


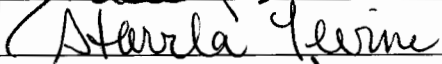
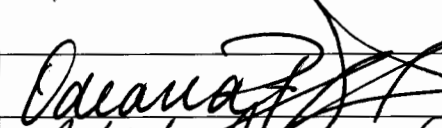
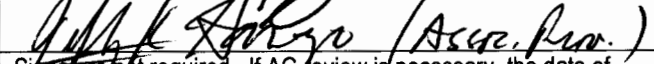
**UNIVERSITY OF BALTIMORE**  
**Academic Policy Cover Sheet**

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

<b>INITIATING GROUP / UNIT:</b> LAW <input type="checkbox"/> MSB <input checked="" type="checkbox"/> YGCLA <input type="checkbox"/> UFS <input type="checkbox"/> Office of the Provost <input type="checkbox"/>
<b>CONTACT NAME:</b> Marilyn Oblak <span style="float: right;"><b>PHONE:</b> x5260</span>
<b>POLICY TITLE:</b> Restriction of all 400-level MSB courses to MSB students or by permission of instructor
<b>APPLIES TO:</b> LAW <input type="checkbox"/> MSB <input checked="" type="checkbox"/> YGCLA <input type="checkbox"/>
<b>SPECIFIC PROGRAM</b> (if applicable):
<b>PROPOSED IMPLEMENTATION DATE / SEMESTER:</b> Fall 2011

Box 1: ACTION ITEM (check appropriate box)	DOCUMENTS REQUIRED (see box 2 below)	REVIEW / APPROVAL SEQUENCE (see box 3 below)
X 1. New Policy	AB – others as appropriate	ABCDE – varies
2. Policy Revision	AB – others as appropriate	ABCDE – varies
3. Discontinuance of Existing Policy	AB	ABCDE – varies

Box 2: DOCUMENTATION (check boxes of documents included) (may include documents in addition to required ones)			
X	A. AP Cover Sheet (this document)	D. Additional Forms (as may be needed to support procedures)	F. Other (please list)
X	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		1/25/11
B. Policy Coordinator		2/1/11
C. Academic Policy Review Committee Chair (optional UFS subcommittee)		
D. University Faculty Senate Chair (UFS option)		3/17/11
E. Provost and Senior Vice President for Academic Affairs		3/17/11
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:	Restriction of all 400-level MSB courses to MSB students or by permission of instructor				
APPLIES TO:	LAW <input type="checkbox"/>	MSB <input checked="" type="checkbox"/>	YGCLA <input type="checkbox"/>		
SPECIFIC PROGRAM (if applicable):					
PROPOSED IMPLEMENTATION DATE / SEMESTER:	Fall 2011				

### I. Statement of Purpose:

The goal is to improve the educational experience of students and ensure that all students will have the appropriate background, skills, and knowledge in advanced-level business courses.

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

***The new prerequisite for all 400-level MSB courses will be "Merrick School of Business students or by permission of the instructor."***

#### **Applicable Courses: All 400-level courses in the following programs:**

- B.S. in Business Administration
- B.S. in Real Estate & Economic Development
- B.S. in Information Systems & Technology Management

## Academic Policy Proposal Summary (Page 2)

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:	Restriction of all 400-level MSB courses to MSB students or by permission of instructor				
PROPOSED IMPLEMENTATION DATE / SEMESTER:	Fall 2011				

### III. Reason(s) for Proposed Policy

The goal is to improve the educational experience of students and ensure that all students will have the appropriate background, skills, and knowledge in advanced-level business courses.

### 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.

There is currently no overarching policy on requirements to enroll in 400-level business courses.

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