**DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET**

See Course and Program Development Policy and Procedures for Instructions

**SCHOOL:** LAW ☐ MSB ☐ YGCLA ☒ Contact Name: Laura Wilson-Gentry Phone: 6102

**DEPARTMENT / DIVISION:** School of Public Affairs

**SHORT DESCRIPTION OF PROPOSAL:** (State Document N action item from Box 3 below and program name OR course name, code, & number as applicable): Add Pre-requisites for HSMG 752

**PROPOSED SEMESTER OF IMPLEMENTATION:** Fall ☒ Spring ☐ Year: 2010

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**Box 1: TYPE OF ACTION**
- ADD (NEW) ☐
- DEACTIVATE ☐
- MODIFY ☒
- OTHER ☐

**Box 2: LEVEL OF ACTION**
- Non-Credit ☐
- Undergraduate ☐
- Graduate ☒
- OTHER ☐

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**Box 3: ACTION ITEM**

<table>
<thead>
<tr>
<th>Box 3: ACTION ITEM (check appropriate boxes)</th>
<th>DOCUMENTS REQUIRED (see box 4 below)</th>
<th>IMPACT REVIEWS (see box 5 on back)</th>
<th>APPROVAL SEQUENCE (see box 6 on back)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Experimental Course ¹</td>
<td>N, O, P</td>
<td>a, c, e</td>
<td>AC</td>
</tr>
<tr>
<td>2. Course Title</td>
<td>N, O</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Course Credits</td>
<td>N, O, (P)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Course Number</td>
<td>N, O</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Course Level</td>
<td>N, O</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Pre &amp; Co-Requisite</td>
<td>N, O</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Course Description</td>
<td>N, O, P</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. New Course</td>
<td>N, O, P</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Deactivate a Course</td>
<td>N, O</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Program Requirements</td>
<td>N, O</td>
<td>(b, c, d, e)</td>
<td>ACDEF</td>
</tr>
<tr>
<td>11a. UG Specialization (24 credits or less)</td>
<td>N, O</td>
<td>a, b, c, d, e</td>
<td>ACDEF</td>
</tr>
<tr>
<td>11b. Masters Specialization (12 credits or less)</td>
<td>N, O</td>
<td>a, b, c, d, e</td>
<td>ACDEF</td>
</tr>
<tr>
<td>11c. Doctoral Specialization (18 credits or less)</td>
<td>N, O</td>
<td>a, b, e</td>
<td>ACDEF</td>
</tr>
<tr>
<td>12. Minor (add or delete)</td>
<td>N, O</td>
<td>a, b, c, d, e</td>
<td>ACDEF</td>
</tr>
<tr>
<td>13. Closed Site Program</td>
<td>N, O</td>
<td>e</td>
<td>ACDEIL</td>
</tr>
<tr>
<td>14. Program Suspension</td>
<td>N, O, S</td>
<td>a, e</td>
<td>ACDEFGUL</td>
</tr>
<tr>
<td>15. Program Reactivation</td>
<td>N, O</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16a. Certificate Program (ug/g) exclusively within existing degree program</td>
<td>N, O</td>
<td>a, c, e</td>
<td>ACDEFJIM</td>
</tr>
<tr>
<td>16b. Certificate Program (ug/g) where degree programs do not exist or where courses are selected across degree programs (12 or more credits)</td>
<td>N, O, Q, R, S</td>
<td>a, c, e</td>
<td>ACDEFIKM</td>
</tr>
<tr>
<td>17. Off-Campus Delivery of Existing Program</td>
<td>N, O, S</td>
<td>a, b, c, e</td>
<td>ACDEJM</td>
</tr>
<tr>
<td>18a. UG Concentration (exceeds 24 credit hrs)</td>
<td>N, O, S</td>
<td>a, c, d, e</td>
<td>ACDEFGIKM</td>
</tr>
<tr>
<td>18b. Masters Concentration (exceeds 12 credit hrs)</td>
<td>N, O, S</td>
<td>a, c, d, e</td>
<td>ACDEFGIKM</td>
</tr>
<tr>
<td>18c. Doctoral Concentration (exceeds 18 credit hrs)</td>
<td>N, O, S</td>
<td>a, c, d, e</td>
<td>ACDEFGIKM</td>
</tr>
<tr>
<td>19. Program Title Change</td>
<td>N, O, S</td>
<td>a, c, d, e</td>
<td>ACDEFGIKM</td>
</tr>
<tr>
<td>20. Program Termination²</td>
<td>N, O, S</td>
<td>d, e</td>
<td>ACDEFGIKM</td>
</tr>
<tr>
<td>21. New Degree Program ³</td>
<td>N, O, Q, R, S</td>
<td>a, c, d, e</td>
<td>ACDEFGIKM</td>
</tr>
<tr>
<td>22. Other</td>
<td>Varies</td>
<td>Varies</td>
<td>Varies</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>X</th>
<th>N. This Cover Sheet</th>
<th>Q. Full 5-page MHEC Proposal</th>
<th>T. Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>Summary Proposal</td>
<td>R. Financial Tables (MHEC)</td>
<td></td>
</tr>
<tr>
<td>P. Course Definition Document</td>
<td>S. Other documents as may be required by MHEC/ USM. See</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="http://www.ubalt.edu/downloads/program_approval_Grid_8-3-09.docx">http://www.ubalt.edu/downloads/program_approval_Grid_8-3-09.docx</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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¹ Approval of experimental course automatically lapses after two offerings unless permanently approved as a new course.

² See USM Policy on the Review and Abolition of Academic Programs (http://www.usmd.edu/regents/bylaws/SectionIII/III702.html) for list of information that must be provided for this action.

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.
SCHOOL: LAW  MSB  YGCLA  Contact Name: Laura Wilson-Gentry  Phone: 6102
DEPARTMENT / DIVISION: School of Public Affairs

SHORT DESCRIPTION OF PROPOSAL (State Document N action item from Box 3 and program name OR course name, code, & number as applicable): Add Pre-requisites for HSMG 752

PROPOSED SEMESTER OF IMPLEMENTATION: Fall  X  Spring  Year: 2010

<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  No impact  Impact statement attached</td>
<td>Director or designee:</td>
<td></td>
</tr>
<tr>
<td>b. OTS  No impact  Impact statement attached</td>
<td>CIO or designee:</td>
<td></td>
</tr>
<tr>
<td>c. University Relations  No impact  Impact statement attached</td>
<td>Director or designee:</td>
<td></td>
</tr>
<tr>
<td>d. Admissions  No impact  Impact statement attached</td>
<td>Director or designee:</td>
<td></td>
</tr>
<tr>
<td>e. Records  No impact  Impact statement attached</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: Laura G. Wilson-Gentry</td>
<td>11/19/09</td>
</tr>
<tr>
<td>B. General Education (as required for #7, #8)</td>
<td>Provost: T.</td>
<td>12/10/09</td>
</tr>
<tr>
<td>C. Final faculty review body within each School</td>
<td>Chair:</td>
<td>12/14/09</td>
</tr>
<tr>
<td>D. College Dean</td>
<td>Dean:</td>
<td>12/14/09</td>
</tr>
<tr>
<td>E. Provost and Senior Vice President for Academic Affairs</td>
<td>Provost:</td>
<td>12/14/09</td>
</tr>
<tr>
<td>F. Curriculum Review Committee (UFS subcommittee)</td>
<td>Chair:</td>
<td>12/14/09</td>
</tr>
<tr>
<td>G. University Faculty Senate (UFS option)</td>
<td>Chair:</td>
<td>12/14/09</td>
</tr>
<tr>
<td>H. University Council 4</td>
<td>Chair:</td>
<td>12/14/09</td>
</tr>
<tr>
<td>I. President</td>
<td>President:</td>
<td></td>
</tr>
<tr>
<td>J. Board of Regents – notification only</td>
<td></td>
<td></td>
</tr>
<tr>
<td>K. Board of Regents – approval</td>
<td></td>
<td></td>
</tr>
<tr>
<td>L. MHEC – notification only</td>
<td></td>
<td></td>
</tr>
<tr>
<td>M. MHEC – approval</td>
<td></td>
<td></td>
</tr>
<tr>
<td>N. 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>

4 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.
O-1: Briefly describe what is being requested:

Add pre-requisite:

Successful completion of 27 graduate credits in the program prior to the beginning of the course. Or Permission of the HSMG Director:

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:

This change reflects current screening practices for HSMG 752 and also permits automated screening through Peoplesoft.