Request for Graduate Non-Curricular Changes

PLEASE USE THIS FORM FOR ALL NON-CURRICULAR CHANGE REQUESTS (changes in admission requirements or requirements for graduation, changes in or new policies/procedures, changes in program descriptions in catalog, general language changes in catalog.)

SIGNATURES may not be required, depending on the nature of the request and from where it originates. Consult Graduate Council chair.

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one 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: CITE   Dept/Division: Technology Management

Contact Person: Tracy Christofero   Phone: 6-2078

Rationale for Request	Some catalog changes are to restore admission requirements deleted from the catalog in error. Others provide consistency with requirements of the other graduate programs in the college
(May attach separate page if needed)	

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	Date 11–17–1
Registrar	Date 11/20/14
College Curriculum Committee Chair (or Dean if no college curriculum committee)	Date
Graduate Council Chair	Date

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

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

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Admission Requirements
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, applicants must:
1. Have an undergraduate GPA of 2.5 or greater. There is no stipulation concerning the undergraduate major; however, the degree must be from an accredited college or university.
2. Satisfy at least one of the following:
• Score at the mean or above on the verbal GRE
• Score at the mean or above on the quantitative GRE
• Score at the mean or above on the analytical GRE
• Have previously completed a master's degree from an accredited college or university.
• Have 10 or more years of relevant professional work experience (documented in the written summary required in item 3, which follows).
3. Submit a written summary (2 typewritten pages maximum) of education and professional experiences, and career goals related to the TM program including the Area of Emphasis the applicant is interested in pursuing.
4. Complete an interview with the TM program coordinator or designee, with part of the interview consisting of discussion of the written summary.

2. **Edits to current description:** Attach a PDF copy of the current catalog description prepared in MS WORD with strikethroughs to mark proposed deletions and use the highlight function to indicate proposed new text.

Admission Requirements

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, applicants must:~~

1. *General Admissions Requirements*

    Each applicant for admission must have an undergraduate ~~GPA of 2.5 or greater. There is no stipulation concerning the undergraduate major, however, the egree must be from an accredited college or university.~~ degree from an accredited college or university (there is no stipulation concerning the undergraduate major), and must satisfy at least ONE of the following criteria:

    *   Score at the mean or above on the verbal GRE
    *   Score at the mean or above on the quantitative GRE
    *   Score at the mean or above on the analytical GRE
    *   Score at the mean or above on the GMAT
    *   Have an undergraduate GPA of 2.50 or above
    *   Have previously completed a master's degree from an accredited college or university.
    *   Have 10 or more years of documented relevant professional work experience ~~(documented in the written summary required in item 3, which follows).~~

2. *Program Requirements*

    In addition to the general requirements all students must complete the following:

    *   Submit a written summary (2 typewritten pages maximum) of education and professional experiences, and career goals related to the TM program including the Area of Emphasis the applicant is interested in pursuing.
    *   Complete an interview with the TM Program Coordinator or designee, with part of the interview consisting of discussion of the written summary.

3. **New Catalog Description**: Provide a "clean" copy of your proposed description without strikethroughs or highlighting. This should be what you are proposing for the new description. (May attach separate page if needed)

See Attached

Admission Requirements

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.*

1. *General Admissions Requirements*

   Each applicant for admission must have an undergraduate degree from an accredited college or university (there is no stipulation concerning the undergraduate major), and must satisfy at least ONE of the following criteria:

   - Score at the mean or above on the verbal GRE
   - Score at the mean or above on the quantitative GRE
   - Score at the mean or above on the analytical GRE
   - Score at the mean or above on the GMAT
   - Have an undergraduate GPA of 2.50 or above
   - Have previously completed a master's degree from an accredited college or university.
   - Have 10 or more years of documented relevant professional work experience

2. *Program Requirements*

   In addition to the general requirements all students must have completed the following prior to admission:

   - Submit a written summary (2 typewritten pages maximum) of education and professional experiences, and career goals related to the TM program including the Area of Emphasis the applicant is interested in pursuing.
   - Complete an interview with the TM Program Coordinator or designee, with part of the interview consisting of discussion of the written summary.

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

Type of change request:
Department:
Degree program:
Effective date *(Fall/Spring/Summer, Year)*

Type of change request: Non-Curricular Catalog Change
Department: Technology Management
Degree program: Technology Management
Effective date (Fall/Spring/Summer, Year) Spring 2015

Re-instate admission requirements deleted from the catalog in error, and provide consistency with other graduate programs in the college.