


Graduate Certificate in Business Administration

2 Graduate Program Change 2020-21

I. General Information

The faculty member originating this proposal is to complete sections I and II.

TURN ON help text before starting this proposal by clicking  in the top right corner of the heading. You will need to turn on help text again after any actions that refresh the page including after saving proposals, importing information, or running impact reports.

IMPORT curriculum data from the Catalog by clicking  in the top left corner.

Do not make any changes to any information until the proposal has been launched in Step 4.

Department*

Business Administration Programs

Degree/ Certificate Name*

Graduate Certificate in Business Administration

Plan Code*

BAXXXXCERT

Degree Type*

Graduate and Advanced Graduate Certificate

Program Type*

Certificate

II. Program Changes

FILL IN ONLY fields required marked with an * after importing data. You will not be able to launch the proposal without completing required fields. Do not make proposed changes to the information that was imported until after the proposal has been launched in Step 4. Changes will only be tracked after the proposal is launched

Are you changing admission requirements?*

Yes No

Are you changing course requirements? Yes No

Are you changing degree completion requirements? Yes No

Are you changing the primary instructional mode? Yes No

Are you changing program learning objectives? Yes No

If yes, describe changes to learning objectives:

Provide a Brief Summary of Proposed Changes

Adjusted description and admissions requirements to remove previous requirement of students having to be previously admitted.




Added 5 new requirements to admissions: (1) A resume. (2) A statement of intent explaining the reason for applying. (3) Two letters of recommendation. (4) Transcripts for all completed degrees. (5) GMAT and/or GRE scores (optional).

Provide a rationale for each proposed change

The updates will improve enrollment and permit that the certificate functions as a first step for those interested in Business Administration.

Do not make any changes to any information until the proposal has been launched in Step 4.

Follow these steps to change the program curriculum:

1. Click on  "View Curriculum Schema." Edit existing cores or click 'Add Core' and name your core (please use a comparable degree program in the current graduate catalog as a template). Edit or add any descriptive text (do not add courses until Step 2). Descriptive text is generally used in the following cores: Plan Description, Plan Admission Requirements, Plan Requirements, Plan Graduation Requirements.
2. There are two options for adding courses (see Step 3 to remove courses): "Add Course" and "Import Course." For courses already in the catalog, click on "Import Course" and find the courses needed. For new classes going through a Curriculog Approval Process click on "Add Course"-- a box will open asking you for the Prefix, Course Number and Course Title.
3. Click on  "View Curriculum Schema." Click on the area/header of the program where you would like to add courses. When you click on "Add Courses" it will bring up the list of courses available from Step 2. Select the courses you wish to add. For removing courses click on the  and proceed.

After you have launched proposal, update prospective curriculum here*

Plan Description

The Lee Business School MBA Programs office recognizes that many potential business students who have completed their Bachelor's degrees or equivalent may like to obtain advanced knowledge in business administration and are unable to commit to a full MBA degree program. The Graduate Certificate in Business Administration (GCBA) demonstrates the individual's desire to master his/her professional field and seek new knowledge about business administration. To earn this certificate, students must complete five core, functional business areas. These areas pertain to accounting, economics, finance, management, and marketing. All coursework from this GCBA can be applied toward an MBA, should students choose to pursue an MBA at the Lee Business School in the future. For more information about your program, including your graduate program handbook and learning outcomes, please visit the Degree Directory.

Plan Admission Requirements

Application deadlines Applications available on the UNLV Graduate College website. All potential business students who have completed their Bachelor's degrees or equivalent or those in good standing in any graduate program on the UNLV campus are automatically eligible to apply to GCBA program. All applicants must review and follow the Graduate College Admission and Registration Requirements. To apply, students are asked to include: (1) A resume. (2) A statement of intent explaining the reason for applying. (3) Two letters of recommendation. (4) Transcripts for all completed degrees. (5) GMAT and/or GRE scores (optional). Students are accepted into a certificate program as described in the Graduate Catalog. The faculty and corresponding sub-disciplines and sub-plans within the described programs are subject to change at any time.

Plan Requirements

Total Credits Required: 15

Course Requirements

Required Courses – Credits: 15

Complete the following five courses:

MBA 761 Accounting for Managers	3
MBA 763 Leadership, Teams, and Individuals	3
MBA 765 Financial Decision Making	3
MBA 767 Market Opportunity Analysis	3
MBA 769 Applied Economic Analysis	3

Certificate Requirements

Completion of a minimum of 15 credit hours. A grade point average of at least 3.00 for course work required for the certificate. No grade lower than C is acceptable.

Plan Certificate Completion Requirements

1. Accepted students must maintain an overall GPA of 3.0. Certificates will be awarded upon the student's successful completion of all certificate requirements. 2. The student must submit all required forms to the Graduate College and then apply for graduation in MyUNLV by the appropriate deadline.

The [Degrees Directory](#) provides current and consistent degree information. Submission of this form indicates acknowledgment and understanding that every department is responsible creating and maintaining accurate and updated program information on the UNLV Degrees Directory.

If the changes included on this form impact the program handbook attach the updated handbook before submitting this form. If you need a Word version of the most recent handbook please email GradCurriculum@unlv.edu.

Degrees Directory Program Entry* Check this box to acknowledge the above statement.


Changes will be applicable to* Current Students
 New Students
 Both Current and New Students

If applicable to current students, changes are Mandatory Optional

Effective Date*

4. LAUNCH proposal by clicking  in the top left corner.

5. After launching the proposal, make all changes and fill in all additional fields.

6. Finish the launch of your proposal by clicking the icon  located in the Proposal Toolbox on left side at top. Make your decision, comment is optional, and click on "Make decision".

You can check the status of the proposal by clicking  in Proposal Toolbox to verify that the proposal has gone to the next step.


III. Department Vote Information

Note: This section is to be filled out by the Department Chair on behalf of the committee.

(The role has been assigned to the corresponding person on this step. If incorrect, please notify GradCurriculum@unlv.edu)

1. Review the proposal. Discuss and make appropriate revisions.

2. Fill in vote information.

3. Then go to the proposal toolbox at the top right side. Click on  and select the corresponding decision for the committee. This will enable the proposal to go to the next person on the workflow.

You can check the status of the proposal by clicking  in Proposal Toolbox to verify that the proposal has gone to the next step.

Date faculty voted on proposal 4/17/2020


Result of vote YES=46, NO=5, SKIP=0

Manner of vote online

IV. Unit Vote Information

Note: This section is to be filled out by the College Committee Chair on behalf of the committee.

(The role has been assigned to the corresponding person on this step. If incorrect, please notify GradCurriculum@unlv.edu)

1. Review the proposal. Discuss and make appropriate revisions.
2. Fill in vote information.
3. Then go to the proposal toolbox at the top right side. Click on  and select the corresponding decision for the committee. This will enable the proposal to go to the next person on the workflow.

You can check the status of the proposal by clicking  in Proposal Toolbox to verify that the proposal has gone to the next step.

Date faculty voted on proposal 04/28/2020

Result of vote Yes (5); No (0); Abstain (0)

Manner of vote online

V. Processing Notes (Graduate College/Registrar Use Only)

Program Alerts (E.g. This program is no longer accepting applications) This program is accredited by: AACSB. More information can be found at: unlv.edu/provost/vpaa/accreditation

PS Processing Notes

PS Processing Date

Initials

Aalog Processing Notes

Aalog Processing Date

Initials

Comments for Graduate Certificate in Business Administration

Gregory Moody	5/5/2020 3:26 pm Reply
WebEx meeting - Vote in favor 14-0	
Curriculog	5/5/2020 3:26 pm Reply
Gregory Moody has approved this proposal on Graduate Programs Committee.	
Curriculog	4/28/2020 4:15 pm Reply
Business Associate Dean has approved this proposal on School/College Associate Dean for Graduate Studies/ Dean.	
Curriculog	4/28/2020 4:14 pm Reply
Business Associate Dean has approved this proposal on School/College Committee.	
Curriculog	4/27/2020 6:05 pm Reply
Kimberly Charron has approved this proposal on School/College Committee.	
Curriculog	4/27/2020 9:58 am Reply
Kimberly Charron has approved this proposal on School/College Committee.	
Curriculog	4/24/2020 1:07 pm Reply
Jianxin Chi has approved this proposal on School/College Committee.	
Curriculog	4/24/2020 12:02 pm Reply
Gregory Moody has approved this proposal on School/College Committee.	
Curriculog	4/23/2020 5:15 pm Reply
MBA Director has approved this proposal on School/College Committee.	
Curriculog	4/23/2020 4:51 pm Reply
MBA Director was added to the Lee Business School Graduate College/School Curriculum Committee role.	

Curriculog4/23/2020 4:46 pm [Reply](#)

Gregory Moody was added to the Lee Business School Graduate College/School Curriculum Committee role.

Curriculog4/23/2020 4:44 pm [Reply](#)

Jianxin Chi was added to the Lee Business School Graduate College/School Curriculum Committee role.

Curriculog4/23/2020 4:44 pm [Reply](#)

Kimberly Charron was added to the Lee Business School Graduate College/School Curriculum Committee role.

Curriculog4/23/2020 4:43 pm [Reply](#)

Stephen Brown was added to the Lee Business School Graduate College/School Curriculum Committee role.

Curriculog4/17/2020 1:31 pm [Reply](#)

MBA Director has approved this proposal on Department Chair.

Curriculog4/16/2020 4:44 pm [Reply](#)

MBA Director has approved this proposal on Graduate Coordinator.

Curriculog4/16/2020 4:22 pm [Reply](#)

Graduate Curriculum has approved this proposal on Technical Review.

Curriculog4/15/2020 9:36 am [Reply](#)

MBA Director has approved this proposal on Originator.

Curriculog4/8/2020 2:30 pm [Reply](#)

MBA Director has launched this proposal.

Curriculog4/8/2020 2:26 pm [Reply](#)

MBA Director imported from the map 2020-2021 Working Graduate Catalog into the following proposal fields: I. General Information: Department, I. General Information: Degree/ Certificate Name, I. General Information: Plan Code, I. General Information: Degree Type, I. General Information: Program Type, II. Program Changes: After you have launched proposal, update prospective curriculum here, V. Processing Notes (Graduate College/Registrar Use Only): Program Alerts (E.g. This program is no longer accepting applications).

