

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: Dennis Emmett

Phone: 304-746-1961

Rationale
for Request

Require all students to submit resume when they apply. This will allow us to track where students are coming from and what jobs they have at time of program entry.

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 _____ <i>Dennis C. Emmett</i>	Date _____ <i>10/18/17</i>
Registrar _____ <i>Soye [Signature]</i> <i>520101</i>	Date _____ <i>10-23-17</i>
College Curriculum Committee Chair (or Dean if no college curriculum committee) _____ <i>[Signature]</i>	Date _____ <i>3 NOV 17</i>
Graduate Council Chair _____	Date _____

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

Request for Graduate Non-Curricular Changes-Page 2

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

(page 92) Accountancy

Admission Requirements

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

Applicants must also:

- Have a business-related bachelor's degree or higher from an AACSB-accredited program with a Grade Point Average (GPA) of 3.0 or higher on a 4.0 scale;

OR

All other applicants may be admitted if they score 500 or better on the Graduate Management Admission Test (GMAT) or if they have an index of at least 1,100 computed by multiplying the undergraduate grade point average by 200 and adding the GMAT score. The minimum acceptable GMAT score is 400 and 15th percentile verbal.

(Page 93) MBA

Full Admission

Applicants should follow the admissions process described in this catalog or at the Graduate Admissions website: www.marshall.edu/graduate.

Applicants must either have:

1. An undergraduate degree in business 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.

(Page 97) HCA

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.

(Page 98) HRM

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.

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.

(page 92) Accountancy

Admission Requirements

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

Applicants must also:

- Have a business-related bachelor's degree or higher from an AACSB-accredited program with a Grade Point Average (GPA) of 3.0 or higher on a 4.0 scale, and submit copy of resume;

OR

All other applicants may be admitted if they score 500 or better on the Graduate Management Admission Test (GMAT) or if they have an index of at least 1,100 computed by multiplying the undergraduate grade point average by 200 and adding the GMAT score. The minimum acceptable GMAT score is 400 and 15th percentile verbal, and submit copy of resume.

(Page 93) MBA

Full Admission

Applicants should follow the admissions process described in this catalog or at the Graduate Admissions website: www.marshall.edu/graduate.

Applicants must either have:

1. An undergraduate degree in business 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, and submit copy of resume.

(Page 97) HCA

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, and submit copy of resume.

(Page 98) HRM

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, and submit copy of resume.

Request for Graduate Non-Curricular Changes-Page 3

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.

(page 92) Accountancy

Admission Requirements

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

Applicants must also:

- Have a business-related bachelor's degree or higher from an AACSB-accredited program with a Grade Point Average (GPA) of 3.0 or higher on a 4.0 scale, and submit copy of resume;

OR

All other applicants may be admitted if they score 500 or better on the Graduate Management Admission Test (GMAT) or if they have an index of at least 1,100 computed by multiplying the undergraduate grade point average by 200 and adding the GMAT score. The minimum acceptable GMAT score is 400 and 15th percentile verbal, and submit copy of resume.

(Page 93) MBA

Full Admission

Applicants should follow the admissions process described in this catalog or at the Graduate Admissions website: www.marshall.edu/graduate.

Applicants must either have:

1. An undergraduate degree in business 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, and submit copy of resume.

(Page 97) HCA

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, and submit copy of resume.

(Page 98) HRM

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, and submit copy of resume.

Graduate Council Request for Non-Curricular Changes-Page 4

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: Admission
Department: Business
Degree program: MBA, HRM, HCA, and Accounting
Effective date (*Fall/Spring/Summer, Year*): Spring 2018