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: LAW
CONTACT NAME: Cheryl Wilson
PHONE: x5203
DEPARTMENT/DIVISION: School of Communications Design
DATE PREPARED: 10/25/14
PROPOSED SEMESTER OF IMPLEMENTATION: spring
YEAR: 2015
TYPE OF ACTION: add (new)
LEVEL OF ACTION: noncredit

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

COURSE ACTIONS

Original Subject Code/Course Number: WRIT318
Original Course Title: Creative Writing Workshop: Poetry

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

PROGRAM ACTIONS

10. Program Requirements
11a. Undergraduate Specialization (24 credits or fewer)
11b. Master’s Specialization (12 credits or fewer)
11c. Doctoral Specialization (18 credits or fewer)
12. Minor (add or delete)
13. Closed Site Program
14. Program Suspension
15. Program Reactivation
16a. Certificate Program (UG/G) exclusively within existing degree program
16b. Certificate Program (UG/G) outside of or across degree programs (12 or more credits)
17. Off-Campus Delivery of Existing Programs
18a. Undergraduate Concentration (exceeds 24 credits)
18b. Master’s Concentration (exceeds 12 credits)
18c. Doctoral Concentration (exceeds 18 credits)
19. Program Title Change
20. Program Termination
21. New Degree Program
22. Other

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

- 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>
</tr>
</thead>
<tbody>
<tr>
<td>a. Library</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ no impact</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ impact statement attached</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. OTS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ no impact</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ impact statement attached</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. University Relations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ no impact</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ impact statement attached</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Admissions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ no impact</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ impact statement attached</td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Records</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ no impact</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ impact statement attached</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

APPROVAL SEQUENCE (review the list of necessary signatures):

<table>
<thead>
<tr>
<th>Approval Level</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Department/Division (Chair)</td>
<td>Cheryl A. Wilson</td>
<td>10/23/14</td>
</tr>
<tr>
<td>B. General Education (for No. 7, 8)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Final Faculty Review Body Within Each School (Chair)</td>
<td></td>
<td>11/14/14</td>
</tr>
<tr>
<td>D. Dean</td>
<td></td>
<td>11/15/14</td>
</tr>
<tr>
<td>E. University Faculty Senate (Chair)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F. University Council (Chair)¹</td>
<td></td>
<td></td>
</tr>
<tr>
<td>G. Provost and Senior Vice President for Academic Affairs</td>
<td></td>
<td>12/7/14</td>
</tr>
<tr>
<td>H. President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I. Board of Regents (notification only)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>J. Board of Regents (approval)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>K. MHEC (notification only)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>L. MHEC (approval)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>M. Middle States Association notification</td>
<td>Required only if the University's mission is changed by the action</td>
<td></td>
</tr>
</tbody>
</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.

Summer 2010
Document 0: 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  
- spring  
YEAR: 2015

ACTION BEING REQUESTED (select one category, either Course Actions or Program Actions):
- COURSE ACTIONS
- PROGRAM ACTIONS

Original Subject Code/Course Number: WRIT318

Original Course Title: Creative Writing Workshop: Poetry

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
- 10. Program Requirements
- 11. Undergraduate Specialization (24 credits or fewer)
- 12. Master’s Specialization (12 credits or fewer)
- 13. Doctoral Specialization (18 credits or fewer)
- 14. Minor (add or delete)
- 15. Closed Site Program
- 16. Program Suspension
- 17. Program Reactivation
- 18. Certificate Program (UG/G) exclusively within existing degree program
- 19. Certificate Program (UG/G) outside of or across degree programs (12 or more credits)
- 20. Off-Campus Delivery of Existing Programs
- 21. Undergraduate Concentration (exceeds 24 credits)
- 22. Master’s Concentration (exceeds 12 credits)
- 23. Doctoral Concentration (exceeds 18 credits)
- 24. Program Title Change
- 25. Program Termination
- 26. New Degree Program
- 27. Other

For changes to existing courses:

OLD TITLE 
Creative Writing Workshop: Poetry

NEW TITLE 
Creative Writing Workshop: Poetry

SUBJECT CODE/COURSE NO. WRIT318  CREDITS 3
SUBJECT CODE/COURSE NO. ENGL382  CREDITS 3
DESCRIBE THE REQUESTED COURSE/PROGRAM ACTION (additional pages may be attached if necessary):

Change the hegis code from WRIT to ENGL and course number from 318 to 382.

WRIT 318 → ENGL 382
CREATIVE WRITING WORKSHOP: POETRY

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 to avoid duplication and create cohesion under the ENGL hegis code. The only courses that will retain the WRIT hegis code are those overseen by the University Writing Program (currently: WRIT100, WRIT101, WRIT200, & WRIT300).