

## Request for Graduate Addition, Deletion, or Change of a Certificate

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.**
- NOTE:** If proposing a new certificate, please read this first: [www.marshall.edu/graduate/graduatecouncil/certificatespolicy/certificatepolicy.pdf](http://www.marshall.edu/graduate/graduatecouncil/certificatespolicy/certificatepolicy.pdf)

College: \_\_\_\_\_ Dept/Division: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Certificate \_\_\_\_\_

Check action requested:     Addition     Deletion     Change

Effective Term/Year    Fall 20     Spring 20     Summer 20

**Information on the following pages must be completed before signatures are obtained.**

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head _____	Date _____
College Curriculum Chair _____	Date _____
College Dean _____	Date _____
Graduate Council Chair _____	Date _____
Provost/VP Academic Affairs _____	Date _____
Presidential Approval _____	Date _____

## Request for Graduate Addition, Deletion, or Change of a Certificate-Page 2

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Please provide a rationale for addition, deletion, change:

Please describe any changes in curriculum:

List course number, title, credit hours. Note whether each course is required or optional. Enter NONE if no change.

**1. ADDITIONAL RESOURCE REQUIREMENTS:** If your program requires additional faculty, equipment or specialized materials to ADD or CHANGE this certificate, attach an estimate of the time and money required to secure these items.

NOTE: Approval of this form does not imply approval for additional resources. Enter NONE if not applicable.

**2. NON-DUPLICATION:** If a question of possible duplication occurs, attach a copy of the correspondence sent to the appropriate department(s) describing the request and any response received from them. Enter NONE if not applicable.

*For catalog changes as a result of the above actions, please fill in the following pages.*

## Request for Graduate Addition, Deletion, or Change of a Certificate-Page 3

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### 3. **Current Catalog Description**

Insert the *Current* Catalog Description and page number from the latest catalog for entries you would like to change. (May attach separate page if needed)

### 4. **Edits to the 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.

### 5. **New Catalog Description**

Insert a 'clean' copy of your proposed description, i.e., no strikethroughs or highlighting included. This should be what you are proposing for the new description. (May attach separate page if needed).

## Request for Graduate Addition, Deletion, or Change of a Certificate-Page 4

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

Department:

Name of Certificate:

Credit Hours:

Type of Change: *(addition, deletion, change)*

Rationale:

## Brown, Cheryl

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**From:** McInerney, Marjorie  
**Sent:** Tuesday, October 11, 2016 2:45 PM  
**To:** Brown, Cheryl  
**Subject:** RE: Non Profit Management certificate - MGT 672 and 682

Cheryl,

The Graduate School of Management (COB) has agreed to offer MGT 672 Fall 2017 and MKT 682 Spring 2018 as needed by the Non Profit Management Certificate. If enrollment does not justify the offering of such courses, the COB does have the right to cancel the course.

Margie

Margie L. McInerney, Ph.D.  
Professor of Management  
Associate Dean, College of Business Graduate Programs  
Marshall University  
One John Marshall Drive  
Huntington WV 25755  
304-696-2675  
[mcinerne@marshall.edu](mailto:mcinerne@marshall.edu)

**From:** Brown, Cheryl  
**Sent:** Tuesday, October 11, 2016 11:00 AM  
**To:** McInerney, Marjorie <[mcinerne@marshall.edu](mailto:mcinerne@marshall.edu)>  
**Subject:** Non Profit Management certificate - MGT 672 and 682

Margie,

I know that you have already agreed to allow MGT 672 Organizational Behavior and MGT 682 Marketing to be included as part of the Non Profit Management Certificate. I need an email from you confirming that to include with the paperwork for the graduate council.

Just to recap, the program will be housed in the political science department, will be for graduate students only, will be completely online, and will be able to complete within one year. In our tentative planning, we have MGT 672 planned for fall 2017 and MGT 682 planned for spring 18.

An email confirming this is all I need. Thanks,  
Cheryl

Cheryl A. Brown, Associate Dean  
College of Liberal Arts  
Professor, Department of Political Science  
110 Old Main  
One John Marshall Drive  
Huntington, WV 25755

## **Brown, Cheryl**

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**From:** Watts, Louis  
**Sent:** Thursday, October 13, 2016 4:19 PM  
**To:** Brown, Cheryl  
**Subject:** LS 626

Dear Cheryl:

I am sending this email to give my approval as program director to include our course, LS 626 (Fundraising Management) in your program of studies for the Non Profit Management certificate program you are creating.

Thank you.

Louis Watts, Ed.D.  
Professor/Program Director--Leadership Studies/ATE  
Marshall University—South Charleston Campus  
100 Angus E. Peyton Drive  
South Charleston, West Virginia 25303

Phone: 304-746-1933 (1-800-642-9842 x61933)  
wattsl@marshall.edu