UNIVERSITY OF BALTIMORE 2/6/07

DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET

See Course and Program Development Policy and Procedures for Instructions

SCHOOL: LAW ☑ MSB ☐ YGCLA ☐	**Contact Name:** Cheryl Cudzilo			**Phone:** x4457
DEPARTMENT / DIVISION: Law				
SHORT DESCRIPTION OF PROPOSAL (state name of action item 1-20 and course name, code & number / program affected):				
Change in course description – Tax Clinic I (LAW 800I)				
PROPOSED SEMESTER OF IMPLEMENTATION: Fall ☑ Spring ☐ Year: 2007				

Box 1: TYPE OF ACTION	ADD(NEW) ☐	DEACTIVATE ☐	MODIFY ☑	OTHER ☐
Box 2: LEVEL OF ACTION	Non-Credit ☐	Undergraduate ☐	Graduate ☐	OTHER ☑

	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]	NOP	a, c, e	AC
	2. Course Title	NO		ABCD
	3. Course Credits	NO		ABCD
	4. Course Number	NO		ABCD
	5. Course Level	NO		ABCD
	6. Pre & Co-Requisite	NO		ABCD
☑	7. Course Description	NOP		ABCDEF
	8. New Course	NOP		ABCDEF
	9. Deactivate a Course	NO		ABCDEF
	10. Program Requirements	NO	b, c, d, e	ABCDEF
	11a. UG Specialization (24 credits or less)	NO	a, b, c, d, e	ABCDEF
	11b. Masters Specialization (12 credits or less)	NO	a, b, c, d, e	ABCDEF
	11c. Doctoral Specialization (18 credits or less)	NO	a, b, e	ABCDEF
	12. Closed Site Program	NOT	e	ABCDHIK
	13. Program Suspension [9]	NO,5	a, e	ABCDEGIK
	14a. Certificate Program (ug/g) exclusively within existing degree program	NO	a, c, e	ABCDEFHIK
	14b. Certificate Program (ug/g) where degree programs do not exist or where courses are selected across degree programs (12 or more credits)	NOQR, 6	a, c, e	ABCDEFHJL
	15. Off-Campus Delivery of Existing Program	NO, 4	a, b, c, e	ABCDHIL
	16a. UG Concentration (exceeds 24 credit hours)	NO, 5	a, c, d, e	ABCDEFGHJL
	16b. Masters Concentration (exceeds 12 credit hours)	NO, 5	a, c, d, e	ABCDEFGHJL
	16c. Doctoral Concentration (exceeds 18 credit hours)	NO, 5	a, c, d, e	ABCDEFGHJL
	17. Program Title Change	NO, 5	a, c, d, e	ABCDEFGHJL
	18. Program Termination	NO, 10	d, e	ABCDEFGHIK
	19. New Degree Program	NOQR, 3,8	a, c, d, e	ABCDEFGHJL
	20. Other	Varies	Varies	Varies

Box 4: DOCUMENTATION (check boxes of documents included)					
☑	N. This Cover Sheet		Q. Full 5-page MHEC Proposal		T. Other
☑	O. Summary Proposal		R. Financial Tables (MHEC)		
☑	P. Course Definition Document		S. Contract		

1. Approval of experimental course automatically lapses after two offerings unless permanently approved as a new course.
2. Codes: a) Library Services (Langsdale or Law) b) Office of Technology Services c) University Relations d) Admissions
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.
4. One-page letter to include: Program title & degree/certificate to be awarded; resources requirements; need and demand; similar programs; method of instruction; and oversight and student services (MHEC requirement)
5. One-page letter with description and rational (MHEC requirement)
6. One or two-page document that describes: centrality to mission; market demand; curriculum design; adequacy of faculty resources; and assurance program will be supported with existing resources. (MHEC requirement)
7. Learning objectives, assessment strategies; fit with UB strategic plan
8. Joint Degree Program or Primary Degree Programs require submission of MOU w/ program proposal. (MHEC requirement)
9. Temporary suspension of program to examine future direction; time not to exceed two years. No new students admitted during suspension, but currently enrolled students must be given opportunity to satisfy degree requirements.

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

SCHOOL: LAW ☑ MSB ❑ YGCLA ❑
SHORT DESCRIPTION OF PROPOSAL (state name of action item 1-20 and course name, code & number / program affected):
Change in course description – Tax Clinic I

10. Provide:
    a. evidence that the action is consistent with UB mission and can be implemented within the existing program resources of the institution.
    b. proposed date after which no new students will be admitted into the program;
    c. accommodation of currently enrolled students in the realization of their degree objectives;
    d. treatment of all tenured and non-tenured faculty and other staff in the affected program;
    e. reallocation of funds from the budget of the affected program; and
    f. existence at other state public institutions of programs to which to redirect students who might have enrolled in the program proposed for abolition.
11. 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.

Box 5: IMPACT REVIEW	SIGNATURES (see procedures for authorized signers)	DATE
a. Library ❑ No impact ❑ Impact statement attached	Director or designee:	
b. OTS ❑ No impact ❑ Impact statement attached	CIO or designee:	
c. University Relations ❑ No impact ❑ Impact statement attached	Director or designee:	
d. Admissions ❑No impact ❑ Impact statement attached	Director or designee:	
e. Records ❑ No impact ❑ Impact statement attached	Registrar or designee:	

Box 6: APPROVAL SEQUENCE	APPROVAL SIGNATURES	DATE
A. Department / Division	Chair:	
B. Final faculty review body within each School	Chair: Joel B. Bowman	4-24-07
C. College Dean	Dean: Fae G. Holmes	4-24-07
D. Provost and Senior Vice President for Academic Affairs	Provost: Linda Marshall	5/3/07
E. Curriculum Review Committee (UFS subcommittee)	Chair: Michael Gallagher	5/1/07
F. University Faculty Senate (UFS option)	Chair:	
G. University Council (see # 11 above)	Chair:	
H. President	President:	
I. Board of Regents – notification only		
J. Board of Regents – approval		
K. MHEC – notification only		
L. MHEC – approval		
M. Middle States Association notification	Required only if the mission of the University is changed by the action	

UNIVERSITY OF BALTIMORE

DOCUMENT O: SUMMARY PROPOSAL

See Course and Program Development Policy and Procedures for Instructions

SCHOOL: LAW ☑ MSB ❑ YGCLA ❑	**Contact Name**: Cheryl Cudzilo	**Phone**: 410.837.4457	
DEPARTMENT / DIVISION: Law			
SHORT DESCRIPTION OF PROPOSAL (state action item 1-23 and course name & number or program affected):			
Change in course description – Tax Clinic I			
PROPOSED SEMESTER OF IMPLEMENTATION: Fall ☑ Spring ❑ Year: 2007			

Change in course description – Tax Clinic I		
For new courses or changes in existing courses (needed by Registrar)		
OLD Title: Students represent low-income taxpayers involved in matters with the Internal Revenue Service. Under the supervision of a faculty member, students interview clients, research substantive and procedural law, and represent clients before the IRS and the U.S. Tax Court. The course includes a weekly seminar and supervision meetings in addition to case work. Prerequisites: Federal Income Tax and Professional Responsibility. Recommended: Interviewing, Negotiating, and Counseling; Tax Practice and Procedure.	Course # / HEGIS Code: LAW 800I	Credits: 6
NEW Tax Clinic students represent low-income taxpayers in tax controversies and tax litigation. Under the supervision of a faculty member, students prepare requests for audit reconsiderations, requests for relief from tax collection, and court documents, in addition to advocating for clients' positions before the Internal Revenue Service and, in some cases, the U.S. Tax Court. The Tax Clinic has a weekly seminar covering topics in client representation and tax procedure. Students will also have a weekly supervision session with a faculty member in the Tax Clinic. Students are expected to devote approximately 20 hours per week to clinic activity. The Clinic does not handle transactional tax matters or routine tax return preparation.	Course # / HEGIS: LAW 800 I	Credits: 6

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

The course description for Tax Clinic I is being revised in order to clarify to students that the Tax Clinic does not handle transactional tax matters or routine tax preparation.

University of Baltimore

Document P: Required Format for Course Definition Document

1. Date Prepared: March 14, 2007

2. Prepared by: Professor Keith Blair

3. Department: School of Law

4. Course Number(s), including HEGIS code(s): LAW 800I

5. Course Title: Tax Clinic I

6. Credit Hours:6

7. Catalog Description (Paragraph should reflect general aims and nature of the course): Tax Clinic students represent low-income taxpayers in tax controversies and tax litigation. Under the supervision of a faculty member, students prepare requests for audit reconsiderations, requests for relief from tax collection, and court documents, in addition to advocating for clients' positions before the Internal Revenue Service and, in some cases, the U.S. Tax Court. The Tax Clinic has a weekly seminar covering topics in client representation and tax procedure. Students will also have a weekly supervision session with a faculty member in the Tax Clinic. Students are expected to devote approximately 20 hours per week to clinic activity. The Clinic does not handle transactional tax matters or routine tax return preparation.

8. Prerequisites: Federal Income Tax and Professional Responsibility

9. Faculty qualified to teach course: Professor Keith Blair & Professor John Snyder

10. Course Type (check appropriate)
    Clinic : __x_

11. Suggested approximate class size: 8

12. Content Outline: No change to existing course

13. Learning Goals: No change to existing course

14. Assessment Strategies: No change to existing course

15. Suggested Text(s) and Materials (example: textbooks, equipment, software, etc.): No change to existing course