# PROPOSAL SUMMARY AND ROUTING FORM

**Proposal Title:** MBA Course Clean-Up  
**Initiating Individual:** Jennifer Dirmeyer  
**Initiating Department or Unit:** MGMT  
**Contact Person's Name:** Jennifer Dirmeyer  
**Email:** JenniferDirmeyer@ferris.edu  
**Phone:** 3147  

- [ ] 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)

| **Program Representative** **||** | PLEASE PRINT AND SIGN YOUR NAME | DATE | **VOTE/ACTION** *Number Count* |
|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| **Department/School/Faculty Representative Vote** **||** | | | Support | Support with Concerns | Not Support | Abstain |
| **Department/School Administrator** | | | | Support | Support with Concerns | Not Support | Abstain |
| **College Curriculum Committee/Faculty** | | | | Support | Support with Concerns | Not Support | Abstain |
| **UCC Representative** | | | | Support | Support with Concerns | Not Support | Abstain |
| **Dean** | | | | Support | Support with Concerns | Not Support | Abstain |
| **University Curriculum Committee** **||** | | | Support | Support with Concerns | Not Support | Abstain |
| **Senate** **||** | | | Support | Support with Concerns | Not Support | Abstain |
| **Academic Affairs** | | | | Support | Support with Concerns | Not Support | Abstain |

* 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: Click here to enter text.

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President (Date Approved)

Board of Trustees (Date Approved)

Academic Officers of MI (Date Approved)
1. Proposal Summary: (Summary is generally less than one page. Briefly state what is proposed with a summary of rationale and highlights)
   We are proposing to amend the deletion of two MMBA courses that were scheduled for deletion in the MMBA revisions that were approved in spring 2015. The original proposal requested that MMBA 730 and MMBA 799 be deleted in fall 2016 when the revised MBA was made effective. However, several students who entered the MBA under the previous check sheet will need to take MMBA 730 and MMBA 799 in order to complete their degree. Therefore, we propose to defer the deletion of these two courses until fall 2017 in order to accommodate those students.

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.: Click here to enter text.

3. Summary of All Course Action Required: Click here to enter text.

   A. Newly Created Courses to be Added to the Catalog
      Prefix  Number  Title
      Click here to enter text  Click here to enter text  Click here to enter text

   B. Courses to be Deleted from FSU Catalog
      Prefix  Number  Title
      MMBA  730  Customer and Market Systems
      MMBA  799  Integrated Business Experience

   C. Existing Courses to be Modified
      Prefix  Number  Title
      Click here to enter text  Click here to enter text  Click here to enter text

   D. Addition of existing FSU courses to program
      Prefix  Number  Title
      Click here to enter text  Click here to enter text  Click here to enter text

   E. Removal of existing FSU courses from program
      Prefix  Number  Title
      Click here to enter text  Click here to enter text  Click here to enter text

4. Summary of All Consultations
   Form Sent (B or C)  Date Sent  Responding Department  Date Received & By Whom
   Click here to enter text  Click here to enter text  Click here to enter text  Click here to enter text

5. Will External Accreditation be sought? (For new programs or certificates only)
   □ Yes □ No
   If yes, name the organization involved with accreditation for this program. Click here to enter text

6. Is a PCAF required? □ Yes □ No  Is the PCAF approved? □ Yes □ No  (If yes, supply link on Academic Affairs website where PCAF is posted.)

7. 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

8. List all Checksheets affected by this proposal:
   College  Department  Program
   College of Business  MSMT  MBA
I. ACTION TO BE TAKEN: DELETE COURSE FROM CATALOG

The course listed below will be removed from the Ferris State University Catalog. (See Appendix E Instruction for Completing Forms)

A. Desired Term Effective: Term: Fall Year: 2017

II. CURRENT COURSE TO BE DELETED FROM CATALOG:

A. Course Prefix: MMBA B. Course Number: 730
B. Contact Hours: 45 Lecture □ Lab □ Seminar □ [Enter contact hours per week in blank. See formula for contact hours to credit hours in Appendix E.]
C. Practicum □ Independent Study □ [Check Box as appropriate. See Definitions in Appendix E]
D. Full Course Title: Consumer Systems

To be completed by Academic Affairs Office: Standards & Measures Coding and General Education Code
Basic Skill (BS) □ General Education □ Occupational Education □ G E Codes: Click here to enter text.

UCC Chair Signature/Date

Academic Affairs Approval Signature/Date

OFFICE OF THE REGISTRAR USE ONLY

Date Rec'd: Click here to enter text. Date Completed: Click here to enter text. Entered: SCACRSE □ SCADTL □ SCARRES □ SCAPREQ □
I. ACTION TO BE TAKEN: DELETE COURSE FROM CATALOG

The course listed below will be removed from the Ferris State University Catalog. (See Appendix E Instruction for Completing Forms)

B. Desired Term Effective: Term: Fall Year: 2017

II. CURRENT COURSE TO BE DELETED FROM CATALOG:

E. Course Prefix: Click here to enter text.  B. Course Number: Click here to enter text.

F. Contact Hours: 45 Lecture □ Lab □ Seminar □ [Enter contact hours per week in blank. See formula for contact hours to credit hours in Appendix E.]

G. Practicum □ Independent Study □ [Check Box as appropriate. See Definitions in Appendix E]

H. Full Course Title: Integrated Business Experience

To be completed by Academic Affairs Office: Standards & Measures Coding and General Education Code

Basic Skill (BS) □ General Education □ Occupational Education □ G E Codes: Click here to enter text.

UCC Chair Signature/Date

Academic Affairs Approval Signature/Date

OFFICE OF THE REGISTRAR USE ONLY

Date Rec’d: Click here to enter text. Date Completed: Click here to enter text. Entered: SCACRSE □ SCADETL □ SCARRES □ SCAPREQ □
Michelle,
Per Dr. Weller's conversation with Paula Hadley-Kennedy, and my confirmation with Elise Gramza, please acquire his signature on the attached correction proposal and forward to Elise for extended deletion date of two MBA courses.
Thank you.

Have a wonderful day!!
Shannon Yost
15 years of service to FSU
College of Business Graduate Programs
119 South Street, BUS 212B
Big Rapids, MI 49307-2284
Phone: (231) 591-2168, Fax: (231) 591-3521
Website: http://cbgp.ferris.edu

Paula,
Did you get an answer? Does this really have to go to the department for a vote and through all levels of approval? It is simply a matter that the approved Form Fs had the wrong semester to delete two courses that are still needed to get the last of the students graduated on the curriculum they began on.

I do not find a process or procedure defined in the manual to make this type of correction.

M MBA 730 has been deleted – There are 29 students who require it in fall 2016 to graduate.
M MBA 799 has been deleted – There are 25 students who require it in fall 2016 and 14 who require it in summer 2017 to graduate.

Have a great day!!
Shannon Yost
College of Business Graduate Programs
Phone: (231) 591-2168
Website: http://cbgp.ferris.edu