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

See Course and Program Development Policy and Procedures for instructions

**SCHOOL:** LAW ☐ MSB ☐ YGCLA ☑ Contact Name: Dr. John Bates Phone: 410-837-6560

**DEPARTMENT / DIVISION:** Applied Behavioral Sciences

**SHORT DESCRIPTION OF PROPOSAL:** (state name of action item 1-20 and course name, code & number / program affected):

4, 6: Change of number and prerequisites for PSYC 323 Human Development to be consistent with numbering system for new 4-year PSYC BA program. Numbering change is from PSYC 323 to PSYC 205

**PROPOSED SEMESTER OF IMPLEMENTATION:** Fall ☑ Spring ☐ Year: 2007

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

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

<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 ☐</td>
<td>NO</td>
<td>a, c, e</td>
<td>AC</td>
</tr>
<tr>
<td>2. Course Title</td>
<td>NO</td>
<td></td>
<td>ABCD</td>
</tr>
<tr>
<td>3. Course Credits</td>
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<td></td>
<td>ABCD</td>
</tr>
<tr>
<td>X 4. Course Number</td>
<td>NO</td>
<td></td>
<td>ABCD</td>
</tr>
<tr>
<td>5. Course Level</td>
<td>NO</td>
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<td>ABCD</td>
</tr>
<tr>
<td>X 6. Pre &amp; Co-Requisite</td>
<td>NO</td>
<td></td>
<td>ABCD</td>
</tr>
<tr>
<td>7. Course Description</td>
<td>NO</td>
<td></td>
<td>a5CD</td>
</tr>
<tr>
<td>8. New Course</td>
<td>NO</td>
<td></td>
<td>ABCD</td>
</tr>
<tr>
<td>9. Deactivate a Course</td>
<td>NO</td>
<td></td>
<td>ABCDEF</td>
</tr>
<tr>
<td>10. Program Requirements</td>
<td>NO</td>
<td>b, c, d, e</td>
<td>ABCDEF</td>
</tr>
<tr>
<td>11a. UG Specialization (24 credits or less)</td>
<td>NO</td>
<td>a, b, c, d, e</td>
<td>ABCDE</td>
</tr>
<tr>
<td>11b. Masters Specialization (12 credits or less)</td>
<td>NO</td>
<td>a, b, c, d, e</td>
<td>ABCDE</td>
</tr>
<tr>
<td>11c. Doctoral Specialization (18 credits or less)</td>
<td>NO</td>
<td>a, b, d, e</td>
<td>ABCDE</td>
</tr>
<tr>
<td>12. Closed Site Program</td>
<td>NO</td>
<td></td>
<td>ABCDHIK</td>
</tr>
<tr>
<td>13. Program Suspension ☐</td>
<td>NO, 5</td>
<td>a, e</td>
<td>ABCDEGIK</td>
</tr>
<tr>
<td>14a. Certificate Program (ugl) exclusively within existing degree program</td>
<td>NO</td>
<td>a, c, e</td>
<td>ABCDEFHJK</td>
</tr>
<tr>
<td>14b. Certificate Program (ugl), where degree programs do not exist or where courses are selected across degree programs (12 or more credits)</td>
<td>NOQR, 6</td>
<td>a, c, e</td>
<td>ABCDEFHJKL</td>
</tr>
<tr>
<td>15. Off-Campus Delivery of Existing Program</td>
<td>NO, 4</td>
<td>a, b, c, e</td>
<td>ABCDEFGHL</td>
</tr>
<tr>
<td>16a. UG Concentration (exceeds 24 credit hours)</td>
<td>NO, 5</td>
<td>a, b, c, d, e</td>
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<tr>
<td>16b. Masters Concentration (exceeds 12 credit hours)</td>
<td>NO, 5</td>
<td>a, c, d, e</td>
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<tr>
<td>16c. Doctoral Concentration (exceeds 18 credit hours)</td>
<td>NO, 5</td>
<td>a, c, d, e</td>
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<tr>
<td>17. Program Title Change</td>
<td>NO, 5</td>
<td>a, c, d, e</td>
<td>ABCDEFGHJL</td>
</tr>
<tr>
<td>18. Program Termination</td>
<td>NO, 10</td>
<td>a, e</td>
<td>ABCDEFGHJKK</td>
</tr>
<tr>
<td>19. New Degree Program</td>
<td>NOQR, 3, 8</td>
<td>a, c, d, e</td>
<td>ABCDEFGHJL</td>
</tr>
<tr>
<td>20. Other</td>
<td>Varies</td>
<td>Varies</td>
<td>Varies</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>X</th>
<th>Q</th>
<th>R</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>Full 5-page MHEC Proposal</td>
<td>Financial Tables (MHEC)</td>
<td>Contract</td>
</tr>
<tr>
<td>O</td>
<td>Summary Proposal</td>
<td>T</td>
<td>Other</td>
</tr>
<tr>
<td>P</td>
<td>Course Definition Document</td>
<td></td>
<td></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/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 decision; time not to exceed two years. No new students admitted during suspension, but currently enrolled students must be given opportunity to satisfy degree requirements.
4. 6: Change of number and prerequisites for PSYC 323 Human Development to be consistent with numbering system for new 4-year PSYC BA program. Numbering change is from PSYC 323 to PSYC 205

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 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 (for a recommendation to the President and 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.

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### Box 5: IMPACT REVIEW

<table>
<thead>
<tr>
<th>Category</th>
<th>Impact Review</th>
<th>Signatures</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library</td>
<td></td>
<td>Director or designee:</td>
<td></td>
</tr>
<tr>
<td>OTS</td>
<td></td>
<td>C/O or designee:</td>
<td></td>
</tr>
<tr>
<td>University Relations</td>
<td></td>
<td>Director or designee:</td>
<td></td>
</tr>
<tr>
<td>Admissions</td>
<td></td>
<td>Director or designee:</td>
<td></td>
</tr>
<tr>
<td>Records</td>
<td></td>
<td>Registrar or designee:</td>
<td></td>
</tr>
</tbody>
</table>

### Box 6: APPROVAL SEQUENCE

<table>
<thead>
<tr>
<th>Stage</th>
<th>Approver</th>
<th>Approval Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Department/Division</td>
<td>Chair:</td>
<td></td>
<td>1-23-07</td>
</tr>
<tr>
<td>B. Final faculty review body within each School</td>
<td>Chair:</td>
<td></td>
<td>2-15-07</td>
</tr>
<tr>
<td>C. College Dean</td>
<td>Dean:</td>
<td></td>
<td>2/19/07</td>
</tr>
<tr>
<td>D. Provost and Senior Vice President for Academic Affairs</td>
<td>Provost:</td>
<td></td>
<td>2/28/07</td>
</tr>
<tr>
<td>E. Curriculum Review Committee (UFS subcommittee)</td>
<td>Chair:</td>
<td></td>
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<tr>
<td>F. University Faculty Senate (UFS option)</td>
<td>Chair:</td>
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<tr>
<td>G. University Council (see #11 above)</td>
<td>Chair:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>H. President</td>
<td>President:</td>
<td></td>
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</tr>
<tr>
<td>I. Board of Regents – notification only</td>
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<tr>
<td>J. Board of Regents – approval</td>
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<tr>
<td>K. MHEC – notification only</td>
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<tr>
<td>L. MHEC – approval</td>
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<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>
<td></td>
</tr>
</tbody>
</table>
4, 6: Change of number and prerequisites for PSYC 323 Human Development to be consistent with numbering system for new 4-year PSYC BA program. Numbering change is from PSYC 323 to PSYC 205

PROPOSED SEMESTER OF IMPLEMENTATION: Fall ☐ Spring ☑ Year: 2007

O-1: Briefly describe what is being requested:

4 – Change course number from PSYC 323 to PSYC 205

6 - Change course prerequisites to:

PSYC 100 or an equivalent introductory psychology course or permission of program 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>Human Development</td>
<td>PSYC 323</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NEW Title:</th>
<th>Course # / HEGIS Code:</th>
<th>Credits:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Development</td>
<td>PSYC 205</td>
<td>3</td>
</tr>
</tbody>
</table>

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

4 – Numbering change necessitated by need for lower-division courses within the new 4-year PSYC BA program. Human development typically is a 2nd-year level course within psychology curricula, and should have some appeal to non psychology majors as a lower-level elective.

6 – Prerequisite change necessitated by previously approved renumbering of courses within new 4-year PSYC BA degree program.