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: 4/8/14

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

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
- 9. Deactivate Course
- 22. 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):

- 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)

Summer 2010
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>[Signature]</td>
<td>4/21/14</td>
</tr>
<tr>
<td>b. OTS</td>
<td>[Signature]</td>
<td>4/21/14</td>
</tr>
<tr>
<td>c. University Relations</td>
<td>[Signature]</td>
<td>4/21/14</td>
</tr>
<tr>
<td>d. Admissions</td>
<td>[Signature]</td>
<td>4/21/14</td>
</tr>
<tr>
<td>e. Records</td>
<td>[Signature]</td>
<td>4/21/14</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>[Signature]</td>
<td>4-8-14</td>
</tr>
<tr>
<td>B. General Education (for No. 7, 8)</td>
<td>[Signature]</td>
<td>4/21/14</td>
</tr>
<tr>
<td>C. Final Faculty Review Body Within Each School (Chair)</td>
<td>[Signature]</td>
<td>4/21/14</td>
</tr>
<tr>
<td>D. Dean</td>
<td>[Signature]</td>
<td>4/21/14</td>
</tr>
<tr>
<td>E. University Faculty Senate (Chair)</td>
<td>[Signature]</td>
<td>5-7-14</td>
</tr>
<tr>
<td>F. University Council (Chair)¹</td>
<td>[Signature]</td>
<td>5/29/14</td>
</tr>
<tr>
<td>G. Provost and Senior Vice President for Academic Affairs</td>
<td>[Signature]</td>
<td>5/29/14</td>
</tr>
<tr>
<td>H. President</td>
<td>[Signature]</td>
<td>5-12-14</td>
</tr>
<tr>
<td>I. Board of Regents (notification only)</td>
<td>[Signature]</td>
<td>5-29/14</td>
</tr>
<tr>
<td>J. Board of Regents (approval)</td>
<td>[Signature]</td>
<td>5/29/14</td>
</tr>
<tr>
<td>K. MHEC (notification only)</td>
<td>[Signature]</td>
<td>5/29/14</td>
</tr>
<tr>
<td>L. MHEC (approval)</td>
<td>[Signature]</td>
<td>8/22/14</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.

Summer 2010
**Document O: Course and Program Development: SUMMARY PROPOSAL**

See Course and Program Development Policy and Procedures ([www.ubalt.edu/provost](http://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:** 4/8/14

**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 Program Title:** Certificate in forensic Document Analysis

**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>
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<td>11a. Undergraduate Specialization (24 credits or fewer)</td>
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</tr>
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<td>[ ] 22. Other</td>
<td>16b. Certificate Program (UG/G) outside of or across degree programs (12 or more credits)</td>
</tr>
</tbody>
</table>

For changes to existing courses:

<table>
<thead>
<tr>
<th>OLD TITLE</th>
<th>SUBJECT CODE/COURSE NO.</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NEW TITLE</th>
<th>SUBJECT CODE/COURSE NO.</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The new program outlined in the attached will have impact on the Offices of Admission as follows:

I. Enrollment Targets
   • As a result of competition from other degree programs and, in particular, the emergence of competition from profit driven institutions, sources for a large number of “suspects” must be identified that might be interested in the program and related programs (suspect lists are things like standardized test records or professional organization rosters that can be purchased or otherwise acquired); the ratio of “suspects” to enrolled is ~ 500:1 and the yield from prospect to enrolled student has been determined to be 10:1; i.e. 500 “suspects” are needed to yield 50 identified prospective students that have potential to result in enrollment of 5 new students.
   • Future targets for annual enrollment numbers should result from agreement between EMSA Division and CPA and be approved by the Executive Committee at UB.

II. Recruitment
   • Minimize costs and impact on limited recruitment staff by bundling recruitment activities for this certificate with those serving other graduate programs in the College of Public Affairs.
   • Contact, cultivate, recruit and evaluate prospective students and applicants, in conjunction with program director and CPA staff.
   • Notify and cross-train admission, EMSA operations and recruitment staff to develop understanding of the new certificate.
   • Establish admission standards for the new certificate.

III. Marketing and Collateral
   • Update all recruitment materials that include comprehensive program/certificate lists
   • Update email campaigns for certificate

IV. Prospect Management
   • Update web page for certificate
   • Update links on general graduate pages for program specific web pages
   • Update UB RFI to include new certificate title
   • Update ID5 forms to include new certificate title
   • Update PeopleSoft recruitment tables to include new certificate title
   • Update communication flow prospect checklist to include new certificate title

V. Application Processing
   • Update PeopleSoft admission tables to include new certificate title
   • Update application requirements checklist to PeopleSoft checklist tables
   • Update electronic application to include new certificate title
   • Update ImageNow properties for routing rules in workflow
   • Update decision letters to include new certificate title
**DESCRIBE THE REQUESTED COURSE/PROGRAM ACTION** (additional pages may be attached if necessary):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSCS 462</td>
<td>Introduction to Documentation Examination</td>
</tr>
<tr>
<td>FSCS 464</td>
<td>Handwriting Analysis</td>
</tr>
<tr>
<td>FSCS 480</td>
<td>Forensic Documentation</td>
</tr>
<tr>
<td>FSCS 484</td>
<td>Moot Court</td>
</tr>
</tbody>
</table>

There is a pressing need for document examiners within the criminal justice system and within private industry. The usual training process is two years or longer without a formal educational requirement. This new certificate will provide formal training through four credit courses that already exist in the Forensic Studies curriculum:

**SET FORTH THE RATIONALE FOR THIS PROPOSAL:**

There is a shortage of document examiners in the criminal justice system due to the limited education and training programs available across the United States. Preparation to become a document examiner is usually accomplished through on the job apprenticeship programs at a local police department. This certificate will eliminate the uncertainty in training by providing a rigorous path through the use of college level courses to a document analysis certificate preparing the student for the experiential part of the document examination discipline.

Summer 2010
Impact Statement From the Office of University Relations
Regarding the New Undergraduate Certificate in Forensic Document Analysis

General Impact:
Please be advised that any programmatic changes are likely to affect recruitment and other publications as well as Web content produced and/or managed by the Office of University Relations that contain this type of specific academic information.

Please inform Catherine Leidemer (cleidemer@ubalt.edu or 410.837.6164) of any proposed changes that receive final approval and of any planned implementation timelines.

The timing of the final approval for these changes will be a determining factor in our ability to incorporate the new information in a timely fashion in any relevant materials that are on our production schedule. As a general guideline, the Office of University Relations should be notified of any programmatic changes to a scheduled recruitment publication at least two months prior to printing.

Specific Feedback:
- This new program will require updates to the CPA website and to the undergraduate catalog in addition to any materials that academic advisers/program directors may use in advising students. Also, please note that these changes will impact undergrad recruitment materials and the eapp/paper application, and this information must be discussed with the Offices of Admission and with the Office of University Relations.
- FYI, the accompanying proposal document still lists an incorrect course title ("Instrumental Techniques in Document Examination" instead of "Instrumental Analysis in Document Examination") on p. 1 in the last paragraph.
UNIVERSITY SYSTEM OF MARYLAND INSTITUTION PROPOSAL FOR

X New Instructional Program

Substantial Expansion/Major Modification

Cooperative Degree Program

X Within Existing Resources, or

Requiring New Resources

University of Baltimore
Institution Submitting Proposal

Upper Division Certificate in Forensic Document Analysis
Title of Proposed Program

Upper Division Certificate
Award to be Offered

Fall 2014
Projected Implementation Date

2105xx
Proposed HEGIS Code

43.0106
Proposed CIP Code

School of Criminal Justice
Department in which program will be located

Debra Stanley
Department Contact

(410) 837-6082
Contact Phone Number

dstanley@ubalt.edu
Contact E-Mail Address

Signature of President or Designee

5-19-14
Date
University of Baltimore

Upper Division Certificate in Forensic Document Analysis

The University of Baltimore (UB) proposes to offer an Upper Division Certificate in Forensic Document Analysis under the auspices of UB's School of Criminal Justice in the College of Public Affairs. The Certificate program includes a select group of courses that reside wholly within the Bachelor of Science in Forensic Studies program. These courses are intended to introduce students to the techniques and tools used for forensic document analysis.

Rationale for the Program
The new certificate program meets the need for new forensic document examiners and can be successfully completed by:

1. Degreed students looking to change their career path
2. Continuing education for present forensic and criminal justice professionals without the academic credentials

It also provides an alternate path to forensic document examiners for those students without science degrees.

At present there is a high demand within the criminal justice system for forensic document examiners. This program meets that need with intensive courses to develop the relevant analytical skills.

Educational Objectives of the Program
Preparation to become a document examiner is usually accomplished through on the job apprenticeship programs, at a local police department. This certificate will eliminate the uncertainty in training by providing a rigorous path through the use of college level courses to a document analysis certificate preparing the student for the experiential part of the document examination discipline. There is a growing demand for forensic document examiners in the field and this certificate fulfills that need.

Catalog Description of the Program
A certificate program is available in Forensic Document Analysis. The certificate is designed for degreed students looking to change their career path, as continuing education for present criminal justice professionals without the academic credentials, and can provide an alternate path to forensic document analysis proficiency for those students without science degrees. The program requires 4 courses, Introduction to Document Examination, Handwriting Analysis, Forensic Documentation, and Moot Court and Trial Advocacy for Forensics, for a total of 12 credits. The certificate does not require prerequisite courses.
List of Courses
The certificate requires the acquisition of 12 credits of specific instruction. The four courses required for the Forensic Document Analysis certificate are:

1. FSCS 462 Introduction to Document Examination (3) 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.
2. FSCS 464 Handwriting Analysis (3) Introduction to the study of handwriting analysis as relevant to the forensic analysis of documents. Prerequisite: permission of the program director.
3. FSCS 480 Forensic Documentation (3) Prepares students to document and manage cases properly from inception to successful conclusion. Students gain a basic understanding of investigative and forensic case documentation.
4. FSCS 482 Moot Court and Trial Advocacy for Forensics (3) Students learn courtroom presentation techniques designed to elicit direct, persuasive and comprehensive testimony as it relates to various evidentiary issues at criminal hearings and trials. Students prepare and present direct testimony and are cross-examined by attorneys in a simulated courtroom setting.

These specific courses present the specific skills needed to be a forensic document examiner. The Forensic Studies Program is equipped with two state-of-the-art laboratories for instrumental analysis and microscopy.

Expected Student Learning Outcomes
After the completion of the 12-credit program the student would be expected to understand the:

1. origins of writing;
2. manufacture of ink and paper;
3. uniqueness of letter formation;
4. legal and ethical aspects of document examination;
5. writing characteristics in a forensic context;
6. preservation of evidence involving documents; and
7. legal and ethical considerations.

Faculty Resources
Each of the existing courses is taught by a regular forensic studies faculty member or an experienced adjunct practitioner in the relevant field.

Charles Tumosa, Ph.D. in Chemistry, Virginia Polytechnic Institute and State University, Lecturer in Forensic Studies, Blacksburg VA, former Supervisor of the Criminalistics Laboratory, Philadelphia Police Department

Edgar Koch, M.S. in Criminal Justice, University of Baltimore, Lecturer in Criminal Justice and Forensic Studies, University of Baltimore, former Director Baltimore Crime Laboratory

Adjunct Faculty: Diane Lawder, Document Examiner, Maryland State Police
May 29, 2014

Mr. Robert L. Bogomolny
President
University of Baltimore
1420 N. Charles Street
Baltimore, MD 21201

Dear Bob:

Thank you for forwarding the request of the University of Baltimore to offer a new Upper-Division Certificate (UDC) in Forensic Document Analysis.

I am pleased to approve this recommendation. Please express my appreciation to departmental faculty for their careful work in making this decision.

Sincerely yours,

William E. Kirwan
Chancellor

cc: Dr. Joann Boughman, Senior Vice Chancellor for Academic Affairs
Ms. Theresa Hollander, Associate Vice Chancellor for Academic Affairs
Dr. Joseph Wood, Provost & Sr. Vice President for Academic Affairs
August 22, 2014

Dr. Joseph S. Wood  
Provost and Senior Vice President  
University of Baltimore  
1420 North Charles Street  
Baltimore, MD  21201

Dear Dr. Wood:

The Maryland Higher Education Commission has reviewed a request from the University of Baltimore to offer a new Upper Division Certificate (U.D.C.) in Forensic Document Analysis from its existing Bachelor of Science (B.S.) in Forensic Studies.

I am pleased to inform you that the program proposal is approved. This decision is based on an analysis of the program proposal in conjunction with the law and regulations governing academic program approval, in particular Code of Maryland Regulations (COMAR) 13B.02.03. The program meets COMAR’s requirements and demonstrates potential for success, an essential factor in making this decision.

For the purposes of providing enrollment and degree data to the Commission, please use the following HEGIS and CIP codes:

<table>
<thead>
<tr>
<th>Program Title</th>
<th>Award Level</th>
<th>HEGIS</th>
<th>CIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forensic Document Analysis</td>
<td>U.D.C.</td>
<td>2105-03</td>
<td>43.0106</td>
</tr>
</tbody>
</table>

Should the University of Baltimore desire to make a substantial modification to the program in the future, review by the Commission will be necessary. I wish you continued success.

Sincerely,

Catherine M. Shultz, J.D.  
Acting Secretary of Higher Education

CMS:SAB:mrw

C:  Ms. Theresa Hollander, Associate Vice Chancellor for Academic Affairs, USM