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

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

**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  
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. Minor (add or delete)  
13. Closed Site Program  
14. Program Suspension  
15. Program Reactivation  
16a. Certificate Program (ug/g) exclusively within existing degree program  
16b. Certificate Program (ug/g) where degree programs do not exist or where courses are selected across degree programs (12 or more credits)  
17. Off-Campus Delivery of Existing Program  
18a. UG Concentration (exceeds 24 credit hrs)  
18b. Masters Concentration (exceeds 12 credit hrs)  
18c. Doctoral Concentration (exceeds 18 credit hrs)  
19. Program Title Change  
20. Program Termination  
21. New Degree Program  
22. Other  

**DOCUMENTS REQUIRED** (see box 4 below)  
- N. This Cover Sheet  
- O. Summary Proposal  
- P. Course Definition Document  
- Q. Full 5-page MHEC Proposal  
- R. Financial Tables (MHEC)  
- S. Other documents as may be required by MHEC/USM. See  
  http://www.ubalt.edu/downloads/program_approval_Grid_8_3-09.docx  
- T. Other  

**IMPACT REVIEWS** (see box 5 on back)  
- a. Academic Affairs  
- c. Curriculum Committee  
- d. Faculty Senate  
- e. Graduate Faculty  
- f. Academic Senate  
- g. Graduate Council  

**APPROVAL SEQUENCE** (see box 6 on back)  
- AC  
- ACD  
- ACF  
- ABCDEF  
- ABCDEFGIJL  
- ACDEFGIJLM  
- ACDEFGIKM  
- ACDEFGIKML  
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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/SectionII/II/II/II02.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.
## Box 5: Impact Review

<table>
<thead>
<tr>
<th>Section</th>
<th>Impact Statement Attached</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library</td>
<td>No impact</td>
<td>Director or designee</td>
<td></td>
</tr>
<tr>
<td>OTS</td>
<td>No impact</td>
<td>CIO or designee</td>
<td></td>
</tr>
<tr>
<td>University Relations</td>
<td>No impact</td>
<td>Director or designee</td>
<td></td>
</tr>
<tr>
<td>Admissions</td>
<td>No impact</td>
<td>Director or designee</td>
<td></td>
</tr>
<tr>
<td>Records</td>
<td>No impact</td>
<td>Registrar or designee</td>
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</tr>
</tbody>
</table>

## Box 6: Approval Sequence

<table>
<thead>
<tr>
<th>Approval Stage</th>
<th>Approval Signatures</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Department / Division</td>
<td>Chair: Deborah Ford</td>
<td>2/4/10</td>
</tr>
<tr>
<td>B. General Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Final Faculty Review</td>
<td>Chair:</td>
<td>3/8/10</td>
</tr>
<tr>
<td>D. College Dean</td>
<td>Dean:</td>
<td></td>
</tr>
<tr>
<td>E. Provost and Senior</td>
<td>Provost:</td>
<td>3/8/10</td>
</tr>
<tr>
<td>F. Curriculum Review</td>
<td>Chair:</td>
<td></td>
</tr>
<tr>
<td>G. University Senate</td>
<td>Chair:</td>
<td></td>
</tr>
<tr>
<td>H. University Council</td>
<td>Chair:</td>
<td></td>
</tr>
<tr>
<td>I. President</td>
<td>President:</td>
<td></td>
</tr>
<tr>
<td>J. Board of Regents</td>
<td></td>
<td></td>
</tr>
<tr>
<td>K. Board of Regents</td>
<td></td>
<td></td>
</tr>
<tr>
<td>L. MHEC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>M. MHEC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>N. Middle States</td>
<td>Required only if</td>
<td></td>
</tr>
</tbody>
</table>

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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.
**SHORT DESCRIPTION OF PROPOSAL** (state action item 1-23 and course name & number or program affected)

| 8. New Course | REED 497 Special Topics in Real Estate | BS REED |

**PROPOSED SEMESTER OF IMPLEMENTATION:** Fall X Spring □ Year: 2010

O-1: Briefly describe what is being requested:

**Addition of special topics course for BS in Real Estate & Economic Development:**

**REED 497 Special Topics in Real Estate (3)**

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**OLD Title:**

<table>
<thead>
<tr>
<th>Course # / HEGIS Code:</th>
<th>Credits:</th>
</tr>
</thead>
</table>

**NEW Title:** Special Topics in Real Estate

<table>
<thead>
<tr>
<th>Course # / HEGIS Code:</th>
<th>Credits:</th>
</tr>
</thead>
</table>

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

- With the use of the REED Hegis code for courses specific to Real Estate & Economic Development, a special topics course was created to more clearly communicate to students the content and intent of the special topics course. Previously, the more general finance special topics course, FIN 497 was used.

- Revisions were made to the BS Real Estate & Economic Development as a part of continuous program review and assessment of the program under the guidance of the finance faculty and consultation with the Real Estate Board in the Merrick School.

- A white paper discussing program revisions is included in the white paper attached to the BS REED revision document O.
Date Prepared: December 1, 2009
Prepared by: Marilyn Oblak
Department/Division: Finance and Economics
Course Number(s), including HEGIS code(s): REED 497
Course Title: Special Topics in Real Estate
Credit Hours: 3
Catalog Description:

Prerequisites: Completion of 9 hours of finance courses, with a minimum GPA of 3.0. Completion of MGMT 330 is recommended. Permission of the department chair is required.

Course Purpose: Elective
General Education area: NA
Course Type / Component: Experiential course. Typically offered at an off-campus location under the supervision of an MSB finance faculty member.
Faculty qualified to teach the course: Finance faculty

Content Outline:
- Project focusing on real world applications
- Elements of the project subject to agreement among the student, host organization, and faculty member assigned as supervisor.
- Specific content determined by the faculty member in agreement with the host organization and student.

Learning Objectives

Participation in an Internship in Finance will help students to:

1. Acquire practical and meaningful work experience.
2. Integrate and apply learning in the classroom.
3. Identify and/or test their interests and talents.
4. Explore opportunities in finance.
5. Increase their marketability and value to employers.


16. Suggested Text(s) and Materials: Dependent on specific internship

17. Suggested class size: 15-20

18. Lab Fees (when applicable): NA

Effective Date: September 11, 2006, Revised 2/4/09
Reviewed by: University Faculty Senate