**Box 3: ACTION ITEM**
(check appropriate boxes)

<table>
<thead>
<tr>
<th>Document Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>(see box 4 below)</td>
</tr>
<tr>
<td>Impact Reviews</td>
</tr>
<tr>
<td>(see box 5 on back)</td>
</tr>
<tr>
<td>Approval Sequence</td>
</tr>
<tr>
<td>(see box 6 on back)</td>
</tr>
</tbody>
</table>

1. **Experimental Course**
   - NOpa, c, eAC
   - ABCD

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
   - ABCD

8. **New Course**
   - NCP
   - 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, c, d, e
    - ABCDEF

12. **Closed Site Program**
    - NOT
    - e
    - ABCDEIK

13. **Program Suspension**
    - NO, 5
    - a, e
    - ABCDEGSK

14a. **Certificate Program (ug/g) exclusively within existing degree program**
    - NO
    - a, c, e
    - ABCDEFHJK

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
    - ABCDEFGHJK

15. **Off-Campus Delivery of Existing Program**
    - NO, 4
    - a, b, c, e
    - ABCDEFHIL

16a. **UG Concentration (exceeds 24 credit hours)**
    - NO, 5
    - a, b, c, d, e
    - ABCDEFGHJKL

16b. **Masters Concentration (exceeds 12 credit hours)**
    - NO, 5
    - a, b, c, d, e
    - ABCDEFGHJKL

16c. **Doctoral Concentration (exceeds 18 credit hours)**
    - NO, 5
    - a, b, c, d, e
    - ABCDEFGHJKL

17. **Program Title Change**
    - NO, 5
    - a, b, c, d, e
    - ABCDEFGHJKL

18. **Program Termination**
    - NO, 10
    - d, e
    - ABCDEFGHJKL

19. **New Degree Program**
    - NOQR, 3, 8
    - a, c, d, e
    - ABCDEFGHJKL

20. **Other**
    - Varies
    - Varies
    - Varies

**Box 4: DOCUMENTATION**
(check boxes of documents included)

<table>
<thead>
<tr>
<th>X</th>
<th>N</th>
<th>Q</th>
<th>O</th>
<th>R</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>This Cover Sheet</td>
<td>Full 5-page MHEC Proposal</td>
<td>Other</td>
<td>Financial Tables (MHEC)</td>
<td>Contract</td>
</tr>
</tbody>
</table>

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/level 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 rationale (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.
10.
11. 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.

<table>
<thead>
<tr>
<th>Box 5: IMPACT REVIEW</th>
<th>SIGNATURES (see procedures for authorized signers)</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Library</td>
<td>Director or designee:</td>
<td></td>
</tr>
<tr>
<td>□ No impact</td>
<td>□ Impact statement attached</td>
<td></td>
</tr>
<tr>
<td>b. OTS</td>
<td>CIO or designee:</td>
<td></td>
</tr>
<tr>
<td>□ No impact</td>
<td>□ Impact statement attached</td>
<td></td>
</tr>
<tr>
<td>c. University Relations</td>
<td>Director or designee:</td>
<td></td>
</tr>
<tr>
<td>□ No impact</td>
<td>□ Impact statement attached</td>
<td></td>
</tr>
<tr>
<td>d. Admissions</td>
<td>Director or designee:</td>
<td></td>
</tr>
<tr>
<td>□ No impact</td>
<td>□ Impact statement attached</td>
<td></td>
</tr>
<tr>
<td>e. Records</td>
<td>Registrar or designee:</td>
<td></td>
</tr>
<tr>
<td>□ No impact</td>
<td>□ Impact statement attached</td>
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<table>
<thead>
<tr>
<th>Box 6: APPROVAL SEQUENCE</th>
<th>APPROVAL SIGNATURES</th>
<th>DATE</th>
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<tbody>
<tr>
<td>A. Department / Division</td>
<td>Chair:</td>
<td></td>
</tr>
<tr>
<td>B. Final faculty review body within each School</td>
<td>Chair:</td>
<td>12-1-06</td>
</tr>
<tr>
<td>C. College Dean</td>
<td>Dean:</td>
<td>1/3/07</td>
</tr>
<tr>
<td>D. Provost and Senior Vice President for Academic Affairs</td>
<td>Provost:</td>
<td>11/8/07</td>
</tr>
<tr>
<td>E. Curriculum Review Committee (UFS subcommittee)</td>
<td>Chair:</td>
<td></td>
</tr>
<tr>
<td>F. University Faculty Senate (UFS option)</td>
<td>Chair:</td>
<td></td>
</tr>
<tr>
<td>G. University Council (see # 11 above)</td>
<td>Chair:</td>
<td></td>
</tr>
<tr>
<td>H. President</td>
<td>President:</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>
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<tr>
<td>L. MHEC – approval</td>
<td></td>
<td></td>
</tr>
<tr>
<td>M. Middle States Association notification</td>
<td>Required only if the mission of the University is changed by the action</td>
<td></td>
</tr>
</tbody>
</table>
O-1: Briefly describe what is being requested:

Establishing CRJU 200 Criminal Justice or equivalent as a prerequisite for CRJU 306 Criminological Perspectives

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

<table>
<thead>
<tr>
<th>OLD Title:</th>
<th>Course # / HEGIS Code:</th>
<th>Credits:</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEW Title:</td>
<td>Course # / HEGIS Code:</td>
<td>Credits:</td>
</tr>
</tbody>
</table>

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

Since its inception, CRJU 306 Criminological Perspectives has served students with and without prior criminal justice coursework, however, the course assumes that students are familiar with basic criminological terminology. Establishing CRJU 200 Criminal Justice or its equivalent as a prerequisite will ensure that all students enrolling in CRJU 306 Criminological Perspectives will have been exposed to that basic information. For FSP students who become CRJU majors, CRJU 200 will be required. Most transfer students will enter UB with a course equivalent to CRJU 200. The small number of transfer students without an equivalent course will be required to take CRJU 200 before enrolling in more advanced CRJU courses.