

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 checked="" type="checkbox"/> YGCLA <input type="checkbox"/>	Contact Name: Darlene Smith	Phone: ext 4996
DEPARTMENT / DIVISION: Merrick Dean's Suite		
SHORT DESCRIPTION OF PROPOSAL (state name of action item 1-20 and course name, code & number / program affected): Increasing number of graduate credits permitted in accelerated business programs		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2007		

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 checked="" type="checkbox"/> Graduate <input 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
<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 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
20. Other	Varies	Varies	Varies

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

- 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.

SCHOOL: LAW <input type="checkbox"/> MSB <input checked="" type="checkbox"/> YGCLA <input type="checkbox"/>
SHORT DESCRIPTION OF PROPOSAL: Change In Requirements of Accelerated Business Programs
Currently, undergraduate students who have a cumulative GPA of 3.5 or higher can concurrently combine requirements of the MSB bachelor's and master's degree. Current policy states that a maximum of 6 graduate credits, completed at the undergraduate level, may be applied simultaneously to the requirements for the bachelor's and graduate degrees. The revised policy would permit an increase to 9 graduate credits.

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 checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	CIO or designee: Judy Wood (per telephone conversation with D.B. Smith)	4/16/07
c. University Relations <input checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee: Gigi Boam (per telephone conversation with D.B. Smith)	4/16/07
d. Admissions <input type="checkbox"/> No impact <input checked="" type="checkbox"/> Impact statement attached*	Director or designee: Joan Anson (per telephone conversation with D.B. Smith)	4/16/07
e. Records <input checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Registrar or designee: Richard Morrell (per telephone conversation with D.B. Smith)	4/16/07

Box 6: APPROVAL SEQUENCE	APPROVAL SIGNATURES	DATE
A. Department / Division	Chair:	
B. Final faculty review body within each School	Chair: <i>Donna Thom</i>	4/30/07
C. College Dean	Dean: <i>Susan Zocun</i>	4/27/07
D. Provost and Senior Vice President for Academic Affairs	Provost: <i>Jordan Marshall</i>	5/3/07
E. Curriculum Review Committee (UFS subcommittee)	Chair: <i>Margaret Sullivan</i>	5/1/07
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

See Course and Program Development Policy and Procedures for Instructions

SCHOOL: LAW <input type="checkbox"/> MSB <input checked="" type="checkbox"/> YGCLA <input type="checkbox"/>	Contact Name: Darlene Smith	Phone: Ext 4996
DEPARTMENT / DIVISION: MSB Dean's Suite		
SHORT DESCRIPTION OF PROPOSAL		
Change in Requirements of the Accelerated Business Programs		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2007		

O-1: Briefly describe what is being requested:

Currently, undergraduate students who have a cumulative GPA of 3.5 or higher can concurrently combine requirements of the MSB bachelor's and master's degree. A maximum of 6 graduate credits, completed at the undergraduate level, may be applied simultaneously to the requirements for the bachelor's and graduate degrees. The Graduate Curriculum Committee recommends an increase to 9 graduate credits.

Information: Current catalog description of ACCELERATED BUSINESS PROGRAMS

Undergraduate students of recognized academic ability and educational maturity may fulfill concurrently combined requirements of the business school's bachelor's and master's degrees. These accelerated programs require a minimum of 144 credits. A maximum of 6 graduate credits, completed at the undergraduate level, may be applied simultaneously to the requirements for the bachelor's and graduate degrees. Those interested should discuss their proposals with the appropriate academic adviser.

To be eligible for the accelerated program, students must have a cumulative 3.5 GPA in their undergraduate coursework and a 3.0 GPA in their graduate courses. Students transferring from four-year colleges and universities may apply a maximum of 90 credits toward graduation in these accelerated programs at the University of Baltimore.

To be admitted to the program, students need the approval of the associate dean and must apply prior to beginning the last 30 credits of their undergraduate degrees. Moreover, students must secure approval for admission as special students in the appropriate graduate program and pay the applicable fees. Graduate tuition fees will be charged for up to 6 graduate credits applicable to the bachelor's and master's degrees. To be admitted to the graduate program, a student must submit an acceptable Graduate Management Admission Test and supply other required information.

The graduate adviser will approve the appropriate graduate courses for each student at the time of admission to the accelerated bachelor's/master's program. These courses may not include independent study or research, directed study, thesis or internship courses. Change in the undergraduate program of study will require approval of the graduate adviser.

Students must be in continuous enrollment at the University of Baltimore for this agreement to remain in effect. Those who fail to maintain the eligibility requirements will be dropped from the accelerated program. Applicability (if any) of graduate courses to the undergraduate degree will be determined on an individual basis. Students should be aware that graduate courses applied to both undergraduate and graduate degrees at the University may not transfer as graduate credits to another institution.

Applications for unconditional admission and payment of applicable fees to the graduate program must be made during the semester immediately prior to the completion of the credits in the bachelor's program. Admission to the graduate program will be effective the semester after completing the credits required for the bachelor's degree.

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:

Rationale for Credit Hour Increase:

1. Consistency in policy across CLA and MSB
2. Consistency with our dual degree programs, which permits the transfer of up to nine credit hours from another degree.
3. The original policy of 6 credits was developed when MSB had a 30 credit hour MBA program; thus fulfilling the 24 credit residency requirement. The MBA core is now at 33 credits; thus an increase to 9 credit hours still satisfies the 24 credit residency requirement.
4. We remain in compliance with MHEC requirements.