

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 existing 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.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: COEPD Dept/Division: Counseling
 Contact Person: Carol M. Smith Phone: 304-746-1921

Rationale for Request:

Update prerequisite requirements for courses in the Violence, Loss, and Trauma Certificate of Advanced Studies

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 Eric T. Beeson Date _____
Eric T. Beeson (Sep 23, 2023 13:52 EDT)

Registrar [Signature] Date _____

College Curriculum Committee Chair McKenzie Brittain Date 11/9/23
 (or Dean if no college curriculum committee)

Graduate Council Chair [Signature] Date 2-10-24

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

Request for Graduate Non-Curricular Changes – Page 3

2. **Edits to current description:** Attach or insert 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.

Please see attached 2. Edits to current description

COUN 682 Tr in Trauma Recovery

3

Credit hours This course explores types of trauma experience in modern society, the inter- and intrapersonal effects those types of trauma on clients, and an introduction to treatment modalities and evidence based practice.

Pre-req: COUN 555 with a minimum grade of C- B

Grade Mode: Normal Grading Mode

COUN 683 Psychophys of Trauma

3

Credit hours This course explores effects of trauma on the central nervous system, psychomotor abilities and physiological and emotional responses to trauma, PTSD, traumatic injury.

Pre-req: COUN 555 with a minimum grade of C- B

Grade Mode: Normal Grading Mode

Request for Graduate Non-Curricular Changes – Page 5

Please insert below your proposed change information for the Graduate Council agenda.

Type of change request: Non-Curricular Change of prerequisite minimum grade for COUN 555

Department: COPED - Counseling

Degree program: Violence, Loss, and Trauma Certificate of Advanced Studies (VoLT Cert.)

Effective date (fall/spring/summer, year): Spring 2024

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 existing 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.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: COEPD Dept/Division: Counseling

Contact Person: Carol M. Smith Phone: 304-746-1921

Rationale for Request:

Update prerequisite language in the Overview description of the Graduate Certificate of Advanced Studies In Violence, Loss, and Trauma Counseling (VoLT Certificate).

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 Eric Beeson Date _____
Eric Beeson (Sep 28, 2023 20:36 EDT)

Registrar [Signature] Date _____

College Curriculum Committee Chair McKenzie Brittain Date _____
(or Dean if no college curriculum committee)

Graduate Council Chair [Signature] Date 2-10-24

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

Request for Graduate Non-Curricular Changes – Page 3

2. **Edits to current description:** Attach or insert 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.

[Please add a third bullet point to the VoLT Certificate description that reads:]

[bullet point] Students must pass COUN 555 Crisis Intervention with a B or higher in order to progress to courses for which COUN 555 is a prerequisite.

Request for Graduate Non-Curricular Changes – Page 5

Please insert below your proposed change information for the Graduate Council agenda.

Type of change request: **Non-Curricular Change of prerequisite minimum grade for COUN 555**

Department: **COPED - Counseling**

Degree program: **Violence, Loss, and Trauma Certificate of Advanced Studies (VoLT Cert.)**

Effective date (fall/spring/summer, year): **Spring 2024**

Request for Graduate Addition, Deletion, or Change of a Major or Degree

NOTE: Before you submit a request for a new Major or Degree, you must submit an INTENT TO PLAN form. Only after the INTENT TO PLAN goes through the approval process are you ready to submit this request for a new Major or Degree. For detailed information on new programs please see: <http://wvhepcdoc.wvnet.edu/resources/133-11.pdf>.

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one PDF copy without signatures to the Graduate Council Chair.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: COEPDDept/Division: Special EducationContact Person: Jennifer McFarland-WhismanPhone: 304-696-2883Degree Program M.A. in Applied Behavior AnalysisCheck action requested: Addition Deletion ChangeEffective Term/Year Fall 20 24 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 <u>Dr. Debra Lockwood</u>	Date <u>9/14/23</u>
College Curriculum Chair <u>McKenzie Brittain</u>	Date <u>11/27/23</u>
College Dean <u>Teresa Eagle</u>	Date <u>11.27.2023</u>
Graduate Council Chair <u>D. D. L. L. L.</u>	Date <u>2-10-24</u>
Provost/VP Academic Affairs _____	Date _____
Presidential Approval _____	Date _____
Board of Governors Approval _____	Date _____

Request for Graduate Addition, Deletion, or Change of a Major or Degree-Page 3

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)

N/A

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.

Request for Graduate Addition, Deletion, or Change of a Major or Degree-Page 5

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:

Major or Degree:

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

Rationale:

Department: Special Education

Major or Degree: M.A. in Applied Behavior Analysis

Type of Change: Addition

Rationale: Obtaining an advanced degree in Applied Behavior Analysis (ABA) and subsequent board certification currently is in high demand nationally. The proposed degree will allow students to obtain 33 hours of coursework in ABA. Completion of the program will provide students with a master's degree and allow them to sit for the Board Certified Behavior Analyst® (BCBA®) exam and, where applicable, become certified or licensed to practice. The program's learning outcomes align with Marshall University's educational mission and Strategic Vision. The program will provide students with a high-quality professional degree that will help address needs in the job market across the state. Students will be able to outline multiple solutions to a problem, generate innovations, engage in ethical and civic thinking, and use information literacy and inquiry-based reasoning. Courses will be offered online to increase access to the program regionally and nationally.

Request for Graduate Addition, Deletion, or Change of a Major or Degree

NOTE: Before you submit a request for a new Major or Degree, you must submit an INTENT TO PLAN form. Only after the INTENT TO PLAN goes through the approval process are you ready to submit this request for a new Major or Degree. For detailed information on new programs please see: <http://wvhepcdoc.wvnet.edu/resources/133-11.pdf>.

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one PDF copy without signatures to the Graduate Council Chair.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: COEPDDept/Division: Leadership StudiesContact Person: Eugenia LambertPhone: 68959Degree Program Master's Educational LeadershipCheck action requested: Addition Deletion ChangeEffective Term/Year Fall 20 Spring 20 24 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 <u><i>Connae Lucas-Adkins</i></u>	Date <u>Nov 13, 2023</u>
College Curriculum Chair <u><i>McKenzie Brittain</i></u>	Date <u>Nov 13, 2023</u>
College Dean <u><i>Teresa Eagle</i></u>	Date <u>Nov 13, 2023</u>
Graduate Council Chair <u><i>D J Hou</i></u>	Date <u>2-10-24</u>
Provost/VP Academic Affairs _____	Date _____
Presidential Approval _____	Date _____
Board of Governors Approval _____	Date _____

Request for Graduate Addition, Deletion, or Change of a Major or Degree-Page 3

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)

Leadership Studies, M.A. With Educational Leadership Area Of Emphasis

The Master of Arts Degree in Leadership Studies offers an area of emphasis in Educational Leadership which includes the coursework for professional administrative licensure as a school principal. It is a portfolio-based program which requires a minimum of 36 semester hours. Courses may not be used if they are more than seven years old at the time of graduation. Students must complete all field-based experiences for courses that are transferred from other accredited institutions or programs. Students completing the program qualify for professional administrative licensure as a PreK-Adul school principal in West Virginia and Ohio. Students from other states should check with their state licensing agencies concerning licensure requirements. Those seeking professional licensure as a school principal in West Virginia must pass the PRAXIS II (5411) and also complete the Evaluation Leadership Institute offered by the West Virginia Center for Professional Development.

<https://catalog.marshall.edu/graduate/programs-az/education-professional-development/leadership-studies-ma/>

Admission Requirements

Admission Requirements for Educational Leadership Area of Emphasis

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

Each candidate for the Educational Leadership Area of Emphasis must meet all admission requirements as a degree student. Scores from the Graduate Record Examination, the Miller Analogies Test, or a previous master's degree from an accepted, accredited institution must be on file at the time of admission. Students must score at least a 392 on the Miller Analogies Test. Students who take the Graduate Record Examination must have a combined score of 286 (combined verbal and quantitative). Students must hold a Professional Teaching Certificate and have a minimum of two years of teaching experience at the time of admission to the program.

<https://catalog.marshall.edu/graduate/programs-az/education-professional-development/leadership-studies-ma/#admissionrequirements>

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.

Request for Graduate Addition, Deletion, or Change of a Major or Degree-Page 5

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:

Major or Degree:

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

Rationale:

Department: Leadership Studies

Major or Degree: Leadership Studies MA Educational Leadership Area of Emphasis

Type of Change: Change

Rationale: We are committed to enhancing our institution's appeal and educational offerings by taking strategic steps to boost enrollment, strengthen our academic programs, and align more closely with the diverse needs of our students.

One significant initiative we are considering is the expansion of our Master of Arts (MA) program to include certification for licensure in three distinct areas, as opposed to the current single-area certification. This strategic move responds to the evolving educational landscape and the demand for versatile, highly qualified leaders in multiple areas of educational leadership.

We recognize that many neighboring institutions have already adopted such multi-faceted certification models, making them more competitive in attracting a broader range of students. To remain relevant and competitive in today's educational landscape, we aim to follow suit and create a comprehensive MA program that addresses the varied licensure needs of our students.

Our commitment to this endeavor involves meticulous curriculum planning, accreditation alignment, faculty development, and active engagement with both the local educational community and potential students. By doing so, we hope to not only increase enrollment but also ensure that our program is a top choice for those seeking comprehensive educational leadership certifications.

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

College: COEPD Dept/Division: Leadership Studies

Contact Person: Eugenia Lambert Phone: 3047468959

Name of Certificate Post Master of Arts Degree in Educational Leadership (Principal Administrative Licensure)

Check action requested: Addition Deletion Change

Effective Term/Year Fall 20 Spring 20 24 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 <u><i>Connae Lucas-Adkins</i></u>	Date <u>10/20/2023</u>
College Curriculum Chair <u><i>McKenzie Brittain</i></u>	Date <u>11/10/23</u>
College Dean <u><i>Teresa Eagle</i></u>	Date <u>11/10/2023</u>
Graduate Council Chair <u><i>D. S. Jones</i></u>	Date <u>2-10-24</u>
Provost/VP Academic Affairs _____	Date _____
Presidential Approval _____	Date _____

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

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)

See attached Sheet

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).

See attached Sheet

Changes to Certificate: Post Master's Leadership Studies

Current Description

School Principalship Certificate

Students looking to obtain principal administrative licensure have two avenues to pursue. The first is through the Master of Arts Degree in Leadership Studies–Education Leadership. The second is by completing the post-master's certification program in school principalship, which is available to those who already possess a master's degree in education. The information below is for the post-master's program in Leadership Studies. If you wish to view the Master of Arts program information, please go to the [master's degree page](#).

Admission Requirements

- Applicant must have completed a master's degree in education from an accredited institution,
- Applicant must have had at least an overall Grade Point Average (GPA) of 3.0,
- Applicant must hold a Professional Teaching License or a Student Support Certificate in school counseling, and
- Applicant must have a minimum of two years of teaching or school counseling experience at the time of admission to the program.

Program Requirements

- Students will follow a program Plan of Study consisting of 18 credit hours.
- Every student must designate a practicing principal who agrees to act as his/her mentor during the program.
- Field experiences are a required component of this program. Some field experiences are embedded into the program classes, and the remainder are completed in the Capstone course.
- All admitted students are expected to maintain a cumulative Grade Point Average (GPA) of 3.0 or higher.
- Upon completion of the program, students may apply for a graduate certificate from Marshall University. This certificate is official recognition by the University that an individual has completed the program and will be needed to obtain state licensure.
- Upon completion of the program, candidates seeking school principal licensure in West Virginia are required to pass the PRAXIS 5412 Educational Leadership Administration and Supervision test.
- West Virginia licensure also requires the candidate to complete the Evaluation Leadership Institute from the West Virginia Department of Education.
- Students seeking licensure in other states should contact the state's local licensing agency for information on requirements.

Students looking to obtain principal/supervisor/superintendent administrative licensure have two avenues to pursue. The first is through the Master of Arts Degree in Leadership Studies– Education Leadership. The second is by completing the post-master’s certification program in school principalship/supervisor/superintendent which is available to those who already possess a master’s degree in education. The information below is for the post-master’s program in Leadership Studies. If you wish to view the Master of Arts program information, please go to the [master’s degree page](#).

Admission Requirements

- Applicant must have completed a master’s degree in education from an accredited institution,
- Applicant must have had at least an overall Grade Point Average (GPA) of 3.0,
- Applicant must hold a Professional Teaching License or a Student Support Certificate in school counseling, and
- Applicant must have a minimum of two years of teaching or school counseling experience at the time of admission to the program.

Program Requirements

- Students will follow a program Plan of Study consisting of 18 credit hours.
- Every student must designate a practicing principal/supervisor/superintendent who agrees to act as his/her mentor during the program.
- Field experiences are a required component of this program. Some field experiences are embedded into the program classes, and the remainder are completed in the Capstone course.
- All admitted students are expected to maintain a cumulative Grade Point Average (GPA) of 3.0 or higher. Students may not earn more than two Cs in the program.
-
- Upon completion of the program, students may apply for a graduate certificate from Marshall University. This certificate is official recognition by the University that an individual has completed the program and will be needed to obtain state licensure.
- Upon completion of the program, candidates seeking school principal/supervisor/superintendent licensure in West Virginia are required to pass the PRAXIS 5412 Educational Leadership Administration and Supervision test.
- West Virginia licensure also requires the candidate to complete the Evaluation Leadership Institute from the West Virginia Department of Education.
- Students seeking licensure in other states should contact the state’s local licensing agency for information on requirements.

Required Courses

- LS 510 – The Principalship
- LS 610 – Leadership for School Improvement
- ~~LS 612 – Educational Technology for Administrators~~

- Applicant must have a minimum of two years of teaching or school counseling experience at the time of admission to the program.

Program Requirements

- Students will follow a program Plan of Study consisting of 18 credit hours.
- Every student must designate a practicing principal who agrees to act as his/her mentor during the program
- Field experiences are a required component of this program. Some field experiences are embedded into the program classes, and the remainder are completed in the Capstone course.
- All admitted students are expected to maintain a cumulative Grade Point Average (GPA) of 3.0 or higher. Students may not earn more than two Cs in the program.
- Upon completion of the program, students may apply for a graduate certificate from Marshall University. This certificate is official recognition by the University that an individual has completed the program and will be needed to obtain state licensure.
- Upon completion of the program, candidates seeking school principal/supervisor/sueprintendent licensure in West Virginia are required to pass the PRAXIS 5412 Educational Leadership Administration and Supervision test.
- West Virginia licensure also requires the candidate to complete the Evaluation Leadership Institute from the West Virginia Department of Education.
- Students seeking licensure in other states should contact the state's local licensing agency for information on requirements.

Required Courses

- LS 510 – Administrative Leadership
- LS 610 – Leadership for School Improvement
- LS 630 – School and the Community
- LS 675 – Legal and Policy Issues
- LS 660 – Capstone: School Management
- LS 771: Capstone: District Level Leadership

Admissions

To apply, please visit our [graduate admissions page](#).

Announcements

The [Evaluation Leadership Institute \(ELI\)](#) prepares principals and central office administrators to evaluate personnel effectively. Aspiring administrators complete a brief online ELI course to obtain their provisional administrative certification. Once administrators are hired, they must complete in-person, ELI training within 90 days of employment. If you have any

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 existing 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.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: COHP Dept/Division: Nursing
 Contact Person: Annette Ferguson Phone: 3046962638

Rationale for Request:

Change in the number of credit hours for completion of the Post Master Doctor of Nursing Practice (PM-DNP) program from 36 credit hours to 36-42 credit hours. The rationale for the change is the addition of up to two (2) independent study courses for completion of required clinical/practicum hours.

Graduates are required to have a total of 1000 clinical/practicum hours from their (masters/doctoral program) to be awarded a PM-DNP degree. The current DNP program curriculum provides 540 clinical hours. The independent study courses would allow students to earn up to an additional 60-360 clinical/practicum hours. Students that enroll in the program that do not have the 500 hours from their MSN program would be required to enroll in the independent study course(s) to meet the required clinical hours for graduation from the PM-DNP 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 *Annette Ferguson* Date 10/26/2023
 Registrar *Sonye LCA* Date 10/26/2023
 College Curriculum Committee Chair *Zach Garrett* Date 12/11/23
 (or Dean if no college curriculum committee)
 Graduate Council Chair *D S Hu* Date 2-10-24

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

Request for Graduate Non-Curricular Changes – Page 3

2. **Edits to current description:** Attach or insert 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.

Marshall University offers a Post-M.S.N. option that is 36-42 credit hours.

Request for Graduate Non-Curricular Changes – Page 5

Please insert below your proposed change information for the Graduate Council agenda.

Type of change request: **Program Credit Hour Change**

Department: **Nursing**

Degree program: **PM-DNP Program**

Effective date (fall/spring/summer, year): **Spring 2024**

Request for Graduate Addition, Deletion, or Change of Area of Emphasis-Page 1

- 1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
- 2. E-mail one PDF copy without signatures 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: COHP Dept/Division: Social Work

Contact Person: Peggy Proudfoot Harman Phone: 304-696-3146

Action Requested Check

action requested: Addition Deletion Change

Degree Program Master Social Work Program (MSW)

Area of Emphasis Behavioral Health Practice GHD3

Effective Term/Year Fall 20 Spring 20 Summer 20

Notifications

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

1. Statement of Non-Duplication: If this area of emphasis will be similar in title or content to an existing area of emphasis, please send a memo to the affected department/division and include a copy 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 estimate of cost and time required to secure these items.

There is no duplication of an existing area of emphasis. No additional faculty, equipment or specialized materials are needed.

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

Dept. Chair/Division Head <u>Peggy Proudfoot Harman</u>	Date <u>11-17-23</u>
Registrar <u>[Signature]</u>	Date <u>11/17/23</u>
College Curriculum Chair <u>Zach Garrett</u>	Date <u>12/11/23</u>
College Dean <u>[Signature]</u>	Date <u>1-3-24</u>
Graduate Council Chair <u>[Signature]</u>	Date <u>2-10-24</u>
Provost/VP Academic Affairs _____	Date _____
President _____	Date _____

Request for Graduate Addition, Deletion, or Change of Area of Emphasis-Page 3

5. **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) **None**

6. **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. **None**

7. **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). **None**

Email from Provost Mummert Regarding Change of AOE 10/16/23

Hello everyone,

Peg and I talked on the phone, and she explained the goals for the program. We talked about a plan for how to arrange things in Banner. The basic steps are:

8. Get approval to offer the generalist / foundational curriculum online.
9. Rename the "Advanced Standing Behavioral Health Administration" AOE (GHD1) to "Behavioral Health Administration". Change the requirements to allow admission either at the generalist or at the advanced level. This AOE will be delivered online.
10. Create an AOE for "Behavioral Health Practice", maybe GHD2. This AOE would be delivered in the hybrid/face-to-face model. It also admits students at the generalist or advanced level.

After those steps are done, all students would be admitted to the GHD0 major code and either GHD1 or GHD2 as an AOE. The two areas of specialization in the degree would match the two AOE codes.

That would let us clarify the application, so students make the AOE choice when they apply. The AOE codes would set their curriculum correctly in Degree Works, and we would put students in the online AOE into the E-campus when we admit them.

I think that sounds like a plan. The first step is to get the generalist curriculum approved, and then rename the GHD1 AOE so it doesn't say "advanced standing".

Best,

Carl

--

Carl Mummert, PhD
Assistant Provost for Graduate Studies
Assistant Provost for Institutional Efficiency and Academic Analytics
Marshall University
+1 304 696-6156
He/him/his

5. Year II Generalist Spring 2023

	GRADE
_____ SWK 670 Practice with Children	_____
_____ SWK 634 Advanced SW Practice/Gps, Comms, Orgs	_____
_____ SWK 673 Family and Community Violence	_____
_____ SWK 653 Advanced Field Practicum (3 credit hours)	_____
_____ SWK Elective Option 3 _____	_____
_____ SWK Elective Option 4 _____	_____

6. Year II Generalist Summer 2023

	GRADE
_____ SWK 631 Int Beh Health Models	_____
_____ SWK 653 Advanced Field Practicum (3 credit hours)	_____
_____ SWK 655 Comorbidity of Ment/Phys Health D/O	_____
_____ SWK 673 Family & Community Violence	_____
_____ SWK Elective Option 3 _____	_____
_____ SWK Elective Option 4 _____	_____

APPROVED COURSES FROM OTHER DEPARTMENTS OR PROGRAMS

Course Prefix
& Number Title

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL CREDITS REQUIRED: 66 Credit Hours

Student's signature date

Advisor's signature date

MSW Director signature date

Dean's signature date

NOTE: This plan should be agreed to and signed by all parties prior to the end of the student's first semester in the program.

**Master of Social Work Plan of Study Effective Fall 2022
Behavioral Health Practice - Face to Face / Hybrid
Advanced Standing (1-year program option) 36 credit hours**

Name: _____ MU ID Number: _____

Address: _____ Phone Number: _____

_____ Advisor: _____

Anticipated date of completion: _____ E-mail: _____

Month & Year you first enrolled in the program: _____

Your plan of study must contain at least 36 hours of credit, though students may complete more, depending on their objectives. *Please note: some courses are offered more than one time in a year to provide flexibility and smaller class sizes. Elective offerings vary by semester according to instructor availability. Check with your advisor or the schedule of courses to determine electives offered each semester.*

MSW Advanced Standing Option: The MSW Advanced Standing Program Option consists of 36 credit hours and includes: SWK 615 Psychopathology (3 credit hours); SWK 631 Integrated Health Care Models and Practice (3 credit hours); and SWK 633 Advanced Clinical Social Work Practice in Behavioral Health Care with Individuals and Families (3 credit hours). The spring semester includes the following courses: SWK 634 Advanced Clinical Social Work Practice in Behavioral Healthcare with Groups, Families and Communities (3 credit hours); SWK 670 Advanced Theory and Practice with Children (3 credit hours); SWK 673 Family and Community Violence in Rural and Underserved Areas (3 credit hours); SWK 655 The Comorbidity of Mental Health and Physical Disorders (3 credit hours); SWK 653 Advanced Field Practicum (9 credit hours, 450 work hours); and Electives – 6 credit hours. Students who enter the program with Advanced Standing (30 credit hours total) complete only one (1) academic (three semesters) yearlong field placement (9 credit hours, 450 work hours).

1. Year II Fall 2021 Advanced Standing

	GRADE
_____ SWK 615 Psychopathology	_____
_____ SWK 673 Family & Comm VII	_____
_____ SWK 633 Individual and Family Practice	_____
_____ SWK 653 Field (3 credit hours)	_____
_____ SWK Elective Option 1	_____
_____ SWK Elective Option 2	_____

2. Year II Spring 2022 Advanced Standing

	GRADE
_____ SWK 670 Practice with Children	_____
_____ SWK 634 Advanced SW Practice/Gps, Coms, Orgs	_____
_____ SWK 631 Behavioral Health Practice	_____
_____ SWK 653 Advanced Field Practicum (3 credit hours)	_____
_____ SWK Elective Option 1	_____
_____ SWK Elective Option 2	_____

3. Year II Summer 2022 Advanced Standing

_____ SWJ 631 Integrated Behavioral Health Practice	_____
_____ SWK 653 Advanced Field Practicum (3 credit hours)	_____
_____ SWK 655 Comorbidity of Mental Health and Physical Disorders	_____
_____ SWK 673 Family and Comm Violence	_____
_____ SWK Elective Option 1	_____
_____ SWK Elective Option 2	_____

**Master of Social Work Plan of Study Effective Fall 2022
Generalist (2-year program option) 66 credit hour program
Leading to Behavioral Health Administration Area of Specialization Online**

Name: _____ MU ID Number: _____

Address: _____ Phone Number: _____

_____ Advisor: _____

Anticipated date of completion: _____ E-mail: _____

Month & Year you first enrolled in the program: _____

Your plan of study must contain at least 66 hours of credit (Generalist Program Option), though students may complete significantly more, depending on their objectives. *Please note: some courses are offered more than one time in a year to provide flexibility and smaller class sizes. Elective offerings vary by semester according to instructor availability. Check with your advisor or schedule of courses to determine electives offered each semester.*

MSW Generalist Program Option: The MSW Generalist Program Option consists of foundation-level Generalist curriculum. This curriculum provides the equivalent of Marshall University's BSW and all other BSW programs accredited by the Council of Social Work Education (CSWE). Required courses include the following: SWK 501 Foundations of Generalist Practice I (3 credit hours) SWK 511 Foundations of Human Behavior in the Social Environment (3 credit hours) SWK 521 Foundations of Policy (3 credit hours) SWK 531 Foundations of Generalist Practice II (3 credit hours) SWK 541 Foundations of Research (3 credit hours) SWK 551 Foundation Field Practicum (9 credit hours - 450 work hours) and 6 hours of electives. Students take 12 credit hours of electives over two-year period. Total Credit Hours Years I & II- Generalist Program Option: 66 credit hours.

1. Year 1 Generalist Fall 2021 semester

	GRADE
____ SWK 501 Foundations of Generalist Practice	_____
____ SWK 511 HBSE	_____
____ SWK 541 Research	_____
____ SWK Elective Option 1 _____	_____
____ SWK Elective Option 2 _____	_____

2. Year I Generalist Spring 2022

	GRADE
____ SWK 531 Practice II	_____
____ SWK 521 Policy	_____
____ SWK 551 Field (3 credit hours)	_____
____ SWK Elective Option 1 _____	_____
____ SWK Elective Option 2 _____	_____

3. Year I Generalist Summer 2022

	GRADE
____ SWK 551 Field (6 credit hours)	_____

Behavioral Health Administration Online Program Option consists of 36 credit hours and includes: SWK 615 Psychopathology (3 credit hours); Students will not be allowed to take any other face to face or hybrid courses (although they will be allowed to take online only electives which are identified on the MSW Advanced Standing Behavioral Health Administration Plan of Study. This program option is designed for students entering the MSW Program who have a Bachelor of Social Work (BSW) degree and will be entering the MSW program through the Generalist Pathway (30 credit hours) or meet the requirements for Advanced Standing status. The program will consist of the advanced content (36 credit hours). Generalist students will complete 66 credit hours total and Advanced Standing status students admitted to the MSW Online program option require the completion of 36 academic credit hours which includes 9 credit hours of field education. The Advanced Standing Program is for students entering the MSW Program with a BSW degree and who meet specific GPA requirements.

NOTE: The student should schedule an appointment with their advisor to complete the Plan of Study prior to the end of the student's first semester in the program.

Total of 21 Required Coursework Hours
Total of 9 Required Field Education Hours
Total of 6 Elective Hours

Total 36 Hours

5. Year II Spring 2022 Advanced Standing

GRADE

_____ SWK 615 Psychopathology
_____ SWK 616-Policy Practice in Behavioral Healthcare
_____ SWK 643-Advanced Social Work Research I

Request for Graduate Addition, Deletion, or Change of a Major or Degree

NOTE: Before you submit a request for a new Major or Degree, you must submit an INTENT TO PLAN form. Only after the INTENT TO PLAN goes through the approval process are you ready to submit this request for a new Major or Degree. For detailed information on new programs please see: <http://wvhepcdoc.wvnet.edu/resources/133-11.pdf>.

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one PDF copy without signatures to the Graduate Council Chair.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: Liberal Arts

Dept/Division: Geography

Contact Person: James Leonard

Phone: 6-4626

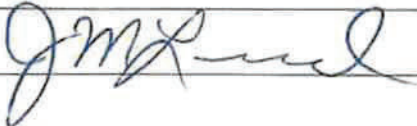


Degree Program Geography MA/MS

Check action requested: Addition Deletion Change

Effective Term/Year Fall 20 24 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 <u></u>	Date <u>11/7/23</u>
College Curriculum Chair <u>Jonathan Kozar</u>	Date <u>12/5/23</u>
College Dean <u></u>	Date <u>12/5/2023</u>
Graduate Council Chair <u></u>	Date <u>2-10-24</u>
Provost/VP Academic Affairs _____	Date _____
Presidential Approval _____	Date _____
Board of Governors Approval _____	Date _____

Request for Graduate Addition, Deletion, or Change of a Major or Degree-Page 3

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)

See attached.

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.

Request for Graduate Addition, Deletion, or Change of a Major or Degree-Page 5

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:

Major or Degree:

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

Rationale:

Department: Geography

Major or Degree: Geography MA/MS

Type of Change: *change*

Rationale: **External reviewers for our 5-year program review suggested the change in MS application requirements to attract more MS students.**

interested in GIScience and/or physical geography. Both the M.S. and M.A. degree options prepare the graduate for professional employment or advanced work at the doctoral level. In coordination with their advisor, students may choose to either: 1) complete a capstone course GEO679 focusing on Career Advancement, Reflection on the degree completion experience, and a Comprehensive Exam or 2) write a thesis. ~~Because M.S. students are required to complete a thesis, the M.S.~~ The majority of our majors pursue the capstone course GEO679 option. The thesis option is the best choice for students wishing to engage in geographical research projects or in preparation for entrance into a doctoral program. Thesis students must pass GEO615 and GEO616 with grades of A and then must get permission from a potential thesis advisor before enrolling in GEO681 Thesis.

For more information, please see the departmental website at www.marshall.edu/geography, email geography@marshall.edu, or call (304) 696-4364.

Admission Requirements

~~M.A.~~ Applicants should follow the admissions process described in this catalog or at the Graduate Admissions website at www.marshall.edu/admissions/graduate/. In addition, ~~M.A.~~ applicants must:

- Submit a curriculum vitae (CV) and/or résumé with the graduate application;
- Submit two letters of recommendation (either from employers or faculty members) with the graduate application.

~~M.S. applicants should follow the admissions process described in this catalog or at the Graduate Admissions website at www.marshall.edu/graduate/. Potential M.S. applicants must contact the department to ensure that their thesis research interests are compatible with at least one faculty member. In addition, M.S. applicants must:~~

- ~~• Submit a statement of purpose/research interest with the graduate application;~~
- ~~• Submit a curriculum vitae (CV) and/or résumé with the graduate application;~~
- ~~• Submit two letters of recommendation (from employers or faculty members) with the graduate application;~~
- ~~• Submit GRE (Graduate Record Examination) scores with the graduate application;~~
- ~~• Have a minimum undergraduate GPA of 3.25 or minimum GRE scores (Verbal greater than or equal to 150 and Quantitative greater than or equal to 150 and Writing greater than or equal to 4.5).~~

~~M.S. applicants demonstrating potential but not meeting these criteria may be admitted to the M.S. program with permission from the faculty.~~

Graduate Assistantships

Applications for department research or teaching assistantships are available from the department website at www.marshall.edu/geography. For more information about graduate assistantships at Marshall University, please see www.marshall.edu/graduate/graduate-assistantship-overview/.

GEO 620 Topics in Environmental Geography (3 credits)
GEO 623 Regions of North America (3 credits)
GEO 631 Advanced GIS Projects (3 credits)
GEO 634 GIS Databases & Programming (3 credits)
GEO 690 Internship (1-6 credits)

Some courses may not be listed here, but still count for credit in the program; see an advisor.
Of the credit hours required for the degree, at least half must be at the 600 level.

Plan of Study

A Plan of Study approved by the student's advisor must be submitted for approval to the Graduate College Dean before the student registers for his or her 12th semester hour. The Plan of Study is a student's "blueprint" for completing graduation requirements.

Minor in Geography

Students who minor in Geography should choose a minimum of six hours of appropriate courses from one of the specialties below in consultation with their major faculty advisor and a Geography faculty advisor.

Regional Geography: GEO 623, Regions of North America, is required. Choose additional coursework from GEO 502, 504, 508, 610-614, 617-619.

Physical Geography: Choose from 522, 525, 530, 531, 550, 560, 617-619, 620

Human Geography: Choose from GEO 501, 505, 506, 510, 522, 607, 617-619, 620

Geographic Information Systems/Remote Sensing: Choose from GEO 523, 526, 527, 529, 530, 531, ~~532, 533~~, 534, 540, 554, 617-619, 631, 634, 690 (must be GIScience approved in advance)

coordination with their advisor, students may choose to either: 1) complete a capstone course GEO679 focusing on Career Advancement, Reflection on the degree completion experience, and a Comprehensive Exam or 2) write a thesis. The majority of our majors pursue the capstone course GEO679 option. The thesis option is the best choice for students wishing to engage in geographical research projects or in preparation for entrance into a doctoral program. Thesis students must pass GEO615 and GEO616 with grades of A and then must get permission from a potential thesis advisor before enrolling in GEO681 Thesis.

For more information, please see the departmental website at www.marshall.edu/geography, email geography@marshall.edu, or call (304) 696-4364.

Admission Requirements

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

- Submit a curriculum vitae (CV) and/or résumé with the graduate application;
- Submit two letters of recommendation (either from employers or faculty members) with the graduate application.

Graduate Assistantships

Applications for department research or teaching assistantships are available from the department website at www.marshall.edu/geography. For more information about graduate assistantships at Marshall University, please see www.marshall.edu/graduate/graduate-assistantship-overview/.

For more information about other financial support, please see www.marshall.edu/graduate/.

Degree Requirements

Candidates for the master's degree must meet the general requirements for the Graduate College and complete a minimum of 34 total credits.

Required Courses

- Any GEO GIScience course (3-4 credits; choose from GEO523, 526, 527, 529, 530, 531, 534, 554, 631, 634, GEO690 Internship using GIScience)
- GEO 615 Geographic Thought (3 credits)
- GEO 616 Geographical Research Methods (credits)
- GEO 679 Applied Projects (3 credits) or GEO681 Thesis (6 credits)
- M.S. only: GEO540 Spatial Statistics and GIS (4 credits); requirement waived if GEO440 Spatial Statistics and GIS passed with a grade of C or better at the undergraduate level.

Electives:

GEO 502 Geography of Appalachia (3 credits)

GEO 504 Geography of Europe (3 credits)

Geographic Information Systems/Remote Sensing: Choose from GEO 523, 526, 527, 529, 530, 531, 534, 540, 554, 617-619, 631, 634, 690 (must be GIScience approved in advance)

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/graduateco.ncil/certificatespolicy/certificatepolicy.pdf**

College: Lewis College of Business

Dept/Division: Management and HCA

Contact Person: Alberto Coustasse

Phone: 61968

Name of Certificate Data Analytics in Health Care

Check action requested: Addition Deletion Change

Effective Term/Year Fall 20 Spring 20 24 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 <u>[Signature]</u>	Date <u>11/17/23</u>
College Curriculum Chair <u>B.P. Yantz PJT</u>	Date <u>11/30/23</u>
College Dean <u>[Signature]</u>	Date <u>12/7/23</u>
Graduate Council Chair <u>[Signature]</u>	Date <u>2-10-24</u>
Provost/VP Academic Affairs _____	Date _____
Presidential Approval _____	Date _____

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

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)

Plan Of Study

Students must take the following courses:

Course List

Code	Title	Credit Hours
HCA 600	The Health Care System	3
MIS 678	Management Infor Systems	3
Choose any 9 credit hours from the remaining required courses in the MS Health Informatics degree program		9
Total Credit Hours		15

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).

5. Edits

Plan Of Study

Students must take the following courses:

Course List

Code	Title	Credit Hours
HCA 600	The Health Care System	3
MIS 678	Management Infor Systems	3
Choose any 9 credit hours from the remaining required courses in the MS Health Informatics degree program		9 (Change to 12 credit hours)
Total Credit Hours		15 (Change 15 credit hours to 18)

Courses in this certificate program can also be applied to a master's degree in health informatics.

6. New

Plan Of Study

Students must take the following courses:

Course List

Code	Title	Credit Hours
HCA 600	The Health Care System	3
MIS 678	Management Infor Systems	3
Choose any 12 credit hours from the remaining required courses in the MS Health Informatics degree program		12
Total Credit Hours		18

Courses in this certificate program can also be applied to a master's degree in health informatics.

Request for Graduate Addition, Deletion, or Change of Area of Emphasis-Page 1

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one PDF copy without signatures 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: LCOB

Dept/Division: MBA

Contact Person: Wes Spradlin

Phone: 304-746-8964

Action Requested

Check action requested: Addition Deletion Change

Degree Program MBA Program GB10

Area of Emphasis Accounting GB12

Effective Term/Year Fall 20 24 Spring 20 Summer 20

Notifications

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

1. Statement of Non-Duplication: If this area of emphasis will be similar in title or content to an existing area of emphasis, please send a memo to the affected department/division and include a copy 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 estimate of cost and time required to secure these items.

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

Dept. Chair/Division Head <u>[Signature]</u>	Date <u>12/6/23</u> <u>12/7/23</u>
Registrar <u>[Signature]</u>	Date <u>12/12/2023</u>
College Curriculum Chair <u>B. P. [Signature]</u>	Date <u>12/11/23</u>
College Dean <u>[Signature]</u>	Date <u>12-11-2023</u>
Graduate Council Chair <u>[Signature]</u>	Date <u>2-10-24</u>
Provost/VP Academic Affairs _____	Date _____
President _____	Date _____

Request for Graduate Addition, Deletion, or Change of Area of Emphasis-Page 3

5. **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)

Attached

6. **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.

7. **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)

Attached

Content

Program Design

To accomplish this purpose, the program involves:

1. A series of undergraduate prerequisite courses which enable the student to continue professional development. The foundation courses required will be determined by the M.B.A. Director and/or the Graduate School of Management Academic Advisor.
2. A broad study of functional areas of business and their interrelationships, with emphasis on application of knowledge, concepts, and analytical methods for problem-solving.

The program can be completed in 15-18 months, attending on a fulltime basis, depending on the candidate's previous training.

The M.B.A. program includes:

Code Title Credit Hours

Undergraduate prerequisite business courses, as determined by the M.B.A. Director and/or the GSM Academic Advisor 0-12

M.B.A. Functional Studies courses 36

Total Credit Hours 36-48

Grade Point Average Requirement

A student must have a 3.0 overall GPA in all program coursework, with no more than two C's in his or her 36 hours of Functional Studies courses.

Course Requirements

All students are required to complete 36 hours of M.B.A. Functional Studies courses and 0-12 hours of undergraduate prerequisite business courses, as determined by the M.B.A. Director and/or the GSM Academic Advisor. The 36-hour M.B.A. courses must be completed with a GPA of 3.0 (B or better) with no more than 2 C's. In addition, each candidate must pass a comprehensive assessment, which normally is a required written term paper within the final, integrated capstone course, MGT 699 Strategic Management, "Business Policy and Strategy."

Changes

Program Design

To accomplish this purpose, the program involves:

1. A series of undergraduate prerequisite courses which enable the student to continue professional development. The foundation courses required will be determined by the M.B.A. Director and/or ~~the Graduate School of Management Academic Advisor~~ **Associate Director of Graduate Programs**.
2. A broad study of functional areas of business and their interrelationships, with emphasis on application of knowledge, concepts, and analytical methods for problem-solving.

The program can be completed in ~~15-18 months~~ **one year**, attending on a fulltime basis, depending on the candidate's previous training.

The M.B.A. program includes:

Code Title Credit Hours

Undergraduate prerequisite business courses, as determined by the M.B.A. Director and/or the **GSM Academic Advisor** **Associate Director of Graduate Programs** ~~0-12~~ **9**

M.B.A. Functional Studies courses ~~36~~ **33**

Total Credit Hours ~~36-48~~ **33-42**

Grade Point Average Requirement

A student must have a 3.0 overall GPA in all program coursework, with no more than two C's in his or her ~~36-33~~ **33** hours of Functional Studies courses.

Course Requirements

All students are required to complete ~~36-33~~ **33** hours of M.B.A. Functional Studies courses and ~~0-12~~ **9** hours of undergraduate prerequisite business courses, as determined by the M.B.A. Director and/or the **GSM Academic Advisor** **Associate Director of Graduate Programs**. The ~~36-~~ **33** hour M.B.A. courses must be completed with a GPA of 3.0 (B or better) with no more than 2 C's. In addition, each candidate must pass a comprehensive assessment, which normally is a required written term paper within the final, integrated capstone course, MGT 699 Strategic Management, "Business Policy and Strategy."

New

Program Design

To accomplish this purpose, the program involves:

1. A series of undergraduate prerequisite courses which enable the student to continue professional development. The foundation courses required will be determined by the M.B.A. Director and/or the Graduate School of Management Academic Advisor.
2. A broad study of functional areas of business and their interrelationships, with emphasis on application of knowledge, concepts, and analytical methods for problem-solving.

The program can be completed in one year, attending on a fulltime basis, depending on the candidate's previous training.

The M.B.A. program includes:

Code Title Credit Hours

Undergraduate prerequisite business courses, as determined by the M.B.A. Director and/or the Associate Director of Graduate Programs 0-9

M.B.A. Functional Studies courses 33

Total Credit Hours 33-42

Grade Point Average Requirement

A student must have a 3.0 overall GPA in all program coursework, with no more than two C's in his or her 33 hours of Functional Studies courses.

Course Requirements

All students are required to complete 33 hours of M.B.A. Functional Studies courses and 0-9 hours of undergraduate prerequisite business courses, as determined by the M.B.A. Director and/or the Associate Director of Graduate Programs. The 33 hour M.B.A. courses must be completed with a GPA of 3.0 (B or better) with no more than 2 C's. In addition, each candidate must pass a comprehensive assessment, which normally is a required written term paper within the final, integrated capstone course, MGT 699 Strategic Management, "Business Policy and Strategy."

Request for Graduate Addition, Deletion, or Change of Area of Emphasis-Page 1

- 1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
- 2. E-mail one PDF copy without signatures 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: LCOB Dept/Division: MBA
 Contact Person: Wes Spradlin Phone: 304-746-8964

Action Requested

Check action requested: Addition Deletion Change

Degree Program MBA Program GB10

Area of Emphasis Finance GB13

Effective Term/Year Fall 20 24 Spring 20 Summer 20

Notifications

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

1. Statement of Non-Duplication: If this area of emphasis will be similar in title or content to an existing area of emphasis, please send a memo to the affected department/division and include a copy 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 estimate of cost and time required to secure these items.

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

Dept. Chair/Division Head <u>[Signature]</u>	Date <u>12/16/23</u> <u>12/17/23</u>
Registrar <u>[Signature]</u>	Date <u>12/12/23</u>
College Curriculum Chair <u>B.P. [Signature]</u>	Date <u>12/11/23</u>
College Dean <u>[Signature]</u>	Date <u>12-11-23</u>
Graduate Council Chair <u>[Signature]</u>	Date <u>2-10-24</u>
Provost/VP Academic Affairs _____	Date _____
President _____	Date _____

Request for Graduate Addition, Deletion, or Change of Area of Emphasis-Page 3

5. **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)

Attached

6. **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.

7. **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)

Attached

Content

Program Design

To accomplish this purpose, the program involves:

1. A series of undergraduate prerequisite courses which enable the student to continue professional development. The foundation courses required will be determined by the M.B.A. Director and/or the Graduate School of Management Academic Advisor.
2. A broad study of functional areas of business and their interrelationships, with emphasis on application of knowledge, concepts, and analytical methods for problem-solving.

The program can be completed in 15-18 months, attending on a fulltime basis, depending on the candidate's previous training.

The M.B.A. program includes:

Code Title Credit Hours

Undergraduate prerequisite business courses, as determined by the M.B.A. Director and/or the GSM Academic Advisor 0-12

M.B.A. Functional Studies courses 36

Total Credit Hours 36-48

Grade Point Average Requirement

A student must have a 3.0 overall GPA in all program coursework, with no more than two C's in his or her 36 hours of Functional Studies courses.

Course Requirements

All students are required to complete 36 hours of M.B.A. Functional Studies courses and 0-12 hours of undergraduate prerequisite business courses, as determined by the M.B.A. Director and/or the GSM Academic Advisor. The 36-hour M.B.A. courses must be completed with a GPA of 3.0 (B or better) with no more than 2 C's. In addition, each candidate must pass a comprehensive assessment, which normally is a required written term paper within the final, integrated capstone course, MGT 699 Strategic Management, "Business Policy and Strategy."

Changes

Program Design

To accomplish this purpose, the program involves:

1. A series of undergraduate prerequisite courses which enable the student to continue professional development. The foundation courses required will be determined by the M.B.A. Director and/or the ~~Graduate School of Management Academic Advisor~~ Associate Director of Graduate Programs.
2. A broad study of functional areas of business and their interrelationships, with emphasis on application of knowledge, concepts, and analytical methods for problem-solving.

The program can be completed in ~~15-18 months~~ one year, attending on a fulltime basis, depending on the candidate's previous training.

The M.B.A. program includes:

Code Title Credit Hours

Undergraduate prerequisite business courses, as determined by the M.B.A. Director and/or the ~~GSM Academic Advisor~~ Associate Director of Graduate Programs 0-12-9

M.B.A. Functional Studies courses 36-33

Total Credit Hours ~~36-48~~ 33-42

Grade Point Average Requirement

A student must have a 3.0 overall GPA in all program coursework, with no more than two C's in his or her ~~36-33~~ hours of Functional Studies courses.

Course Requirements

All students are required to complete ~~36-33~~ hours of M.B.A. Functional Studies courses and 0-12-9 hours of undergraduate prerequisite business courses, as determined by the M.B.A. Director and/or the ~~GSM Academic Advisor~~ Associate Director of Graduate Programs. The ~~36-33~~ hour M.B.A. courses must be completed with a GPA of 3.0 (B or better) with no more than 2 C's. In addition, each candidate must pass a comprehensive assessment, which normally is a required written term paper within the final, integrated capstone course, MGT 699 Strategic Management, "Business Policy and Strategy."

New

Program Design

To accomplish this purpose, the program involves:

1. A series of undergraduate prerequisite courses which enable the student to continue professional development. The foundation courses required will be determined by the M.B.A. Director and/or the Graduate School of Management Academic Advisor.
2. A broad study of functional areas of business and their interrelationships, with emphasis on application of knowledge, concepts, and analytical methods for problem-solving.

The program can be completed in one year, attending on a fulltime basis, depending on the candidate's previous training.

The M.B.A. program includes:

Code Title Credit Hours

Undergraduate prerequisite business courses, as determined by the M.B.A. Director and/or the Associate Director of Graduate Programs 0-9

M.B.A. Functional Studies courses 33

Total Credit Hours 33-42

Grade Point Average Requirement

A student must have a 3.0 overall GPA in all program coursework, with no more than two C's in his or her 33 hours of Functional Studies courses.

Course Requirements

All students are required to complete 33 hours of M.B.A. Functional Studies courses and 0-9 hours of undergraduate prerequisite business courses, as determined by the M.B.A. Director and/or the Associate Director of Graduate Programs. The 33 hour M.B.A. courses must be completed with a GPA of 3.0 (B or better) with no more than 2 C's. In addition, each candidate must pass a comprehensive assessment, which normally is a required written term paper within the final, integrated capstone course, MGT 699 Strategic Management, "Business Policy and Strategy."

Request for Graduate Addition, Deletion, or Change of Area of Emphasis-Page 1

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one PDF copy without signatures 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: LCOB

Dept/Division: MBA

Contact Person: Wes Spradlin

Phone: 304-746-8964

Action Requested

Check action requested: Addition Deletion Change

Degree Program MBA Program GB10

Area of Emphasis Healthcare Administration GB14

Effective Term/Year Fall 20 Spring 20 Summer 20

Notifications

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

1. **Statement of Non-Duplication:** If this area of emphasis will be similar in title or content to an existing area of emphasis, please send a memo to the affected department/division and include a copy 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 estimate of cost and time required to secure these items.

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

Dept. Chair/Division Head <u>[Signature]</u> <u>Dupate</u>	Date <u>12/6/23</u> <u>12/7/23</u>
Registrar <u>[Signature]</u>	Date <u>12/12/23</u>
College Curriculum Chair <u>B. P. Yantz</u> <u>PgT.</u>	Date <u>12/11/23</u>
College Dean <u>[Signature]</u>	Date <u>12-11-2023</u>
Graduate Council Chair <u>[Signature]</u> <u>D. J. Dennis</u>	Date <u>2-10-24</u>
Provost/VP Academic Affairs _____	Date _____
President _____	Date _____

Request for Graduate Addition, Deletion, or Change of Area of Emphasis-Page 3

5. **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)

Attached

6. **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.

7. **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)

Attached

Content

Program Design

.....

To accomplish this purpose, the program involves:

1. A series of undergraduate prerequisite courses which enable the student to continue professional development. The foundation courses required will be determined by the M.B.A. Director and/or the Graduate School of Management Academic Advisor.
2. A broad study of functional areas of business and their interrelationships, with emphasis on application of knowledge, concepts, and analytical methods for problem-solving.

The program can be completed in 15-18 months, attending on a fulltime basis, depending on the candidate's previous training.

The M.B.A. program includes:

Code Title Credit Hours

Undergraduate prerequisite business courses, as determined by the M.B.A. Director and/or the GSM Academic Advisor 0-12

M.B.A. Functional Studies courses 36

Total Credit Hours 36-48

Grade Point Average Requirement

A student must have a 3.0 overall GPA in all program coursework, with no more than two C's in his or her 36 hours of Functional Studies courses.

Course Requirements

All students are required to complete 36 hours of M.B.A. Functional Studies courses and 0-12 hours of undergraduate prerequisite business courses, as determined by the M.B.A. Director and/or the GSM Academic Advisor. The 36-hour M.B.A. courses must be completed with a GPA of 3.0 (B or better) with no more than 2 C's. In addition, each candidate must pass a comprehensive assessment, which normally is a required written term paper within the final, integrated capstone course, MGT 699 Strategic Management, "Business Policy and Strategy."

Changes

Program Design

To accomplish this purpose, the program involves:

1. A series of undergraduate prerequisite courses which enable the student to continue professional development. The foundation courses required will be determined by the M.B.A. Director and/or ~~the Graduate School of Management Academic Advisor~~ Associate Director of Graduate Programs.
2. A broad study of functional areas of business and their interrelationships, with emphasis on application of knowledge, concepts, and analytical methods for problem-solving.

The program can be completed in ~~15-18 months~~ one year, attending on a fulltime basis, depending on the candidate's previous training.

The M.B.A. program includes:

Code Title Credit Hours

Undergraduate prerequisite business courses, as determined by the M.B.A. Director and/or the ~~GSM Academic Advisor~~ Associate Director of Graduate Programs 0-12-9

M.B.A. Functional Studies courses 36-33

Total Credit Hours ~~36-48~~ 33-42

Grade Point Average Requirement

A student must have a 3.0 overall GPA in all program coursework, with no more than two C's in his or her ~~36-33~~ hours of Functional Studies courses.

Course Requirements

All students are required to complete ~~36-33~~ hours of M.B.A. Functional Studies courses and 0-12-9 hours of undergraduate prerequisite business courses, as determined by the M.B.A. Director and/or the ~~GSM Academic Advisor~~ Associate Director of Graduate Programs. The ~~36-33~~ hour M.B.A. courses must be completed with a GPA of 3.0 (B or better) with no more than 2 C's. In addition, each candidate must pass a comprehensive assessment, which normally is a required written term paper within the final, integrated capstone course, MGT 699 Strategic Management, "Business Policy and Strategy."

New

Program Design

To accomplish this purpose, the program involves:

1. A series of undergraduate prerequisite courses which enable the student to continue professional development. The foundation courses required will be determined by the M.B.A. Director and/or the Graduate School of Management Academic Advisor.
2. A broad study of functional areas of business and their interrelationships, with emphasis on application of knowledge, concepts, and analytical methods for problem-solving.

The program can be completed in one year, attending on a fulltime basis, depending on the candidate's previous training.

The M.B.A. program includes:

Code Title Credit Hours

Undergraduate prerequisite business courses, as determined by the M.B.A. Director and/or the Associate Director of Graduate Programs 0-9

M.B.A. Functional Studies courses 33

Total Credit Hours 33-42

Grade Point Average Requirement

A student must have a 3.0 overall GPA in all program coursework, with no more than two C's in his or her 33 hours of Functional Studies courses.

Course Requirements

All students are required to complete 33 hours of M.B.A. Functional Studies courses and 0-9 hours of undergraduate prerequisite business courses, as determined by the M.B.A. Director and/or the Associate Director of Graduate Programs. The 33 hour M.B.A. courses must be completed with a GPA of 3.0 (B or better) with no more than 2 C's. In addition, each candidate must pass a comprehensive assessment, which normally is a required written term paper within the final, integrated capstone course, MGT 699 Strategic Management, "Business Policy and Strategy."

Request for Graduate Addition, Deletion, or Change of Area of Emphasis-Page 1

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one PDF copy without signatures 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: LCOB Dept/Division: MBA
 Contact Person: Wes Spradlin Phone: 304-746-8964

Action Requested

Check action requested: Addition Deletion Change

Degree Program MBA Program GB10

Area of Emphasis Human Resource Management GB15

Effective Term/Year Fall 20 Spring 20 Summer 20

Notifications

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

1. **Statement of Non-Duplication:** If this area of emphasis will be similar in title or content to an existing area of emphasis, please send a memo to the affected department/division and include a copy 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 estimate of cost and time required to secure these items.

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

Dept. Chair/Division Head <u>[Signature]</u>	Date <u>12/6/23</u> <u>12/7/23</u>
Registrar <u>[Signature]</u>	Date <u>12/12/2023</u>
College Curriculum Chair <u>B.P. [Signature]</u>	Date <u>12/11/23</u>
College Dean <u>[Signature]</u>	Date <u>12-11-2023</u>
Graduate Council Chair <u>[Signature]</u>	Date <u>2-10-24</u>
Provost/VP Academic Affairs _____	Date _____
President _____	Date _____

Request for Graduate Addition, Deletion, or Change of Area of Emphasis-Page 3

5. **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)

Attached

6. **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.

7. **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)

Attached

Content

Program Design

.....

To accomplish this purpose, the program involves:

1. A series of undergraduate prerequisite courses which enable the student to continue professional development. The foundation courses required will be determined by the M.B.A. Director and/or the Graduate School of Management Academic Advisor.
2. A broad study of functional areas of business and their interrelationships, with emphasis on application of knowledge, concepts, and analytical methods for problem-solving.

The program can be completed in 15-18 months, attending on a fulltime basis, depending on the candidate's previous training.

The M.B.A. program includes:

Code Title Credit Hours

Undergraduate prerequisite business courses, as determined by the M.B.A. Director and/or the GSM Academic Advisor 0-12

M.B.A. Functional Studies courses 36

Total Credit Hours 36-48

Grade Point Average Requirement

A student must have a 3.0 overall GPA in all program coursework, with no more than two C's in his or her 36 hours of Functional Studies courses.

Course Requirements

All students are required to complete 36 hours of M.B.A. Functional Studies courses and 0-12 hours of undergraduate prerequisite business courses, as determined by the M.B.A. Director and/or the GSM Academic Advisor. The 36-hour M.B.A. courses must be completed with a GPA of 3.0 (B or better) with no more than 2 C's. In addition, each candidate must pass a comprehensive assessment, which normally is a required written term paper within the final, integrated capstone course, MGT 699 Strategic Management, "Business Policy and Strategy."

Changes

Program Design

To accomplish this purpose, the program involves:

1. A series of undergraduate prerequisite courses which enable the student to continue professional development. The foundation courses required will be determined by the M.B.A. Director and/or ~~the Graduate School of Management Academic Adviser~~ Associate Director of Graduate Programs.
2. A broad study of functional areas of business and their interrelationships, with emphasis on application of knowledge, concepts, and analytical methods for problem-solving.

The program can be completed in ~~15-18 months~~ one year, attending on a fulltime basis, depending on the candidate's previous training.

The M.B.A. program includes:

Code Title Credit Hours

Undergraduate prerequisite business courses, as determined by the M.B.A. Director and/or the ~~GSM Academic Adviser~~ Associate Director of Graduate Programs 0-12 9

M.B.A. Functional Studies courses 36-33

Total Credit Hours 36-48 33-42

Grade Point Average Requirement

A student must have a 3.0 overall GPA in all program coursework, with no more than two C's in his or her 36-33 hours of Functional Studies courses.

Course Requirements

All students are required to complete 36-33 hours of M.B.A. Functional Studies courses and 0-12 9 hours of undergraduate prerequisite business courses, as determined by the M.B.A. Director and/or the ~~GSM Academic Adviser~~ Associate Director of Graduate Programs. The 36-33 hour M.B.A. courses must be completed with a GPA of 3.0 (B or better) with no more than 2 C's. In addition, each candidate must pass a comprehensive assessment, which normally is a required written term paper within the final, integrated capstone course, MGT 699 Strategic Management, "Business Policy and Strategy."

New

Program Design

To accomplish this purpose, the program involves:

1. A series of undergraduate prerequisite courses which enable the student to continue professional development. The foundation courses required will be determined by the M.B.A. Director and/or the Graduate School of Management Academic Advisor.
2. A broad study of functional areas of business and their interrelationships, with emphasis on application of knowledge, concepts, and analytical methods for problem-solving.

The program can be completed in one year, attending on a fulltime basis, depending on the candidate's previous training.

The M.B.A. program includes:

Code Title Credit Hours

Undergraduate prerequisite business courses, as determined by the M.B.A. Director and/or the Associate Director of Graduate Programs 0–9

M.B.A. Functional Studies courses 33

Total Credit Hours 33-42

Grade Point Average Requirement

A student must have a 3.0 overall GPA in all program coursework, with no more than two C's in his or her 33 hours of Functional Studies courses.

Course Requirements

All students are required to complete 33 hours of M.B.A. Functional Studies courses and 0-9 hours of undergraduate prerequisite business courses, as determined by the M.B.A. Director and/or the Associate Director of Graduate Programs. The 33 hour M.B.A. courses must be completed with a GPA of 3.0 (B or better) with no more than 2 C's. In addition, each candidate must pass a comprehensive assessment, which normally is a required written term paper within the final, integrated capstone course, MGT 699 Strategic Management, "Business Policy and Strategy."

Request for Graduate Addition, Deletion, or Change of Area of Emphasis-Page 1

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one PDF copy without signatures 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: LCOB

Dept/Division: MBA

Contact Person: Wes Spradlin

Phone: 304-746-8964

Action Requested

Check action requested: Addition Deletion Change

Degree Program MBA Program GB10

Area of Emphasis Management GB17

Effective Term/Year Fall 20 Spring 20 Summer 20

Notifications

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

1. **Statement of Non-Duplication:** If this area of emphasis will be similar in title or content to an existing area of emphasis, please send a memo to the affected department/division and include a copy 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 estimate of cost and time required to secure these items.

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

Dept. Chair/Division Head <u>Wes Spradlin</u>	Date <u>12/6/23</u> <u>12/7/23</u>
Registrar <u>[Signature]</u>	Date <u>12/12/2023</u>
College Curriculum Chair <u>B.P. Yentz GT</u>	Date <u>12/11/23</u>
College Dean <u>[Signature]</u>	Date <u>12-11-2023</u>
Graduate Council Chair <u>[Signature]</u>	Date <u>2-10-24</u>
Provost/VP Academic Affairs _____	Date _____
President _____	Date _____

Request for Graduate Addition, Deletion, or Change of Area of Emphasis-Page 3

5. **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)

Attached

6. **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.

7. **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)

Attached

Content

Program Design

To accomplish this purpose, the program involves:

1. A series of undergraduate prerequisite courses which enable the student to continue professional development. The foundation courses required will be determined by the M.B.A. Director and/or the Graduate School of Management Academic Advisor.
2. A broad study of functional areas of business and their interrelationships, with emphasis on application of knowledge, concepts, and analytical methods for problem-solving.

The program can be completed in 15-18 months, attending on a fulltime basis, depending on the candidate's previous training.

The M.B.A. program includes:

Code Title Credit Hours

Undergraduate prerequisite business courses, as determined by the M.B.A. Director and/or the GSM Academic Advisor 0-12

M.B.A. Functional Studies courses 36

Total Credit Hours 36-48

Grade Point Average Requirement

A student must have a 3.0 overall GPA in all program coursework, with no more than two C's in his or her 36 hours of Functional Studies courses.

Course Requirements

All students are required to complete 36 hours of M.B.A. Functional Studies courses and 0-12 hours of undergraduate prerequisite business courses, as determined by the M.B.A. Director and/or the GSM Academic Advisor. The 36-hour M.B.A. courses must be completed with a GPA of 3.0 (B or better) with no more than 2 C's. In addition, each candidate must pass a comprehensive assessment, which normally is a required written term paper within the final, integrated capstone course, MGT 699 Strategic Management, "Business Policy and Strategy."

Changes

Program Design

To accomplish this purpose, the program involves:

1. A series of undergraduate prerequisite courses which enable the student to continue professional development. The foundation courses required will be determined by the M.B.A. Director and/or the ~~the Graduate School of Management Academic Advisor~~ Associate Director of Graduate Programs.
2. A broad study of functional areas of business and their interrelationships, with emphasis on application of knowledge, concepts, and analytical methods for problem-solving.

The program can be completed in ~~15-18 months~~ one year, attending on a fulltime basis, depending on the candidate's previous training.

The M.B.A. program includes:

Code Title Credit Hours

Undergraduate prerequisite business courses, as determined by the M.B.A. Director and/or the ~~GSM Academic Advisor~~ Associate Director of Graduate Programs 0-~~12~~ 9

M.B.A. Functional Studies courses 36-33

Total Credit Hours 36-~~48~~ 33-42

Grade Point Average Requirement

A student must have a 3.0 overall GPA in all program coursework, with no more than two C's in his or her ~~36-33~~ hours of Functional Studies courses.

Course Requirements

All students are required to complete ~~36-33~~ hours of M.B.A. Functional Studies courses and 0-~~12~~ 9 hours of undergraduate prerequisite business courses, as determined by the M.B.A. Director and/or the ~~GSM Academic Advisor~~ Associate Director of Graduate Programs. The ~~36-33~~ hour M.B.A. courses must be completed with a GPA of 3.0 (B or better) with no more than 2 C's. In addition, each candidate must pass a comprehensive assessment, which normally is a required written term paper within the final, integrated capstone course, MGT 699 Strategic Management, "Business Policy and Strategy."

New

Program Design

To accomplish this purpose, the program involves:

1. A series of undergraduate prerequisite courses which enable the student to continue professional development. The foundation courses required will be determined by the M.B.A. Director and/or the Graduate School of Management Academic Advisor.
2. A broad study of functional areas of business and their interrelationships, with emphasis on application of knowledge, concepts, and analytical methods for problem-solving.

The program can be completed in one year, attending on a fulltime basis, depending on the candidate's previous training.

The M.B.A. program includes:

Code Title Credit Hours

Undergraduate prerequisite business courses, as determined by the M.B.A. Director and/or the Associate Director of Graduate Programs 0-9

M.B.A. Functional Studies courses 33

Total Credit Hours 33-42

Grade Point Average Requirement

A student must have a 3.0 overall GPA in all program coursework, with no more than two C's in his or her 33 hours of Functional Studies courses.

Course Requirements

All students are required to complete 33 hours of M.B.A. Functional Studies courses and 0-9 hours of undergraduate prerequisite business courses, as determined by the M.B.A. Director and/or the Associate Director of Graduate Programs. The 33 hour M.B.A. courses must be completed with a GPA of 3.0 (B or better) with no more than 2 C's. In addition, each candidate must pass a comprehensive assessment, which normally is a required written term paper within the final, integrated capstone course, MGT 699 Strategic Management, "Business Policy and Strategy."

Request for Graduate Addition, Deletion, or Change of Area of Emphasis-Page 1

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one PDF copy without signatures 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: LCOB

Dept/Division: MBA

Contact Person: Wes Spradlin

Phone: 304-746-8964

Action Requested

Check action requested: Addition Deletion Change

Degree Program MBA Program GB10

Area of Emphasis Marketing GB16

Effective Term/Year Fall 20 Spring 20 Summer 20

Notifications

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

1. **Statement of Non-Duplication:** If this area of emphasis will be similar in title or content to an existing area of emphasis, please send a memo to the affected department/division and include a copy 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 estimate of cost and time required to secure these items.

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

Dept. Chair/Division Head <u>[Signature]</u>	Date <u>12/6/23</u> <u>12/6/23</u>
Registrar <u>[Signature]</u>	Date <u>12/12/2023</u>
College Curriculum Chair <u>B.P. [Signature]</u>	Date <u>12/11/23</u>
College Dean <u>[Signature]</u>	Date <u>12-11-2023</u>
Graduate Council Chair <u>[Signature]</u>	Date <u>2-10-24</u>
Provost/VP Academic Affairs _____	Date _____
President _____	Date _____

Request for Graduate Addition, Deletion, or Change of Area of Emphasis-Page 3

5. **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)

Attached

6. **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.

7. **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)

Attached

Content

Program Design

.....

To accomplish this purpose, the program involves:

1. A series of undergraduate prerequisite courses which enable the student to continue professional development. The foundation courses required will be determined by the M.B.A. Director and/or the Graduate School of Management Academic Advisor.
2. A broad study of functional areas of business and their interrelationships, with emphasis on application of knowledge, concepts, and analytical methods for problem-solving.

The program can be completed in 15-18 months, attending on a fulltime basis, depending on the candidate's previous training.

The M.B.A. program includes:

Code Title Credit Hours

Undergraduate prerequisite business courses, as determined by the M.B.A. Director and/or the GSM Academic Advisor 0-12

M.B.A. Functional Studies courses 36

Total Credit Hours 36-48

Grade Point Average Requirement

A student must have a 3.0 overall GPA in all program coursework, with no more than two C's in his or her 36 hours of Functional Studies courses.

Course Requirements

All students are required to complete 36 hours of M.B.A. Functional Studies courses and 0-12 hours of undergraduate prerequisite business courses, as determined by the M.B.A. Director and/or the GSM Academic Advisor. The 36-hour M.B.A. courses must be completed with a GPA of 3.0 (B or better) with no more than 2 C's. In addition, each candidate must pass a comprehensive assessment, which normally is a required written term paper within the final, integrated capstone course, MGT 699 Strategic Management, "Business Policy and Strategy."

Changes

Program Design

To accomplish this purpose, the program involves:

1. A series of undergraduate prerequisite courses which enable the student to continue professional development. The foundation courses required will be determined by the M.B.A. Director and/or the ~~Graduate School of Management Academic Advisor~~ Associate Director of Graduate Programs.
2. A broad study of functional areas of business and their interrelationships, with emphasis on application of knowledge, concepts, and analytical methods for problem-solving.

The program can be completed in ~~15-18 months~~ one year, attending on a fulltime basis, depending on the candidate's previous training.

The M.B.A. program includes:

Code Title Credit Hours

Undergraduate prerequisite business courses, as determined by the M.B.A. Director and/or the ~~GSM Academic Advisor~~ Associate Director of Graduate Programs 0-12-9

M.B.A. Functional Studies courses 36-33

Total Credit Hours ~~36-48~~ 33-42

Grade Point Average Requirement

A student must have a 3.0 overall GPA in all program coursework, with no more than two C's in his or her ~~36-33~~ hours of Functional Studies courses.

Course Requirements

All students are required to complete ~~36-33~~ hours of M.B.A. Functional Studies courses and ~~0-12~~ 9 hours of undergraduate prerequisite business courses, as determined by the M.B.A. Director and/or the ~~GSM Academic Advisor~~ Associate Director of Graduate Programs. The ~~36-33~~ hour M.B.A. courses must be completed with a GPA of 3.0 (B or better) with no more than 2 C's. In addition, each candidate must pass a comprehensive assessment, which normally is a required written term paper within the final, integrated capstone course, MGT 699 Strategic Management, "Business Policy and Strategy."

New

Program Design

To accomplish this purpose, the program involves:

1. A series of undergraduate prerequisite courses which enable the student to continue professional development. The foundation courses required will be determined by the M.B.A. Director and/or the Graduate School of Management Academic Advisor.
2. A broad study of functional areas of business and their interrelationships, with emphasis on application of knowledge, concepts, and analytical methods for problem-solving.

The program can be completed in one year, attending on a fulltime basis, depending on the candidate's previous training.

The M.B.A. program includes:

Code Title Credit Hours

Undergraduate prerequisite business courses, as determined by the M.B.A. Director and/or the Associate Director of Graduate Programs 0-9

M.B.A. Functional Studies courses 33

Total Credit Hours 33-42

Grade Point Average Requirement

A student must have a 3.0 overall GPA in all program coursework, with no more than two C's in his or her 33 hours of Functional Studies courses.

Course Requirements

All students are required to complete 33 hours of M.B.A. Functional Studies courses and 0-9 hours of undergraduate prerequisite business courses, as determined by the M.B.A. Director and/or the Associate Director of Graduate Programs. The 33 hour M.B.A. courses must be completed with a GPA of 3.0 (B or better) with no more than 2 C's. In addition, each candidate must pass a comprehensive assessment, which normally is a required written term paper within the final, integrated capstone course, MGT 699 Strategic Management, "Business Policy and Strategy."

Request for Graduate Addition, Deletion, or Change of Area of Emphasis-Page 1

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one PDF copy without signatures 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: LCOB

Dept/Division: MBA

Contact Person: Wes Spradlin

Phone: 304-746-8964

Action Requested

Check action requested: Addition Deletion Change

Degree Program MBA Program GB10

Area of Emphasis Sport Administration Sports Business GB1A

Effective Term/Year Fall 20 24 Spring 20 Summer 20

Notifications

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

1. Statement of Non-Duplication: If this area of emphasis will be similar in title or content to an existing area of emphasis, please send a memo to the affected department/division and include a copy 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 estimate of cost and time required to secure these items.

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

Dept. Chair/Division Head <u>[Signature]</u>	Date <u>12/6/23</u> <u>12/7/23</u>
Registrar <u>[Signature]</u>	Date <u>12/12/2023</u>
College Curriculum Chair <u>B.P. Yimbo</u>	Date <u>12/7/23</u>
College Dean <u>[Signature]</u>	Date <u>12-11-2023</u>
Graduate Council Chair <u>[Signature]</u>	Date <u>2-10-24</u>
Provost/VP Academic Affairs _____	Date _____
President _____	Date _____

Request for Graduate Addition, Deletion, or Change of Area of Emphasis-Page 3

5. **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)

Attached

6. **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.

7. **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)

Attached

Content

Program Design

.....

To accomplish this purpose, the program involves:

1. A series of undergraduate prerequisite courses which enable the student to continue professional development. The foundation courses required will be determined by the M.B.A. Director and/or the Graduate School of Management Academic Advisor.
2. A broad study of functional areas of business and their interrelationships, with emphasis on application of knowledge, concepts, and analytical methods for problem-solving.

The program can be completed in 15-18 months, attending on a fulltime basis, depending on the candidate's previous training.

The M.B.A. program includes:

Code Title Credit Hours

Undergraduate prerequisite business courses, as determined by the M.B.A. Director and/or the GSM Academic Advisor 0-12

M.B.A. Functional Studies courses 36

Total Credit Hours 36-48

Grade Point Average Requirement

A student must have a 3.0 overall GPA in all program coursework, with no more than two C's in his or her 36 hours of Functional Studies courses.

Course Requirements

All students are required to complete 36 hours of M.B.A. Functional Studies courses and 0-12 hours of undergraduate prerequisite business courses, as determined by the M.B.A. Director and/or the GSM Academic Advisor. The 36-hour M.B.A. courses must be completed with a GPA of 3.0 (B or better) with no more than 2 C's. In addition, each candidate must pass a comprehensive assessment, which normally is a required written term paper within the final, integrated capstone course, MGT 699 Strategic Management, "Business Policy and Strategy."

Changes

Program Design

.....

To accomplish this purpose, the program involves:

1. A series of undergraduate prerequisite courses which enable the student to continue professional development. The foundation courses required will be determined by the M.B.A. Director and/or the ~~the Graduate School of Management Academic Advisor~~ Associate Director of Graduate Programs.

2. A broad study of functional areas of business and their interrelationships, with emphasis on application of knowledge, concepts, and analytical methods for problem-solving.

The program can be completed in ~~15-18 months~~ one year, attending on a fulltime basis, depending on the candidate's previous training.

The M.B.A. program includes:

Code Title Credit Hours

Undergraduate prerequisite business courses, as determined by the M.B.A. Director and/or the ~~GSM Academic Advisor~~ Associate Director of Graduate Programs 0-12 9

M.B.A. Functional Studies courses 36-33

Total Credit Hours ~~36-48~~ 33-42

Grade Point Average Requirement

A student must have a 3.0 overall GPA in all program coursework, with no more than two C's in his or her ~~36-33~~ hours of Functional Studies courses.

Course Requirements

All students are required to complete ~~36-33~~ hours of M.B.A. Functional Studies courses and 0-12 9 hours of undergraduate prerequisite business courses, as determined by the M.B.A. Director and/or the ~~GSM Academic Advisor~~ Associate Director of Graduate Programs. The ~~36-33~~ hour M.B.A. courses must be completed with a GPA of 3.0 (B or better) with no more than 2 C's. In addition, each candidate must pass a comprehensive assessment, which normally is a required written term paper within the final, integrated capstone course, MGT 699 Strategic Management, "Business Policy and Strategy."

New

Program Design

To accomplish this purpose, the program involves:

1. A series of undergraduate prerequisite courses which enable the student to continue professional development. The foundation courses required will be determined by the M.B.A. Director and/or the Graduate School of Management Academic Advisor.
2. A broad study of functional areas of business and their interrelationships, with emphasis on application of knowledge, concepts, and analytical methods for problem-solving.

The program can be completed in one year, attending on a fulltime basis, depending on the candidate's previous training.

The M.B.A. program includes:

Code Title Credit Hours

Undergraduate prerequisite business courses, as determined by the M.B.A. Director and/or the Associate Director of Graduate Programs 0-9

M.B.A. Functional Studies courses 33

Total Credit Hours 33-42

Grade Point Average Requirement

A student must have a 3.0 overall GPA in all program coursework, with no more than two C's in his or her 33 hours of Functional Studies courses.

Course Requirements

All students are required to complete 33 hours of M.B.A. Functional Studies courses and 0-9 hours of undergraduate prerequisite business courses, as determined by the M.B.A. Director and/or the Associate Director of Graduate Programs. The 33 hour M.B.A. courses must be completed with a GPA of 3.0 (B or better) with no more than 2 C's. In addition, each candidate must pass a comprehensive assessment, which normally is a required written term paper within the final, integrated capstone course, MGT 699 Strategic Management, "Business Policy and Strategy."

Request for Graduate Addition, Deletion, or Change of Area of Emphasis-Page 1

- 1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
- 2. E-mail one PDF copy without signatures 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: LCOB

Dept/Division: MBA

Contact Person: Wes Spradlin

Phone: 304-746-8964

Action Requested

Check action requested: Addition Deletion Change

Degree Program MBA Program GB10

Area of Emphasis Supply Chain Management GB18

Effective Term/Year Fall 20 Spring 20 Summer 20

Notifications

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

- 1. Statement of Non-Duplication: If this area of emphasis will be similar in title or content to an existing area of emphasis, please send a memo to the affected department/division and include a copy 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 estimate of cost and time required to secure these items.

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

Dept. Chair/Division Head <u>[Signature]</u>	Date <u>12/6/23</u> <u>12/7/23</u>
Registrar <u>[Signature]</u>	Date <u>12/12/2023</u>
College Curriculum Chair <u>B.P. Vintz by T.</u>	Date <u>12/11/23</u>
College Dean <u>[Signature]</u>	Date <u>12-11-2023</u>
Graduate Council Chair <u>[Signature]</u>	Date <u>2-10-24</u>
Provost/VP Academic Affairs _____	Date _____
President _____	Date _____

Request for Graduate Addition, Deletion, or Change of Area of Emphasis-Page 3

5. **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)

Attached

6. **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.

7. **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)

Attached

Content

Program Design

.....

To accomplish this purpose, the program involves:

1. A series of undergraduate prerequisite courses which enable the student to continue professional development. The foundation courses required will be determined by the M.B.A. Director and/or the Graduate School of Management Academic Advisor.
2. A broad study of functional areas of business and their interrelationships, with emphasis on application of knowledge, concepts, and analytical methods for problem-solving.

The program can be completed in 15-18 months, attending on a fulltime basis, depending on the candidate's previous training.

The M.B.A. program includes:

Code Title Credit Hours

Undergraduate prerequisite business courses, as determined by the M.B.A. Director and/or the GSM Academic Advisor 0-12

M.B.A. Functional Studies courses 36

Total Credit Hours 36-48

Grade Point Average Requirement

A student must have a 3.0 overall GPA in all program coursework, with no more than two C's in his or her 36 hours of Functional Studies courses.

Course Requirements

All students are required to complete 36 hours of M.B.A. Functional Studies courses and 0-12 hours of undergraduate prerequisite business courses, as determined by the M.B.A. Director and/or the GSM Academic Advisor. The 36-hour M.B.A. courses must be completed with a GPA of 3.0 (B or better) with no more than 2 C's. In addition, each candidate must pass a comprehensive assessment, which normally is a required written term paper within the final, integrated capstone course, MGT 699 Strategic Management, "Business Policy and Strategy."

Changes

Program Design

To accomplish this purpose, the program involves:

1. A series of undergraduate prerequisite courses which enable the student to continue professional development. The foundation courses required will be determined by the M.B.A. Director and/or the **GSM Academic Advisor Associate Director of Graduate Programs**.

2. A broad study of functional areas of business and their interrelationships, with emphasis on application of knowledge, concepts, and analytical methods for problem-solving.

The program can be completed in **15-18 months one year**, attending on a fulltime basis, depending on the candidate's previous training.

The M.B.A. program includes:

Code Title Credit Hours

Undergraduate prerequisite business courses, as determined by the M.B.A. Director and/or the **GSM Academic Advisor Associate Director of Graduate Programs 0-12-9**

M.B.A. Functional Studies courses **36-33**

Total Credit Hours **36-48 33-42**

Grade Point Average Requirement

A student must have a 3.0 overall GPA in all program coursework, with no more than two C's in his or her **36-33** hours of Functional Studies courses.

Course Requirements

All students are required to complete **36-33** hours of M.B.A. Functional Studies courses and **0-12-9** hours of undergraduate prerequisite business courses, as determined by the M.B.A. Director and/or the **GSM Academic Advisor Associate Director of Graduate Programs**. The **36-33** hour M.B.A. courses must be completed with a GPA of 3.0 (B or better) with no more than 2 C's. In addition, each candidate must pass a comprehensive assessment, which normally is a required written term paper within the final, integrated capstone course, MGT 699 Strategic Management, "Business Policy and Strategy."

NLW

Program Design

.....

To accomplish this purpose, the program involves:

1. A series of undergraduate prerequisite courses which enable the student to continue professional development. The foundation courses required will be determined by the M.B.A. Director and/or the Graduate School of Management Academic Advisor.

2. A broad study of functional areas of business and their interrelationships, with emphasis on application of knowledge, concepts, and analytical methods for problem-solving.

The program can be completed in one year, attending on a fulltime basis, depending on the candidate's previous training.

The M.B.A. program includes:

Code Title Credit Hours

Undergraduate prerequisite business courses, as determined by the M.B.A. Director and/or the Associate Director of Graduate Programs 0-9

M.B.A. Functional Studies courses 33

Total Credit Hours 33-42

Grade Point Average Requirement

A student must have a 3.0 overall GPA in all program coursework, with no more than two C's in his or her 33 hours of Functional Studies courses.

Course Requirements

All students are required to complete 33 hours of M.B.A. Functional Studies courses and 0-9 hours of undergraduate prerequisite business courses, as determined by the M.B.A. Director and/or the Associate Director of Graduate Programs. The 33 hour M.B.A. courses must be completed with a GPA of 3.0 (B or better) with no more than 2 C's. In addition, each candidate must pass a comprehensive assessment, which normally is a required written term paper within the final, integrated capstone course, MGT 699 Strategic Management, "Business Policy and Strategy."

Request for Graduate Addition, Deletion, or Change of Area of Emphasis-Page 1

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one PDF copy without signatures 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: LCOB

Dept/Division: MBA

Contact Person: Wes Spradlin

Phone: 304-746-8964

Action Requested

Check action requested: Addition Deletion Change

Degree Program MBA Program GB10

Area of Emphasis Military Management GB19

Effective Term/Year Fall 20 24 Spring 20 Summer 20

Notifications

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

1. **Statement of Non-Duplication:** If this area of emphasis will be similar in title or content to an existing area of emphasis, please send a memo to the affected department/division and include a copy 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 estimate of cost and time required to secure these items.

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

Dept. Chair/Division Head <u>[Signature]</u>	Date <u>12/6/23</u> <u>12/7/23</u>
Registrar <u>[Signature]</u>	Date <u>12/12/2023</u>
College Curriculum Chair <u>B. P. Yamba</u>	Date <u>12/11/23</u>
College Dean <u>[Signature]</u>	Date <u>12-11-2023</u>
Graduate Council Chair <u>[Signature]</u>	Date <u>2-10-24</u>
Provost/VP Academic Affairs _____	Date _____
President _____	Date _____

Request for Graduate Addition, Deletion, or Change of Area of Emphasis-Page 3

5. **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)

Attached

6. **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.

7. **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)

Attached

Content

Program Design

.....

To accomplish this purpose, the program involves:

1. A series of undergraduate prerequisite courses which enable the student to continue professional development. The foundation courses required will be determined by the M.B.A. Director and/or the Graduate School of Management Academic Advisor.
2. A broad study of functional areas of business and their interrelationships, with emphasis on application of knowledge, concepts, and analytical methods for problem-solving.

The program can be completed in 15-18 months, attending on a fulltime basis, depending on the candidate's previous training.

The M.B.A. program includes:

Code Title Credit Hours

Undergraduate prerequisite business courses, as determined by the M.B.A. Director and/or the GSM Academic Advisor 0-12

M.B.A. Functional Studies courses 36

Total Credit Hours 36-48

Grade Point Average Requirement

A student must have a 3.0 overall GPA in all program coursework, with no more than two C's in his or her 36 hours of Functional Studies courses.

Course Requirements

All students are required to complete 36 hours of M.B.A. Functional Studies courses and 0-12 hours of undergraduate prerequisite business courses, as determined by the M.B.A. Director and/or the GSM Academic Advisor. The 36-hour M.B.A. courses must be completed with a GPA of 3.0 (B or better) with no more than 2 C's. In addition, each candidate must pass a comprehensive assessment, which normally is a required written term paper within the final, integrated capstone course, MGT 699 Strategic Management, "Business Policy and Strategy."

Changes

Program Design

To accomplish this purpose, the program involves:

1. A series of undergraduate prerequisite courses which enable the student to continue professional development. The foundation courses required will be determined by the M.B.A. Director and/or the **GSM Academic Advisor Associate Director of Graduate Programs**.

2. A broad study of functional areas of business and their interrelationships, with emphasis on application of knowledge, concepts, and analytical methods for problem-solving.

The program can be completed in ~~15-18 months~~ **one year**, attending on a fulltime basis, depending on the candidate's previous training.

The M.B.A. program includes:

Code Title Credit Hours

Undergraduate prerequisite business courses, as determined by the M.B.A. Director and/or the **GSM Academic Advisor Associate Director of Graduate Programs 0-12-9**

M.B.A. Functional Studies courses **36-33**

Total Credit Hours ~~36-48~~ **33-42**

Grade Point Average Requirement

A student must have a 3.0 overall GPA in all program coursework, with no more than two C's in his or her **36-33** hours of Functional Studies courses.

Course Requirements

All students are required to complete **36-33** hours of M.B.A. Functional Studies courses and ~~0-12~~ **9** hours of undergraduate prerequisite business courses, as determined by the M.B.A. Director and/or the **GSM Academic Advisor Associate Director of Graduate Programs**. The **36-33** hour M.B.A. courses must be completed with a GPA of 3.0 (B or better) with no more than 2 C's. In addition, each candidate must pass a comprehensive assessment, which normally is a required written term paper within the final, integrated capstone course, MGT 699 Strategic Management, "Business Policy and Strategy."

New

Program Design

.....

To accomplish this purpose, the program involves:

1. A series of undergraduate prerequisite courses which enable the student to continue professional development. The foundation courses required will be determined by the M.B.A. Director and/or the Graduate School of Management Academic Advisor.
2. A broad study of functional areas of business and their interrelationships, with emphasis on application of knowledge, concepts, and analytical methods for problem-solving.

The program can be completed in one year, attending on a fulltime basis, depending on the candidate's previous training.

The M.B.A. program includes:

Code Title Credit Hours

Undergraduate prerequisite business courses, as determined by the M.B.A. Director and/or the Associate Director of Graduate Programs 0-9

M.B.A. Functional Studies courses 33

Total Credit Hours 33-42

Grade Point Average Requirement

A student must have a 3.0 overall GPA in all program coursework, with no more than two C's in his or her 33 hours of Functional Studies courses.

Course Requirements

All students are required to complete 33 hours of M.B.A. Functional Studies courses and 0-9 hours of undergraduate prerequisite business courses, as determined by the M.B.A. Director and/or the Associate Director of Graduate Programs. The 33 hour M.B.A. courses must be completed with a GPA of 3.0 (B or better) with no more than 2 C's. In addition, each candidate must pass a comprehensive assessment, which normally is a required written paper within the final, integrated capstone course, MGT 699 Strategic Management, "Business Policy and Strategy."

Request for Graduate Addition, Deletion, or Change of a Major or Degree

NOTE: Before you submit a request for a new Major or Degree, you must submit an INTENT TO PLAN form. Only after the INTENT TO PLAN goes through the approval process are you ready to submit this request for a new Major or Degree. For detailed information on new programs please see: <http://www.hepcdoc.wvnet.edu/resources/133-11.pdf>.

- 1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
- 2. E-mail one PDF copy without signatures to the Graduate Council Chair.
- 3. The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.

College: LCOB

Dept/Division: Management

Contact Person: Wes Spradlin

Phone: 304-746-8964

Degree Program MBA

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 <u>[Signature]</u>	Date <u>12/6/23</u> <u>12/17/23</u>
College Curriculum Chair <u>B. P. [Signature]</u>	Date <u>12/11/23</u>
College Dean <u>[Signature]</u>	Date <u>12-11-2023</u>
Graduate Council Chair <u>[Signature]</u>	Date <u>2-10-24</u>
Provost/VP Academic Affairs _____	Date _____
Presidential Approval _____	Date _____
Board of Governors Approval _____	Date _____

Request for Graduate Addition, Deletion, or Change of a Major or Degree-Page 3

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)

See attached.

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.

Request for Graduate Addition, Deletion, or Change of a Major or Degree-Page 5

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:

Major or Degree:

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

Rationale:

Department: Leius College of Business

Major or Degree: MBA

Type of change: Change

Rationale: The MBA program is moving from 36 to 33 credit hours to make it easier to complete in one year and make it more competitive in market. To do so, it is deleting 6 credits of electives and adding a 3 credit hour required course.

Plan of Study

Code Title Credit Hours

Undergraduate Foundation Courses

ACC 215 Intro Financial Accounting(CT)

ECN 250 Principles Microeconomics

FIN 323 Principles of Finance

MGT 218 Business Quantitative Methods

M.B.A. Functional Studies Courses

MGT 601 Quant Methods-Business 3

ACC 613 Profit Planning & Control 3

FIN 620 Financial Management 3

MGT 672 Organizational Behavior 3

MKT 682 Adv Marketing Management 3

MIS 678 Management Infor Systems 3

ECN 630 Managerial Economics 3

MGT 674 Prod/Operation Management 3

MGT 699 Strategic Management 3

Select three elective courses 9

Total Credit Hours 36

Areas of Emphasis

Students who choose to take two elective courses in either Accounting, Marketing, Finance, Management, Health Care Administration, Military Management, Human Resource Management or Sports Business in addition to the functional studies courses can receive an area of emphasis in that functional area. Active military personnel electing to transfer 9 credit hours from the accepted military schools/courses in addition to the functional studies courses can receive a concentration in military management.

Plan of Study

Code Title Credit Hours

Undergraduate Foundation Courses

ACC 215 Intro Financial Accounting(CT)

ECN 250 Principles Microeconomics

FIN 323 Principles of Finance

~~**MGT 218 Business Quantitative Methods**~~

M.B.A. Functional Studies Courses

MGT 601 Quant Methods-Business 3

ACC 613 Profit Planning & Control 3

FIN 620 Financial Management 3

MGT 672 Organizational Behavior 3

MGT 692 Ethics/Global Aspects Business 3

MKT 682 Adv Marketing Management 3

MIS 678 Management Infor Systems 3

ECN 630 Managerial Economics 3

MGT 674 Prod/Operation Management 3

MGT 699 Strategic Management 3

One Approved Elective 3

~~**Select three elective courses 9**~~

Total Credit Hours 36-33

Areas of Emphasis

~~Students who choose to take two elective courses in either Accounting, Marketing, Finance, Management, Health Care Administration, Military Management, Human Resource Management or Sports Business in addition to the functional studies courses can receive an area of emphasis in that functional area. Active military personnel electing to transfer 9 credit hours from the accepted military schools/courses in addition to the functional studies courses can receive a concentration in military management.~~

Plan of Study

Code Title Credit Hours

Undergraduate Foundation Courses

ACC 215 Intro Financial Accounting(CT)

ECN 250 Principles Microeconomics

FIN 323 Principles of Finance

M.B.A. Functional Studies Courses

MGT 601 Quant Methods-Business 3

ACC 613 Profit Planning & Control 3

FIN 620 Financial Management 3

MGT 672 Organizational Behavior 3

MGT 692 Ethics/Global Aspects Business 3

MKT 682 Adv Marketing Management 3

MIS 678 Management Infor Systems 3

ECN 630 Managerial Economics 3

MGT 674 Prod/Operation Management 3

MGT 699 Strategic Management 3

One Approved Elective 3

Total Credit Hours -33

Request for Graduate Addition, Deletion, or Change of a Major or Degree

NOTE: Before you submit a request for a new Major or Degree, you must submit an INTENT TO PLAN form. Only after the INTENT TO PLAN goes through the approval process are you ready to submit this request for a new Major or Degree. For detailed information on new programs please see: <http://www.hepcdoc.wvnet.edu/resources/133-11.pdf>.

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one PDF copy without signatures to the Graduate Council Chair.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: LCOB Dept/Division: Accountancy & Legal Environ

Contact Person: Tim Bryan Phone: 62654

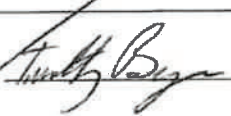



Degree Program MS in Accountancy

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 <u></u>	Date <u>12/7/23</u>
College Curriculum Chair <u></u>	Date <u>12/11/23</u>
College Dean <u></u>	Date <u>12/12/23</u>
Graduate Council Chair <u></u>	Date <u>2-10-24</u>
Provost/VP Academic Affairs _____	Date _____
Presidential Approval _____	Date _____
Board of Governors Approval _____	Date _____

Request for Graduate Addition, Deletion, or Change of a Major or Degree-Page 3

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)

Note: The current catalog has not been changed for the changes put through last year. We show the catalog as it is supposed to be with the last change:

Plan of Study

The following courses must be completed:

Course List

Code	Title	Credit Hours
Required Courses:		
ACC 615	Auditing Theory and Practice	3
ACC 618	Accounting Research	3
ACC 698	Ethics in Accounting	3
LE 691	Gov Bus Relationships	<u>3</u>
Total Required Credits		12
Accounting Electives		<u>18</u>
Total Credits		30

Eighteen additional credit hours in 500- or 600-level accounting course (except ACC 510 or 613) are required.

Students may choose to complete an area of emphasis by choosing any nine credit hours from within the following areas of emphasis:

Business Analysis and Reporting Area of Emphasis (9 hours required from the following courses)

ACC 512	Govt NFP Accounting	3
ACC 514	Corp and Partner Accounting	3
ACC 617	Advanced Controllership	3
ACC 640	Forensic ACC: Civil Litigation	3

Tax Compliance and Planning Area of Emphasis (9 hours required from the following courses)

ACC 544	Consulting for CPAs	3
ACC 548	Taxation of Entities	3
ACC 616	Adv Income Tax Procedure	3
ACC 648	Tax Research	3

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.

Form updated 09/2022

See attached pages.

Request for Graduate Addition, Deletion, or Change of a Major or Degree-Page 5

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:

Major or Degree:

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

Rationale:

Department: Accountancy and Legal Environment

Major or Degree: MS in Accountancy

Type of Change: Change

Rationale: To change required courses to provide more STEM focused content and an Information Systems and Controls area of emphasis This will better align our program with the needs of our stakeholders and students as accounting firms and other employers are looking for students with more STEM skills. It will also better prepare students for the CPA exam. We are also requesting to change the CIP code from 52.0301 to the STEM CIP code 52.1399.

Current Catalog

Plan of Study

The following courses must be completed:

Course List

Code	Title	Credit Hours
Required Courses:		
ACC 615	Auditing Theory and Practice	3
ACC 618	Accounting Research	3
ACC 698	Ethics in Accounting	3
LE 691	Gov Bus Relationships	<u>3</u>
Total Required Credits		12
Accounting Electives		<u>18</u>
Total Credits		30

Eighteen additional credit hours in 500- or 600-level accounting course (except ACC 510 or 613) are required. Students may choose to complete an area of emphasis by choosing any nine credit hours from within the following areas of emphasis:

Business Analysis and Reporting Area of Emphasis (9 hours required from the following courses)

ACC 512	Govt NFP Accounting	3
ACC 514	Corp and Partner Accounting	3
ACC 617	Advanced Controllershship	3
ACC 640	Forensic ACC: Civil Litigation	3

Tax Compliance and Planning Area of Emphasis (9 hours required from the following courses)

ACC 544	Consulting for CPAs	3
ACC 548	Taxation of Entities	3
ACC 616	Adv Income Tax Procedure	3
ACC 648	Tax Research	3

MIS 647	IT Disaster Plan and Recovery	3
MIS 678	Management Infor Systems	3
MIS 685	Bus Intel/Analytics	3

Graduate Business Elective (3 hours required)

Students may choose any graduate business course with the approval of the Associate Director of Graduate Programs and the MS Accounting Program Coordinator. However, if the student chooses the Information Systems and Controls area of emphasis, the one graduate business course must be in accounting. If a student chooses the Tax Compliance and Planning area of emphasis, the graduate business course must have at least 50% STEM content.

Students may choose any graduate business course with the approval of the Associate Director of Graduate Programs and the MS Accounting Program Coordinator. However, if the student chooses the Information Systems and Controls area of emphasis, the one graduate business course must be in accounting. If a student chooses the Tax Compliance and Planning area of emphasis, the graduate business course must have at least 50% STEM content.

As justification for the changes to the CPA exam, Audrey Katcher, a member of the AICPA Board of Examiners and co-chair of the ISC academic task force stated, “We all have experienced the rapid changes in the profession caused by technology and the related impact on the skill required of the newly licensed CPAs. The new model acknowledges the impacts of these technology changes and how the Exam needs to evolve to assess the newly licensed CPAs’ knowledge and skills to protect the public interest.”

2. Accounting STEM programs at other schools

Other schools have already converted their master’s in accounting programs to STEM CIP codes to better reflect their revised curricula focusing on data analytics and information technology applications in the field of accounting including:

- North Carolina State University (CIP code: 52.1301)
<https://mac.ncsu.edu/admissions/discover-mac/aacsb-accreditation-and-stem-designation/>
- Florida State University (CIP code 52.1301)
<https://business.fsu.edu/macc>
- University of Miami
<https://www.herbert.miami.edu/graduate/find-and-compare-programs/accountancy/index.html>
- Marquette University, Master of Science in Accounting Analytics
<https://www.marquette.edu/business/graduate/ms-accounting-analytics.php>
- Northern Illinois University, Master of Accounting Science
<https://www.cob.niu.edu/academics/accountancy/master-of-accounting-science/index.shtml>
- University of Mississippi, Master of Accountancy & Data Analytics
<https://accountancy.olemiss.edu/mada/>
- Rice University, Master of Accounting (CIP code: 52.1399)
<https://business.rice.edu/our-programs/master-accounting/curriculum>
- University of Illinois, Master of Accounting Science (CIP code: 52.1399)
<https://dailyillini.com/news-stories/2018/04/09/accountancy-and-accounting-science-received-stem-designations/>
- Michigan State University, Master of Science in Accounting
<https://broad.msu.edu/news/what-does-stem-designation-mean-for-broads-m-s-in-accounting-three-questions-answered/>
- University of Michigan
<https://michiganross.umich.edu/news/michigan-ross-master-accounting-program-receives-stem-designation>

3. Bill introduced in Congress

A bill was introduced in the 117th congress on December 15, 2021, named “The STEM Education in Accounting Act.” In this bill, the following rationale is provided for why Accounting is a STEM field:

There is a clear and logical integration between accounting and technology: as the profession continues to advance its use of technology to serve the public interest,

of the proposed curriculum is at least 15 graduate hours in accounting, consisting of the following:

- Six required core courses (18 credit hours) in audit, analytics, ethics, and legal environment
- A three-course area of emphasis (9 credit hours) in either business analysis and reporting, tax compliance and planning, or information systems and controls
- One elective graduate business course

Required Core Courses (18 Credit Hours)

Of the six proposed required core courses, four have significant STEM components in information technology and/or data analytic components making the overall degree STEM focused. The six core courses are listed below, with the four STEM-focused courses noted with asterisk:

- *ACC 615 – Audit Practice and Analytics (name change)
- *ACC 620 – Analytic Modeling in Accounting
- *ACC 632 – AIS Controls (name change)
- *MGT 601 – Quantitative Methods for Business
- LE 691 – Gov and Bus Relationships
- ACC 698 – Ethics in Accounting

Areas of Emphasis (9 Credit Hours) - The available courses within the areas of emphasis are the following:

Business Analysis and Reporting

- ACC 512 – Govt NFP Accounting
- ACC 514 – Corp and Partnership Accounting
- ACC 617 – Advanced Controllership
- ACC 618 – Accounting Research
- ACC 640 – Forensic ACC: Civil Litigation

Tax Compliance and Planning

- ACC 544 – Consulting for CPAs
- ACC 548 – Taxation of Entities
- ACC 616 – Adv Income Tax Procedure
- ACC 648 – Tax Research

Information Systems and Controls

- MIS 605 – Systems Analysis and Design
- MIS 610 – Systems Quality Assurance
- MIS 620 – Technology Planning
- MIS 623 – Database Management
- MIS 647 – IT Disaster Plan and Recovery
- MIS 678 – Management Information Systems
- MIS 685 – Business Intelligence/Analytics

ACC 632 – AIS Controls: 100% STEM content and assessment in Design, testing, evaluation of computer systems and applications.

The syllabus states, “An overview of accounting information systems auditing, controls, and governance. Uses both lecture and case analyses to learn about controls and identify their strengths and weaknesses.”

The course centers around analyzing computer systems, specifically accounting information systems according to COBIT, NIST, and other information technology control frameworks. Throughout the course, students learn to identify, evaluate, and recommend changes to information technology general and application controls such as access and security controls, network controls, encryption, change management, and disaster recovery controls.

MGT 601 – Quantitative Methods for Business: 100% STEM content and assessment in Statistical theory, methods, analysis; and Optimization, operations analysis, and decision-making.

The purpose of this course is to provide students with an understanding of numerous quantitative methods and their application to business.

The whole course is about learning and using statistical methods including regression analysis, decision theory, forecasting, linear programming, project management, inventory control, waiting lines, and break-even analysis.

STEM Content in Areas of Emphasis

Business Analysis and Reporting: If students choose this area of emphasis, they will receive 30% STEM content in the area of emphasis courses.

ACC 512 – Government and NFP Accounting has a set of required data analytics problems and a major project that requires utilizing annual financial statements along with the database provided in the analysis assignment to analyze the performance of a government. A smaller project requires similar analysis, including ratio analysis, for a non-profit entity.

ACC 514 – Corporate and Partner Reporting uses Excel extensively, requiring students to develop analytic models, utilize economic/finance pricing models, and data analysis. The major project in this class requires students to mine data from multiple sources, analyze that data, and analyze performance.

ACC 617 – Advanced Controllershship uses management control system concepts to evaluate and strategize performance and financial success. Students perform two case studies using Excel to perform a budget stress test and to evaluate performance indicators.

ACC 618 – Accounting Research uses a significant amount of modeling, statistics, optimization theory, and data mining in the projects required. The case analyses also require the students to

MS Accounting Program of Study	Credit Hours	% STEM Content
Information Systems and Controls		
Required Core Courses	18	67%
Area of Emphasis	9	100%
Business Elective	3	0-100%
<i>Total</i>	<i>30</i>	<i>70-80%</i>

Request for Graduate Addition, Deletion, or Change of Area of Emphasis-Page 1

- 1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
- 2. E-mail one PDF copy without signatures 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: LCOB Dept/Division: Accountancy & Legal Environment
 Contact Person: Tim Bryan Phone: 62654

Action Requested

Check action requested: Addition Deletion Change

Degree Program MS Accountancy GB90

Area of Emphasis Information Systems and Controls GB93

Effective Term/Year Fall 20 24 Spring 20 Summer 20

Notifications

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

- 1. Statement of Non-Duplication: If this area of emphasis will be similar in title or content to an existing area of emphasis, please send a memo to the affected department/division and include a copy 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 estimate of cost and time required to secure these items.

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

Dept. Chair/Division Head <u>Tim Bryan</u>	Date <u>12/7/23</u>
Registrar <u>[Signature]</u>	Date <u>12/11/23</u>
College Curriculum Chair <u>B. Bryant</u>	Date <u>12/12/2023</u>
College Dean <u>[Signature]</u>	Date <u>12/12/2023</u>
Graduate Council Chair <u>[Signature]</u>	Date <u>2-10-24</u>
Provost/VP Academic Affairs _____	Date _____
President _____	Date _____

Request for Graduate Addition, Deletion, or Change of Area of Emphasis-Page 3

5. **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)

See attached pages.

6. **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. *see attached pages.*

7. **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)

See attached pages.

Current Catalog

Plan of Study

The following courses must be completed:

Course List

Code	Title	Credit Hours
Required Courses:		
ACC 615	Auditing Theory and Practice	3
ACC 618	Accounting Research	3
ACC 698	Ethics in Accounting	3
LE 691	Gov Bus Relationships	<u>3</u>
Total Required Credits		12
Accounting Electives		<u>18</u>
Total Credits		30

Eighteen additional credit hours in 500- or 600-level accounting course (except ACC 510 or 613) are required. Students may choose to complete an area of emphasis by choosing any nine credit hours from within the following areas of emphasis:

Business Analysis and Reporting Area of Emphasis (9 hours required from the following courses)

ACC 512	Govt NFP Accounting	3
ACC 514	Corp and Partner Accounting	3
ACC 617	Advanced Controllershship	3
ACC 640	Forensic ACC: Civil Litigation	3

Tax Compliance and Planning Area of Emphasis (9 hours required from the following courses)

ACC 544	Consulting for CPAs	3
ACC 548	Taxation of Entities	3
ACC 616	Adv Income Tax Procedure	3
ACC 648	Tax Research	3

MIS 647	IT Disaster Plan and Recovery	3
MIS 678	Management Infor Systems	3
MIS 685	Bus Intel/Analytics	3

Graduate Business Elective (3 hours required)

Students may choose any graduate business course with the approval of the Associate Director of Graduate Programs and the MS Accounting Program Coordinator. However, if the student chooses the Information Systems and Controls area of emphasis, the one graduate business course must be in accounting. If a student chooses the Tax Compliance and Planning area of emphasis, the graduate business course must have at least 50% STEM content.

Students may choose any graduate business course with the approval of the Associate Director of Graduate Programs and the MS Accounting Program Coordinator. However, if the student chooses the Information Systems and Controls area of emphasis, the one graduate business course must be in accounting. If a student chooses the Tax Compliance and Planning area of emphasis, the graduate business course must have at least 50% STEM content.

Request for Graduate Addition, Deletion, or Change of Area of Emphasis-Page 1

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one PDF copy without signatures 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: Lewis College of Business

Dept/Division: Accountancy & Legal Environment

Contact Person: Tim Bryan

Phone: 62654

Action Requested

Check action requested: Addition Deletion Change

Degree Program MS Accountancy GB90

Area of Emphasis Business Analysis and Reporting GB91

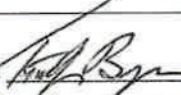
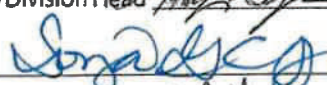
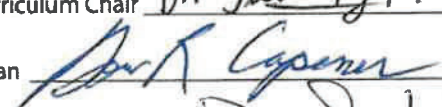
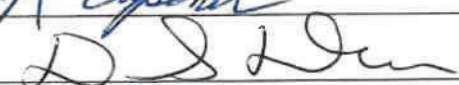
Effective Term/Year Fall 20 24 Spring 20 Summer 20

Notifications

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

1. Statement of Non-Duplication: If this area of emphasis will be similar in title or content to an existing area of emphasis, please send a memo to the affected department/division and include a copy 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 estimate of cost and time required to secure these items.

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

Dept. Chair/Division Head <u></u>	Date <u>12/7/23</u>
Registrar <u></u>	Date <u>12/12/23</u>
College Curriculum Chair <u>B.P. Huber B.T.</u>	Date <u>12/11/23</u>
College Dean <u></u>	Date <u>12/12/23</u>
Graduate Council Chair <u></u>	Date <u>2-10-24</u>
Provost/VP Academic Affairs _____	Date _____
President _____	Date _____

Request for Graduate Addition, Deletion, or Change of Area of Emphasis-Page 3

5. **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)

See attached pages.

6. **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.

7. **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)

See attached pages.

Current Catalog

Plan of Study

The following courses must be completed:

Course List

Code	Title	Credit Hours
Required Courses:		
ACC 615	Auditing Theory and Practice	3
ACC 618	Accounting Research	3
ACC 698	Ethics in Accounting	3
LE 691	Gov Bus Relationships	<u>3</u>
Total Required Credits		12
Accounting Electives		<u>18</u>
Total Credits		30

Eighteen additional credit hours in 500- or 600-level accounting course (except ACC 510 or 613) are required. Students may choose to complete an area of emphasis by choosing any nine credit hours from within the following areas of emphasis:

Business Analysis and Reporting Area of Emphasis (9 hours required from the following courses)

ACC 512	Govt NFP Accounting	3
ACC 514	Corp and Partner Accounting	3
ACC 617	Advanced Controllershship	3
ACC 640	Forensic ACC: Civil Litigation	3

Tax Compliance and Planning Area of Emphasis (9 hours required from the following courses)

ACC 544	Consulting for CPAs	3
ACC 548	Taxation of Entities	3
ACC 616	Adv Income Tax Procedure	3
ACC 648	Tax Research	3

MIS 647	IT Disaster Plan and Recovery	3
MIS 678	Management Infor Systems	3
MIS 685	Bus Intel/Analytics	3

Graduate Business Elective (3 hours required)

Students may choose any graduate business course with the approval of the Associate Director of Graduate Programs and the MS Accounting Program Coordinator. However, if the student chooses the Information Systems and Controls area of emphasis, the one graduate business course must be in accounting. If a student chooses the Tax Compliance and Planning area of emphasis, the graduate business course must have at least 50% STEM content.

Students may choose any graduate business course with the approval of the Associate Director of Graduate Programs and the MS Accounting Program Coordinator. However, if the student chooses the Information Systems and Controls area of emphasis, the one graduate business course must be in accounting. If a student chooses the Tax Compliance and Planning area of emphasis, the graduate business course must have at least 50% STEM content.

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/graduatecoun:il/certificatespolicy/certificatepolicy.pdf

College: Lewis College of Business Dept/Division: Management and HCA

Contact Person: Alberto Coustasse Phone: 61968

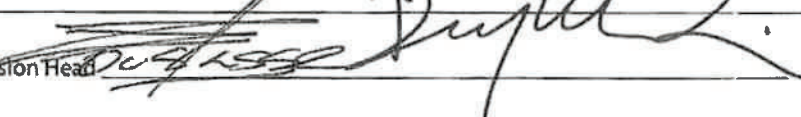

Name of Certificate Nursing Informatics, Graduate Certificate

Check action requested: Addition Deletion Change

Effective Term/Year Fall 20 Spring 20 24 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 <u>11/19/23</u>
College Curriculum Chair <u>B.P. Yemba P.T.</u>	Date <u>11/30/23</u>
College Dean 	Date <u>12/7/23</u>
Graduate Council Chair <u>D.S. Lee</u>	Date <u>2-10-24</u>
Provost/VP Academic Affairs _____	Date _____
Presidential Approval _____	Date _____

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

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)

None-deletion

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).

None-deletion

GC#2: Certificate

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*

College: Lewis College of Business

Dept/Division: Marketing/MIS/Entr

Contact Person: Tracy Christofero

Phone: 62078

Name of Certificate Technology Management

Check action requested: Addition Deletion Change

Effective Term/Year Fall 20 Spring 20 24 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 <u>Christofero & Alessari</u>	Date <u>11-17-23</u>
College Curriculum Chair <u>B. H. ...</u>	Date <u>11/30/23</u>
College Dean <u>...</u>	Date <u>12/7/2023</u>
Graduate Council Chair <u>D. S. ...</u>	Date <u>2-10-24</u>
Provost/VP Academic Affairs _____	Date _____
Presidential Approval _____	Date _____

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

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)

Course List		
Code	Title	Credit Hours
MGT 615	Info Tech Strategies	3
MIS 620	Technology Planning	3
Any three required courses from the M.S. in Information Systems program,		
for nine hours total		9
Total Credit Hours		15

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).

5. Edit

Course List		
Code	Title	Credit Hours
MGT 615	Info Tech Strategies	3
MIS 620	Technology Planning	3
Any three required courses from the M.S. in Information Systems program,		
for nine hours total		9 (Change to twelve and 12)
Total Credit Hours		15 (change to 18)

6. New

Course List		
Code	Title	Credit Hours
MGT 615	Info Tech Strategies	3
MIS 620	Technology Planning	3
Any four required courses from the M.S. in Information Systems program,		
for twelve hours total		12
Total Credit Hours		18