

Request for Graduate Non-Curricular Changes

PLEASE USE THIS FORM FOR ALL NON-CURRICULAR CHANGE REQUESTS (changes in admission requirements or requirements for graduation, changes in or new policies/procedures, changes in program descriptions in catalog, general language changes in catalog.

SIGNATURES may not be required, depending on the nature of the request and from where it originates. Consult Graduate Council chair.

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: Business

Dept/Division: Management

Contact Person: Dr. Margie McLnerney

Phone: 304-696-2675

Rationale for Request

Due to new government policies that do not allow international students who are provisionally admitted to get an I-20 the LCOB is updating its admission requirements to allow students who need additional foundations courses to be fully admitted to HCA program.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.
NOTE: all requests may not require all signatures.

Department/Division Chair <u>Doshee Lee</u>	Date <u>10/31/16</u>
Registrar <u>Sonya G. Cant</u> 520101	Date <u>10-31-14</u>
College Curriculum Committee Chair (or Dean if no college curriculum committee)	Date <u>7 NOV 16</u>
Graduate Council Chair _____	Date _____

NOTE: please complete information required on the following pages before obtaining signatures above.

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1. Current Catalog Description (if applicable): Please insert the catalog description from the current catalog for entries you would like to change.

Admission Requirements

Full Admission

Applicants should follow the admissions process described in this catalog or at the Graduate Admissions website: www.marshall.edu/graduate/admissions/how-to-apply-for-admission.

Applicants must either have:

1. An undergraduate degree from a regionally accredited institution with an undergraduate Grade Point Average (GPA) of 3.0 or higher on a 4.0 scale for all previously completed undergraduate coursework.

OR

2. Have a doctoral degree from a regionally accredited institution; and completed all of the required Business Foundation courses or their equivalents within seven years of application.

Provisional Admission

An applicant whose undergraduate GPA is below a 3.0 from a regionally accredited institution and/or is lacking some or all of the foundation requirements may be admitted provisionally until all foundation requirements are completed. Applicants with GPAs below a 3.0 can include letters of recommendation, statement of purpose, resume, or any other material that could make their case to the Admissions Committee. Two reference letters and a resume are the minimum credentials needed. While provisionally admitted, the applicant must maintain a GPA of 3.0 or higher in the required foundations courses. Once all required foundation courses are completed with a 3.0 or higher average, the applicant will be eligible for full admission. Failure to complete the required foundation courses and/or to maintain a 3.0 or higher while provisionally admitted will lead to academic probation or dismissal from the program. Required Business Foundation courses are determined by the M.B.A. Director or the GSM Academic Advisor. Note: Applicants may be asked to submit additional material if needed before an admission decision is made. Generally, more students apply to the H.C.A. program than are accepted each year; therefore, the selection process is competitive.

2. Edits to current description: Attach a PDF copy of the current catalog description prepared in MS WORD with strikethroughs to mark proposed deletions and use the highlight function to indicate proposed new text.

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3. **New Catalog Description:** Provide a "clean" copy of your proposed description without strike throughs or highlighting. This should be what you are proposing for the new description.

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OR

2. An undergraduate degree from a regionally accredited institution with a minimum undergraduate GPA of 2.5 or higher on a 4.0 scale for all previously completed undergraduate university work, two letters of recommendation, and resume. Applicant may also submit additional documents such as statement of purpose, test scores, etc.

OR

3. Have successfully completed the Management Foundations Certificate program with a 3.0 or higher.

OR

4. Have a doctoral degree from a regionally accredited institution.

Conditional Admission

Conditional Admission can be granted for one term if the applicant meets all program requirements for Admission except they have not officially graduated with their bachelor degree. Once the degree is granted the applicant would need to resubmit their official transcripts for full admission.

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Please insert in the text box below your proposed change information for the Graduate Council agenda. Please enter the information exactly in this way (including headings):

Type of change request:

Department:

Degree program:

Effective date (*Fall/Spring/Summer, Year*)

Type of change request: Noncurricular
Department: College of Business
Degree program: HCA
Effective date (*Fall/Spring/Summer, Year*): Fall 2016

HCA

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OR

3. Have successfully completed the Management Foundations Certificate program with a 3.0 or higher.

OR

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