

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

See Course and Program Development Policy and Procedures for Instructions

<b>SCHOOL:</b> LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input checked="" type="checkbox"/>	<b>Contact Name:</b> Elaine Johnson	<b>Phone:</b> 837-6683
<b>DEPARTMENT / DIVISION:</b> Applied Behavioral Sciences		
<b>SHORT DESCRIPTION OF PROPOSAL</b> (state name of action item 1-20 and course name, code & number / program affected):		
Program Requirements/ Certificate in Professional Counseling Studies		
<b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2008		

<b>Box 1: TYPE OF ACTION</b>	ADD(NEW) <input type="checkbox"/>	DEACTIVATE <input type="checkbox"/>	MODIFY <input checked="" type="checkbox"/>	OTHER <input type="checkbox"/>
<b>Box 2: LEVEL OF ACTION</b>	Non-Credit <input type="checkbox"/>	Undergraduate <input type="checkbox"/>	Graduate <input checked="" type="checkbox"/>	OTHER <input type="checkbox"/>

Box 3: ACTION ITEM (check appropriate boxes)		DOCUMENTS REQUIRED (see box 4 below)	IMPACT REVIEWS (see box 5 on back)	APPROVAL SEQUENCE (see box 6 on back)
	1. Experimental Course <sup>1</sup>	NOP	a, c, e	AC
	2. Course Title	NO		ABCD
	3. Course Credits	NO		ABCD
	4. Course Number	NO		ABCD
	5. Course Level	NO		ABCD
	6. Pre & Co-Requisite	NO		ABCD
	7. Course Description	NOP		ABCDEF
	8. New Course	NOP		ABCDEF
	9. Deactivate a Course	NO		ABCDEF
<input checked="" type="checkbox"/>	10. Program Requirements	NO	b, c, d, e	ABCDEF
	11a. UG Specialization (24 credits or less)	NO	a, b, c, d, e	ABCDEF
	11b. Masters Specialization (12 credits or less)	NO	a, b, c, d, e	ABCDEF
	11c. Doctoral Specialization (18 credits or less)	NO	a, b, e	ABCDEF
	12. Closed Site Program	NOT	e	ABCDHIK
	13. Program Suspension <sup>9</sup>	NO,5	a, e	ABCDEGIK
	14a. Certificate Program (ug/g) exclusively within existing degree program	NO	a, c, e	ABCDEFHIK
	14b. Certificate Program (ug/g) where degree programs do not exist or where courses are selected across degree programs (12 or more credits)	NOQR, 6	a, c, e	ABCDEFHJL
	15. Off-Campus Delivery of Existing Program	NO, 4	a, b, c, e	ABCDHIL
	16a. UG Concentration (exceeds 24 credit hours)	NO, 5	a, c, d, e	ABCDEFHJL
	16b. Masters Concentration (exceeds 12 credit hours)	NO, 5	a, c, d, e	ABCDEFHJL
	16c. Doctoral Concentration (exceeds 18 credit hours)	NO, 5	a, c, d, e	ABCDEFHJL
	17. Program Title Change	NO, 5	a, c, d, e	ABCDEFHJL
	18. Program Termination	NO, 10	d, e	ABCDEFHIK
	19. New Degree Program	NOQR, 3,8	a, c, d, e	ABCDEFHJL
	20. Other	Varies	Varies	Varies

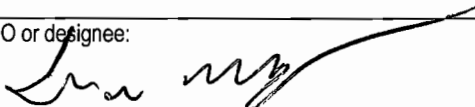
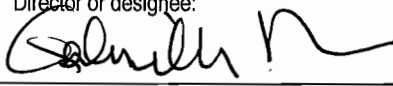
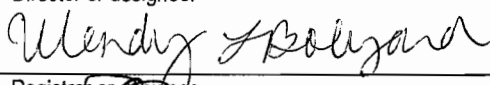

Box 4: DOCUMENTATION (check boxes of documents included)						
<input checked="" type="checkbox"/>	N.	This Cover Sheet	<input type="checkbox"/>	Q. Full 5-page MHEC Proposal	<input type="checkbox"/>	T. Other
<input checked="" type="checkbox"/>	O.	Summary Proposal	<input type="checkbox"/>	R. Financial Tables (MHEC)	<input type="checkbox"/>	
<input type="checkbox"/>	P.	Course Definition Document	<input type="checkbox"/>	S. Contract	<input type="checkbox"/>	

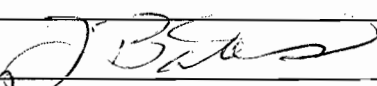

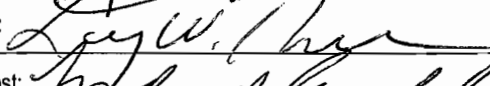
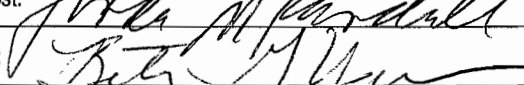
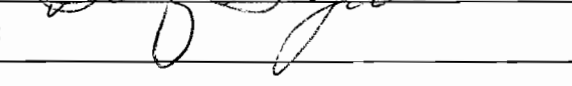
- Approval of experimental course automatically lapses after two offerings unless permanently approved as a new course.
- Codes: a) Library Services (Langsdale or Law) b) Office of Technology Services c) University Relations d) Admissions
- Letter of Intent is required by USM at least 30 days before 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.
- 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 (MHEC requirement)
- One-page letter with description and rationale (MHEC requirement)
- 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. (MHEC requirement)
- Learning objectives, assessment strategies; fit with UB strategic plan
- Joint Degree Program or Primary Degree Programs require submission of MOU w/ program proposal. (MHEC requirement)
- 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.

**DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET (Page 2 of 2)**

<b>SCHOOL:</b> LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA X
<b>SHORT DESCRIPTION OF PROPOSAL</b> (state name of action item 1-20 and course name, code & number / program affected):
Program Requirements/ Certificate in Professional Counseling Studies

10. Provide:
- evidence that the action is consistent with UB mission and can be implemented within the existing program resources of the institution.
  - proposed date after which no new students will be admitted into the program;
  - accommodation of currently enrolled students in the realization of their degree objectives;
  - treatment of all tenured and non-tenured faculty and other staff in the affected program;
  - reallocation of funds from the budget of the affected program; and
  - 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.

<b>Box 5: IMPACT REVIEW</b> procedures for authorized signers)	SIGNATURES (see	DATE
a. Library <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
b. <input checked="" type="checkbox"/> OTS <input checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	CIO or designee: 	11/12/07
c. University Relations <input type="checkbox"/> No impact <input checked="" type="checkbox"/> Impact statement attached	Director or designee: 	11.12.07
d. Admissions <i>catalog copy</i> <input type="checkbox"/> No impact <input checked="" type="checkbox"/> Impact statement attached	Director or designee: 	11/12/07
e. <input checked="" type="checkbox"/> Records <input checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Registrar or designee: 	11/12/07

<b>Box 6: APPROVAL SEQUENCE</b> APPROVAL SIGNATURES		DATE
A. Department / Division	Chair: 	11-12-07
B. Final faculty review body within each School	Chair: 	12-13-07
C. College Dean	Dean: 	12/13/07
D. Provost and Senior Vice President for Academic Affairs	Provost: 	12/17/07
E. Curriculum Review Committee (UFS subcommittee)	Chair: 	1/8/08
F. University Faculty Senate (UFS option)	Chair:	
G. University Council (see # 11 above)	Chair:	
H. President	President:	
I. Board of Regents – notification only		
J. Board of Regents – approval		
K. MHEC – notification only		
L. MHEC – approval		

M. Middle States Association notification	Required only if the mission of the University is changed by the action	
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## Impact Statement From the Office of University Relations

These changes could potentially affect the undergraduate and graduate catalogs—which the Office of University Relations currently manages and produces—as well as other recruitment publications that contain this type of specific academic material. The timing of the final approval for these changes will be a determining factor in our ability to incorporate the new information in a timely fashion in any related materials that are on our production schedule.

**DOCUMENT O: SUMMARY PROPOSAL**

See Course and Program Development Policy and Procedures for Instructions

<b>SCHOOL:</b> LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input checked="" type="checkbox"/>	<b>Contact Name:</b> Elaine Johnson	<b>Phone:</b> 837-6683
<b>DEPARTMENT / DIVISION:</b> Applied Behavioral Sciences		
<b>SHORT DESCRIPTION OF PROPOSAL</b> (state action item 1-23 and course name & number or program affected):		
Program Requirements/ Certificate in Professional Counseling Studies		
<b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2008		

O-1: Briefly describe what is being requested:

Change the requirements of the Certificate in Professional Counseling Studies (CPCS) program to allow up to six credits to be transferred into the program.

For new courses or changes in existing courses (needed by Registrar)

<b>OLD Title:</b>	<b>Course # / HEGIS Code:</b>	<b>Credits:</b>
<b>NEW Title:</b>	<b>Course # / HEGIS Code:</b>	<b>Credits:</b>

O-2: Set forth the rationale for the proposal:

The 18-credit CPCS program was initiated in January of 2007. It provides the necessary preparation for individuals holding the master's degree in counseling (or a related field) to garner the additional coursework necessary to become licensed as Licensed Clinical Professional Counselors (LCPCs) in Maryland. Students in the counseling track of UB's M.S. program in Applied Psychology program currently earn 42 credits for that degree. The 18-credit CPCS program supplements the master's program, taking students to the 60 graduate credits required for licensure.

In Fall of 2008, the counseling track of UB's M.S. in Applied Psychology program becomes a 48-credit program. (The 48-credit status, among other requirements, qualifies program graduates to apply for the credential of Nationally Certified Counselor). The proposed change in CPCS requirements will allow UB students, and students from other institutions who possess a 48-credit master's degree, to transfer six graduate credits into the CPCS program from the master's program. Thus, it will be possible for these students to obtain the Certificate while completing licensure requirements.

It is considered more advantageous to allow students to transfer credits into the program than to reduce the number of credits in the program. Most students who apply to the program have between 36 and 45 credits. Keeping the 18-credit requirement allows these students to participate in the program, and remain qualified for financial aid, for the greater part of their licensure-required studies.

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

See Course and Program Development Policy and Procedures for Instructions

<b>SCHOOL:</b> LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input checked="" type="checkbox"/>	<b>Contact Name:</b> John Willis	<b>Phone:</b> 6110
<b>DEPARTMENT / DIVISION:</b> School of Public Affairs		
<b>SHORT DESCRIPTION OF PROPOSAL</b> (state name of action item 1-20 and course name, code & number / program affected): Creation of Law School Early Entry Program in Government and Public Policy		
<b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: <i>2008 2009 RAGP</i>		

<b>Box 1: TYPE OF ACTION</b>	ADD(NEW) <input type="checkbox"/>	DEACTIVATE <input type="checkbox"/>	MODIFY <input type="checkbox"/>	OTHER <input checked="" type="checkbox"/>
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	16a. UG Concentration (exceeds 24 credit hours)	NO, 5	a, c, d, e	ABCDEFGHJL
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<input checked="" type="checkbox"/>	O. Summary Proposal	<input type="checkbox"/>	R. Financial Tables (MHEC)	<input type="checkbox"/>	
<input type="checkbox"/>	P. Course Definition Document	<input type="checkbox"/>	S. Contract	<input type="checkbox"/>	

- Approval of experimental course automatically lapses after two offerings unless permanently approved as a new course.
- Codes: a) Library Services (Langsdale or Law) b) Office of Technology Services c) University Relations d) Admissions
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**DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET (Page 2 of 2)**

<b>SCHOOL:</b> LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input checked="" type="checkbox"/>
<b>SHORT DESCRIPTION OF PROPOSAL</b> (state name of action item 1-20 and course name, code & number / program affected):
Creation of Four Year Program in Government and Public Policy

10. Provide:
- evidence that the action is consistent with UB mission and can be implemented within the existing program resources of the institution.
  - proposed date after which no new students will be admitted into the program;
  - accommodation of currently enrolled students in the realization of their degree objectives;
  - treatment of all tenured and non-tenured faculty and other staff in the affected program;
  - reallocation of funds from the budget of the affected program; and
  - existence at other state public institutions of programs to which to redirect students who might have enrolled in the program proposed for abolition.
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Box 5: IMPACT REVIEW	SIGNATURES (see procedures for authorized signers)	DATE
a. Library <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
b. <input checked="" type="checkbox"/> OTS <input checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	CIO or designee: <i>CB Schuster (for J. Wood)</i>	
c. University Relations <input type="checkbox"/> No impact <input checked="" type="checkbox"/> Impact statement attached	Director or designee: <i>[Signature]</i>	11/12/07
d. Admissions <input checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee: <i>[Signature]</i>	11/12/07
e. Records <input checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Registrar or designee: <i>[Signature]</i>	11/12/07

Box 6: APPROVAL SEQUENCE	APPROVAL SIGNATURES	DATE
A. Department / Division	Chair: <i>Laura A. Wilson-Gentry</i>	10/29/07
B. Final faculty review body within each School	Chair: <i>[Signature]</i>	11/29/07
C. College Dean	Dean: <i>[Signature]</i>	12/13/07
D. Provost and Senior Vice President for Academic Affairs	Provost: <i>Judith M. Randall</i>	12/13/07
E. Curriculum Review Committee (UFS subcommittee)	Chair: <i>Betsy S. Gao</i>	1/8/08
F. University Faculty Senate (UFS option)	Chair:	
G. University Council (see # 11 above)	Chair:	
H. President	President:	
I. Board of Regents – notification only		
J. Board of Regents – approval		
K. MHEC – notification only		
L. MHEC – approval		
M. Middle States Association notification	Required only if the mission of the University is changed by the action	

## Impact Statement From the Office of University Relations

These changes could potentially affect the undergraduate and graduate catalogs—which the Office of University Relations currently manages and produces—as well as other recruitment publications that contain this type of specific academic material. The timing of the final approval for these changes will be a determining factor in our ability to incorporate the new information in a timely fashion in any related materials that are on our production schedule.



UNIVERSITY OF BALTIMORE

**DOCUMENT O: SUMMARY PROPOSAL**

See Course and Program Development Policy and Procedures for Instructions

<b>SCHOOL:</b> LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input checked="" type="checkbox"/>	<b>Contact Name:</b> John Willis	<b>Phone:</b> 6110
<b>DEPARTMENT / DIVISION:</b> School of Public Affairs		
<b>SHORT DESCRIPTION OF PROPOSAL</b> (state action item 1-23 and course name & number or program affected):		
Creation of Early Entry Law School Program in Government and Public Policy		
<b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2008 <del>2009</del> <i>2009</i>		

O-1: Briefly describe what is being requested:

Creation of a 93 hour program in Government and Public Policy to facilitate early entry of selected students to the UB School of Law.

For new courses or changes in existing courses (needed by Registrar)		
<b>OLD Title:</b>	<b>Course # / HEGIS Code:</b>	<b>Credits:</b>
<b>NEW Title:</b>	<b>Course # / HEGIS Code:</b>	<b>Credits:</b>

O-2: Set forth the rationale for the proposal:

To provide opportunities for students in the UB GVPP Program to gain early entry into UB Law School provided that they meet certain requirements (no criminal activity, 3.50 GPA and 152 on LSAT Exam).

*153*  
*WGP*

GOVERNMENT AND PUBLIC POLICY  
93-CREDIT LAW SCHOOL EARLY ENTRY OPTION

This is called a 93-hour option because students complete 93 hours of undergraduate credits and an additional 27 hours of law school credits to achieve the 120 credits required for the bachelor's degree.

**LOWER DIVISION UNIVERSITY REQUIREMENTS - 60 credits**

**General Education - 34 credits**

English Composition (3)  
Mathematics (3)  
Oral Communication (3)  
Literature (3)  
History or Philosophy (3).  
Fine Arts (3)  
Computer Literacy (3)  
Social and Behavioral Science 1 (3)  
Social and Behavioral Science 2 (3)  
Biological and Physical Science  
Laboratory Course (4)  
Non-Laboratory Course (3)

**First Year Seminar - 2 credits**

*(Transfer students replace this requirement with a lower division elective).*

IDIS 101 First Year Seminar: Applied Learning and Study Skills (2)

**Lower Division Major Requirements - 12 credits**

GVPP 201 American Government (3)

The role and interrelationships of the federal, state and local governments in the formulation and implementation of public policy are examined. Major contemporary issues are explored to illustrate the policy making process.

GVPP 210 Global Politics (3)

An introduction to politics and governments in the global arena including issues of war and peace, economic development and trade, human rights, environment and globalization. Attention will be given to current conflicts.

One course in Economics (3) and one course in History or Philosophy (3) beyond the general education requirements set forth above.

**Lower Division Electives from any discipline - 12 credits**

**UPPER DIVISION UNIVERSITY REQUIREMENTS--33 credits**

**General Education - 9 credits**

WRIT 300 Advanced Expository Writing (3)  
IDIS 302 Ethical Issues in Business and Society (3)

*Take one of the following:*

IDIS 301 World Cultures (3)  
IDIS 304 Arts and Ideas (3)

**Government and Public Policy Requirements - 24 credits**

**Major Core Requirements - 12 credits**

GVPP 408 Methods in Government and Public Policy (3)  
One GVPP course in international studies (3): GVPP 385, GVPP 386, GVPP 484,  
GVPP 485, GVPP 486, GVPP 487, GVPP 488, GVPP 489  
One GVPP course in political theory (3): GVPP 381, GVPP 382, GVPP 426, GVPP 427,  
GVPP 482  
GVPP 499 Senior Seminar in Government and Public Policy (3)

**Major Electives - 12 credits**

Courses are selected after consultation with an adviser. However, students who are interested in the practice of law in Maryland should have a strong background in American and Maryland governmental structures and processes. Strongly recommended are:

GVPP 341 Civil Liberties and the Bill of Rights  
GVPP 344 American Presidency  
GVPP 345 The Legislative Process  
GVPP 348 State and Local Government  
GVPP 362 Media and Government  
GVPP 381 American Political Thought  
GVPP 461 Maryland Government and Politics  
GVPP 426 Foundations of Democracy I  
GVPP 427 Foundations of Democracy II  
GVPP 463 Interest Group Politics and Lobbying

**EARLY ENTRY OPTION**

General education:	43
Government/Policy Policy credits:	36
Elective Credits:	14
(includes First-Year Seminar)	
Total undergraduate credits:	93
Law School credits:	27
Total for degree:	120