

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):		
2. Course Title and 7. Course Description: LEST 610 Special Legal Topics		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input type="checkbox"/> Spring <input checked="" type="checkbox"/> Year: 2011		

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
X	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
X	7. Course Description	N, O, P		ABCDEF
	8. New Course	N, O, P		ABCDEF
	9. Deactivate a Course	N, O		ABCDEF
	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	ABCDEFHJL
	18b. Masters Concentration (exceeds 12 credit hrs)	N, O, S	a, c, d, e	ABCDEFHJL
	18c. Doctoral Concentration (exceeds 18 credit hrs)	N, O, S	a, c, d, e	ABCDEFHJL
	19. Program Title Change	N, O, S	a, c, d, e	ABCDEFHJL
	20. Program Termination ²	N, O, S	d, e	ABCDEFHJK
	21. New Degree Program ³	N, O, Q, R, S	a, c, d, e	ABCDEFHJL
	22. 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"/>	
<input type="checkbox"/>	P. Course Definition Document	<input type="checkbox"/>	S. Other documents as may be required by MHEC/USM. See http://www.ubalt.edu/downloads/program_approval_Grid-USM-10-07.doc	<input type="checkbox"/>	

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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SHORT DESCRIPTION OF PROPOSAL (State Document N action item from Box 3 and program name OR course name, code, & number as applicable):		
2. Course Title and 7. Course Description: LEST 610 Special Legal Topics		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input type="checkbox"/> Spring <input checked="" type="checkbox"/> Year: 2011		

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 E. Carney</i>	20 Apr 2010
B. General Education (as required for #7, #8)		
C. Final faculty review body within each School	Chair: <i>Margaret J. Potthast</i>	4-29-10
D. College Dean	Dean: <i>Ray W. Turner</i>	5/3/10
E. Provost and Senior Vice President for Academic Affairs	Provost: <i>Patty K. Amey (Assoc. Prov.)</i>	5/18/10
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 <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, Box 3, action item and program name OR course name, code, & number as applicable):		
2. Course Title and 7. Course Description: LEST 610 Special Legal Topics		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input type="checkbox"/> Spring <input checked="" type="checkbox"/> Year: 2011		

O-1: Briefly describe what is being requested: Change the course title and course description for LEST 610.		
For new courses or changes in existing courses (needed by Registrar)		
OLD Title: Special Legal Topics	Course # / HEGIS Code: LEST 610	Credits: 3
NEW Title: Legal Topics	Course # / HEGIS Code: LEST 610	Credits: 3

O-2: Set forth the rationale for the proposal: The existing course title and course description for LEST 610 need to be framed in a way that makes clearer how this course differs from LEST 605 Topics in Law. LEST 610 Special Legal Topics is intended to serve as a "catchall" for courses that are concerned with a particular issue, context, or method of the law, while LEST 605 is intended to serve as a "catchall" for courses that cover areas of law not regularly offered in the curriculum.

University of Baltimore

DOCUMENT P: Required Format for Course Definition Document

See Course and Program Development Policy and Procedures for Instructions

1.	Date Prepared	April 8, 2010
2.	Prepared by	Michele Cotton
3.	Department/Division	Division of Legal, Ethical and Historical Studies
4.	Course Number(s), including HEGIS code(s)	LEST 610
5.	Course Title	Special Legal Topics (to be changed)
6.	Credit Hours	3
7.	Catalog Description (Paragraph should reflect general aims and nature of the course)	

Proposed revised catalogue language:

LEST 610 Legal Topics (3) Varying course offering that explores a particular issue, context, or method of the law. Course may be repeated for credit where topic differs.

Existing catalogue language:

LEST 610 Special Legal Topics (3) Intensive exploration of topics in law of mutual interest to faculty and students. Content varies according to interests of faculty and students. Course schedule lists topic to be studied that semester. Course may be repeated for credit when topic differs.

8.	Prerequisites	None
9.	Course Purpose	Elective
10.	General Education area, if applicable (i.e., social sciences, humanities, science, etc.)	NA
11.	Course Type	Lecture
12.	Faculty qualified to teach the course	Varies
13.	Content Outline	Varies
14.	Learning Goals	Vary
15.	Assessment Strategies	Vary
16.	Suggested Text(s) and Materials	Vary
17.	Suggested class size	20
18.	Lab Fees (when applicable)	NA

University of Baltimore

DOCUMENT P: Required Format for Course Definition Document

See Course and Program Development Policy and Procedures for Instructions

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|----|--|---|
| 1. | Date Prepared | April 8, 2010 |
| 2. | Prepared by | Michele Cotton |
| 3. | Department/Division | Division of Legal, Ethical and Historical Studies |
| 4. | Course Number(s), including HEGIS code(s) | LEST 610 |
| 5. | Course Title | Special Legal Topics (to be changed) |
| 6. | Credit Hours | 3 |
| 7. | Catalog Description (Paragraph should reflect general aims and nature of the course) | |

Proposed revised catalogue language:

LEST 610 Legal Topics (3) Varying course offering that explores a particular issue, context, or method of the law. Examples of such topics include capital punishment, historic cases, law and literature, and writing about the law. Course may be repeated for credit where topic differs.

Existing catalogue language:

LEST 610 Special Legal Topics (3) Intensive exploration of topics in law of mutual interest to faculty and students. Content varies according to interests of faculty and students. Course schedule lists topic to be studied that semester. Course may be repeated for credit when topic differs.

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|-----|--|----------|
| 8. | Prerequisites | None |
| 9. | Course Purpose | Elective |
| 10. | General Education area, if applicable (i.e., social sciences, humanities, science, etc.) | NA |
| 11. | Course Type | Lecture |
| 12. | Faculty qualified to teach the course | Varies |
| 13. | Content Outline | Varies |
| 14. | Learning Goals | Vary |
| 15. | Assessment Strategies | Vary |
| 16. | Suggested Text(s) and Materials | Vary |
| 17. | Suggested class size | 20 |
| 18. | Lab Fees (when applicable) | NA |