

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

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
  2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
  3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**
- NOTE:** If proposing a new certificate, please read this first: [www.marshall.edu/graduate/graduatecouncil/certificatespolicy/certificatepolicy.pdf](http://www.marshall.edu/graduate/graduatecouncil/certificatespolicy/certificatepolicy.pdf)

College: LCOB Dept/Division: MBA Program / Management

Contact Person: Dr. Marc Sollosy Phone: 304-696-2614



Name of Certificate Graduate Certificate in Management Foundations

Check action requested:     Addition     Deletion     Change

Effective Term/Year    Fall 20<sup>19</sup>     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>2/12/19</u>
College Curriculum Chair <u></u>	Date _____
College Dean _____	Date _____
Graduate Council Chair _____	Date _____
Provost/VP Academic Affairs _____	Date _____
Presidential Approval _____	Date _____

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

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Please provide a rationale for addition, deletion, change:

The MBA program is changing its requirements regarding foundation courses. In lieu of the current 500 level courses, students requiring foundation course will take the undergraduate level equivalent courses. This change coupled with the small enrollment in the certificate program justifies the suspension of the Graduate Certificate in Management Foundations option.

Please describe any changes in curriculum:

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

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

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

NONE

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

NONE

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

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### 3. Current Catalog Description

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

Graduate Certificate in Management Foundations - Page 97 of Catalog

This certificate is designed for students with non-business undergraduate degrees. It is envisioned as a generalist overview of graduate business topics. Students desiring a fully developed master's degree in business should enroll in the MBA program. The Graduate Certificate in Management Foundations will help students to improve their depth of knowledge, remain competitive in the job market, learn new skills, advance their careers, or pursue personal enrichment.

Admission

A prospective certificate-only student should apply for admission to Marshall University as a Certificate/Professional Development student and select on the application form the Certificate in Management Foundations.

Requirements

The Graduate Certificate in Management Foundations requires 18 graduate credit hours. Students must complete the series of courses with a minimum 3.0 GPA and cannot have more than two grades of



### 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).

There is no new section in so much as the certificate program is not to be listed in future catalogs.

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

Department:

Name of Certificate:

Credit Hours:

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

Rationale:

Department: Management

Name of Certificate: Graduate Certificate in Management Foundations

Credit Hours: 18

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

Rationale: The MBA program is changing its requirements regarding foundation courses. In lieu of the current 500 level courses, students requiring foundation course will take the undergraduate level equivalent courses. This change coupled with the small enrollment in the certificate program justifies the suspension of the Graduate Certificate in Management Foundations option.

## Graduate Certificate in Management Foundations

This certificate is designed for students with non-business undergraduate degrees. It is envisioned as a generalist overview of graduate business topics. Students desiring a fully developed master's degree in business should enroll in the MBA program. The Graduate Certificate in Management Foundations will help students to improve their depth of knowledge, remain competitive in the job market, learn new skills, advance their careers, or pursue personal enrichment.

### Admission

A prospective certificate-only student should apply for admission to Marshall University as a Certificate/Professional Development student and select on the application form the Certificate in Management Foundations.

### Requirements

The Graduate Certificate in Management Foundations requires 18 graduate credit hours. Students must complete the series of courses with a minimum 3.0 GPA and cannot have more than two grades of C

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A student pursuing a certificate must complete the following courses:

ACC

510

Survey of Accounting

ECN

501

Economic Analysis

MKT

511

Marketing and Management

MGT

500

Analytical Methods and Techniques

FIN

510

Principles of Business Finance

Elective: HRM 600, HCA 600, MGT 620, ACC 613, MGT 601, LE 691, ECN 630, MIS 678,

or other course selected with advisor's approval

All six courses must be taken; no courses may be waived.

Anyone desiring to enroll in the Management Foundations Certificate program is encouraged to contact the Graduate

Academic Advisor for further information.