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: CAS

CONTACT NAME: Cheryl Wilson

DEPARTMENT/DIVISION: School of Communications Design

PROPOSED SEMESTER OF IMPLEMENTATION: fall

TYPE OF ACTION: add (new)

LEVEL OF ACTION: noncredit

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

- COURSE ACTIONS
  - Experimental Course
  - Course Title
  - Course Credits
  - Course Number
  - Course Level
  - Pre- and Co-Requisite
  - Course Description
  - New Course
  - Deactivate Course
  - Other

- PROGRAM ACTIONS
  - Program Requirements
  - Undergraduate Specialization (24 credits or fewer)
  - Master's Specialization (12 credits or fewer)
  - Doctoral Specialization (18 credits or fewer)
  - Minor (add or delete)
  - Closed Site Program
  - Program Suspension
  - Program Reactivation
  - Certificate Program (UG/G) exclusively within existing degree program
  - Certificate Program (UG/G) outside of or across degree programs (12 or more credits)
  - Off-Campus Delivery of Existing Programs
  - Master's Concentration (exceeds 12 credits)
  - Doctoral Concentration (exceeds 18 credits)
  - Program Title Change
  - Program Termination
  - New Degree Program
  - Other

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

- 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>
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<tbody>
<tr>
<td>a. Library</td>
<td></td>
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</tr>
<tr>
<td>q no impact</td>
<td>q impact statement attached</td>
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<tr>
<td>b. OTS</td>
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<td>q no impact</td>
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<td>c. University Relations</td>
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<td>d. Admissions</td>
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<td>e. Records</td>
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APPROVAL SEQUENCE (review the list of necessary signatures):

<table>
<thead>
<tr>
<th>Approval Level</th>
<th>Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>A. Department/Division (Chair)</td>
<td>Chu R. Winton</td>
<td>10/23/14</td>
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<tr>
<td>B. General Education (for No. 7, 8)</td>
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<tr>
<td>C. Final Faculty Review Body Within Each School (Chair)</td>
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<td>D. Dean</td>
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<td>E. University Faculty Senate (Chair)</td>
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<td>F. University Council (Chair)</td>
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<td>G. Provost and Senior Vice President for Academic Affairs</td>
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<tr>
<td>H. President</td>
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<tr>
<td>I. Board of Regents (notification only)</td>
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<tr>
<td>J. Board of Regents (approval)</td>
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<td>K. MHEC (notification only)</td>
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<tr>
<td>L. MHEC (approval)</td>
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<tr>
<td>M. Middle States Association notification</td>
<td>Required only if the University’s mission is changed by the action</td>
<td></td>
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</table>

1 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.
Document O: Course and Program Development: SUMMARY PROPOSAL
See Course and Program Development Policy and Procedures (www.ubalt.edu/provost) for instructions.

SCHOOL: LAW
MSB
CAS
CPA

CONTACT NAME: Cheryl Wilson
PHONE: x5203

DEPARTMENT/DIVISION: School of Communications Design
DATE PREPARED: 10/25/14

PROPOSED SEMESTER OF IMPLEMENTATION: fall
YEAR: 2015

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

○ COURSE ACTIONS

Original Subject Code/Course Number: WRIT215
Original Course Title: Introduction to Creative Writing

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

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

For changes to existing courses:

OLD TITLE
Introduction to Creative Writing

NEW TITLE
Introduction to Creative Writing

SUBJECT CODE/COURSE NO.
WRIT215
CREDITS 3

SUBJECT CODE/COURSE NO.
ENGL215
CREDITS 3
DESCRIBE THE REQUESTED COURSE/PROGRAM ACTION (additional pages may be attached if necessary):

Change the hegis code from WRIT to ENGL 215

\[ \text{WRIT 215} \rightarrow \text{ENGL 215} \]

Introduction to Creative Writing

SET FORTH THE RATIONALE FOR THIS PROPOSAL:

The undergraduate English program currently includes courses with both ENGL and WRIT hegis codes. To eliminate confusion, promote cohesion within the major, and provide space for the further development of the University Writing Program, we are changing all WRIT courses within the major to ENGL. In some cases, this will also require re-numbering of courses. The only courses that will retain the WRIT hegis code are those overseen by the University Writing Program (currently: WRIT100, WRIT101, WRIT200, & WRIT300).