

DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET

See Course and Program Development Policy and Procedures for Instructions

SCHOOL: LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input checked="" type="checkbox"/>	Contact Name: Patria de Lancer Julnes	Phone: 6053
DEPARTMENT / DIVISION: School of Public Affairs		
SHORT DESCRIPTION OF PROPOSAL (state name of action item 1-20 and course name, code & number / program affected):		
Clarify and expand the academic progress policy and the transfer credits policy for the DPA Program		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input type="checkbox"/> Spring <input checked="" type="checkbox"/> Year: 2010		

Box 1: TYPE OF ACTION	ADD(NEW) <input type="checkbox"/>	DEACTIVATE <input type="checkbox"/>	MODIFY <input checked="" type="checkbox"/>	OTHER <input type="checkbox"/>
Box 2: LEVEL OF ACTION	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 ¹	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
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 ⁹	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
<input checked="" type="checkbox"/> 20. Other –Policy change	Varies	Varies	Varies

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

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Clarify and expand the academic progress policy and the transfer credits policy for the DPA Program

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.

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. OTS <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	CIO or designee:	
c. University Relations <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
d. Admissions <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
e. Records <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Registrar or designee:	

Box 6: APPROVAL SEQUENCE	APPROVAL SIGNATURES	DATE
A. Department / Division	Chair: <i>Laura A. Nelson-Jentery</i>	2/5/2010
B. Final faculty review body within each School	Chair: <i>Margaret J. Pothoact</i>	2-25-2010
C. College Dean	Dean: <i>[Signature]</i>	2/26/10
D. Provost and Senior Vice President for Academic Affairs	Provost: <i>[Signature]</i>	3/8/10
E. Curriculum Review Committee (UFS subcommittee)	Chair:	
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	

DOCUMENT O: SUMMARY PROPOSAL

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DEPARTMENT / DIVISION: School of Public Affairs		
SHORT DESCRIPTION OF PROPOSAL (state action item 1-23 and course name & number or program affected):		
Clarify and expand the academic progress policy and the transfer credits policy for the DPA Program		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input type="checkbox"/> X Spring Year: 2010		

O-1: Briefly describe what is being requested:

We seek to change the DPA Program's "Satisfactory Academic Progress" policy and the "Transfer Credit" policy to clarify their intent. The former specifies what a student needs to do remain in good standing and continue matriculation in the DPA program. The latter stipulates the maximum amount of credits that can be transferred toward the 48 credits required for completing the DPA program.

See attached the comparison of the current and proposed policies.

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

OLD Title:	Course # / HEGIS Code:	Credits:
NEW Title:	Course # / HEGIS Code:	Credits:

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

The current policy on *satisfactory academic progress* contains language that is vague. As a result its interpretation is difficult and actions taken based on this policy appear arbitrary. The proposed changes clarify the intent of the policy and provide clear guidelines for implementation.

The current policy on *transfer of credits* does not reflect practice. In the DPA program the maximum number of credits that can be transferred is nine not 12. Also, the policy does not provide sufficient information regarding what can be transferred. The proposed policy clarifies these issues.

Attachment 1. Satisfactory Academic Progress

Current Policy	Proposed Policy
<p>Students who complete 6 credit hours (core and/or elective courses) toward the D.P.A. and who have a grade point average below 3.0 will be placed on probation. Such students have 6 additional hours to recover at least a 3.0 grade point average, or they will be dismissed from the program. Students are expected to have grades of B (3.0) or higher in all core courses. Within the D. P.A. core program, no course may be repeated with the purpose of replacing an earlier grade in the same course. These provisions supersede the more general college provisions stated elsewhere in this catalog.</p>	<p><i>Students must maintain a grade point average of B (3.0). Students who complete at least 6 credit hours (core and/or elective courses) toward the D.P.A. and who have a grade point average below 3.0 will be placed on probation. Such students have 6 additional credit hours to recover at least a 3.0 grade point average or they will be dismissed from the program. If the grade point average drops below 3.0 a second time the student is automatically dismissed. D.P.A. students may not repeat any course. Earning more than two passing grades of B- or lower will result in dismissal from the program. These provisions supersede more general university or college provisions stated elsewhere in this catalog.</i></p>

→
CAPITALIZE

Attachment 2. Transfer Credits

Current Policy	Proposed Policy
In no case can the maximum of 12 graduate transfer credits be used to reduce degree requirements to fewer than 42 credits beyond the master's degree.	<i>The DPA Director and the DPA Admission Committee may approve transfer of up to nine doctoral level credits earned at another accredited institution prior to matriculation at the University of Baltimore. The credits must not have been applied to completion of another degree. These transfer credits can be used toward a specialization but cannot replace required core courses.</i>