

DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET

See Course and Program Development Policy and Procedures for Instructions

SCHOOL: LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input type="checkbox"/> FSP <input checked="" type="checkbox"/>	Contact Name: Marguerite Weber	Phone: 410.837.4087
DEPARTMENT / DIVISION: First and Second Year Program		
SHORT DESCRIPTION OF PROPOSAL (state action item 1-23 and course name & number or program affected):		
IDIS 101: Require students attain a grade of C- or higher to be eligible to declare an academic plan (major)		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2008		

Box 1: TYPE OF ACTION	ADD(NEW) <input type="checkbox"/>	DEACTIVATE <input type="checkbox"/>	MODIFY <input checked="" type="checkbox"/>	OTHER <input type="checkbox"/>
Box 2: LEVEL OF ACTION	Non-Credit <input type="checkbox"/>	Undergraduate <input checked="" type="checkbox"/>	Graduate <input type="checkbox"/>	OTHER <input type="checkbox"/>

Box 3: ACTION ITEM (check appropriate boxes)		DOCUMENTS REQUIRED (see box 4 below)	IMPACT REVIEWS (see box 5 on back)	APPROVAL SEQUENCE (see box 6 on back)
1.	Experimental Course ¹	NOP	a, c, e	AC
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		ABCDEF
8.	New Course	NOP		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, e	ABCDEF
12.	Closed Site Program	NOT	e	ABCDHIK
13.	Program Suspension ⁹	NO,5	a, e	ABCDEGIK
14a.	Certificate Program (ug/g) exclusively within existing degree program	NO	a, c, e	ABCDEFHIK
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	ABCDEFHJL
15.	Off-Campus Delivery of Existing Program	NO, 4	a, b, c, e	ABCDHIL
16a.	UG Concentration (exceeds 24 credit hours)	NO, 5	a, c, d, e	ABCDEFHJL
16b.	Masters Concentration (exceeds 12 credit hours)	NO, 5	a, c, d, e	ABCDEFHJL
16c.	Doctoral Concentration (exceeds 18 credit hours)	NO, 5	a, c, d, e	ABCDEFHJL
17.	Program Title Change	NO, 5	a, c, d, e	ABCDEFHJL
18.	Program Termination	NO, 10	d, e	ABCDEFHIK
19.	New Degree Program	NOQR, 3,8	a, c, d, e	ABCDEFHJL
20.	Other	Varies	Varies	Varies

Box 4: DOCUMENTATION (check boxes of documents included)			
N.	This Cover Sheet	Q.	Full 5-page MHEC Proposal
O.	Summary Proposal	R.	Financial Tables (MHEC)
P.	Course Definition Document	S.	Contract
		T.	Other

- Approval of experimental course automatically lapses after two offerings unless permanently approved as a new course.
- Codes: a) Library Services (Langsdale or Law) b) Office of Technology Services c) University Relations d) Admissions
- 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.
- 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)
- One-page letter with description and rationale (MHEC requirement)
- 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)
- Learning objectives, assessment strategies; fit with UB strategic plan
- Joint Degree Program or Primary Degree Programs require submission of MOU w/ program proposal. (MHEC requirement)
- 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.

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IDIS 101: Require students attain a grade of C- or higher to be eligible to declare an academic plan (major)

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 *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.

Box 5: IMPACT REVIEW procedures for authorized signers)	SIGNATURES (see	DATE
a. Library <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
b. OTS <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	CIO or designee:	
c. University Relations <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
d. Admissions <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
e. Records <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Registrar or designee:	

Box 6: APPROVAL SEQUENCE APPROVAL SIGNATURES	DATE
A. Department / Division Chair: <i>Mary W...</i>	
B. Final faculty review body within each School Chair: <i>Jonath L... Page W... (OBS)</i>	5/19/08
C. College Dean Dean: <i>Lynne Z...</i>	5/19/08
D. Provost and Senior Vice President for Academic Affairs Provost: <i>Jinda M. Fardall</i>	5/23/08
E. Curriculum Review Committee (UFS subcommittee) Chair: <i>Betsy J. Merrin</i>	5/26/08
F. University Faculty Senate (UFS option) Chair:	
G. University Council (see # 11 above) Chair:	
H. President President:	
I. Board of Regents – notification only	
J. Board of Regents – approval	
K. MHEC – notification only	
L. MHEC – approval	
M. Middle States Association notification Required only if the mission of the University is changed by the action	

DOCUMENT O: SUMMARY PROPOSAL

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O-1: Briefly describe what is being requested:

Establish that a grade of C- or higher must be earned in IDIS 101 (Applied Learning and Study Skills) before the student is eligible to declare an academic plan (major) and move from FSP to either CLA or MSB.

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

OLD Title:	Course # / HEGIS Code:	Credits:
NEW Title:	Course # / HEGIS Code:	Credits:

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

Students must demonstrate a minimal ability with subject matter of course before continuing with their education. A grade of C- or higher is consistent with UB standards for attaining credit in a lower division general education courses.