Document N: Course and Program Development:
IMPACT AND APPROVAL SIGNATURES
See Course and Program Development Policy and Procedures (www.ubalt.edu/provost) for instructions.

SCHOOL: LAW MSB CAS CPA

CONTACT NAME: Charles Tumosa PHONE: 410 832 6084

DEPARTMENT/DIVISION: School of Criminal Justice DATE PREPARED: 10/1/13

PROPOSED SEMESTER OF IMPLEMENTATION: fall spring YEAR: 2014

TYPE OF ACTION: add (new) deactivate modify other

LEVEL OF ACTION: noncredit undergraduate graduate other

ACTION BEING REQUESTED (select one category, either Course Actions or Program Actions):

COURSE ACTIONS

1. Experimental Course
2. Course Title
3. Course Credits
4. Course Number
5. Course Level
6. Pre- and Co-Requisite
7. Course Description
8. New Course
9. Deactivate Course
10. Other

PROGRAM ACTIONS

10. Program Requirements
11a. Undergraduate Specialization (24 credits or fewer)
11b. Master’s Specialization (12 credits or fewer)
11c. Doctoral Specialization (18 credits or fewer)
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) outside of or across degree programs (12 or more credits)
17. Off-Campus Delivery of Existing Programs
18a. Undergraduate Concentration (exceeds 24 credits)
18b. Master’s Concentration (exceeds 12 credits)
18c. Doctoral Concentration (exceeds 18 credits)
19. Program Title Change
20. Program Termination
21. New Degree Program
22. Other

ADDITIONAL DOCUMENTATION (check all appropriate boxes of documents included; review the list of necessary documents and signatures):

- summary proposal (O)
- course definition document (P)
- full five-page MHEC proposal (Q)
- financial tables (MHEC) (R)
- other documents as may be required by MHEC/USM (S)
- other (T)
IMPACT REVIEW (review the list of necessary signatures):

<table>
<thead>
<tr>
<th>Impacted Entity</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Library</td>
<td>no impact</td>
<td></td>
</tr>
<tr>
<td>b. OTS</td>
<td>no impact</td>
<td></td>
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<tr>
<td>c. University Relations</td>
<td>no impact</td>
<td></td>
</tr>
<tr>
<td>d. Admissions</td>
<td>no impact</td>
<td></td>
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<tr>
<td>e. Records</td>
<td>no impact</td>
<td></td>
</tr>
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APPROVAL SEQUENCE (review the list of necessary signatures):

<table>
<thead>
<tr>
<th>Approval Level</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Department/Division (Chair)</td>
<td>Debra A. Staley</td>
<td>10-7-13</td>
</tr>
<tr>
<td>B. General Education (for No. 7, 8)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Final Faculty Review Body Within Each School (Chair)</td>
<td></td>
<td>10/24/13</td>
</tr>
<tr>
<td>D. Dean</td>
<td>Laura A. Wilson-Gatty</td>
<td>11/1/13</td>
</tr>
<tr>
<td>E. University Faculty Senate (Chair)</td>
<td></td>
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<tr>
<td>F. University Council (Chair)^1</td>
<td></td>
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<tr>
<td>G. Provost and Senior Vice President for Academic Affairs</td>
<td></td>
<td>2/1/14</td>
</tr>
<tr>
<td>H. President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I. Board of Regents (notification only)</td>
<td></td>
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</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>
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<tr>
<td>L. MHEC (approval)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>M. Middle States Association notification</td>
<td>Required only if the University's mission is changed by the action</td>
<td></td>
</tr>
</tbody>
</table>

^1 University Council review (for 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.
Document 0: Course and Program Development: SUMMARY PROPOSAL

See Course and Program Development Policy and Procedures (www.ubalt.edu/provost) for instructions.

SCHOOL:  
- LAW  
- MSB  
- CAS  
- CPA

CONTACT NAME: Charles Tumosa  
PHONE: 410 832 6084

DEPARTMENT/DIVISION: School of Criminal Justice  
DATE PREPARED: 10/1/13

PROPOSED SEMESTER OF IMPLEMENTATION:  
- fall  
- spring  
YEAR: 2014

ACTION BEING REQUESTED (select one category, either Course Actions or Program Actions):
- COURSE ACTIONS
- PROGRAM ACTIONS

Original Subject Code/Course Number:

Original Course Title:

Select one or multiple actions from one of the lists below (review the list of necessary documents and signatures):

COURSE ACTIONS
1. Experimental Course
2. Course Title
3. Course Credits
4. Course Number
5. Course Level
6. Pre- and Co-Requisite
7. Course Description
✓ 8. New Course
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21. New Degree Program
22. Other

For changes to existing courses: New Course

OLD TITLE

NEW TITLE: Introduction to Document Examination

SUBJECT CODE/COURSE NO.  
CREDITS

SUBJECT CODE/COURSE NO.  
CREDITS
DESCRIBE THE REQUESTED COURSE/PROGRAM ACTION (additional pages may be attached if necessary):

This course has been taught as a special topics course, request that the course become a new elective course in the Forensic Studies undergraduate program. FSCS 462A Introduction to Document Examination

SET FORTH THE RATIONALE FOR THIS PROPOSAL:

This course has been successful as a special topics course, by developing it into a permanent course it will become one of a sequence of elective courses rotating in the FSCS schedule.
1. DATE PREPARED 10/1/2013

2. PREPARED BY
Debra L. Stanley, Ph.D. and Charles Tumosa, Ph.D.

3. DEPARTMENT/DIVISION School of Criminal Justice

4. COURSE NUMBER(S) with SUBJECT CODE(S) FSCS 462

5. COURSE TITLE Introduction to Document Examination

6. CREDIT HOURS 3 credits

7. CATALOG DESCRIPTION Focuses on the origins and styles of writing and materials used in writing and in the formation of documents. prerequisite: permission of the program director.

8. PREREQUISITES Permission of Program Director.

9. COURSE PURPOSE (how the course is to be used in the curriculum; e.g., required for the major, elective, etc.) one in a series of courses on document examination elective

10. GENERAL EDUCATION AREA (if applicable; e.g., social sciences, humanities, mathematics, etc.) n/a

11. COURSE TYPE/COMPONENT (clinical, continuance, discussion, field studies, independent study, laboratory, lecture, practicum, research, seminar, supervision, thesis research, tutorial or workshop; this must match PeopleSoft 9.0 coding, so check with your dean’s office if you are unsure of the correct entry) lecture
12. FACULTY QUALIFIED TO TEACH COURSE  Charles Tumosa and Diane Lawder and Marta Iwashko

13. CONTENT OUTLINE

Preparation of inks and paper, styles of writing, use of type writers, computers, and printers.

14. LEARNING GOALS  At the completion of the course students will be able to –

- Understand origins of writing
- Understand manufacture of ink and paper
- Understand uniqueness of letter formation
- Understand the legal and ethical aspects of document examination

15. ASSESSMENT STRATEGIES  The learning goals will be assessed through student projects and routine examinations.

16. SUGGESTED TEXT(S) and MATERIALS (e.g. textbooks, equipment, software, etc., that students must purchase)

J. Nickell, Detecting Forgery

17. SPECIAL GRADING OPTIONS (if applicable)  none

18. SUGGESTED CLASS SIZE  20

19. LAB FEES (if applicable)  N/A