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: 〇 LAW 〇 MSB 〇 CAS 〇 CPA
CONTACT NAME: Charles Tumosa  PHONE: 410 832 6084
DEPARTMENT/DIVISION: School of Criminal Justice  DATE PREPARED: 10/1/13
PROPOSED SEMESTER OF IMPLEMENTATION: 〇 fall 〇 spring  YEAR: 2014

TYPE OF ACTION: 〇 add (new) 〇 deactivate 〇 modify 〇 other
LEVEL OF ACTION: 〇 noncredit 〇 undergraduate 〇 graduate 〇 other

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

〇 COURSE ACTIONS 〇 PROGRAM ACTIONS

Original Subject Code/Course Number: 
Original Program Title:

Original Course Title:

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

<table>
<thead>
<tr>
<th>COURSE ACTIONS</th>
<th>PROGRAM ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Experimental Course</td>
<td>10. Program Requirements</td>
</tr>
<tr>
<td>2. Course Title</td>
<td>11a. Undergraduate Specialization (24 credits or fewer)</td>
</tr>
<tr>
<td>3. Course Credits</td>
<td>11b. Master's Specialization (12 credits or fewer)</td>
</tr>
<tr>
<td>4. Course Number</td>
<td>11c. Doctoral Specialization (18 credits or fewer)</td>
</tr>
<tr>
<td>5. Course Level</td>
<td>12. Minor (add or delete)</td>
</tr>
<tr>
<td>6. Pre- and Co-Requisite</td>
<td>13. Closed Site Program</td>
</tr>
<tr>
<td>7. Course Description</td>
<td>14. Program Suspension</td>
</tr>
<tr>
<td>✓ 8. New Course</td>
<td>15. Program Reactivation</td>
</tr>
<tr>
<td>9. Deactivate Course</td>
<td>16a. Certificate Program (UG/G) exclusively within existing degree program</td>
</tr>
<tr>
<td>22. Other</td>
<td>16b. Certificate Program (UG/G) outside of or across degree programs (12 or more credits)</td>
</tr>
</tbody>
</table>

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

- 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 ❑ impact statement attached</td>
<td></td>
</tr>
<tr>
<td>b. OTS</td>
<td>❑ no impact ❑ impact statement attached</td>
<td></td>
</tr>
<tr>
<td>c. University Relations</td>
<td>❑ no impact ❑ impact statement attached</td>
<td></td>
</tr>
<tr>
<td>d. Admissions</td>
<td>❑ no impact ❑ impact statement attached</td>
<td></td>
</tr>
<tr>
<td>e. Records</td>
<td>❑ no impact ❑ impact statement attached</td>
<td></td>
</tr>
</tbody>
</table>

### 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 L. Stanley</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>10/21/13</td>
</tr>
<tr>
<td>D. Dean</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E. University Faculty Senate (Chair)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F. University Council (Chair)</td>
<td></td>
<td></td>
</tr>
<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>
<td></td>
</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>
</tr>
<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 O: 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):

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<td>programs (12 or more credits)</td>
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<tr>
<td></td>
<td>17. Off-Campus Delivery of Existing Programs</td>
</tr>
<tr>
<td></td>
<td>18a. Undergraduate Concentration (exceeds 24 credits)</td>
</tr>
<tr>
<td></td>
<td>18b. Master's Concentration (exceeds 12 credits)</td>
</tr>
<tr>
<td></td>
<td>18c. Doctoral Concentration (exceeds 18 credits)</td>
</tr>
<tr>
<td></td>
<td>19. Program Title Change</td>
</tr>
<tr>
<td></td>
<td>20. Program Termination</td>
</tr>
<tr>
<td></td>
<td>21. New Degree Program</td>
</tr>
<tr>
<td></td>
<td>22. Other</td>
</tr>
</tbody>
</table>

For changes to existing courses:

<table>
<thead>
<tr>
<th>OLD TITLE</th>
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</tr>
</thead>
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<tr>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NEW TITLE</th>
<th>SUBJECT CODE/COURSE NO.</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Handwriting Analysis</td>
<td>FSCS 464</td>
<td>3</td>
</tr>
</tbody>
</table>
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 464 Handwriting Analysis

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 document examination elective courses.
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 464

5. COURSE TITLE Handwriting Analysis

6. CREDIT HOURS 3 credits

7. CATALOG DESCRIPTION Introduction to the study of handwriting analysis as relevant to the forensic analysis 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

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

Summer 2010
12. FACULTY QUALIFIED TO TEACH COURSE Diane Lawder and Marta Iwashko

13. CONTENT OUTLINE

Origin and source of characteristics of writing evaluation of unique aspects of letter formation. Preservation evidence of documents.

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

- Understand and characterize writing characteristics in a forensic context.
- Understand preservation of evidence involving documents
- Understand the legal and ethical considerations

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)

Miscellaneous textbooks and tools.

17. SPECIAL GRADING OPTIONS (if applicable) none

18. SUGGESTED CLASS SIZE 12-15

19. LAB FEES (if applicable) N/A