

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: Business _____ Dept/Division: Management & Health Care Administration _____

Contact Person: Ralph McKinney _____ Phone: 304-746-1967 _____

Degree Program MS HRM

Check action requested: Addition Deletion Change

Effective Term/Year Fall 20 19 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>2/20/19</u>
College Curriculum Chair <u>[Signature]</u>	Date <u>3-1-19</u>
College Dean _____	Date _____
Graduate Council Chair _____	Date _____
Provost/VP Academic Affairs _____	Date _____
Presidential Approval _____	Date _____
Board of Governors Approval _____	Date _____

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

Dropping MKT 511 from curriculum since no longer a prerequisite for MGT 672. (See attachment)

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)

MKT 511 no longer required

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.

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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)

Course Requirements

Foundation courses, required as determined by the Academic Advisor	0-3
M.S.H.R.M. Core Courses	27
Electives	3
TOTAL	30-33

Foundation Courses (as required)

MKT 511 Marketing and Management

Core Courses (required of all students)

HRM 600 Development of Labor Relations
HRM 610 Collective Bargaining, Negotiation and Dispute Resolution
MGT 620 Human Resource Management
HRM 630 Employment Law
HRM 660 Compensation and Benefits
HRM 670 Personnel Selection and Testing
HRM 675 Human Resource Development and Training
MGT 672 Organizational Behavior
MGT 696 Administrative Policy and Strategy

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.

Course Requirements

Foundation courses, required as determined by the Academic Advisor	0-3
M.S.H.R.M. Core Courses	27
Electives	3
TOTAL	30-33

Foundation Courses (as required)

MKT 511 Marketing and Management

Core Courses (required of all students)

HRM 600 Development of Labor Relations

HRM 610 Collective Bargaining, Negotiation and Dispute Resolution

MGT 620 Human Resource Management

HRM 630 Employment Law

HRM 660 Compensation and Benefits

HRM 670 Personnel Selection and Testing

HRM 675 Human Resource Development and Training

MGT 672 Organizational Behavior

MGT 696 Administrative Policy and Strategy

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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)

Course Requirements	
M.S.H.R.M. Core Courses	27
Electives	3
TOTAL	30

Core Courses (required of all students)

- HRM 600 Development of Labor Relations
- HRM 610 Collective Bargaining, Negotiation and Dispute Resolution
- MGT 620 Human Resource Management
- HRM 630 Employment Law
- HRM 660 Compensation and Benefits
- HRM 670 Personnel Selection and Testing
- HRM 675 Human Resource Development and Training
- MGT 672 Organizational Behavior
- MGT 696 Administrative Policy and Strategy

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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:

Major or Degree:

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

Rationale:

Management & Health Care Administration

MS Human Resource Management

Change

Drop MKT 511 since no longer required for MGT 672