

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: Michele Cotton	Phone: 837-5320
DEPARTMENT / DIVISION: Division of Legal, Ethical and Historical Studies		
SHORT DESCRIPTION OF PROPOSAL (State Document N action item from Box 3 below and program name OR course name, code, & number as applicable):		
10. Program Requirements for LEST		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input checked="" type="checkbox"/> Spring <input 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	N, O, P	a, c, e	AC
2. Course Title	N, O		ABCD
3. Course Credits	N, O, (P)		ABCD
4. Course Number	N, O		ABCD
5. Course Level	N, O		ABCD
6. Pre & Co-Requisite	N, O		ABCD
7. Course Description	N, O, P		ABCDEF
8. New Course	N, O, P		ABCDEF
9. Deactivate a Course	N, O		ABCDEF
X 10. Program Requirements	N, O	(b, c, d, e)	ABCDEF
11a. UG Specialization (24 credits or less)	N, O	a, b, c, d, e	ABCDEF
11b. Masters Specialization (12 credits or less)	N, O	a, b, c, d, e	ABCDEF
11c. Doctoral Specialization (18 credits or less)	N, O	a, b, e	ABCDEF
12. Minor (add or delete)	N, O	a, b, c, d, e	ABCDEF
13. Closed Site Program	N, O	e	ABCDHIK
14. Program Suspension	N, O, S	a, e	ABCDEFGIK
15. Program Reactivation	N, O		
16a. Certificate Program (ug/g) exclusively within existing degree program	N, O	a, c, e	ABCDEFHIK
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	ABCDEFHJL
17. Off-Campus Delivery of Existing Program	N, O, S	a, b, c, e	ABCDHIL
18a. UG Concentration (exceeds 24 credit hrs)	N, O, S	a, c, d, e	ABCDEFGHJL
18b. Masters Concentration (exceeds 12 credit hrs)	N, O, S	a, c, d, e	ABCDEFGHJL
18c. Doctoral Concentration (exceeds 18 credit hrs)	N, O, S	a, c, d, e	ABCDEFGHJL
19. Program Title Change	N, O, S	a, c, d, e	ABCDEFGHJL
20. Program Termination ²	N, O, S	d, e	ABCDEFGHIK
21. New Degree Program ³ ,	N, O, Q, R, S	a, c, d, e	ABCDEFGHJL
22. Other	Varies	Varies	Varies

Box 4: DOCUMENTATION (check boxes of documents included)			
N. This Cover Sheet		Q. Full 5-page MHEC Proposal	T. Other
O. Summary Proposal		R. Financial Tables (MHEC)	
P. Course Definition Document		S. Other documents as may be required by MHEC/ USM. See http://www.ubalt.edu/downloads/program_approval_Grid-USM-10-07.doc	

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

² 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.

³ 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.

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

Box 6: APPROVAL SEQUENCE	APPROVAL SIGNATURES	DATE
A. Department / Division	Chair: <i>Thomas B. Carney</i>	30 Nov 09
B. General Education (as required for #7, #8)		
C. Final faculty review body within each School	Chair: <i>Margaret J. Pothorst</i>	12/11/09
D. College Dean	Dean: <i>Ray W. Turner</i>	12/14/09
E. Provost and Senior Vice President for Academic Affairs	Provost: <i>Samuel</i>	12/15/09
F. Curriculum Review Committee (UFS subcommittee)	Chair:	
G. University Faculty Senate (UFS option)	Chair:	
H. University Council ⁴	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	

⁴ 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

SCHOOL: LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA X	Contact Name: Michele Cotton	Phone: 837-5320
DEPARTMENT / DIVISION: Division of Legal, Ethical and Historical Studies		
SHORT DESCRIPTION OF PROPOSAL (State Document N, Box 3, action item and program name OR course name, code, & number as applicable):		
10. Program Requirements for LEST		

O-1: Briefly describe what is being requested:		
We would like to modify our transfer credits policy and associated catalogue language.		
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:
<p>Currently, students in the LEST program can take up to 9 credits in another graduate program at UB as part of satisfying their degree requirements. However, students transferring into LEST from another graduate program at UB or outside of UB can transfer a maximum of 6 credits. Thus, a student already in the LEST program can take up to 9 credits in the CNCM program (for example) and have that count toward the LEST Masters degree. But a student in the CNCM program who transferred into the LEST program would only be allowed to transfer 6 CNCM credits into LEST. That difference in treatment lacks a rational justification and serves as an unnecessary penalty on students who wish to change over to our program. We want to make the maximum use or transfer of credits from another graduate program a consistent 9 credits</p> <p>In addition, we occasionally get students who come to our program from law school or from another graduate program in legal studies. To reflect the reality that such students may already have coursework that is substantially equivalent to classes offered in our program, we would like to allow up to 12 such credits to transfer to the LEST program. The 12 credits transferring could be used as other discipline electives (as described above) and/or substitute for substantially similar LEST courses.</p> <p>Existing catalogue language (p. 102):</p> <p>A maximum of 6 relevant graduate credits may be transferred from another program or regionally accredited college or university toward this graduate degree, subject to the approval of the program director. These credits are included in the maximum 9 credits that may be taken outside of the Legal and Ethical Studies program.</p> <p>Proposed revised catalogue language:</p> <p>A maximum of 9 relevant graduate credits may be transferred from another program or regionally accredited college or university toward this graduate degree, subject to the approval of the program director. These credits count toward the maximum 9 credits that may be taken outside of the Legal and Ethical Studies program as "other discipline electives."</p> <p>A maximum of 12 credits may be transferred from an accredited law school or from a graduate legal studies program at a regionally accredited college or university toward this graduate degree, subject to the approval of the program director. These credits may count as "other discipline electives" or substitute for substantially similar LEST courses, subject to the approval of the program director.</p>