**Box 3: ACTION ITEM (check appropriate boxes)**  
- 1. Experimental Course  
- 2. Course Title  
- 3. Course Credits  
- 4. Course Number  
- 5. Course Level  
- 6. Pre & Co-Requisite  
- 7. Course Description  
- 8. New Course  
- 9. Deactivate a Course  
- X 10. Program Requirements  
  - 11a. UG Specialization (24 credits or less)  
  - 11b. Masters Specialization (12 credits or less)  
  - 11c. Doctoral Specialization (18 credits or less)  
  - 12. Closed Site Program  
  - 13. Program Suspension  
  - 14a. Certificate Program (ug/g) exclusively within existing degree program  
  - 14b. Certificate Program (ug/g) where degree programs do not exist or where courses are selected across degree programs (12 or more credits)  
  - 15. Off-Campus Delivery of Existing Program  
  - 16a. UG Concentration (exceeds 24 credit hours)  
  - 16b. Masters Concentration (exceeds 12 credit hours)  
  - 16c. Doctoral Concentration (exceeds 18 credit hours)  
  - 17. Program Title Change  
  - 18. Program Termination  
  - 19. New Degree Program  
  - 20. Other  

**DOCUMENTS REQUIRED (see box 4 below)**  
- NOP  
- NO  
- NOT  
- NO, 5  
- NOQR, 6  
- NOQR, 3,8  
- Varies  

**IMPACT REVIEWS (see box 5 on back)**  
- a, c, e  
- b, c, d, e  
- a, b, c, d, e  
- a, b, c, d, e  
- a, b, c, d, e  
- a, b, c, d, e  
- a, b, c, d, e  
- a, b, c, d, e  
- a, c, d, e  
- a, c, d, e  
- a, c, d, e  

**APPROVAL SEQUENCE (see box 6 on back)**  
- AC  
- ABCD  
- ABCD  
- ABCD  
- ABCD  
- ABCD  
- ABCDEF  
- ABCDEF  
- ABCDEF  
- ABCDEFHIIK  
- ABCDEFHUL  
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- ABCDEFHUL  
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- ABCDEFHUL  
- ABCDEFHUL  
- Varies  

**Box 4: DOCUMENTATION (check boxes of documents included)**  
- X 1. N. This Cover Sheet  
- X 2. O. Summary Proposal  
- P. Course Definition Document  
- Q. Full 5-page MHEC Proposal  
- R. Financial Tables (MHEC)  
- 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 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. 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 of 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>b. OTS</td>
<td>C/O or designee:</td>
<td></td>
</tr>
<tr>
<td>c. University Relations</td>
<td>Director or designee:</td>
<td></td>
</tr>
<tr>
<td>d. Admissions</td>
<td>Director or designee:</td>
<td></td>
</tr>
<tr>
<td>e. Records</td>
<td>Registrar or designee:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Box 6: APPROVAL SEQUENCE</th>
<th>APPROVAL SIGNATURES</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Department / Division</td>
<td>Chair:</td>
<td>3/21/07</td>
</tr>
<tr>
<td>B. Final faculty review body within each School</td>
<td>Chair:</td>
<td>3/29/07</td>
</tr>
<tr>
<td>C. College Dean</td>
<td>Dean:</td>
<td>3/29/07</td>
</tr>
<tr>
<td>D. Provost and Senior Vice President for Academic Affairs</td>
<td>Provost:</td>
<td>4/3/07</td>
</tr>
<tr>
<td>E. Curriculum Review Committee (UFS subcommittee)</td>
<td>Chair:</td>
<td>4/5/</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>
</tr>
<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:

Accounting Specialization
(Beginning Fall 2007)

Accounting Specialization (30 Credits)

Required Accounting Courses (24 Credits)
ACCT 301 Intermediate Accounting I
ACCT 302 Intermediate Accounting II
ACCT 306 Cost Accounting
ACCT 310 Intermediate Accounting III
ACCT 401 Auditing
ACCT 403 Advanced Financial Reporting
ACCT 405 Income Taxation
ACCT ELEC Any three credit accounting course that is not required

Electives (6 Credits)
Choose two of the following:
MGMT 339 Production Management
MGMT 475 Business Policy *(must be taken in students last semester)*
OPRE 315 Decision Science

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:

1. The above reflects the need to reduce the BSBA - Accounting Specialization to 30 credits (currently the Accounting Specialization is 33 hours) to ensure that it does not exceed the 60 credits of upper division required courses. With this change, the 60 credit hours of upper division for the BSBA – Accounting Specialization is composed of: A) Ideas in Writing (IDIS 300) – 3 credits; B) Ethical Issues in Business and Society (IDIS 302) – 3 credits; C) Business Core – 24 credits; and D) Accounting Specialization – 30 credits.

2. To accomplish the above objective, Electives were reduced from “choose three of the following” to “choose two of the following”. This change reduced Electives from 9 hours to 6 hours.