

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: LCOB

Dept/Division: MBA Program / Management

Contact Person: Dr. Marc Sollosy

Phone: 304-696-2614

Degree Program MBA Program

Check action requested: Addition Deletion Change

Effective Term/Year

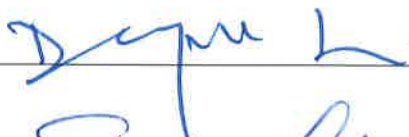

Fall 20

Spring 20

Summer 20

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

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

Dept. Chair/Division Head		Date	2/26/19
College Curriculum Chair		Date	3-1-19
College Dean		Date	
Graduate Council Chair		Date	
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 2

Please provide a rationale for addition, deletion, change: (May attach separate page if needed)

Due to a desire to use our faculty resources more effeciently and be more in line with other graduate level program prerequisite requirements within the LCOB, the 500 level "foundation" courses will no longer be a prerequisite for the MBA program. The prerequisite courses will be equivalent courses at the undergraduate level. The MBA program was the only graduate program within the LCOB that had graduate level "foundation" prerequisites. In addition to improving effeciency, this will allow students more flexibility in scheduling given that multiple sections of the undergraduate equivalentents are offered every semester.

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. (May attach separate page if needed)

The 15 hours of "foundation courses that will no longer be required are as follows: ACC 510, Survey of Accounting (3hrs), ECN 501, Economic Analysis (3hrs), FIN 510, Principles of Business Finance (3hrs), MGT 500, Analytical Methods & Techniques (3hrs), and MKT 511, Marketing & Management (3hrs).

The 18 hours of undergraduate prerequisite courses that will be required are as follows: ACC 215 Accounting Principles (3hrs), ECN 250 Principles of Macroeconomics (3hrs), FIN 323, Principles of Finance (3hrs), MGT 218, Business Statistics (3hrs), MGT 320 Principles of Management (3hrs), and MKT 340 Principles of Marketing (3hrs).

*All the prerequisite courses listed are optional depending on the direction of the GSM Academic Advisor

1. ADDITIONAL RESOURCE REQUIREMENTS: If your program requires additional faculty, equipment or specialized materials to ADD or CHANGE this major or degree, 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.

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 ATTACHMENT

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 4

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 ATTACHMENT

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: MBA Program

Major or Degree: MBA

Type of Change: Program Change

Rationale: Due to a desire to use our faculty resources more effeciently and be more in line with other graduate level program prerequisite requirements within the LCOB, the 500 level "foundation" courses will no longer be a prerequisite for the MBA program. The prerequisite courses will be equivalent courses at the undergraduate level. The MBA program was the only graduate program within the LCOB that had graduate level "foundation" prerequisites. In addition to improving effeciency, this will allow students more flexibility in scheduling given that multiple sections of the undergraduate equivalents are offered every semester.

3. Current Catalog Description (pages 94-96 of Graduate Catalog)

BUSINESS ADMINISTRATION,

M.B.A. Business Administration, M.B.A. (36-Hour Curriculum)

Program Description

Qualified candidates are given an opportunity to earn the Master of Business Administration degree. In keeping with its purpose of providing professional preparation and foundation, the M.B.A. program gives emphasis to building a strong fundamental framework and to developing skills in managerial problem-solving and decision-making.

Program Design

Business policies and procedures, reflecting rapid advancement in technology, are subject to change over time. Methods and practices in current use may be totally inadequate for coming decades. For this reason, greater emphasis is placed on sound general principles and decision-making techniques which provide a base for continuous learning. To accomplish this purpose, the program involves:

1. A series of Business Foundation 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 full-time basis, depending on the candidate's previous training.

The M.B.A. program includes:

	Hours
Business Foundation courses, required as determined by the M.B.A. Director and/or the GSM Academic Advisor	15
M.B.A. Functional Studies courses	36
TOTAL	36-54

The university and the College of Business reserve the right, even after the enrollment of students, to make individual curricular adjustments whenever serious deficiencies or needs are found. This may involve additional coursework in speech and/or English whenever necessary. Deficiencies will be determined by the M.B.A. program director. Students may be required to take such courses without credit toward the master's degree and at their own expense.

Admission Requirements

Full Admission

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

Applicants must submit a copy of their resume, and must either have:

1. An undergraduate degree in business from a regionally accredited institution with an undergraduate Grade Point Average (GPA) of 3.0 or higher on a 4.0 scale for all previously completed undergraduate coursework.
- OR
2. An undergraduate degree from a regionally accredited institution with a minimum undergraduate GPA of 2.5 or higher on a 4.0 scale for all previously completed undergraduate university work, and, in addition to the resume, two letters of recommendation. Applicant may also submit additional documents such as statement of purpose, test scores, etc.
 3. Have successfully completed the Management Foundations Certificate program with a 3.0 or higher.
- OR
4. Have a doctoral degree from a regionally accredited institution.

Conditional Admission.

Conditional Admission can be granted for one term if the applicant meets all program requirements for admission except they have not officially graduated with their bachelor's degree. Once the degree is granted the applicant would need to resubmit their official transcripts for full admission.

Note: Applicants may be asked to submit additional material if needed before an admission decision is made. Generally, more students apply to the M.B.A. program than are accepted each year; therefore, the selection process is competitive.

Program Requirements

Plan of Study

The student and his/her advisor shall prepare a Plan of Study which must be approved during the semester in which the student initially enrolls. A plan should be appropriate to meet the needs of the student in his/her chosen field. It shall include the specific courses the student is expected to complete; and shall also list all other requirements of the program or school. Courses listed on the Plan of Study shall be those judged appropriate by the faculty. Subsequent requests for changes in the plan must be formally approved by the M.B.A. Director or the Academic Advisor. Any deviation from the final Plan of Study and/or discrepancy between it and the student's official transcript will delay graduation. Any Plan of Study that was approved may become void if a student is inactive for one year (unless on an official leave of absence).

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. In addition, the student must maintain a cumulative 3.0 GPA in all courses completed after admission to the degree program, along with any previous Marshall University coursework to be counted toward the current degree. This standard must be met for the student to graduate. If the student falls below these standards, then that student shall be placed on academic probation and will be subject to dismissal from the program.

Comprehensive Assessment

Degree candidates are required to complete a comprehensive assessment prior to receipt of the master's degree. The timing and form of a student's comprehensive assessment shall be approved in advance by the Director of the Graduate School of Management. The comprehensive assessment is usually a written term paper required within the final, integrated capstone course, MGT 699, "Business Policy and Strategy."

Course Enrollment Policy

In order to take any 600-level course in the College of Business, students must be enrolled in a graduate program in the college. On an exception basis, a student not enrolled in an LCOB graduate program may take only one 600-level course with the written approval of the Academic Advisor or the MBA Director. Cooperative programs with other departments must be approved by the MBA Director. It is the responsibility of the student to obtain this approval before attempting to register. Additionally, the student must meet the specific course prerequisites. Students who violate this policy will be administratively withdrawn.

Course Requirements

All students are required to complete 36 hours of M.B.A. Functional Studies courses and 0-18 hours of Business Foundation 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, "Business Policy and Strategy."

Business Foundation Courses

MGT 500	Analytic Methods and Techniques
ACC 510	Survey of Accounting
ECN 501	Economic Analysis
MKT 511	Marketing and Management
FIN 510	Principles of Business Finance

M.B.A. Functional Studies Courses

MGT 601	Quantitative Methods for Business
ACC 613	Profit Planning and Controls
FIN 620	Financial Management
MGT 672	Organizational Behavior
MKT 682	Advanced Marketing Management
MIS 678	Management Information Systems

ECN 630 Managerial Economics
MGT 674 Production/Operations Management
MGT 699 Business Policy and Strategy
Three elective courses

Area of Concentration

Students who choose to take two elective courses in either Accounting, Marketing, Finance, Management, Health Care Administration, or Human Resource Management in addition to the functional study courses can receive a concentration in that functional area.

Business Foundations Program

NOTE: The Business Foundations program is not a degree-granting program. Applicants who do not meet the standards for full admission into the 36-hour M.B.A. curriculum may still be admitted into the Business Foundations program. This program is open to those who have no undergraduate background in business. Participation in this program may be used to meet the requirements for admission into the 36-hour M.B.A. curriculum. There is no GMAT requirement or GPA requirement for admission into the Business Foundations program. Those wishing to complete the 36-hour M.B.A. curriculum, however, must meet the requirements for full admission to the M.B.A. Program. No grade below a C will be counted toward the requirements of the M.B.A. program.

Admission Requirements

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

A student admitted to the Business Foundations program may not take a 600-level course without the approval of the GSM Academic Advisor.

All required Business Foundation courses or their equivalents must have been completed within seven years of application:

<i>Courses</i>	<i>Undergraduate Equivalents</i>
Survey of Accounting	Principles of Accounting
Accounting 510	6 Hours
Economic Analysis	Principles of Economics (Micro/Macro)
Economics 501	6 Hours
Principles of Business Finance	Principles of Finance
Finance 510	3 Hours
Analytical Methods and Techniques	Business Statistics
Management 500	3 Hours
Marketing & Management	Principles of Management
Marketing 511	3 Hours
	Principles of Marketing
	3 Hours
Computer literacy	Computer literacy

4. Edits to the Current Description

BUSINESS ADMINISTRATION,

M.B.A. Business Administration, M.B.A. (36-Hour Curriculum)

Program Description

Qualified candidates are given an opportunity to earn the Master of Business Administration degree. In keeping with its purpose of providing professional preparation and foundation, the M.B.A. program gives emphasis to building a strong fundamental framework and to developing skills in managerial problem-solving and decision-making.

Program Design

Business policies and procedures, reflecting rapid advancement in technology, are subject to change over time. Methods and practices in current use may be totally inadequate for coming decades. For this reason, greater emphasis is placed on sound general principles and decision-making techniques which provide a base for continuous learning. To accomplish this purpose, the program involves:

1. A series of **undergraduate prerequisite business courses** ~~Business Foundation courses~~ which enable the student to continue professional development. The **business foundation** ~~business 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 full-time basis, depending on the candidate's previous training.

The M.B.A. program includes:

	Hours
Undergraduate Prerequisite Business Courses Business Foundation courses , required as determined by the M.B.A. Director and/or the GSM Academic Advisor	0-15-18
M.B.A. Functional Studies courses	36
TOTAL	36-54

The university and the College of Business reserve the right, even after the enrollment of students, to make individual curricular adjustments whenever serious deficiencies or needs are found. This may involve additional coursework in speech and/or English whenever necessary. Deficiencies will be determined by the M.B.A. program director. Students may be required to take such courses without credit toward the master's degree and at their own expense.

Admission Requirements

Full Admission

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2. An undergraduate degree from a regionally accredited institution with a minimum undergraduate GPA of 2.5 or higher on a 4.0 scale for all previously completed undergraduate university work, and, in addition to the resume, two letters of recommendation. Applicant may also submit additional documents such as statement of purpose, test scores, etc.
3. Have successfully completed the **undergraduate prerequisite business courses** ~~Management Foundations Certificate program~~ with a 3.0 or higher.
- OR
4. Have a doctoral degree from a regionally accredited institution.

Conditional Admission.

Conditional Admission can be granted for one term if the applicant meets all program requirements for admission except they have not officially graduated with their bachelor's degree. Once the degree is granted the applicant would need to resubmit their official transcripts for full admission.

Note: Applicants may be asked to submit additional material if needed before an admission decision is made. Generally, more students apply to the M.B.A. program than are accepted each year; therefore, the selection process is competitive.

Program Requirements

Plan of Study

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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. In addition, the student must maintain a cumulative 3.0 GPA in all courses completed after admission to the degree program, along with any previous Marshall University coursework to be counted toward the current degree. This standard must be met for the student to graduate. If the student falls below these standards, then that student shall be placed on academic probation and will be subject to dismissal from the program.

Comprehensive Assessment

Degree candidates are required to complete a comprehensive assessment prior to receipt of the master's degree. The timing and form of a student's comprehensive assessment shall be approved in advance by the Director of the Graduate School of Management. The comprehensive assessment is usually a written term paper required within the final, integrated capstone course, MGT 699, "Business Policy and Strategy."

Course Enrollment Policy

In order to take any 600-level course in the College of Business, students must be enrolled in a graduate program in the college. On an exception basis, a student not enrolled in an LCOB graduate program may take only one 600-level course with the written approval of the Academic Advisor or the MBA Director. Cooperative programs with other departments must be approved by the MBA Director. It is the responsibility of the student to obtain this approval before attempting to register. Additionally, the student must meet the specific course prerequisites. Students who violate this policy will be administratively withdrawn.

Course Requirements

All students are required to complete 36 hours of M.B.A. Functional Studies courses and 0-18 hours of **undergraduate prerequisite business courses** ~~Business Foundation 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, "Business Policy and Strategy."

Undergraduate Prerequisite Business Courses ~~Business Foundation Courses~~

MGT 500	Analytic Methods and Techniques
ACC 510	Survey of Accounting
ECN 501	Economic Analysis
MKT 511	Marketing and Management
FIN 510	Principles of Business Finance
ACC215	Accounting Principles
ECN 250	Principles of Microeconomics
FIN 323	Principles of Finance
MGT 218	Business Statistics
MGT 320	Principles of Management
MKT 340	Principles of Marketing

M.B.A. Functional Studies Courses

MGT 601	Quantitative Methods for Business
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- ACC 613 Profit Planning and Controls
- FIN 620 Financial Management
- MGT 672 Organizational Behavior
- MKT 682 Advanced Marketing Management
- MIS 678 Management Information Systems
- ECN 630 Managerial Economics
- MGT 674 Production/Operations Management
- MGT 699 Business Policy and Strategy

Three elective courses

Area of Concentration

Students who choose to take two elective courses in either Accounting, Marketing, Finance, Management, Health Care Administration, or Human Resource Management in addition to the functional study courses can receive a concentration in that functional area.

Business Foundations Program

NOTE: The Business Foundations program is not a degree-granting program. Applicants who do not meet the standards for full admission into the 36-hour M.B.A. curriculum may still be admitted into the Business Foundations program. This program is open to those who have no undergraduate background in business. Participation in this program may be used to meet the requirements for admission into the 36-hour M.B.A. curriculum. There is no GMAT requirement or GPA requirement for admission into the Business Foundations program. Those wishing to complete the 36-hour M.B.A. curriculum, however, must meet the requirements for full admission to the M.B.A. Program. No grade below a C will be counted toward the requirements of the M.B.A. program.

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A student admitted **required to the take undergraduate prerequisite business courses** Business Foundations program courses may not take a 600-level course without the approval of the GSM Academic Advisor.

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Principles of Business Finance	Principles of Finance
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Analytical Methods and Techniques	Business Statistics
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Marketing & Management	Principles of Management
Marketing 511	3 Hours
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4. New Catalog Description

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M.B.A. Business Administration, M.B.A. (36-Hour Curriculum)

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	Hours
Undergraduate Prerequisite Business Courses as determined by the M.B.A. Director and/or the GSM Academic Advisor	0-18
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TOTAL	36-54

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Course Enrollment Policy

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Undergraduate Prerequisite Business Courses

ACC215	Accounting Principles
ECN 250	Principles of Microeconomics
FIN 323	Principles of Finance
MGT 218	Business Statistics
MGT 320	Principles of Management
MKT 340	Principles of Marketing

M.B.A. Functional Studies Courses

MGT 601	Quantitative Methods for Business
ACC 613	Profit Planning and Controls
FIN 620	Financial Management
MGT 672	Organizational Behavior
MKT 682	Advanced Marketing Management
MIS 678	Management Information Systems

ECN 630 Managerial Economics
MGT 674 Production/Operations Management
MGT 699 Business Policy and Strategy
Three elective courses

Area of Concentration

Students who choose to take two elective courses in either Accounting, Marketing, Finance, Management, Health Care Administration, or Human Resource Management in addition to the functional study courses can receive a concentration in that functional area.

Admission Requirements

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A student required to take undergraduate prerequisite business courses may not take a 600-level course without the approval of the GSM Academic Advisor.