

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

See Course and Program Development Policy and Procedures for Instructions

<b>SCHOOL:</b> LAW <input type="checkbox"/> MSB <input checked="" type="checkbox"/> YGCLA <input type="checkbox"/>	Contact Name: <b>Deborah Ford</b>	Phone: <b>x4997</b>
<b>DEPARTMENT / DIVISION:</b> <i>Finance and Economics</i>		
<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):		
<b>4: New HEGIS code REED 312 Real Estate Principles &amp; Transactions BS REED &amp; BSBA</b>		
<b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: <b>2010</b>		

<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"/>

<b>Box 3: ACTION ITEM</b> (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 <sup>1</sup>	N, O, P	a, c, e	AC
2. Course Title	N, O		ACD
3. Course Credits	N, O, (P)		ACD
<b>X</b> 4. Course Number	N, O		ACD
5. Course Level	N, O		ACD
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




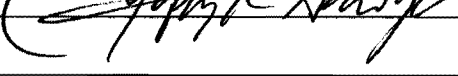
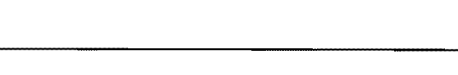
<b>Box 4: DOCUMENTATION (check boxes of documents included)</b>			
<b>X</b>	N. This Cover Sheet	<b>Q.</b> Full 5-page MHEC Proposal	<b>T.</b> Other
<b>X</b>	O. Summary Proposal	R. Financial Tables (MHEC)	
	P. Course Definition Document	S. Other documents as may be required by MHEC/ USM. See <a href="http://www.ubalt.edu/downloads/program_approval_Grid_8-3-09.docx">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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<b>DEPARTMENT / DIVISION:</b> <i>Finance and Economics</i>
<b>SHORT DESCRIPTION OF PROPOSAL</b> (State Document N action item from Box 3 and program name OR course name, code, & number as applicable):
<b>4: New HEGIS code REED 312 Real Estate Principles &amp; Transactions BS REED &amp; BSBA</b>
<b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: <b>2010</b>

<b>Box 5: IMPACT REVIEW</b>	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 type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	CIO or designee:	
c. University Relations <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
d. Admissions <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
e. Records <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Registrar or designee:	

<b>Box 6: APPROVAL SEQUENCE</b>	APPROVAL SIGNATURES	DATE
A. Department / Division	Chair: 	2/4/10
B. General Education (as required for #7, #8)		
C. Final faculty review body within each School	Chair: 	2/9/10.
D. College Dean	Dean: 	2/4/10
E. Provost and Senior Vice President for Academic Affairs	Provost: 	3/8/10
F. Curriculum Review Committee (UFS subcommittee)	Chair: 	
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.

**DOCUMENT O: SUMMARY PROPOSAL**

See Course and Program Development Policy and Procedures for Instructions

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<b>DEPARTMENT / DIVISION:</b> Economics & Finance		
<b>SHORT DESCRIPTION OF PROPOSAL</b> (state action item 1-23 and course name & number or program affected)		
<b>4: New HEGIS code REED 312 Real Estate Principles and Transactions BS REED &amp; BSBA</b>		
<b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2010		

O-1: Briefly describe what is being requested:

**Change of HEGIS Code:**

**REED 312 Real Estate Principles and Transactions** Replaces **FIN 312 Real Estate Principles and Transactions**

- Real Estate courses will now have a HEGIS Code of REED
- Course description & content remains the same

For new courses or changes in existing courses (needed by Registrar)

<b>OLD Title:</b> Real Estate Principles and Transactions	<b>Course # / HEGIS Code:</b> FIN 312	<b>Credits:</b> 3
<b>NEW Title:</b> Real Estate Principles and Transactions	<b>Course # / HEGIS Code:</b> REED 312	<b>Credits:</b> 3

O-2: Set forth the rationale for the proposal:

- The REED HEGIS code will be used for courses that emphasize Real Estate and are designed primarily to serve majors in the B.S. in Real Estate and Economic Development program.
- Courses that are related to other disciplines such as finance and economics will remain unchanged.