**PROPOSAL SUMMARY AND ROUTING FORM**

**Proposal Title:** Finance Minor curriculum revision

**Initiating Individual:** Vivian Nazar  **Initiating Department or Unit:** AFIS

**Contact Person's Name:** Vivian Nazar  **Email:** nazarv@ferris.edu  **Phone:** 591-2473

- [ ] Group I-A – New Degree, major, concentration, minor, or redirection of a current offering
- [ ] Group I-B – Deletion of a degree, major, concentration, or minor
- [ ] Group II-A – New Course, modification of a course, deletion of a course
- [ ] Group II-B – Minor Curriculum Clean-up
- [ ] Group III – Certificate [ ] College Credit [ ] Non-credit [ ] New Certificate
- [ ] Group IV – Other site location [ ] College Credit [ ] Non-credit

<table>
<thead>
<tr>
<th><strong>PLEASE PRINT AND SIGN YOUR NAME</strong></th>
<th><strong>DATE</strong></th>
<th><strong>VOTE/ACTION</strong> * Number Count</th>
</tr>
</thead>
</table>
| **Program Representative** **[** | VIVIAN NAzar  
Vivian Nazar | 9/18/15 | ![Support](checkmark) Support  
- Support with Concerns  
- Not Support  
- Abstain |
| **Department/School/Faculty** **Representative Vote** **[** | L. H. Bejer  
L. H. Bejer | 9/18/15 | ![Support](checkmark) Support  
- Support with Concerns  
- Not Support  
- Abstain |
| **Department/School Administrator** | L. H. Bejer  
L. H. Bejer | 9/18/15 | ![Support](checkmark) Support  
- Support with Concerns  
- Not Support  
- Abstain |
| **College Curriculum Committee/Faculty** | Amy McDole  
Amy McDole | 10/21/15 | ![Support](checkmark) Support  
- Support with Concerns  
- Not Support  
- Abstain |
| **UCC Representative** | David Marion  
David Marion | 10/21/15 | ![Support](checkmark) Support  
- Hold  
- Not Support  |
| **Dean** | David Marion  
David Marion | 10/21/15 | ![Support](checkmark) Support  
- Support with Concerns  
- Not Support  
- Abstain |
| **University Curriculum Committee** **[** | Dee F.  
Dee F. | 11/13/15 | ![Support](checkmark) Support  
- Support with Concerns  
- Not Support  
- Abstain |
| **Senate** **[** | Charles  
Charles | 11/19/15 | ![Support](checkmark) Support  
- Support with Concerns  
- Not Support  
- Abstain |
| **Academic Affairs** | Robert Elliott  
Robert Elliott | 11/19/15 | ![Support](checkmark) Support  
- Hold  
- Not Support |

* Support with Concerns or Not Support must include identification of specific concern with appropriate rationale.

** Number Count must be given for all members present and/or voting.

To be completed by Academic Affairs  
**Date of Implementation:** Fall 2016

**VPAA**  
**NOV 17 2015**

**PROVOST**

**President (Date Approved)**  
**Board of Trustees (Date Approved)**  
**Academic Officers of MI (Date Approved)**
Proposal Summary: (Summary is generally less than one page. Briefly state what is proposed with a summary of rationale and highlights)

This proposal involves the revision of the list of elective courses in the Finance Minor to reflect the changes made to the Finance program in 2012. In the Finance program revision effective 2012, two additional courses were created and added. FINC 375 was created and required in the major, and a finance elective, FINC 410, was created. We would like to remove the FINC 280 and FINC 475 courses in the list of electives, since they are no longer required in the Finance program. We would like to replace FINC 280 and FINC 475 courses with the two new courses - FINC 375 and FINC 410.

Eliminate FINC 280-Fundamentals of Banking and FINC 475-Seminar in Finance from the list of elective courses.
Reason: These courses are no longer required in the Finance program, and have not been offered for many years.

Add FINC 375-Financial Analysis & Forecasting and FINC 410-Introduction to Derivatives to the list of elective courses.
Reason: These are two new courses that have been created and added to the Finance program.

CURRENT
Elective courses-3 credits (select 1)
FINC 201-Personal Finance
FINC 280-Fundamentals of Banking
FINC 310-Real Estate Finance
FINC 452-Financial Modeling
FINC 454-Portfolio Management
FINC 465-Problems in Finance
FINC 475-Seminar in Finance
INTB 440-International Finance

PROPOSED
Elective Courses – 3 credits (select 1)
FINC 201 Personal Finance
FINC 310 Real Estate Finance
FINC 375 Financial Analysis and Forecasting (FINC 322) – 3 credits
FINC 410 Introduction to Derivatives (FINC 322 and STQM 260) – 3 credits
FINC 452 Financial Modeling
FINC 454 Portfolio Management
FINC 465 Problems in Finance
INTB 440 International Finance

2. Summary of Curricular Action (Check all that apply to this proposal)

☐ Degree ☐ Major ☐ Minor ☐ Concentration ☐ Certificate ☐ Course
☐ New ☒ Modification ☐ Deletion

Name of Degree, Major, etc.: Finance Minor

3. Summary of All Course Action Required:

Eliminate FINC 280-Fundamentals of Banking and FINC 475-Seminar in Finance from the list of elective courses.
Reason: These courses are no longer required in the Finance program, and have not been offered for many years.

Add FINC 375-Financial Analysis & Forecasting and FINC 410-Introduction to Derivatives to the list of elective courses.
Reason: These are two new courses that have been created and added to the Finance program.

A. Newly Created Courses to be Added to the Catalog

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</tbody>
</table>
B. Courses to be Deleted from FSU Catalog

Prefix | Number | Title
--- | --- | ---
FINC | 375 | Financial Analysis & Forecasting
FINC | 410 | Introduction to Derivatives

C. Existing Courses to be Modified

Prefix | Number | Title
--- | --- | ---
FINC | 280 | Fundamentals of Banking
FINC | 475 | Seminar in Finance

D. Addition of existing FSU courses to program

Prefix | Number | Title
--- | --- | ---
FINC | 375 | Financial Analysis & Forecasting
FINC | 410 | Introduction to Derivatives

E. Removal of existing FSU courses from program

Prefix | Number | Title
--- | --- | ---
FINC | 280 | Fundamentals of Banking
FINC | 475 | Seminar in Finance

3. Summary of All Consultations

Form Sent (B or C) | Date Sent | Responding Department | Date Received & By Whom
--- | --- | --- | ---
C | 9/16/2015 | FLITE | 9/23/2015

4. Will External Accreditation be sought? (For new programs or certificates only)

☑ Yes ☐ No

If yes, name the organization involved with accreditation for this program.

5. Is a PCAF required? ☐ Yes ☑ No

☑ Is the PCAF approved? ☐ Yes ☑ No (If yes, supply link on Academic Affairs website where PCAF is posted.)

6. Program Checksheets affected by this proposal (Check all that apply to this proposal)

☑ Add Course ☑ Delete Course ☑ Modify Course ☐ Change Prerequisite ☐ Move from required to elective

☐ Move from elective to required ☐ Change Outcomes and Assessment Plan ☐ Change Credit hours

7. List all Checksheets affected by this proposal:

College | Department | Program
--- | --- | ---
Business | AFIS (Accountancy, Finance & Information Systems) | Finance Minor
FLITE SERVICES CONSULTATION FORM

To be completed by the liaison librarian and approved by the Dean of FLITE. FLITE must return the original form to the Academic Senate office to be inserted in the proposal and a copy to the initiator. FLITE must respond within 10 business days of receipt of this form to ensure that the form is included in the final proposal.

Failure to respond by 10 business days of receipt of this form is interpreted as support for the proposal.

RE: Proposal Title: Finance Minor Revision

Projected number of students per year affected by proposed change: 100

Initiator(s): Vivian Nazar
Proposal Contact: Vivian Nazar Date Sent: 9/16/2015
Department: AFIS (Accountancy, Finance & Information Systems Campus Address: BUS 374

Liaison Librarian Signature: Date Received: 9/18/15
Dean of FLITE Signature: Date Returned: 9/23/15

Based upon our review on (date) 9/18/15, FLITE concludes that:

☐ Library resources to support the proposed curriculum change are currently available.

☐ Additional Library resources are needed but can be obtained from current funds.

☐ Support, but significant additional Library funds/resources are required in the amount of $__________

☐ Does not support the proposal for reasons listed below.

Comment regarding the impact this proposal will have on library resources, collection development, or other FLITE programs. Use additional pages if necessary.
Ferris State University – College of Business
AFIS DEPARTMENT
FINANCE MINOR – 18 Credits

NAME: ___________________________ ID#: ___________________________

<table>
<thead>
<tr>
<th>REQUIRED</th>
<th>COURSE TITLE - PREREQUISITES SHOWN IN BRACKETS ()</th>
<th>S.H.</th>
<th>GRADE</th>
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<td>FINC 300</td>
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<th>ELECTIVE COURSES - 3 Credits Required (Select one)</th>
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<td>FINC 201 Personal Finance - (None)</td>
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<td>FINC 280 Fundamentals of Banking - (Sophomore standing)</td>
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<td>FINC 310 Real Estate Finance - (MATH 115)</td>
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PROCEDURES

1. In consultation with a member of the finance faculty, the student will complete a finance minor check sheet, indicating the courses he/she plans to complete. Signatures of the student and finance advisor are required.

2. The completed finance minor check sheet will be forwarded to the CISD Department Head for approval. The approved check sheet will then be forwarded to Student Records in the College of Business.

3. Grades of the completed courses for the finance minor will be posted on the student's check sheet.

4. Upon completion of the finance minor program, the student will notify the CISD Department in the College of Business. Upon verification that the student has completed the bachelor's degree requirements, the Dean's Office will then notify the Registrar who will note the completion of the finance minor on the student's official transcript.

Note: No more than 50% of the credits in this minor may be transferred from another institution. A maximum of 1/3 of the credits, but no more than 7 credits in a minor, may overlap the student's major.

NOTICE REGARDING WITHDRAWAL, RE-ADMISSION AND INTERRUPTION OF STUDIES

Students who return to the university after an interrupted enrollment (not including summer semester) must normally meet the requirements of the curriculum which are in effect at the time of their return, not the requirements which were in effect when they were originally admitted.

NOTE:

1) A 2.00 GPA is required for completion to the Finance minor.
2) Finance students must be able to demonstrate competency in ISYS 105 topics or take ISYS 105.

(SEE BACK FOR DECLARATION)

EFFECTIVE: Fall 1993 – Admin. Rev. Spring '08 FIN-MI-BU
FERRIS STATE UNIVERSITY
FORM D Current
ACADEMIC MINOR DECLARATION/ CLEARANCE FORM

Name_________________________________________ Student Number____________________________________
College________________________ Major____________________________________________________________
Requirements for minor in______FINANCE____ Effective Semester____________
A minimum of 18 semester hours of credit in the minor are required, with an overall 2.0 grade point average for the courses in the minor. The following courses are required for certification of the minor.

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Scheduling for the major takes the precedent over scheduling for courses in the minor. The University 'does' not guarantee that courses required for the minor will be offered each semester. Certification that the student has met the requirements of the academic minor will not be entered in the academic record until the student has been certified for a bachelor's degree.

PROCEDURE

1. A declaration by a student to pursue an academic minor requires the student, in consultation with the minor advisor in the department offering the minor, to complete the top portion and declaration signature section of this form.

2. This completed form will be submitted by the student to the department head for approval. Upon approval, the form will be forwarded to the dean's office of the college offering the minor. One copy of the form will be kept in the department office, a second will be sent to the student's dean's office, a third to the Registrar's Office, and a final copy provided to the student.

3. When course requirements for the minor are successfully completed, the student will request clearance from the department granting the minor. Upon approval by the department and the dean's office of the college offering the minor, a copy of the form will be sent to the student's dean.

4. Once the student satisfies requirements for the bachelor's degree, the student's dean will notify the Registrar's Office to enter the completion note on the student's record.

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Ferris State University – College of Business
AFIS DEPARTMENT
FINANCE MINOR – 18 Credits

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*FINC 323 offered Spring semester **FINC 451 offered Fall semester

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| FINC 410 | Introduction to Derivatives - (FINC 322 and STQM 260) * | 3    |       |
| FINC 452 | Financial Modeling - (FINC 323 and ISYS 105 or course competency) ** | 3    |       |
| FINC 454 | Portfolio Management - (FINC 451) * | 3    |       |
| FINC 465 | Problems in Finance - (FINC 323 or permission of professor) ** | 3    |       |
| INTB 440 | International Finance - (Junior standing or instructor permission) | 3    |       |

*Offered Spring semester **Offered Fall semester

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(SEE BACK FOR DECLARATION)

EFFECTIVE: 199308  Admin. Rev 200801  Revised 201601

FIN-MI-BU
FERRIS STATE UNIVERSITY

ACADEMIC MINOR DECLARATION/ CLEARANCE FORM

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EFFECTIVE: 199308  Admin. Rev 200801  Revised 201801

FIN-MI-BU
Hi Vivian,

Your proposal to revise Finance Minor, Proposal #16-020 was approved by the UCC on Thursday and will be forwarded to Academic Affairs. Congratulations!

Kemi Fadayomi