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| For Academic Affairs and Research Use Only |
| Proposal Number |  |
| CIP Code:  |  |
| Degree Code: |  |

**Program Modification Form**

**[ ] Undergraduate Curriculum Council**

**[X] Graduate Council**

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| **Modification Type: [X]Admissions, [ ]Curricular Sequence, or [ ]Other**  |

Signed paper copies of proposals submitted for consideration are no longer required. Please type approver name and enter date of approval.

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| John Mello | 11/4/2020 |

**Department Curriculum Committee Chair** |

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**COPE Chair (if applicable)** |
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| Sharon D. James | 11/4/2020 |

**Department Chair**  |

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**Head of Unit (if applicable)**   |
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| John Mello | 11/5/2020 |

**College Curriculum Committee Chair** |

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**Undergraduate Curriculum Council Chair** |
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**Director of Assessment** *(only for changes impacting assessment)* |

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**Graduate Curriculum Committee Chair** |
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| Melody Lo | 11/7/2020 |

**College Dean** |

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**Vice Chancellor for Academic Affairs** |
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**General Education Committee Chair (if applicable)**   |  |

1. **Contact Person** (Name, Email Address, Phone Number)

Dr. John E. Mello; jmello@astate.edu; 870-972-3515.

1. **Proposed Change** (for undergraduate curricular changes please provide an 8-semester plan (appendix A), if applicable)

Add admission requirements for certificate programs.

1. **Effective Date**

1/1/2021

1. **Justification –** *Please provide details as to why this change is necessary.*

Candidates for master’s certificates in business areas are currently required to meet all of the admission requirements of master’s degree candidates. This change specifies requirements for candidates who seek to earn only certificates, not a master’s degree.

**Bulletin Changes**

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| **Instructions**  |
| **Please visit** [**http://www.astate.edu/a/registrar/students/bulletins/index.dot**](http://www.astate.edu/a/registrar/students/bulletins/index.dot) **and select the most recent version of the bulletin. Copy and paste all bulletin pages this proposal affects below. Please include a before (with changed areas highlighted) and after of all affected sections.** **\*Please note: Courses are often listed in multiple sections of the bulletin. To ensure that all affected sections have been located, please search the bulletin (ctrl+F) for the appropriate courses before submission of this form.**  |

Neil Griffin College of Business

MISSION STATEMENT The mission of the A-State Neil Griffin College of Business is to provide high-quality management education to traditional and non-traditional students in the Mid-South and to provide support for businesses and communities through research, economic development activities, and consultative services. The College strives to build challenging programs of excellence with emphasis on leadership/ values, international business, technology, entrepreneurship, and economic development through an educational process that fosters analytical thinking, problem solving, communication skills, and experiential learning. Emphasis is placed on undergraduate education, while meeting the needs of the business community through select graduate degrees and professional workforce development programs. The College is committed to enhancing professional development of faculty and staff through support of applied research, instructional development, and professional growth activities in a collegial environment. Professional development is also provided to students through student organizations, honor societies, and action-based learning. The Mission is strengthened through ongoing review and continuous improvement of all programs and activities.

DEGREES OFFERED The Neil Griffin College of Business offers work leading to the Master of Business Administration degree, and the Master of Accountancy degree. All general Graduate Admissions requirements listed elsewhere in the bulletin are applicable to these degree programs in addition to the specific program requirements.

In addition, the Neil Griffin College of Business offers certificates in several fields of specialization.

ADMISSION REQUIREMENTS An applicant’s complete application package, including application to Graduate Programs, official transcripts, official GMAT/GRE scores, required application fee and, when required, proof of immunization must be received in the Office of Graduate Admissions no later than 30 days prior to the beginning of classes each semester. To ensure time for issuance of an I-20, international students must submit a complete application, including all the above plus official TOEFL scores and a financial guarantee no later than 90 days prior to the beginning of classes each semester. Non-degree candidates cannot enroll in Neil Griffin College of Business graduate courses unless they meet all of the admission requirements of degree candidates. Students admitted into graduate programs outside of the Neil Griffin College of Business will not be permitted to enroll in non-foundation graduate courses within the Neil Griffin College of Business unless they either meet the minimum GPA requirement required for admission into the program OR have maintained an overall graduate GPA of 3.00 or higher since admission at Arkansas State.

Certificate Admissions:

For unconditional admittance, applicants to graduate certificate program must meet the following requirements:

1. An undergraduate degree (BA of BS) in any field of study.
2. A minimum cumulative grade point average of 2.75, or 3.00 on the last sixty hours.
3. International candidates must meet the admission requirements of international students as stated in the Graduate Bulletin.

Applicants unable to meet either grade point average for unconditional admittance who have a minimum grade point average of 2.50 may apply for conditional acceptance, subject to review of the applicants work history by the Neil Griffin College of Business Certificate Program Director or Graduate Advisor.

BUSINESS COMMUNICATION FOR INTERNATIONAL STUDENTS All incoming graduate students are required to take Business Communication (BCOM 2563) if English is his or her second language. Students may test out of the course at the beginning of the first semester.

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**Appendix A, 8-Semester Plan**

(**Referenced in #2** - **Undergraduate Proposals Only)**

*Instructions: Please identify new courses in italics*.

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| **Arkansas State University-Jonesboro****Degree:****Major:****Year:** |
| Students requiring developmental course work based on low entrance exam scores (ACT, SAT, ASSET, COMPASS) may not be able to complete this program of study in eight (8) semesters. Developmental courses do not count toward total degree hours. **Students having completed college level courses prior to enrollment will be assisted by their advisor in making appropriate substitutions. In most cases, general education courses may be interchanged between semesters.** A minimum of 45 hours of upper division credit (3000-4000 level) is required for this degree. |
| **Year 1** |  | **Year 1** |
| **Fall Semester** |  | **Spring Semester** |
| **Course No.** | **Course Name** | **Hrs** | **Gen Ed** |  | **Course No.** | **Course Name** | **Hrs** | **Gen Ed** |
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| **Year 2** |  | **Year 2** |
| **Fall Semester** |  | **Spring Semester** |
| **Course No.** | **Course Name** | **Hrs** | **Gen Ed** |  | **Course No.** | **Course Name** | **Hrs** | **Gen Ed** |
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| **Total Hours** |  |  |  |  | **Total Hours** |  |  |  |
| **Year 3** |  | **Year 3** |
| **Fall Semester** |  | **Spring Semester** |
| **Course No.** | **Course Name** | **Hrs** | **Gen Ed** |  | **Course No.** | **Course Name** | **Hrs** | **Gen Ed** |
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| **Year 4** |  | **Year 4** |
| **Fall Semester** |  | **Spring Semester** |
| **Course No.** | **Course Name** | **Hrs** | **Gen Ed** |  | **Course No.** | **Course Name** | **Hrs** | **Gen Ed** |
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| **Total Hours** |  |  |  |  | **Total Hours** |  |  |  |
| **Total Jr/Sr Hours \_\_\_ Total Degree Hours \_\_\_** |
| **Graduation Requirements:** |