

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

See Course and Program Development Policy and Procedures for Instructions

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| <b>SCHOOL:</b> LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input checked="" type="checkbox"/> <b>Contact Name:</b> Laura Wilson-Gentry <b>Phone:</b> 6102         |
| <b>DEPARTMENT / DIVISION:</b> School of Public Affairs   |
| <b>SHORT DESCRIPTION OF PROPOSAL</b> (State Document N action item from Box 3 below and program name OR course name, code, & number as applicable): Change Pre-requisites for HSMG 498 |
| <b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2010  |

|  |
|--|
| <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 checked="" type="checkbox"/> Graduate <input type="checkbox"/> OTHER <input type="checkbox"/> |

| Box 3: ACTION ITEM<br>(check appropriate boxes)  | DOCUMENTS REQUIRED<br>(see box 4 below) | IMPACT REVIEWS<br>(see box 5 on back) | APPROVAL SEQUENCE<br>(see box 6 on back) |
|--|---|---------------------------------------|--|
| 1. Experimental Course <sup>1</sup>  | N, O, P                                 | a, c, e                               | AC                                       |
| 2. Course Title  | N, O                                    |                                       | ACD                                      |
| 3. Course Credits  | N, O, (P)                               |                                       | ACD                                      |
| 4. Course Number   | N, O                                    |                                       | ACD                                      |
| 5. Course Level  | N, O                                    |                                       | ACD                                      |
| <input checked="" type="checkbox"/> 6. Pre & Co-Requisite  | N, O                                    |                                       | ACD                                      |
| 7. Course Description  | N, O, P                                 |                                       | ABCDEF                                   |
| 8. New Course  | N, O, P                                 |                                       | ABCDEF                                   |
| 9. Deactivate a Course   | N, O                                    |                                       | ACDEF                                    |
| 10. Program Requirements   | N, O                                    | (b, c, d, e)                          | ACDEF                                    |
| 11a. UG Specialization (24 credits or less)  | N, O                                    | a, b, c, d, e                         | ACDEF                                    |
| 11b. Masters Specialization (12 credits or less)   | N, O                                    | a, b, c, d, e                         | ACDEF                                    |
| 11c. Doctoral Specialization (18 credits or less)  | N, O                                    | a, b, e                               | ACDEF                                    |
| 12. Minor (add or delete)  | N, O                                    | a, b, c, d, e                         | ACDEF                                    |
| 13. Closed Site Program  | N, O                                    | e                                     | ACDEIL                                   |
| 14. Program Suspension   | N, O, S                                 | a, e                                  | ACDEFGIJL                                |
| 15. Program Reactivation   | N, O                                    |                                       |  |
| 16a. Certificate Program (ug/g) exclusively within existing degree program   | N, O                                    | a, c, e                               | ACDEFJIM                                 |
| 16b. Certificate Program (ug/g) where degree programs do not exist or where courses are selected across degree programs (12 or more credits) | N, O, Q, R, S                           | a, c, e                               | ACDEFIKM                                 |
| 17. Off-Campus Delivery of Existing Program  | N, O, S                                 | a, b, c, e                            | ACDEJM                                   |
| 18a. UG Concentration (exceeds 24 credit hrs)  | N, O, S                                 | a, c, d, e                            | ACDEFGIKM                                |
| 18b. Masters Concentration (exceeds 12 credit hrs)   | N, O, S                                 | a, c, d, e                            | ACDEFGIKM                                |
| 18c. Doctoral Concentration (exceeds 18 credit hrs)  | N, O, S                                 | a, c, d, e                            | ACDEFGIKM                                |
| 19. Program Title Change   | N, O, S                                 | a, c, d, e                            | ACDEFGIKM                                |
| 20. Program Termination <sup>2</sup>   | N, O, S                                 | d, e                                  | ACDEFGIKM                                |
| 21. New Degree Program <sup>3</sup> ,  | N, O, Q, R, S                           | a, c, d, e                            | ACDEFGIKM                                |
| 22. 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"/> P. Course Definition Document   | <input type="checkbox"/> S. Other documents as may be required by MHEC/ USM. See <a href="http://www.ubalt.edu/downloads/program_approval_Grid_8-3-09.docx">http://www.ubalt.edu/downloads/program_approval_Grid_8-3-09.docx</a> |                                   |  |

<sup>1</sup> Approval of experimental course automatically lapses after two offerings unless permanently approved as a new course.

<sup>2</sup> See USM Policy on the Review and Abolition of Academic Programs (<http://www.usmd.edu/regents/bylaws/SectionIII/III702.html>) for list of information that must be provided for this action.

<sup>3</sup> 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.

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

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| Box 5: IMPACT REVIEW   | SIGNATURES (see procedures for authorized signers) | DATE |
|--|--|------|
| a. Library<br><input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached              | Director or designee:                              |      |
| b. OTS<br><input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached                  | CIO or designee:                                   |      |
| c. University Relations<br><input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached | Director or designee:                              |      |
| d. Admissions<br><input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached           | Director or designee:                              |      |
| e. Records<br><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. Wilson-Gentry</i>                                    | 11/19/09 |
| B. General Education (as required for #7, #8)             |   |          |
| C. Final faculty review body within each School           | Chair: <i>[Signature]</i>   | 12/10/09 |
| D. College Dean   | Dean: <i>[Signature]</i>  | 12/14/09 |
| E. Provost and Senior Vice President for Academic Affairs | Provost: <i>[Signature]</i>   | 12/18/09 |
| F. Curriculum Review Committee (UFS subcommittee)         | Chair: <i>[Signature]</i>   |          |
| G. University Faculty Senate (UFS option)                 | Chair:  |          |
| H. University Council <sup>4</sup>                        | Chair:  |          |
| I. President  | President:  |          |
| J. Board of Regents – notification only                   |   |          |
| K. Board of Regents – approval                            |   |          |
| L. MHEC – notification only                               |   |          |
| M. MHEC – approval  |   |          |
| N. Middle States Association notification                 | Required only if the mission of the University is changed by the action |          |

<sup>4</sup> 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.

UNIVERSITY OF BALTIMORE

**DOCUMENT O: SUMMARY PROPOSAL**

See Course and Program Development Policy and Procedures for Instructions

|   |  |                    |
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O-1: Briefly describe what is being requested:

Change pre-requisite from:

Permission of the HSMG Program Director to:

Successful completion of HSMG 300, HSMG 301, HSMG 370 and HSMG 371; or Permission of the HSMG Director:

|  |                               |                 |
|--|-------------------------------|-----------------|
| 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:

This change reflects current screening practices for HSMG 498 and also permits automated screening through Peoplesoft.