Document N: Course and Program Development:
IMPACT AND APPROVAL SIGNATURES
See Course and Program Development Policy and Procedures (www.ubalt.edu/provost) for instructions.

SCHOOL: LAW MSB CAS CPA

CONTACT NAME: PHONE: 410-837-6024

DEPARTMENT/DIVISION: DATE PREPARED: 11/22/11

PROPOSED SEMESTER OF IMPLEMENTATION:

TYPE OF ACTION: add (new) deactivate modify other

LEVEL OF ACTION: noncredit undergraduate graduate other

ACTION BEING REQUESTED (select one category, either Course Actions or Program Actions):

**COURSE ACTIONS**

Original Subject Code/Course Number: ________________________________

Original Course Title: ________________________________

**PROGRAM ACTIONS**

Original Program Title: Integrated Design

Select one or multiple actions from one of the lists below (review the list of necessary documents and signatures):

**COURSE ACTIONS**

1. Experimental Course
2. Course Title
3. Course Credits
4. Course Number
5. Course Level
6. Pre- and Co-Requisite
7. Course Description
8. New Course
9. Deactivate Course
22. Other

**PROGRAM ACTIONS**

10. Program Requirements
11a. Undergraduate Specialization (24 credits or fewer)
11b. Master's Specialization (12 credits or fewer)
11c. Doctoral Specialization (18 credits or fewer)
12. Minor (add or delete)
13. Closed Site Program
14. Program Suspension
15. Program Reactivation
16a. Certificate Program (UG/G) exclusively within existing degree program
16b. Certificate Program (UG/G) outside of or across degree programs (12 or more credits)
17. Off-Campus Delivery of Existing Programs
18a. Undergraduate Concentration (exceeds 24 credits)
18b. Master's Concentration (exceeds 12 credits)
18c. Doctoral Concentration (exceeds 18 credits)
19. Program Title Change
20. Program Termination
21. New Degree Program
22. Other

**ADDITIONAL DOCUMENTATION** (check all appropriate boxes of documents included; review the list of necessary documents):

- summary proposal (O)
- course definition document (P)
- full five-page MHEC proposal (Q)
- financial tables (MHEC) (R)
- other documents as may be required by MHEC/USM (S)
- other (T)
IMPACT REVIEW (review the list of necessary signatures):

<table>
<thead>
<tr>
<th>Impacted Entity</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Library</td>
<td>Jeffrey Stater</td>
<td>1/10/12</td>
</tr>
<tr>
<td>b. OTS</td>
<td></td>
<td>1/15/12</td>
</tr>
<tr>
<td>c. University Relations</td>
<td></td>
<td>1/18/12</td>
</tr>
<tr>
<td>d. Admissions</td>
<td></td>
<td>1/18/12</td>
</tr>
<tr>
<td>e. Records</td>
<td></td>
<td>1/18/12</td>
</tr>
</tbody>
</table>

APPROVAL SEQUENCE (review the list of necessary signatures):

<table>
<thead>
<tr>
<th>Approval Level</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Department/Division (Chair)</td>
<td></td>
<td>1/13/12</td>
</tr>
<tr>
<td>B. General Education (for No. 7, 8)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Final Faculty Review Body Within Each School (Chair)</td>
<td></td>
<td>2/28/12</td>
</tr>
<tr>
<td>D. Dean</td>
<td></td>
<td>3-5-12</td>
</tr>
<tr>
<td>E. University Faculty Senate (Chair)</td>
<td></td>
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<td>F. University Council (Chair)³</td>
<td></td>
<td></td>
</tr>
<tr>
<td>G. Provost and Senior Vice President for Academic Affairs</td>
<td></td>
<td>4/5/2012</td>
</tr>
<tr>
<td>H. President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I. Board of Regents (notification only)</td>
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<td></td>
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<tr>
<td>J. Board of Regents (approval)</td>
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<td></td>
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<tr>
<td>K. MHEC (notification only)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>L. MHEC (approval)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>M. Middle States Association notification</td>
<td>Required only if the University's mission is changed by the action</td>
<td></td>
</tr>
</tbody>
</table>

³ University Council review (for 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.

Summer 2010
**Document O: Course and Program Development: SUMMARY PROPOSAL**

See Course and Program Development Policy and Procedures ([www.ubalt.edu/provost](http://www.ubalt.edu/provost)) for instructions.

**SCHOOL:**  
- LAW  
- MSB  
- CAS  
- CPA

**CONTACT NAME:**  
- ed gold  
**PHONE:**  
- 410-837-6024

**DEPARTMENT/DIVISION:**  
- CAS/SCD

**DATE PREPARED:**  
- 11/22/11

**PROPOSED SEMESTER OF IMPLEMENTATION:**  
- fall  
- spring  
**YEAR:**  
- 2012

**ACTION BEING REQUESTED** (select one category, either Course Actions or Program Actions):

- **COURSE ACTIONS**  
  - Original Subject Code/Course Number: 
  - Original Course Title: 

- **PROGRAM ACTIONS**  
  - Original Program Title: Integrated Design

Select one or multiple actions from one of the lists below (review the list of necessary documents and signatures):

**COURSE ACTIONS**
- 1. Experimental Course  
- 2. Course Title  
- 3. Course Credits  
- 4. Course Number  
- 5. Course Level  
- 6. Pre- and Co-Requisite  
- 7. Course Description  
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- 18c. Doctoral Concentration (exceeds 18 credits)  
- 19. Program Title Change  
- 20. Program Termination  
- 21. New Degree Program  
- 22. Other

**For changes to existing courses:**

<table>
<thead>
<tr>
<th>OLD TITLE</th>
<th>SUBJECT CODE/COURSE NO.</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEW TITLE</td>
<td>SUBJECT CODE/COURSE NO.</td>
<td>CREDITS</td>
</tr>
</tbody>
</table>
The proposal is to revert to the original policy governing transfer credits from the M.A. in PBDS to the M.F.A. in Integrated Design. And to amend the graduate catalog accordingly.

We would like to add the phrase "With the exception of the M.F.A. in Integrated Design" to the first sentence in the last paragraph of the current section, titled "Change of Graduate program" on p. 24.

And we would like to add "For the M.F.A. in Integrated Design, the program director or advisor could accept a maximum of 12 credits, or 24 credits transferred from the UB Publications Design program." as a second sentence in that same paragraph.

The paragraph should now read as:
With the exception of the M.F.A. in Integrated Design, the program director or adviser may accept into the new program a maximum of 12 credits in which the student has earned a B (3.0) or better grade. For the M.F.A. in Integrated Design, the program director or advisor could accept a maximum of 12 credits, or 24 credits transferred from the UB Publications Design program. For those credits earned at the University of Baltimore and approved for credit in the new program, the program director or adviser must decide either to accept all such credits with grades or to accept all such credits without grades on a case-by-case basis.

SET FORTH THE RATIONALE FOR THIS PROPOSAL:

See Attached Sheet.
Document O

SET FORTH THE RATIONALE FOR THIS PROPOSAL:

When the MFA program in Integrated Design was instituted, UB permitted 30 credits to transfer from the MA in Publications Design to the MFA. The two programs were married closely together and the large transfer of credits was well thought out. It permitted students to switch from one program to the other without losing credits and at a time in the program when they were able to make clearer decisions about which degree would be more useful to them. This exception to UB policy was approved at the University as well as the State level, and worked well.

At some point, however, some CLA administrators began to insist this was too large a proportion of credits and wanted the program's transfer policy to treat Pub Design students and outside applicants in the same way. Perhaps it was thought that students might not have enough room at that point to do what was required of them in the remaining 18 credits of the 48-credit degree, perhaps it was merely a matter of consistency. The decision was made to lower the acceptable credits to the 12 other programs accept. So for the past several years 12 credits have been the maximum that may be transferred from the MA in Publications Design Program to the MFA in Integrated Design Program. This change has not served our students or our two programs well.

In those intervening years, the MFA has increased from a 48 to a 60-credit degree. Now, if students transfer 24 credits they will still have 36 credits remaining in which to complete the MFA requirements. We have spoken to many students who wished to transfer from one program to the other but did not because they would have lost too many credits. Students in both programs draw many courses from the same elective pool. The current policy has created situations in which, for instance, an MFA student takes a course and counts it toward her major, but a Pub Design student who took that same course is unable to count it when she transfers into the MFA the following semester.

Making this change now will permit students to make a later, more considered, decision about which degree is more suitable to their career goals and UB will retain more students for a longer time.

The current policy limits the choices students have by requiring that they decide early in their academic design careers whether they wish an MA or an MFA. In doing this it greatly reduces the number of students willing to transfer into the 60-credit MFA program.

Permitting students to transfer a larger number of credits will allow a greater number of students to transfer into the MFA program. In raising the transfer credits permitted the MFA program will make room for those who

- Enter the MA program with limited skills but who, after taking a certain number of design courses, develop the quality portfolio required for entry into the MFA program.
- Decide later that they wish to teach and need the MFA as a teaching credential
- Enter the MA program with great design skills, but decide later that they would like to pursue an terminal degree

The essence of the change is that students would be able to transfer from the MA program to the MFA program later in their academic careers without losing too many of the credits they have taken. The MA program and the MFA program share many courses; the MFA program has, in fact, only a few courses that are unique to its students. It makes a great deal of sense to permit later program transfers as many students enter the MA program in search of career change and this will permit them to pursue a design career after they have had increased exposure to the formal training available.

One important required element of this transfer policy will be the tracking of students who transfer from the MA to the MFA so it will not appear that the MA is losing students to attrition rather than commencement.

The 12-credit transfer policy is a University of Baltimore policy, not a USM policy. The University made an exception to this policy in 2002 when the MFA began; there is no reason why a policy exception cannot be implemented once again.
Impact Statement From the Office of University Relations

Please be advised that any programmatic changes are likely to affect recruitment and other publications produced and/or managed by the Office of University Relations that contain this type of specific academic information. Please inform Catherine Leidemer (cleidemer@ubalt.edu or 410.837.6164) of any proposed changes that receive final approval and of any planned implementation timelines. 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 relevant materials that are on our production schedule. As a general guideline, the Office of University Relations should be notified of any programmatic changes to a scheduled recruitment publication at least two months prior to printing.