



**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 MSB CAS CPA

CONTACT NAME: PHONE:

DEPARTMENT/DIVISION: DATE PREPARED:

PROPOSED SEMESTER OF IMPLEMENTATION: fall spring YEAR:

TYPE OF ACTION: add (new) deactivate modify other

LEVEL OF ACTION: noncredit undergraduate graduate other

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

COURSE ACTIONS

PROGRAM ACTIONS

Original Subject Code/Course Number:

Original Program Title:

Original Course Title:

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

COURSE ACTIONS	
<input type="checkbox"/>	1. Experimental Course
<input type="checkbox"/>	2. Course Title
<input type="checkbox"/>	3. Course Credits
<input type="checkbox"/>	4. Course Number
<input type="checkbox"/>	5. Course Level
<input type="checkbox"/>	6. Pre- and Co-Requisite
<input type="checkbox"/>	7. Course Description
<input type="checkbox"/>	8. New Course
<input type="checkbox"/>	9. Deactivate Course
<input type="checkbox"/>	22. Other

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

Impacted Entity	Signature	Date
a. Library <input type="checkbox"/> no impact <input checked="" type="checkbox"/> impact statement attached		11/20/12
b. OTS <input checked="" type="checkbox"/> no impact <input type="checkbox"/> impact statement attached		11/19/12
c. University Relations <input type="checkbox"/> no impact <input checked="" type="checkbox"/> impact statement attached		11/20/12
d. Admissions <input type="checkbox"/> no impact <input checked="" type="checkbox"/> impact statement attached		11/20/12
e. Records <input checked="" type="checkbox"/> no impact <input type="checkbox"/> impact statement attached		11/20/12

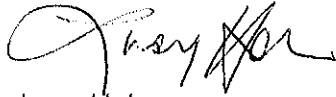
APPROVAL SEQUENCE (review the list of necessary signatures):

Approval Level	Signature	Date
A. Department/Division (Chair)		10/29/12
B. General Education (for No. 7, 8)		
C. Final Faculty Review Body Within Each School (Chair)		10/10/12
D. Dean		10/10/12
E. University Faculty Senate (Chair)		
F. University Council (Chair) ¹		
G. Provost and Senior Vice President for Academic Affairs		11/29/2012
H. 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 University's mission is changed by the action	

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.

Langsdale Library Impact Statement
Entrepreneurship Fellows Specialization

While Langsdale Library provides resources (monographs and periodicals) to adequately support current courses, the identified new courses may require additional resources (particularly new journals in the field). Additional subscriptions and monograph purchases will have budgetary implications for Langsdale.

A handwritten signature in black ink, appearing to read 'Lucy Holman', written in a cursive style.

Lucy Holman
Director, Langsdale Library

Impact Statement From the Office of University Relations

Please be advised that any programmatic changes are likely to affect recruitment and other publications as well as Web content produced and/or managed by the Office of University Relations that contain this type of specific academic information. Please inform Catherine Leidemer (cleidemer@ubalt.edu or 410.837.6164) of any proposed changes that receive final approval and of any planned implementation timelines.

The timing of the final approval for these changes will be a determining factor in our ability to incorporate the new information in a timely fashion in any relevant materials that are on our production schedule. As a general guideline, the Office of University Relations should be notified of any programmatic changes to a scheduled recruitment publication at least two months prior to printing.

Offices of Admission - Impact Statement

November 21, 2012

Entrepreneurship Fellows specialization in the BSBA

Proposed Semester of Implementation Fall 2013

The new program outlined in the attached will have impact on the Offices of Admission as follows:

I. Enrollment Targets

- If there is an expectation of additional new students, targets for annual enrollment numbers should be developed through dialogue between EMSA Division, program director and department chair and be approved by the Executive Committee if additional resources for marketing and program implementation are required.

II. Recruitment

- Minimize costs and impact on limited recruitment staff by bundling recruitment activities for this program with those serving other BS programs.
- Contact, cultivate, recruit and evaluate prospective students and applicants, in conjunction with the program director and department chair.
- Notify and cross-train admission, EMSA operations and recruitment staff to develop understanding of the new program.

III. Marketing and Collateral

- Update all recruitment materials that include comprehensive program lists
- Develop and approve email campaigns for program

IV. Prospect Management

- Add links on general undergraduate pages for program specific web pages
- Post announcement on UB landing page



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: PHONE:

DEPARTMENT/DIVISION: DATE PREPARED:

PROPOSED SEMESTER OF IMPLEMENTATION: fall spring YEAR:

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

COURSE ACTIONS

PROGRAM ACTIONS

Original Subject Code/Course Number:

Original Program Title:

Original Course Title:

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

COURSE ACTIONS	
<input type="checkbox"/>	1. Experimental Course
<input type="checkbox"/>	2. Course Title
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<input type="checkbox"/>	19. Program Title Change
<input type="checkbox"/>	20. Program Termination
<input type="checkbox"/>	21. New Degree Program
<input type="checkbox"/>	22. Other

For changes to existing courses:

OLD TITLE	<input type="text"/>	SUBJECT CODE/COURSE NO.	<input type="text"/>	CREDITS	<input type="text"/>
NEW TITLE	<input type="text"/>	SUBJECT CODE/COURSE NO.	<input type="text"/>	CREDITS	<input type="text"/>

Entrepreneurship Fellows Program: Requested Program Action/Rationale

The Entrepreneurship Fellows Program (EFP) is a new, two-year 18 credit upper-division undergraduate specialization in entrepreneurship. In contrast with the existing ENTR specialization, EFP focuses on identifying and developing “expert entrepreneurs” who will each launch one viable new venture upon or prior to graduation.

Enrollment in the EFP Program is limited to Ratcliffe Fellows and other students meeting equivalent admission standards. Ratcliffe Fellows will receive full academic scholarships to fund their participation in this program. They will be admitted following a rigorous process consisting of 1) initial screening based on the applicant's new venture idea and other research-based criteria, and 2) a one-day on-campus interview with Program-affiliated faculty, local entrepreneurs, and UB administrators.

The specialization will consist of the following courses (new courses indicated with *):

1. ENTR 320 Opportunity Assessment and Development, 3 credits
2. FIN 430 Entrepreneurial Organization and Finance, 3 credits
3. *ENTR 490 Entrepreneurial Strategy, 9 credits
4. *ENTR 390 Entrepreneurship Mentorship, 1 credit, taken 3 times

These courses and existing core courses will be organized into four practica. Each practicum will be taught by one faculty member affiliated with the Program. The practica will be taken in a prescribed sequence, as follows:

1. **Entrepreneurship Fellows Practicum 1: Entrepreneurial Opportunities and Markets** (7 cr), Fall Year 1
 - MKTG 301.EF1 Marketing Management, business core (3 cr), and
 - ENTR 320.EF1 Opportunity Assessment and Development (3 cr), and
 - *ENTR 390.EF1 Entrepreneurship Mentorship (1 cr)
2. **Entrepreneurship Fellows Practicum 2: Human Capital in a New Venture** (7 cr), Spring Year 1
 - MGMT 301.EF1 Management and Organizational Behavior, business core (3 cr), and
 - WRIT 300.EF1 Advanced Expository Writing, upper division general education (3 cr), and
 - *ENTR 390.EF1 Entrepreneurship Mentorship (1 cr)
3. **Entrepreneurship Fellows Practicum 3: Economics of New Venture Financing** (7 cr), Fall Year 2
 - FIN 331.EF1 Financial Management, business core, (3 cr), and
 - FIN 430.EF1 Entrepreneurial Organization and Finance, (3 cr), and
 - *ENTR 390.EF1 Entrepreneurship Mentorship, (1 cr)
4. **Entrepreneurship Fellows Practicum 4: Entrepreneurial Strategy** (12 cr), Spring Year 2
 - MGMT 475.EF1 Strategic Management, business core (3 cr), and
 - *ENTR 490.EF1 Entrepreneurial Strategy (9 cr)

In addition, students in the program will take their remaining BSBA requirements in a prescribed sequence, as follows:

1. Fall Year 1 (14 cr): **EF Practicum 1** (7 cr) and MGMT 315, MGMT 330, and OPRE 202
2. Spring Year 1 (16 cr): **EF Practicum 2** (7 cr) and INSS 300, OPRE 315, and ECON 305
3. Fall Year 2 (16 cr): **EF Practicum 3** (7 cr) and IDIS 302, MGMT 339, and MGMT 302
4. Spring Year 2 (12-15 cr): **EF Practicum 4** (12 cr) and Electives (0-3 credits if needed)

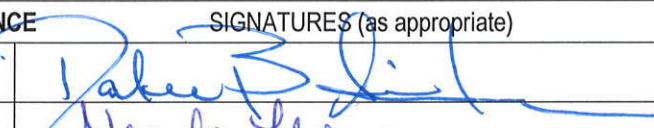
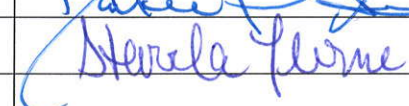
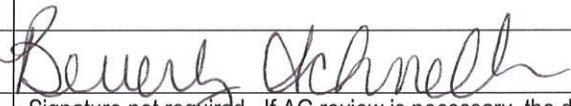
UNIVERSITY OF BALTIMORE
Academic Policy Cover Sheet

(See Process for Academic Policy Development, Revision or Discontinuance)

INITIATING GROUP / UNIT: LAW <input type="checkbox"/> MSB <input checked="" type="checkbox"/> YGCLA <input type="checkbox"/> UFS <input type="checkbox"/> Office of the Provost <input type="checkbox"/>
CONTACT NAME: _____ PHONE: _____
POLICY TITLE: Admissions Policy Entrepreneurship Fellows Specialization of BSBA
APPLIES TO: LAW <input type="checkbox"/> MSB <input checked="" type="checkbox"/> YGCLA <input type="checkbox"/>
SPECIFIC PROGRAM (if applicable): Entrepreneurship Fellows Specialization of BSBA
PROPOSED IMPLEMENTATION DATE / SEMESTER: Admission in Entrepreneurship Fellows program for Fall, 2013

Box 1: ACTION ITEM (check appropriate box)	DOCUMENTS REQUIRED (see box 2 below)	REVIEW / APPROVAL SEQUENCE (see box 3 below)
<input checked="" type="checkbox"/> 1. New Policy	AB – others as appropriate	ABCDE – varies
<input type="checkbox"/> 2. Policy Revision	AB – others as appropriate	ABCDE – varies
<input type="checkbox"/> 3. Discontinuance of Existing Policy	AB	ABCDE – varies

Box 2: DOCUMENTATION (check boxes of documents included) (may include documents in addition to required ones)					
<input checked="" type="checkbox"/>	A. AP Cover Sheet (this document)		D. Additional Forms (as may be needed to support procedures)		F. Other (please list)
<input checked="" type="checkbox"/>	B. AP Proposal Summary		E. Samples of Similar Policies		
	C. Procedures (as appropriate)				

Box 3: REVIEW / APPROVAL SEQUENCE	SIGNATURES (as appropriate)	DATE
A. School / College Dean		11/29/12
B. Policy Coordinator		11/29/12
C. Academic Policy Review Committee Chair (optional UFS subcommittee)		
D. University Faculty Senate Chair (UFS option)		
E. Provost and Senior Vice President for Academic Affairs		11/29/2012
F. Attorney General's Office	Signature not required. If AG review is necessary, the date of approval may be received via e-mail and would be added by the Policy Coordinator.	
G. 10-Day Open Comment Period		
H. President		
I. USM / Board of Regents – approval	Signature not required. If USM review is necessary, the date of approval would be added by the Policy Coordinator.	

Academic Policy Proposal Summary

INITIATING GROUP / UNIT: LAW <input type="checkbox"/> MSB <input checked="" type="checkbox"/> YGCLA <input type="checkbox"/> UFS <input type="checkbox"/> Office of the Provost <input type="checkbox"/>	
CONTACT NAME: Marilyn Oblak	PHONE: x5260
POLICY TITLE: Admissions Policy BSBA Entrepreneurship Fellows Specialization	
APPLIES TO: LAW <input type="checkbox"/> MSB <input checked="" type="checkbox"/> YGCLA <input type="checkbox"/>	
SPECIFIC PROGRAM (if applicable): BSBA Entrepreneurship Fellows Specialization	
PROPOSED IMPLEMENTATION DATE / SEMESTER: Fall 2013	

I. **Statement of Purpose:** Admission to the Entrepreneurship Fellows specialization of the BSBA is selective. Enrollment in the EFP Program is limited to Ratcliffe Fellows (5 full-time in-state tuition scholarships plus mandatory fees awarded through the support of the Ratcliffe Foundation) and other students meeting equivalent admission standards. They will be admitted following a rigorous process consisting of 1) initial screening based on the applicant's new venture idea and other research-based criteria, and 2) a one-day on-campus interview with Program-affiliated faculty, local entrepreneurs, and UB administrators. Students who do not meet the admissions standards for the Entrepreneurship Fellows program may be admitted to the BSBA Entrepreneurship specialization (or any other BSBA specialization for which they meet existing admissions standards. In contrast with the existing ENTR specialization, EFP focuses on identifying and developing "expert entrepreneurs" who will each launch one viable new venture upon or prior to graduation. The Entrepreneurship Fellows specialization is also designed to be a full-time, lock-step program for students who have completed required lower-division general education and business courses.

II. Policy (including authority for policy waiver, exclusions, or sanctions, if any) can be attached if too lengthy for this box. *See attached.*

III. Reason(s) for Proposed Policy

The focus of the program is to develop "expert entrepreneurs" who will each launch one viable new venture upon or prior to graduation. In addition to meeting existing admissions standards for the BSBA, there will be a selective admissions process for acceptance into the Entrepreneurship Fellows specialization. The Entrepreneurship Fellows admissions process is based on research-based criteria of characteristics of entrepreneurs. There will be a rigorous evaluation process consisting of 1) initial screening based on the applicant's new venture idea and other research-based criteria, and 2) a one-day on-campus interview with Program-affiliated faculty, local entrepreneurs, and UB administrators. In addition, the program is a full-time lock-step program in which students will be enrolled in 12-16 credit hours per semester consisting of 7-12 hours of practica for the Entrepreneurship Fellows specialization each semester and 0-9 hours of upper-division business and general education requirements to meet the requirements of the BSBA degree.

IV. Current Policy (if proposal is a revision or discontinuance), including date of adoption if available, can be attached if too lengthy for this box. *NA*

New selective admissions policy for the newly created Entrepreneurship Fellows specialization of BSBA.

V. Other (who was consulted, definition of terms, etc.)

Policy developed in consultation with the Admissions Office (David Waggoner and Peter Scanlan) and the Financial Aid Office (Anne Hamill and Cheryl Hain).

Admissions Policy Statement: Entrepreneurship Fellows Program

1. Entrepreneurship Fellows Admissions Eligibility Criteria:

- a. Admission to the Bachelor of Science in Business Administration at the University of Baltimore
- b. Junior standing as of the fall 2013 semester
- c. Successful completion of lower-division business core requirements
- d. Minimum college-level GPA of 2.5 on 4.0 scale or equivalent
- e. Completion of the Entrepreneurship Fellows program application

2. Entrepreneurship Fellows Application: Applicants must provide a 250 word (or less) response to each of the following:

- a. Describe your most promising new venture idea.
- b. Discuss how your prior experience contributes to your ability to launch successfully your proposed new venture.
- c. Discuss the biggest risk that you have taken in your adult life and explain why you took it.
- d. Describe what are you most passionate about and why.
- e. Choose some book that has been important in shaping your thoughts about entrepreneurship and discuss a single aspect of it (not the book as a whole) that is particularly significant to you.

3. Entrepreneurship Fellows Interview: Eligible applicants to the Entrepreneurship Fellows Program will be evaluated by a panel consisting of Program-affiliated faculty, administrators and entrepreneurs. Selected applicants will be invited to UB for a one-day interview, during which they will be assessed on their ability to think critically, independently, and creatively.

4. Entrepreneurship Scholarship Selection: Five students will be selected to receive a scholarship valued at full-time in-state tuition and mandatory fees. This scholarship is renewable for four consecutive semesters (excluding summers) provided the recipient remains continuously enrolled in the Fellows program full time and maintains a minimum cumulative GPA of 2.5.

5. Timeline:

- Deadline for submission of completed Fellows application February 15
- Interview Period March
- Acceptance Notification April 1
- Scholarship Notification April 1