**UNIVERSITY OF BALTIMORE**

**DOCUMENT N**: COURSE AND PROGRAM DEVELOPMENT COVER SHEET

**Instruction**: See Course and Program Development Policy and Procedures

**SHORT TITLE OF PROPOSAL**: New Course CRJU 798 Continuous Enrollment

**COURSE #:** CRJU 798

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### Box 1: TYPE OF ACTION

- [X] ADD (NEW)
- [ ] DEACTIVATE
- [ ] MODIFY
- [ ] OTHER

### Box 2: LEVEL OF ACTION

- [ ] Non-Credit
- [X] Undergraduate
- [ ] Graduate
- [ ] Other

### Box 3: ITEM OF ACTION

1. **Experimental Course**: (check appropriate boxes)
   - [ ] Type of Action: ADD (NEW)
   - [ ] Level of Action: Non-Credit
   - [ ] Approval Sequence: AC
   - [ ] Documents Required: NOP

2. **Course Title**: CRJU 798
   - [ ] Type of Action: ADD (NEW)
   - [ ] Level of Action: Non-Credit
   - [ ] Approval Sequence: ABCD
   - [ ] Documents Required: NO

3. **Course Credits**: 3
   - [ ] Type of Action: ADD (NEW)
   - [ ] Level of Action: Undergraduate
   - [ ] Approval Sequence: ABCD
   - [ ] Documents Required: NO

4. **Course Number**: 798
   - [ ] Type of Action: ADD (NEW)
   - [ ] Level of Action: Undergraduate
   - [ ] Approval Sequence: ABCD
   - [ ] Documents Required: NO

5. **Course Level**: Graduate
   - [ ] Type of Action: ADD (NEW)
   - [ ] Level of Action: Undergraduate
   - [ ] Approval Sequence: ABCD
   - [ ] Documents Required: NO

6. **Deactivate a Course**: CRJU 796
   - [ ] Type of Action: ADD (NEW)
   - [ ] Level of Action: Undergraduate
   - [ ] Approval Sequence: ABCDEF
   - [ ] Documents Required: NO

7. **Pre & Co-Requisite**: CRJU 798
   - [ ] Type of Action: ADD (NEW)
   - [ ] Level of Action: Undergraduate
   - [ ] Approval Sequence: ABCD
   - [ ] Documents Required: NO

8. **Course Content**: CRJU 798
   - [ ] Type of Action: ADD (NEW)
   - [ ] Level of Action: Undergraduate
   - [ ] Approval Sequence: ABCD
   - [ ] Documents Required: NOP

9. **New Course**: CRJU 798
   - [ ] Type of Action: ADD (NEW)
   - [ ] Level of Action: Undergraduate
   - [ ] Approval Sequence: ABCDEF
   - [ ] Documents Required: NOPQ

10a. **Certificate Program (ug/g) exclusively within existing degree program**: CRJU 798
   - [ ] Type of Action: ADD (NEW)
   - [ ] Level of Action: Undergraduate
   - [ ] Approval Sequence: ABCDEFGHJL
   - [ ] Documents Required: NOQ

10b. **Certificate Program (ug/g) where degree programs do not exist or where courses are selected across degree programs (12 or more credits)**: CRJU 798
   - [ ] Type of Action: ADD (NEW)
   - [ ] Level of Action: Undergraduate
   - [ ] Approval Sequence: ABCDEFGHIK
   - [ ] Documents Required: NOSR, 6

11a. **UG Concentration (exceeds 24 credit hours)**: CRJU 798
   - [ ] Type of Action: ADD (NEW)
   - [ ] Level of Action: Undergraduate
   - [ ] Approval Sequence: ABCDEFGHIK
   - [ ] Documents Required: NO

11b. **Masters Concentration (exceeds 12 credit hours)**: CRJU 798
   - [ ] Type of Action: ADD (NEW)
   - [ ] Level of Action: Undergraduate
   - [ ] Approval Sequence: ABCDEFGHIK
   - [ ] Documents Required: NO

11c. **Doctoral Concentration (exceeds 18 credit hours)**: CRJU 798
   - [ ] Type of Action: ADD (NEW)
   - [ ] Level of Action: Undergraduate
   - [ ] Approval Sequence: ABCDEFGHIK
   - [ ] Documents Required: NO

12. **Program Requirements**: CRJU 798
    - [ ] Type of Action: ADD (NEW)
    - [ ] Level of Action: Undergraduate
    - [ ] Approval Sequence: ABCDEF
    - [ ] Documents Required: NO

13. **Program Title**: CRJU 798
    - [ ] Type of Action: ADD (NEW)
    - [ ] Level of Action: Undergraduate
    - [ ] Approval Sequence: ABCDEFGHIK
    - [ ] Documents Required: NO

14. **Off-Campus Deliver of Existing Program**: CRJU 798
    - [ ] Type of Action: ADD (NEW)
    - [ ] Level of Action: Undergraduate
    - [ ] Approval Sequence: ABCDEFGHIK
    - [ ] Documents Required: NO

15. **Closed Site Program**: CRJU 798
    - [ ] Type of Action: ADD (NEW)
    - [ ] Level of Action: Undergraduate
    - [ ] Approval Sequence: ABCD
    - [ ] Documents Required: NO

16. **Program Suspension**: CRJU 798
    - [ ] Type of Action: ADD (NEW)
    - [ ] Level of Action: Undergraduate
    - [ ] Approval Sequence: ABCDEFGHIK
    - [ ] Documents Required: NO

17. **Program Termination**: CRJU 798
    - [ ] Type of Action: ADD (NEW)
    - [ ] Level of Action: Undergraduate
    - [ ] Approval Sequence: ABCDEFGHIK
    - [ ] Documents Required: NO

18. **Degree Program**: CRJU 798
    - [ ] Type of Action: ADD (NEW)
    - [ ] Level of Action: Undergraduate
    - [ ] Approval Sequence: ABCDEFGHIK
    - [ ] Documents Required: NO

19. **New Center**: CRJU 798
    - [ ] Type of Action: ADD (NEW)
    - [ ] Level of Action: Undergraduate
    - [ ] Approval Sequence: ABCDEFGHIK
    - [ ] Documents Required: NO

20. **Other**: CRJU 798
    - [ ] Type of Action: ADD (NEW)
    - [ ] Level of Action: Undergraduate
    - [ ] Approval Sequence: ABCDEFGHIK
    - [ ] Documents Required: NO

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### Box 4: APPROVAL SEQUENCE

**APPROVAL SIGNATURES**

- **A Department**: Chair: **[Signature]** Date: **4/9/06**
- **B Final faculty review body within each school**: Chair: **[Signature]** Date: **4/26/06**
- **C College Dean**: Dean: **[Signature]** Date: **4/26/06**
- **D Provost and Senior Vice President for Academic Affairs**: Provost: **[Signature]** Date: **4/26/06**
- **E Curriculum Review Committee (UFS subcommittee)**: Chair: **[Signature]** Date: **4/26/06**
- **F University Faculty Senate**: Chair: **[Signature]** Date: **4/26/06**
- **G University Council**: Chair: **[Signature]** Date: **4/26/06**
- **H President**: President: **[Signature]** Date: **4/26/06**
- **I Board of Regents – approval**: Date: **4/26/06**
- **J Board of Regents – notification only**: Date: **4/26/06**
- **K MHEC – approval**: Date: **4/26/06**
- **L MHEC – notification only**: Date: **4/26/06**
- **M Middle States Association notification**: Required only if the mission of the University is changed by the action
1. Approval automatically lapses after two offerings unless permanently approved by Action 9
2. Codes: a) Director of Library Services (Langsdale or Law) b) College Dean c) Planning Office d) EMSA
3. Letter of Intent is required by USM at least 30 days before a full proposal can be submitted. Letter of Intent requires only the approval of the dean and the provost and is forwarded to USM by the Office of the Provost.
4. One-page letter to include: Program title & degree/certificate to be awarded; resources requirements; need and demand; similar programs; method of instruction; and oversight and student services *
5. One-page letter with description and rationale *
6. One or two-page document that describes: centrality to mission; market demand; curriculum design; adequacy of faculty resources; and assurance program will be supported with existing resources. *
7. Learning objectives, assessment strategies; fit with UB strategic plan
8. Joint Degree Program or Primary Degree Programs require submission of MOU w/ program proposal
9. Temporary suspension of program to examine future direction; time not to exceed two years. No new students admitted during suspension, but currently enrolled students must be given opportunity to satisfy degree requirements.
10. Provide:
    a. evidence that the action is consistent with UB mission and can be implemented within the existing program resources of the institution.
    b. proposed date after which no new students will be admitted into the program;
    c. accommodation of currently enrolled students in the realization of their degree objectives;
    d. treatment of all tenured and non-tenured faculty and other staff in the affected program;
    e. reallocation of funds from the budget of the affected program; and
    f. existence at other state public institutions of programs to which to redirect students who might have enrolled in the program proposed for abolition.
11. University Council review (for a recommendation to the President or back to the Provost) shall be limited to curricular or academic policy issues that may potentially affect the University's mission and strategic planning, or have a significant impact on the generation or allocation of its financial resources.

* Required by MHEC

<table>
<thead>
<tr>
<th>Box 5: DOCUMENTATION (check boxes of documents included)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ N. This Cover Sheet ☑ Q. Full Description/Rationale</td>
</tr>
<tr>
<td>☑ O. Summary Proposal ☑ R. Full 5-page MHEC Proposal</td>
</tr>
<tr>
<td>☑ P. Syllabus ☑ S. Financial Tables</td>
</tr>
</tbody>
</table>
O-1: Briefly describe what is requested:
Create a new course CRJU 798 Continuous Enrollment to accommodate students who have not finished the thesis but have exhausted all credits required for the degree.

<table>
<thead>
<tr>
<th>For new courses or changes in existing courses (needed by Registrar):</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>New Title:</strong> Continuous Enrollment</td>
</tr>
<tr>
<td><strong>Course Abbreviation:</strong></td>
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</tbody>
</table>

O-2: Set forth the rationale for the proposal:
When students have exhausted all credits required for the degree but have not completed a thesis or final project, we need to provide a way for them to be "enrolled" at UB so they may receive services of faculty members, libraries, OTS, Records and other University offices. We need to track the students and the students need to pay for the services we are providing.

O-3 Resources Needed:
Should require no new resources but will allow resources to be generated for services currently given.

<table>
<thead>
<tr>
<th>Personnel</th>
<th>Equipment</th>
<th>Expendables</th>
<th>Facility Costs</th>
<th>TOTAL COSTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start-up First Year</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Annual Thereafter</td>
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</tr>
</tbody>
</table>

Indicate probable source of additional funds, if needed:

O-4 Impact including OTS and Library resources (Complete a or b)

a) Impact was reviewed. All impacted units were contacted and understandings worked out. No unit objects to the proposal as currently submitted. The units contacted were:

Langsdale Library, OTS, International Student Office, Records, Financial Aid, Auxiliary Services

Department Chair Signature: [Signature] Date: 4/19/06

b) Impact was reviewed. All objections were worked out except those documented in attachments. Units contacted were:

Department Chair Signature: [Signature] Date: [Date]
Include in your syllabus items one through 13 using as much space as needed.

1. Date Prepared: 4-3-06
2. Prepared by: Margaret J. Potthast
3. Department: Division of Criminology, Criminal Justice and Social Policy and Office of Dean
4. Course Numbers: CRJU 798
5. Course Title: Continuous Enrollment
6. Credit Hours: 1 credit
7. Prerequisites: completion of all course requirements for program
8. Catalog Description: (Paragraph should reflect general aims and nature of the course) Provides continuing faculty direction, academic support services and enrollment services for students who have completed all course requirements for the degree but have not completed a thesis or final project. Students continue the independent work leading to finishing the thesis or final project which is significantly underway. This course may be repeated for credit as needed. Eligible for continuing studies (CS) grade; otherwise grade P/F.
9. Suggested approximate class size: 5
10. Content Outline: specific to student
11. Learning Goals: N/A
12. Assessment Strategies: N/A
13. Text(s): Include author, title, publisher, date of publication, and an indication of whether or not the text is required N/A

Note: Original syllabus shall be on file in the department and in the Office of the Dean.
Form Q
For new courses: APPL 798, CRJU 798, IDIA 798, IDIA 898, PBDS 798, PUAD 898

Q-1
We propose a new course to accommodate students who have not completed a thesis or final project, but have completed all other course requirements for the degree.

Q-2
These students have not been able to be tracked in the past as we did not require them to be enrolled. This action will permit us to track these students. It will also ease the way for these students to receive services of offices on campus which require a semester active ID card.

Q-3
All units of the University which have reason to be involved in this proposal have been contacted. These include: International Student Services, Records, Financial Aid, Auxiliary Services, Langsdale Library, and OTS.

Q-4
The best way to ensure the quality is for all those who may service such students to follow the policy exactly and without exception.

Q-5
The financial impact on the institution should be positive because we have previously not charged students to continue using our facilities and services for free.