

DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET

Instruction: See Course and Program Development Policy and Procedures

SHORT TITLE OF PROPOSAL: Changes to waiver policy, policy regarding Fs, and waiver exams COURSE # N/A

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 type="checkbox"/>	Graduate <input checked="" type="checkbox"/>	OTHER <input type="checkbox"/>

Box 3: ITEM OF ACTION (check appropriate boxes)		APPROVAL SEQUENCE (see box 4 below)	DOCUMENTS REQUIRED (see box 5 on back)	INFO COPIES (see 2 on back)
<input type="checkbox"/>	1 Experimental Course ¹	AC	NOP	
<input type="checkbox"/>	2 Course Title	ABCD	NO	
<input type="checkbox"/>	3 Course Credits	ABCD	NO	
<input type="checkbox"/>	4 Course Number	ABCD	NO	
<input type="checkbox"/>	5 Course Level	ABCD	NO	
<input type="checkbox"/>	6 Deactivate a Course	ABCDEF	NO	a, b
<input type="checkbox"/>	7 Pre & Co-Requisite	ABCD	NO	a, b
<input type="checkbox"/>	8 Course Content	ABCD	NOP	a, b
<input type="checkbox"/>	9 New Course	ABCDEF	NO PQ	a, b
<input type="checkbox"/>	10a Certificate Program (ug/g) exclusively within existing degree program	ABCDEFHJL	NOQ	a, b, d
<input type="checkbox"/>	10b Certificate Program (ug/g) where degree programs do not exist or where courses are selected across degree programs (12 or more credits)	ABCDEFHIK	NOSR, 6	a, b, d
<input type="checkbox"/>	11a UG Concentration (exceeds 24 credit hours)	ABCDEFGHIK	NO, 5	a, b, d
<input type="checkbox"/>	11b Masters Concentration (exceeds 12 credit hours)	ABCDEFGHIK	NO, 5	a, b, d
<input type="checkbox"/>	11c Doctoral Concentration (exceeds 18 credit hours)	ABCDEFGHIK	NO, 5	a, b, d
<input checked="" type="checkbox"/>	12 Program Requirements	ABCDEF	NO	a, b, d
<input type="checkbox"/>	13 Program Title	ABCDEFGHIK	NO, 5	a, b, c, d
<input type="checkbox"/>	14 Off-Campus Deliver of Existing Program	ABCDEFHJK	NO, 4	a, b, c, d
<input type="checkbox"/>	15 Closed Site Program	ABC DJL	NOT	a, b
<input type="checkbox"/>	16 Program Suspension ⁹	ABCDEGJL	NOQ	a, b, c, d
<input type="checkbox"/>	17 Program Termination	ABCDEFHJL	NO, 10	a, b, c, d
<input type="checkbox"/>	18 Degree Program	ABCDEFGHIK	NOQRS, 3,8	a, b, c, d
<input type="checkbox"/>	19 New Center	ABCDEF GH		
<input type="checkbox"/>	20 Other	Varies	Varies	Varies

Box 4: APPROVAL SEQUENCE	APPROVAL SIGNATURES	DATE
A Department	Chair:	
B Final faculty review body within each school	Chair: <i>John A. Thomas</i>	12/16/05
C College Dean	Dean: <i>Anne McCarthy</i>	12/16/05
D Provost and Senior Vice President for Academic Affairs	Provost: <i>[Signature]</i>	1/3/06
E Curriculum Review Committee (UFS subcommittee)	Chair: <i>Marilyn Belligan, co-chair</i>	1/10/06
F University Faculty Senate	Chair: <i>N/A</i>	
G University Council ¹¹	Chair:	
H President	President::	
I Board of Regents – approval		
J Board of Regents – notification only		
K MHEC – approval		
L MHEC – notification only		
M Middle States Association notification	Required only if the mission of the University is changed by the action	

Box 5: DOCUMENTATION (check boxes of documents included)					
<input type="checkbox"/>	N. This Cover Sheet	<input type="checkbox"/>	Q. Full Description/Rationale	<input type="checkbox"/>	T. Contract
<input type="checkbox"/>	O. Summary Proposal	<input type="checkbox"/>	R. Full 5-page MHEC Proposal	<input type="checkbox"/>	U. Other
<input type="checkbox"/>	P. Syllabus	<input type="checkbox"/>	S. Financial Tables		

1. Approval automatically lapses after two offerings unless permanently approved by Action 9
2. Codes: a) Director of Library Services (Langsdale or Law) b) College Dean c) Planning Office d) EMSA
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 *
5. One-page letter with description and rational *
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. *
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
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.
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.

* Required by MHEC

DOCUMENT O – SUMMARY PROPOSAL

College: Business	Department: N/A	Cost Code:
Contact Person: Darlene Smith	Phone: 4996	Effective Semester: Fall 2006

O-1: Briefly describe what is requested:
 Changes to waiver policy for 500 level courses; Academic policy regarding F's (decrease probation from two F's to one F); Develop a policy for waiver exams. Please see the attached document for additional information.

For new courses or changes in existing courses (needed by Registrar):

New Title: N/A	Title #:	Credits:
Course Abbreviation:		
Old Title:	Title #:	Credits:

O-2: Set forth the rationale for the proposal:
 These recommendations are made in the spirit of continuous improvement and to ensure a baseline of knowledge for all MBA students. The first and second request revises current policies. The last request develops new policies. Please see the attached document for additional information.

O-3 Resources Needed:
N/A

	Personnel	Equipment	Expendables	Facility Costs	TOTAL COSTS
Start-up First Year					
Annual Thereafter					
Indicate probable source of additional funds, if needed:					
N/A					

O-4 Impact including OTS and Library resources (Complete a or b)

a) Impact was reviewed. All impacted units were contacted and understandings worked out. No unit objects to the proposal as currently submitted. The units contacted were:

N/A _____

N/A

 Department Chair Signature _____
 Date

b) Impact was reviewed. All objections were worked out except those documented in attachments. Units contacted were:

N/A _____

N/A

 Department Chair Signature _____
 Date

Merrick School Recommendations for Waiver Policy, Academic Policy regarding Fs, and Waiver Exams

I. Waivers Policy for 500 level courses:

Existing Policy: The entire core curriculum is waived if the student has earned a bachelor's degree from an AACSB-accredited school within the past five years with a cumulative GPA of 3.0 or better. Otherwise, individual undergraduate equivalent courses must have a grade of B or better and have been completed within the last five years.

Recommendations:

Waiver policy for bachelor's degree earned from an AACSB-accredited school:

The entire core curriculum is waived if the student meets all of the following criteria:

- Earned an undergraduate business degree from an AACSB-accredited school within the past five years with a cumulative GPA of 3.0 or better.
- Received a grade of C or better in all individual undergraduate equivalent courses. If a student does meet this criteria for all prerequisites, s/he will receive a waiver for each 500 level course s/he meets this criteria.
- No waiver will be provided for a pass/fail course unless the student can provide written evidence that the pass is equivalent to a grade of C or better.

Waiver policy for bachelor's degree earned from a non-AACSB-accredited school:

A 500 level course will be waived if the student meets the following criteria:

- Received a grade of B- or better in the undergraduate equivalent course.
- No waiver will be provided for a pass/fail course unless the student can provide written evidence that the pass is equivalent to a grade of B- or better.

Academic Policy Regarding F's

Existing Policy: A graduate business student who fails the same course twice or fails two difference courses at least once will be placed on academic probation. Probation is automatic and no notice is sent. A student whose cumulative grade point average is below 3.0, after having completed at least 6 credits, is automatically on probation. Students on probation have six more credits to raise their average to 3.0. Failure to do so will result in suspension.

Recommendation:

It is the student's responsibility to maintain a GPA of 3.0 or higher. A student who falls below this level of achievement or who receives an "F" in a course will automatically be placed on probation. Students on probation have six more credits to raise their average to 3.0. Failure to do so will result in dismissal from the program.

III. Waiver Exam Testing Policy for On-Campus Testing

Existing Policy: We are not aware of any existing written policy for waiver exams

Scope:

Competency exams will be available to students accepted into the graduate business programs in the Merrick School who did not *qualify* for a "500 level" course waiver but who wish to challenge the waiver. Any student who feels s/he is capable of passing the test, either because of prior coursework, knowledge or professional experience, can take a waiver exam. The waiver exam must be attempted and completed prior to the start of the student's second semester.

Development of Exams:

Respective disciplines at the 500 level will, where appropriate, develop or identify a competency exam for each course. Departments should assess the content validity of these exams.

Procedure for Taking Exams:

All exams will be proctored in order to ensure integrity in the process. The use of programmable devices (e.g., cell phones, PDAs, etc.) is not permitted during the exam. If a calculator is required for an exam, an approved calculator will be provided by the proctor.

Guidelines:

- 1) Fixed Exam Dates: Exams shall be offered at the timing and discretion of the Merrick Advising Center.
- 2) Fee: A fee will be levied on each waiver exam. Amount to be determined.
- 3) Length of Exams: Appropriate time limits will be provided for each test and strictly adhered to. The maximum time constraint is 2 ½ hours.
- 4) Scoring: Each discipline will determine a score required to “pass” a test. A “pass” means a student will be waived from the appropriate 500-level course.
- 5) Notification of Results: The Merrick Advising Center will notify students of their score but will not provide information pertaining to specific questions on a test. Scores will generally be provided within 48 hours for computer-generated grades and 7 days for exams requiring “manual grading.”
- 6) Time Limit to Attempt Exams: All waiver exams must be attempted and completed prior to the start of the student’s second semester.
- 7) Number of Attempts: A student may take a waiver exam for a particular course only once.