

Request for Undergraduate Addition, Deletion, or Change of a Minor

1. Prepare one paper copy and obtain signatures from the Department Chair/Head, Librarian, and College Dean. 2. Submit the form to your College Curriculum Committee. 3. After attaining the signature of the College Curriculum Chair, send the paper copy to Bernice Bullock in the Faculty Senate office. 4. Send an identical (sans signatures) ELECTRONIC COPY and all supporting documentation in PDF format by email to bullock@marshall.edu.

College: COEHS Department/Division: HDAT/ATE
 Contact Person: Laura Wyant Phone: 696-2915

ACTION REQUESTED:

Check action requested: Addition Deletion Change
 Name of Minor: Business Education
 Within which Major is/will this minor be listed (please provide code as well): ATE

RATIONALE:

At the request of the State Department of Education and in line with national trends the Department of Adult and Technical Education is combining two existing area of emphasis into one area for teacher certification purposes.

CURRICULUM: (If addition or change, number of hours and courses; indicate if required or optional) May be submitted as separate document.

NOTIFICATION REQUIREMENTS:

Attach a copy of written notification regarding this curriculum request to the following:

1. **Statement of Non-Duplication:** If this minor will be similar in title or content to an existing minor at the university, please send a memo to the affected department and include it with this packet, as well as, the response received from the affected department.
2. If your department/division requires additional faculty, equipment, or specialized materials, attach an estimation of money and time required to secure these items.
3. Send a copy of this completed form to the Marshall University Catalog Editor.

SIGNATURES: (If disapproved at any level, do not sign. Return to previous signer.)

Department Chair/Division Head: <u>Laura Wyant</u>	Date: <u>2-16-09</u>
Librarian: <u>Christie P. Smith</u>	Date: <u>2/19/09</u>
College Dean: <u>Rosalyn Christine Templeton</u>	Date: <u>2-20-09</u>
College Curriculum Chair: <u>Paula Lee Lucas</u>	Date: <u>2-26-09</u>
University Curriculum Committee Chair: _____	Date: _____
Faculty Senate Chair: _____	Date: _____
VP Academic Affairs/VP Health Science: _____	Date: _____