

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: Chris Justice	Phone: 410-837-6259
DEPARTMENT / DIVISION: School of Communications Design		
SHORT DESCRIPTION OF PROPOSAL #6 – Prerequisites for WRIT 200		
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 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	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
X	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
	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	ABCDEFGIK
	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)			
X	N.	This Cover Sheet	Q. Full 5-page MHEC Proposal
X	O.	Summary Proposal	R. Financial Tables (MHEC)
	P.	Course Definition Document	S. Other documents as may be required by MHEC/ USM. See
			T. Other

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 () 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.

DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET (Page 2 of 2)

SCHOOL:	LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA X	Contact Name: Chris Justice	Phone: x6259
DEPARTMENT / DIVISION:	School of Communications Design		
SHORT DESCRIPTION OF PROPOSAL	Prerequisite for WRIT 200		
PROPOSED SEMESTER OF IMPLEMENTATION:	Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/>	Year: 2010	

Box 5: IMPACT REVIEW procedures for authorized signers)	SIGNATURES (see	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:	

Box 6: APPROVAL SEQUENCE APPROVAL SIGNATURES	DATE
✓ A. Department / Division Chair:	12/7/09
✓ B. General Education (as required for #7, #8)	
✓ C. Final faculty review body within each School Chair:	12/10/09
✓ D. College Dean Dean:	12/14/09
E. Provost and Senior Vice President for Academic Affairs Provost:	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 <input checked="" type="checkbox"/>	Contact Name: Chris Justice	Phone: 410-837-6259
DEPARTMENT / DIVISION: School of Communications Design		
SHORT DESCRIPTION OF PROPOSAL (State Document N, Box 3, action item and program name OR course name, code, & number as applicable): #6 – Prerequisite for WRIT 200		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2010		

O-1: Briefly describe what is being requested:

We want to establish a prerequisite for WRIT 200.

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:

Currently, the Academic Resource Center (ARC) administers WRIT 200, but since it is technically not an academic unit, I'm submitting this proposal on their behalf as a representative of the School of Communications Design and UB's Director of Expository Writing.

Currently, WRIT 200 is the course students must complete if they don't pass the upper-level writing placement test. The course currently has no prerequisites, which means students who have already taken the placement test or who have already earned credit in WRIT 300 can still take WRIT 200 for an "easy" three credits. This is a problem for various reasons; however, the most important reason is that those students take away seats from students who genuinely need WRIT 200 to not only improve their writing skills but also meet the WRIT 300 prerequisite, which is passing the placement exam or WRIT 200.

We're proposing the following language as the prerequisite for WRIT 200:

Prerequisite: score of 200 on the Upper Division Writing Placement Test; open to others only with permission of the Writing Services Coordinator in the Academic Resource Center