordinator.
3. Within ten working days from receipt of the appeal, the dean of the college should respond to the student in writing as to his or her disposition of this appeal.
4. Should the appeal not be disposed of by the dean of the college in a manner satisfactory to the appellant, the appeal may be presented to the Dean of the McAda Graduate School for consideration.
5. Within ten working days from receipt of the appeal, the Dean of the McAda Graduate School should respond to the student in writing as to his or her disposition of this appeal.

Graduate School Academic Fresh Start Admission

Upon application and prior to enrollment, a graduate student may request consideration for a "fresh start" when returning or applying to a graduate program leading to a master's degree at Northwestern State University. The student must present a signed statement requesting consideration, and must not register until approval has been received. Once elected, the decision is not revocable. A "fresh start" is defined as beginning a graduate program and having the graduate academic record reflect that grades from courses taken previously for graduate credit are not to be considered in the GPA calculation for the new graduate program. All graduate courses previously taken and grades previously earned at Northwestern State University will remain on the student's academic record.

To be considered for a fresh start, the student must submit a graduate admission application and a written statement of purpose for seeking readmission to the dean of the Dr. Billie Doris McAda Graduate School and must meet the following criteria:

1. A period of time of no less than three years has elapsed since the student last attended or was dismissed from an MSU graduate program;
2. The student's previous graduate GPA is below the minimum required to earn a master's degree (3.0 on a 4.0 scale);
3. The student meets current Graduate School admission requirements; and
4. The student has been recommended for admission to the program by the appropriate department.

Courses completed in a previous MSU graduate program for which the Academic Fresh Start was approved will not transfer nor be applied to the requirements of the new program. The new program, begun after the approval of the Academic Fresh Start, must be finished and the degree conferred within six years of the completion of the first course taken under the fresh start election. The student must complete a minimum of 30 semester credit hours, and the program of study must meet all departmental and Graduate School requirements.

Only one graduate career fresh start will be granted to any one graduate student at Northwestern State University. Final approval for a fresh start application rests with the dean of the Dr. Billie Doris McAda Graduate School. Because the permanent academic record is affected, once

approved, the graduate student must remain enrolled through census date of the term to remain eligible for the permanent academic record to be documented.

Housing

After acceptance for admission, the Office of Residence Life & Housing will forward information to all applicants who indicated on the application for admission that they plan to live in university housing. University housing includes traditional-style residence halls, suites, and apartments. Contact the Office of Residence Life & Housing at 940-397-4217 or <https://msutexas.edu/housing>.

International Students

Admission - International applicants to Midwestern State University must meet entrance requirements as outlined for all students and the items listed below to be considered for admission.

1. An application for admission by the following deadlines:

| | |
|--------|------------|
| Fall | August 1 |
| Spring | December 1 |
| Summer | March 1 |

International applicants outside of the United States should have applications submitted by the priority deadlines listed below for consideration of visa services.

| | |
|--------|-----------|
| Fall | June 1 |
| Spring | October 1 |
| March | March 15 |

2. An application fee of (U.S.) \$75.00.
3. A course-by-course credential evaluation with GPA that includes verified transcripts from each college and university attended. MSU provides this service to all applicants. Students can, however, choose an outside NACES agency to evaluate transcripts and have those sent directly to MSU.
4. Official Test of English as a Foreign Language (TOEFL) scores. Applicants must submit a score of at least 79 on the Internet-based examination to meet the university requirement for unconditional admission. Students taking TOEFL iBT will be required to score a minimum total test score of 79, with preferred scores on each of the sections of the test as follows:

| | |
|-----------|----|
| Writing | 20 |
| Speaking | 20 |
| Reading | 19 |
| Listening | 20 |

IELTS Test score of 6.0 will serve as an acceptable alternative to the above TOEFL requirement.

ITEP Test score of 4.0 will serve as an acceptable alternative to the above TOEFL requirement.

PTE Test score of 53 will serve as an acceptable alternative to the above TOEFL requirement.

Duoling Test score of 100 may serve as an acceptable alternative to the above TOEFL requirement.

Cambridge English Proficiency Test score of B2 (170 or higher), C1, or C2 will serve as an acceptable alternative to the above TOEFL requirement.

A language proficiency test is not required if English is the native language. A local English proficiency examination may be required.

Applicants from countries where English is not the official language must demonstrate the requisite level of proficiency to embark on graduate studies.

5. An official bank financial statement accompanied by either a letter of sponsorship or an MSU Affidavit of Support that shows the availability of financial funding adequate to meet the tuition, living, book, insurance, and incidental expenses of the first year. The availability of funds from the same or equally reliable source must be assured for the duration of the program of study.
6. Health insurance, including repatriation and medical evacuation benefits must be purchased for the duration of studies prior to initial enrollment.

NATO personnel stationed in Texas OR their dependents must meet the requirements shown in items 3 and 6. Local English proficiency examinations are required for admissibility in lieu of the TOEFL and will be scheduled upon request. Applicants are required to contact the Graduate Admissions Office to determine eligibility.

International students on F-1 visas may not be enrolled primarily in internet courses in any given semester. Students should consult an international advisor well in advance of each semester to ensure compliance.

General Requirements for the Master's Degree

All candidates for the master's degree must show evidence of mastery of their field of study, research in their area of interest, and ability to express their findings competently in writing as well as orally. Each department has specific guidelines.

Master's Degree Plan

The master's degree plan is issued to the student by the graduate coordinator. It is the result of an examination of the student's academic background in the proposed major and minor fields by the graduate coordinator. It outlines any requirements yet to be met before unconditional admission to graduate study is granted, and it gives the recommended program of study.

The master's degree plan is to be retained for reference until the degree is completed. A copy is maintained in the Office of the Registrar.

Distribution of Courses. Candidates for a master's degree must distribute the courses between the major and minor fields as specified for each program in this catalog. Most of the degrees do not require a minor field.

Courses Exclusive to Graduate Studies

In all master's degree programs each student must earn a minimum of 18 semester hours in courses offered exclusively to graduate students.

5. Dr. Ziegler submitted the following graduate items for approval. Dr. Forrester seconded the motion and the items were approved.

Dual-Listed Courses

Dual-listed courses are those taught concurrently to both undergraduate and graduate students. They are generally numbered both as undergraduate and graduate courses. The graduate requirements of all such courses significantly exceed the undergraduate requirements and include opportunities for graduate students to analyze, explore, question, reconsider, and synthesize knowledge and/or acquire advanced knowledge and skill. In all such cases, students work individually with their professors to demonstrate the level of understanding appropriate to graduate study. ~~A maximum of 12 semester hours of dual-listed courses may be applied to a master's degree.~~

Graduate Credit for 3000-4000 Level Courses

Some graduate programs allow graduate students to take 3000- or 4000-level courses for graduate credit. The 3000- and 4000-level courses which can be taken for graduate credit are listed in the appropriate section of the catalog. No 1000- or 2000-level courses may be taken for graduate credit.

A student registering in undergraduate 3000- or 4000-level courses for graduate credit must complete additional requirements above those of undergraduate students in the same courses. Extra reference reading, assignments of an investigative or research type, and research papers are examples of additional requirements. Graduate credit will be awarded only when the Petition for Graduate Credit for 3000-4000-Level Courses is approved by the graduate coordinator of the student's major and the chair or graduate coordinator of the program offering the course and filed in the Office of the Registrar at the time of registration. A maximum of 6 hours of approved 3000- or 4000-level courses (or 8 hours if courses have a laboratory component) can be taken for graduate credit. A total of no more than 14 hours of dual-listed and 3000- or 4000-level courses combined may be taken for graduate credit.

A course taken for undergraduate credit cannot be counted as graduate credit regardless of the status of the student at the time the course was taken.

Independent Graduate Study Courses

Independent graduate study courses are those in which the student performs research in a specific area selected by the student in conjunction with a member of the Graduate Faculty. A student on a 30-hour program may apply 6 semester hours of independent graduate study courses toward the degree. A student in a program which requires 36 or more hours may apply 9 semester hours of independent graduate study courses toward the degree. Students in the Master of Business Administration program will be limited to 6 hours of independent graduate study courses.

6. Dr. Ziegler submitted the following graduate items for approval. Dean Gose seconded the motion and the items were approved.

Graduate Advisory Committee for Students Completing a **Dissertation**, Thesis, or Research Paper ~~Option~~

1. Appointment of the **Dissertation or Thesis** Committee: After all leveling work and other conditions have been satisfied, ~~and 9 graduate hours toward the degree have been completed with a B average or better~~, the graduate student should request the appointment of a Graduate Advisory Committee through the graduate coordinator of the student's major. The Graduate Advisory Committee assists in planning the remainder of the student's program including enrollment, revision of degree plan, admission to candidacy, thesis title and proposal, thesis approval, type of research problem, and the final oral or written comprehensive examination. **The Dissertation or Thesis Advisory Committee consists of at least three Graduate Faculty members.**
2. Successors to the Original Committee: When a member of a Graduate Advisory Committee terminates employment with the University, the college dean shall immediately appoint a successor.
3. Substitutions on the Committee: If a member of a Graduate Advisory Committee is absent during the time when approval, disapproval, or advice is needed by the student to meet officially scheduled deadlines (such as during the three weeks after the reading copy of the thesis has been submitted, during the time of the officially scheduled comprehensive examination, or at the time of **dissertation or** thesis approval), the graduate coordinator shall appoint a substitute.
4. **Dissertation and** Thesis Regulations for Committee: After the student submits a reading copy of the thesis **or dissertation**, at least six weeks prior to the expected graduation date, the committee shall return it with any editorial comments within three weeks. No member shall hold the thesis longer than one week.

Note: Until the student receives notice of the appointment of a Graduate Advisory Committee, the graduate coordinator will be considered the advisor.

Admission to Candidacy

The student should request admission to candidacy after completing any required leveling work plus a total of 15 hours of graduate courses **for thesis**. **See specific program information for the dissertation.** The request should be made no later than the beginning of the student's last semester. The admission is granted by the student's Graduate Advisory Committee. This catalog contains each program-specific requirements for admission to candidacy.

Foreign Language Requirement

Master of Arts: A candidate for the degree of Master of Arts with a major in English or History must give evidence of having completed four semesters or the equivalent of one foreign

language. With the approval of the college dean, 12 hours from college level mathematical sciences may be substituted for the foreign language requirement. These courses must be approved by the college dean.

The foreign language requirement may be met by successfully completing a reading knowledge examination. Additionally, a student who has a degree from a foreign university and who has studied in that language will meet the foreign language requirement. It is not necessary that 12 hours of a foreign language appear on the transcript. However, the graduate committee must certify in writing to the college dean that the student is bilingual.

Dissertation, Thesis, or Research Papers (If Required)

Form for **Dissertation**, Thesis, and Research Papers: The faculty of each program shall choose the style manual for the field. See program area for recommended manual. All **dissertations and theses** are archived electronically in Moffett Library for which there is no charge. -

1. **Dissertation and** Thesis: Students following a thesis **in a thesis or dissertation** program must complete the steps listed below:
 - a. Graduate Advisory Committee: The student should consult regularly with the Graduate Advisory Committee during the preparation of the **dissertation or** thesis.
 - b. Title and Approval Pages: The title pages and approval pages of all **dissertations and** theses must be uniform. Examples of each form are available in the ~~department offices~~ **Graduate Coordinator Resources Portal**.
 - c. Abstract: An abstract in standard form of not more than two pages must be prepared. The abstract pages are not numbered and should be inserted at the back of the thesis or behind the bibliography of the **dissertation or** thesis.
 - d. **Dissertation or** Thesis Enrollment: A student's original enrollment is in Thesis 6983 **or similar dissertation course (e.g., EDLE 6163)**; the second enrollment is in Thesis 6993 **or similar dissertation course (e.g., EDLE 6203)**; all subsequent enrollments are in **Thesis 6993 or similar dissertation course (e.g., EDLE 6203)**. Enrollment is required each long term until the thesis **or dissertation** is successfully completed or until a leave of absence of one semester is granted by the Dean of the Dr. Billie Doris McAda Graduate School. Summer enrollment in thesis is not required unless the student will be an August graduate.
 - e. **Dissertation and** Thesis Deadlines: The student must present a reading copy of the **dissertation or** thesis to the Graduate Advisory Committee not later than six weeks prior to the date of expected graduation.

An electronic copy of the **dissertation or** thesis must be submitted to the McAda Graduate School not later than two weeks prior to the end of the semester or summer term (last day of finals) in which all work for the degree is completed. A hard copy of the approval page with signatures of the **dissertation or** thesis committee members, **dissertation or** thesis committee chair, and department chair will be submitted to the McAda Graduate School at the same time the electronic **dissertation or** thesis is submitted. After the Dean of the McAda Graduate School's approval, a copy of the approval page will be sent to the Office of the Registrar to verify completion of this requirement.

All **dissertation or** theses will be archived electronically in Moffett Library for which there is no charge. Students will have the option of allowing their theses to be uploaded to a searchable database that will allow their work to be accessed worldwide. Hard copies of the thesis are at the discretion of the student or program/department/college; responsibility for these will be assumed at that level.

2. Research Paper: Students following a non-thesis, research paper program must present a research paper or papers and complete the steps listed below:
 - a. Title and Approval Pages: The title pages and approval pages of all research papers must be uniform. Examples of each form are available in the department offices.
 - b. Research Paper Deadline: The research paper must have the signed approval of the Graduate Advisory Committee before it is submitted to the department chair or college dean for final approval. The research paper must be submitted to the dean's office at least three weeks before the end of the semester. A copy of the approval page will be sent to the Office of the Registrar to verify completion of this requirement.

Comprehensive Examination/Presentation

Candidates for a master's degree may be required to successfully complete an oral and/or written comprehensive examination and/or a presentation. See program area for specific requirements.

Date for Examination or Presentation. At least six weeks before graduation the student should set a date with the Graduate Advisory Committee for the comprehensive examination or presentation.

The examination or presentation must be completed at least three weeks before graduation. If a **dissertation or** thesis is presented, the examination or presentation will be given after approval of the **dissertation or** thesis has been granted by the Graduate Advisory Committee.

Report on the Examination or Presentation. The chair of the Graduate Advisory Committee will file in the Office of the Registrar a report on the comprehensive examination or presentation, signed by the members of the Graduate Advisory Committee. The report will also contain a recommendation for or against approval of the candidate for graduation.

If unsuccessful in the examination or presentation, the candidate may not apply to the graduate coordinator for re-examination or to repeat the presentation until the semester following the initial attempt. Before the petition is granted, evidence of additional preparation must be presented. A student may petition for re-examination or to repeat the presentation only once. Exceptions may be made by the appropriate graduate coordinator and the dean.

Application for Graduation

Prior to the last semester or summer term (see Academic Calendar) before graduation, the student must file an Application for Graduation and pay the graduation fee. Students may apply for graduation at the Office of the Registrar or online at <https://msutexas.edu/registrar/apply-graduation/>.

McAda Graduate School Honors

4.000: Summa Cum Laude, Gold and Maroon Cords
 3.900-3.999: Magna Cum Laude, Maroon Cord
 3.800-3.899: Cum Laude, Gold Cord

Commencement

Midwestern State University conducts commencement exercises in December and May. Candidates who complete their degrees during the summer terms may participate in the December ceremony. Candidates who complete their degrees in the fall semester are required to attend the December commencement unless approved by the Provost or designee for graduation in absentia. Candidates who complete their degrees at the end of the spring semester must attend the May commencement unless approved by the Provost or designee for graduation in absentia. Conferred degrees will be posted to students' permanent records as of the last day of finals for second summer term or as of the date of the graduation ceremony for December and May.

Applicability of Catalog Regulations

The student is bound only by the requirements of the catalog in force at the time the degree plan is given final approval. The student may choose to fulfill the requirements of a subsequent catalog. In either case, all courses taken for graduate credit and to be counted toward the degree must have been completed within the time limit stated for the degree.

THIS CATALOG EXPIRES AND CANNOT BE USED FOR GRADUATION REQUIREMENTS AFTER AUGUST 31, 2028.

Midwestern State University reserves the right to make changes in course offerings, academic policies, academic calendar, tuition, fees, other charges, rules, and regulations as required by the Graduate Council, the Academic Council, the Board of Regents, the Texas Higher Education Coordinating Board, state and national testing agencies, and the Texas Legislature. The provisions of this catalog are not to be regarded as a contract between the University and its students or applicants. The catalog will contain policy updates as they are approved and effective.

Time Limit for Completion of a Graduate Program

All requirements for a master's degree must be completed within a period of six years from the time of first enrollment in a graduate course unless a shorter time frame is specified by the academic program. For example, students enrolling for their first graduate course in Fall 2022 must complete the degree by August 2028. Students enrolling for their first graduate course in Spring 2023 must complete the degree by December 2028. A proportionately longer period of time is granted for programs requiring more than 36 graduate hours. Courses completed more than six years prior to graduation date must be repeated or replaced unless the student evidences competency as determined by the graduate coordinator. Students affected by this policy should contact the coordinator of their respective program to initiate an extension to the time limit.

All requirements for a doctorate (Ed.D) must be completed within seven years of first enrollment in a doctorate-level graduate course. For example, students enrolling for their first graduate course in Spring 2021 must complete the degree by December 2028. Students enrolling in December 2023 must complete the degree by August 2030. Students affected by this policy should contact the coordinator of their respective program to initiate an extension to the time limit.

Responsibility of the Student

The graduate student accepts full responsibility for knowing and fulfilling all of the general and specific regulations and requirements for admission to graduate standing and for completing the chosen program of study. For that reason, it is imperative that the incoming student be familiar with all of the graduate regulations contained in this catalog and complete them on schedule and in the manner required.

Residence Requirement

All candidates for the master's degree may transfer in no more than 6 semester credit hours from another university. For example, a student in a program requiring 36 hours must successfully complete 30 hours of graduate course work in residence at MSU. With proper approvals, exceptions may be made as indicated in the following section "Transfer of Credit".

Transfer of Credit

There is no automatic transfer of credit earned at another institution; but in general, a maximum of 6 semester hours of approved graduate work completed at another accredited graduate school may be accepted for credit.

Exceptions may be made with the approval of the graduate coordinator, dean of the college, and Dean of the McAda Graduate School. Only courses with a grade of B or better will be considered for transfer. In such cases, however, credits accepted in transfer shall not exceed 12 hours. The graduate student must also secure the approval of the appropriate graduate coordinator at Midwestern State University prior to registration for any course(s) taken at another institution.

Correspondence courses and military educational experience (ACE credit) are not accepted for graduate credit.

Second Master's Degree at Midwestern State University

A graduate student who has previously completed a master's degree at Midwestern State University may apply not more than 6 semester hours of applicable credit toward a second master's degree provided that it meets the time limit for a graduate program. The graduate credit applied to the second master's degree must be approved by the appropriate graduate coordinator. This does not apply to the second MSU master's degree from the MBA or MSN to the MHA that in turn shall be at least 30 additional semester hours.

Course Load

1. Full-time Graduate Student: The maximum course load for a graduate student is 16 semester hours in a fall or spring semester and 6 semester hours for a summer term.

Fall and Spring

| | |
|------------------|------------|
| 9 hours or above | full-time* |
| 6-8 hours | 3/4 time |
| 3-5 hours | 1/2 time |

1-2 hours

less than 1/2 time

*9 hours or 6 hours plus graduate assistant or graduate teaching assistantship status = full-time

6 hours for Family Nurse Practitioner and Family Psychiatric Mental Health Nurse Practitioner majors = full-time

6 hours for Doctor of Education = full time

Summer Sessions

6 hours or above

full-time

4-5 hours

3/4 time

3 hours

1/2 time

1-2 hours

less than 1/2 time

Financial Aid award status rules may differ, see the Financial Aid section.

2. Teaching Assistants, Instructional Assistants, and Research Assistants are limited to a maximum enrollment of 9 semester hours per semester.
3. Fully-employed Graduate Student: For a fully-employed student 3 semester hours of course work per semester are the recommended course load.

Course Numbers

Graduate courses are designated by 5000- and 6000-level numbers. Some 3000- and 4000-level courses can be taken for graduate credit with college approval.

The last digit of a course number indicates the semester hour value of the course.*

*Exception: NURS 4910- The last two digits indicate a 10-hour course.

In the course description, the three numbers below the horizontal line indicate (1) the credit value of the course in semester hours, (2) the number of lecture hours each week, and (3) the number of laboratory hours each week. For example, 4(3-2) four-semester-hour course which meets for three hours lecture and two hours laboratory each week for one semester.

A number in parentheses immediately below the course hours indicates a former catalog number for the same course.

Course Changes, Drops, and Withdrawals

Change of Schedule. A student's schedule may be changed on the days designated (see Academic Calendar), subject to the approval of the student's advisor.

The procedure is as follows:

1. The student visits with the advisor to discuss adding a course, dropping a course, or to add and drop.

2. The student will login to WebWorld to make a change. Students may make changes in WebWorld through the last day of late registration. The class schedule will show available dates.

Dropping a Course. After late registration, a student should visit with the instructor and/or the advisor to see if dropping the course will affect the time to degree. If a student drops a course without consulting the instructor or advisor, the student takes full responsibility for any delay in the degree progression. A student athlete must contact the Athletics Office prior to dropping a class. An international student must contact the Global Education Office prior to dropping a class. To drop the course, the student logs in to WebWorld and selects the action in the drop down menu.

A student may drop a course during the first 9 weeks of a long semester, the first 4 1/2 weeks of an 8 week part-of-term, the first 6 weeks of a 10 week summer term, or through the 12th class day of a 4 or 5 week summer term consisting of 20 days with a grade of W (See Academic Calendar in schedule of classes.). After the above deadlines, a grade of F will be recorded for any class drop.

Official Drop Date. No drop is official until the course is officially dropped on WebWorld. The date the drop is submitted through WebWorld is the official drop date for grade determination (W, WF, F). An F will result if a student ceases to attend class without completely processing a course drop or withdrawal from the University.

Instructor Drop. An instructor may drop a student any time during the semester for excessive absences, for consistently failing to meet class assignments, for an indifferent attitude, or for disruptive conduct. The instructor must give the student a verbal or written warning prior to dropping the student from the class. An instructor's drop of a student takes precedence over the student-initiated course drop of a later date. The instructor will assign a grade of either WF or F through the first 9 weeks of a long semester, the first 4 1/2 weeks of an 8 week part-of-term, the first 6 weeks of a 10 week summer term, or the 12th class day of a 4 or 5 week summer term consisting of 20 days. After these periods the grade will be an F. The date the instructor drop form is received in the Office of the Registrar is the official drop date.

Withdrawals. Any student who does not intend to continue attending classes at Midwestern State University should officially withdraw by the deadline rather than stop attending, since this latter action results in unnecessary failing grades.

- Voluntary Withdrawal from the University. A student who desires to withdraw from the University will contact the Student Affairs Office by the deadline. Following an exit interview, the student will be issued a copy of the withdrawal form, and the Student Affairs Office will process the paperwork with the necessary University offices.
- Enforced Withdrawal from the University. A student who fails to comply with the stated regulations concerning temporary admission or other University policies may be required to withdraw after University review. This action will be posted to the permanent record and a statement will be retained in the academic file.
- Texas House Bill 449. HB 449 provides that if a former student is determined to be ineligible to reenroll in a postsecondary educational institution for a reason other than an academic or financial reason, the institution must include a notation to that effect on the student's transcript. A "postsecondary educational institution" is defined as either a public institution of higher education or a private or independent institution of higher education.

The bill requires that, should a student withdraw during a disciplinary proceeding that could result in he or she being found ineligible to reenroll for reasons other than academic or financial, the institution must continue to process the charges to a final determination. If the final determination results in the student being ineligible to reenroll for reason other than academic or financial, then the institution must place the ineligibility to reenroll on the student's transcript. A student may request the removal of the transcript notation. The removal may occur if the student becomes eligible to reenroll or the institution deems good cause exists to remove the notation. The Coordinating Board is required to adopt rules as soon as practicable using negotiated rulemaking procedures under Chapter 2008, Government Code.

Graduate Student Academic Performance Standards/Grading System

1. Letter Grades: Grades of A, B, C, D, F, I, CR, NC, W, WF, WX, and X are recorded for graduate courses. Students will receive credit for grades of A, B, C, and CR only. A grade of CR (Credit) indicates passing work in designated courses. A grade of NC indicates non-credit in designated courses. A degree-seeking graduate student who has less than a 3.0 semester grade point average for two consecutive semesters may be dismissed. Additionally, each graduate program has the option of dismissing a student at any time due to failure to maintain a B average or failure to meet other standards established by the individual graduate programs. Students must have an overall B average as well as a B average in the major and minor fields for graduation.
Grade Reports: Semester grades may be viewed at the MSU WebWorld site through the MSU Portal.
2. Graduate degree-seeking students must maintain a grade point average (GPA) of at least 3.0 to be in good academic standing. No graduate degree-seeking student may graduate with more than two Cs applied to their major program.
 - a. Probation: If a student's cumulative GPA falls below 3.0, the student will be placed on probation.
 - i. The first semester a student is placed on probation they must attain a 3.0 GPA for the semester.
 - ii. If the student earns a 3.0 GPA during their first semester on probation but is not able to raise their cumulative GPA to 3.0, the student is allowed to stay on probation for another semester.
 - iii. If a student fails to raise their cumulative GPA to 3.0 by the end of the second semester on probation, the student may be dismissed from the program.
 - iv. If D or F grades are received while on probation, student may be dismissed from the program.
 - v. Students on probation may enroll for a maximum of 9 credit hours per semester. If a student wishes to take more than 9 credit hours, they may petition the Graduate Dean for permission to do so.
 - vi. Departments or programs may have additional requirements. Students on probation should consult with their graduate coordinator about department- or program specific requirements to return to good academic standing.

- b. Dismissal: A degree-seeking graduate student who has less than a 3.0 semester grade point average for two consecutive semesters may be dismissed. Additionally, each graduate program has the option of dismissing a student at any time due to failure to maintain a 3.0 GPA or failure to meet other standards established by the individual graduate programs. Students must have a cumulative 3.0 GPA as well as a 3.0 GPA in the major and minor fields for graduation.
- i. Departments will notify a student in writing of their dismissal from a program. The dismissal notice will be addressed to the student from the graduate coordinator, with copies to the department chair, college dean, graduate dean, registrar, and Office of International Services (for international students).
 - ii. Students may appeal dismissal to a departmental review committee. The review committee may include a representative of the Graduate School upon request of the student.
 - iii. A student who is dismissed from one graduate program may apply for admission to a different graduate program. Such application must follow the regular Graduate School admission application and review process.
3. X Grade: X is the grade used to indicate that a thesis **or dissertation** is in progress but not complete. When the thesis is complete, a letter grade is reported.
 4. Removal of an I Grade: Graduate students enrolled in 5000- and 6000-level courses have a ninety-day limitation from the beginning of the next long semester for removing an incomplete grade. Graduate students enrolled in 3000- and 4000- level courses have the same limitation as undergraduates on removal of an I. It must be removed thirty days after the beginning of the next long semester.
 5. Post-Baccalaureate Standards: The post-baccalaureate student must maintain fourth year academic standards. The academic performance of part-time students will be evaluated when the student has accumulated at least 12 semester hours. A student whose MSU cumulative grade point average is below 2.0 will be placed on academic probation. A student on academic probation who fails to raise the MSU cumulative GPA to 2.0 will be on continued probation if the semester average is 2.0. If neither the semester nor cumulative GPA is 2.0 the following semester, the student will be placed on academic suspension.

Repeated Courses

A repeated course will not be coded as such without approval from the Graduate Coordinator. If the Graduate Coordinator approves the repeat, the repeated course will be calculated in the GPA and the previous course excluded. All previous course grades remain on the student's transcript.

Academic Dishonesty

A grade of F given for academic dishonesty will be computed in the grade point average even if permission is granted for the course to be repeated. Additional college and program policies regarding academic dishonesty will apply.

Appeal of a Course Grade

For information on the appeal of a course grade and/or suspension from an academic program, please refer to the current Undergraduate Catalog.

Assistantships

Graduate students admitted to a graduate degree program are eligible for consideration as a Graduate Assistant (GA). Graduate assistants include Graduate Research Assistants (GRA), and Graduate Teaching Assistants (GTA), and Graduate Part-Time Instructors (GPTI). Assistantships are usually available in those fields in which graduate study is offered.

Graduate Part-Time Instructors may serve as instructors of record in developmental courses, lower level courses, or laboratories. Unless assigned to developmental courses, the instructor of record will have been admitted to graduate study and will have completed a minimum of 18 graduate credit hours in the subject matter field. Graduate Part-Time Instructors will typically be employed for up to 6 semester hours load credit per semester. Graduate Part-Time Instructors are required to keep at least five (5) office hours in residence per week exclusively for the availability to students. A schedule of these hours must be posted and made available to students.

Graduate Teaching Assistants (GTA) will typically have assignments such as laboratory assistance, attending and/or helping prepare lectures, grading papers, keeping class records, and conducting discussion groups.

Graduate Research Assistants will typically assist faculty with research projects.

Graduate students must be enrolled to be eligible for an assistantship. For assistantships during the Summer, graduate students must be enrolled for at least one (1) credit hour, or have been enrolled during the preceding Spring semester, or have been unconditionally accepted for enrollment in the following Fall semester.

See <https://public.powerdms.com/MidwesternState/tree/documents/2223874> for specific requirements regarding Summer enrollment.

Graduate Assistants are expected to be making steady progress toward the completion of an advanced degree and be in good academic standing. Certain levels of enrollment are, therefore, mandatory. Graduate assistants must be enrolled full time to be eligible to hold assistantships and part-time instructorships. Graduate assistants are expected to maintain an overall 3.0 cumulative graduate grade point average (GPA).

Graduate Assistants who support teaching functions are usually not required to work during school breaks. Students supporting other types of activities such as research may be expected to work during school breaks.

Graduate Assistants hired for the academic year are expected to work the week before the beginning of both Fall and Spring semesters and through final exam week.

MSU Undergraduate Students Taking Graduate Coursework

Undergraduate students with strong academic backgrounds are allowed to petition to take graduate coursework while completing the last 12 hours of their undergraduate degree requirements. Permission will be granted, on a case by case basis, upon approval by the

instructor, student's undergraduate advisor, department chair, graduate coordinator, dean of the college in which the graduate course(s) will be taken, and by the Dean of the McAda Graduate School.

The total course load for an undergraduate student enrolled for graduate credit should not exceed 15 semester credit hours. To count for graduate credit, the course(s) must be over and above the student's undergraduate degree requirements and verified as such in writing by the Registrar.

Permission to take a graduate course does not constitute admission to a graduate program and may affect financial aid. If the student applies and is accepted into an MSU graduate program, the program will consider granting transfer credit in accordance with program guidelines and general transfer credit policies.

Change of Address

The student must report any changes in name, mailing address, or email address to the Office of the Registrar, Business Office, Financial Aid Office, Dr. Billie Doris McAda Graduate School, and the Library. Student employees should also notify the Payroll Office. International students must also notify the Global Education Office of *any* address change. Students may also change their addresses online at <https://msutexas.edu/registrar/address-changes>.

Under Texas law the student is responsible for reporting changes in legal residence. This notification is submitted to Dr. Billie Doris McAda Graduate School by the student.

Mustangs I.D.

Midwestern State University uses the Mustangs I.D. for each student. This number may also be referred to as the Student I.D. number. A unique identification number will be assigned to each student for use on the MSU student identification card and access to MSU WebWorld, in conjunction with a personal identification number (PIN). The Social Security Number (SSN) will still be collected and used on federal and state reports, and it is required for students applying for financial aid. If it is not provided, delays in processing or the inability to match documents may be experienced. The portal credentials also include the Mustangs I.D.

Transcript Service

To order official copies of the Midwestern State University transcript go to <https://msutexas.edu/registrar/transcript> for instructions.

No transcripts will be released for students having financial/academic delinquencies at the University.

WebWorld/Portal

MSU provides student self-service opportunities via WebWorld and the MSU Portal. Students may access registration, bills, grades, unofficial transcripts, financial aid information, change of address, and many other services online at <https://login.msutexas.edu>.

MSU Portal Logins are a unique username and password. WebWorld logins use Mustangs I.D. number and PIN.

7. Dr. Ziegler submitted the following graduate items for approval. Dr. Watson seconded the motion and the items were approved.

Prothro-Yeager College of Humanities and Social Sciences

Course Inventory/Catalog Changes - HIST

Course Inventory Updates

New Course Additions – Effective Fall 2026

Course Prefix: **HIST**

Course Number: **5563**

Course Title: **World War I in Europe**

Prerequisite(s):

Description: **The First World War was one of the great watersheds in history that divided all that came before it from what would come after. The Great War was a cataclysm with over 10 million people dead and new forms of government built on the ashes of the old. This course examines the people, both great and small, who took part in this colossal struggle as well as the great battles and campaigns that decided the war in Europe.**

Lec/Lab Hrs: **3**

Type of Course:

Course Objectives:

1) provide the students with a narrative history of the Great War

2) offer opportunities to debate major issues about the Great War

3) researching and writing a historical paper on the Great War. This includes original research at the graduate level, in which the student must produce a 15-20 pages paper that incorporates primary resources and an original argument. Topic must be approved by instructor.

4) comparative book review

5) strategic reading

6) in-class presentation on approved topic of student's choice

Course Prefix: **HIST**

Course Number: **5763**

Course Title: **World War II in Europe**

Prerequisite(s):

Description: **This course examines the events leading up to, the results of, and the Second World War itself. Though the events in the Pacific were crucial to the Allies' final victory, we will focus on the war in Europe. Furthermore, this course, unlike more traditional ones that emphasize a battle by battle timeline of the war, focuses on the experience of the combatant. We will discuss some major battles and campaigns, but expect most lectures and discussions to revolve around the experiences of the "average" soldier, partisan, survivor, and/or perpetrator.**

Lec/Lab Hrs: **3**

Type of Course:

Course Objectives:

1) provide the students with a narrative history of the Second World War

2) offer opportunities to debate major issues about the Second World War

3) researching and writing a historical paper on the Second World War. This includes original research at the graduate level, in which the student must produce a 15-20 pages paper that incorporates primary resources and an original argument. Topic must be approved by instructor.

4) comparative book review

5) strategic reading

6) in-class presentation on approved topic of student's choice

Adjournment:

Dr. Brown Marsden asked for a motion to adjourn. Dr. Ziegler made a motion and Dr. Forrester seconded. There being no other business, the meeting was adjourned at 2:39 p.m.

Respectfully submitted,

Melissa Boerma

Assistant to the Provost and Vice President for Academic Affairs