

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

See Course and Program Development Policy and Procedures for Instructions

<b>SCHOOL:</b> LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA XX	<b>Contact Name:</b> Jami Grant	<b>Phone:</b> 5302
<b>DEPARTMENT / DIVISION:</b> Criminology, Criminal Justice and Forensic Studies		
<b>SHORT DESCRIPTION OF PROPOSAL</b> (state name of action item 1-20 and course name, code & number / program affected): Modify Admission Options <i>FORENSIC Studies BS</i>		
<b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall <input type="checkbox"/> Spring XXX Year: 2010		

<b>Box 1: TYPE OF ACTION</b>	ADD(NEW) <input type="checkbox"/>	DEACTIVATE <input type="checkbox"/>	MODIFY <input type="checkbox"/>	OTHER <input checked="" type="checkbox"/>
<b>Box 2: LEVEL OF ACTION</b>	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 <sup>1</sup>	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 <sup>9</sup>	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	ABCDEFGHJL
16b. Masters Concentration (exceeds 12 credit hours)	NO, 5	a, c, d, e	ABCDEFGHJL
16c. Doctoral Concentration (exceeds 18 credit hours)	NO, 5	a, c, d, e	ABCDEFGHJL
17. Program Title Change	NO, 5	a, c, d, e	ABCDEFGHJL
18. Program Termination	NO, 10	d, e	ABCDEFGHIK
19. New Degree Program	NOQR, 3,8	a, c, d, e	ABCDEFGHJL
X 20. Other	Varies	Varies	Varies

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

- 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.

**DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET (Page 2 of 2)**

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<b>SHORT DESCRIPTION OF PROPOSAL</b> (state name of action item 1-20 and course name, code & number / program affected):	
<i>Modify Admission Options Forensic Studies BS</i>	

10. Provide:
- evidence that the action is consistent with UB mission and can be implemented within the existing program resources of the institution.
  - proposed date after which no new students will be admitted into the program;
  - accommodation of currently enrolled students in the realization of their degree objectives;
  - treatment of all tenured and non-tenured faculty and other staff in the affected program;
  - reallocation of funds from the budget of the affected program; and
  - 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	SIGNATURES (see procedures for authorized signers)	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 checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee: <i>Melinda L. Bolzano</i>	10/30/08
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>Debra Stanley</i>	10-30-08
B. Final faculty review body within each School	Chair: <i>Margaret J. Huthart</i>	11-20-08
C. College Dean	Dean: <i>Ray W. Turner</i>	11/29/08
D. Provost and Senior Vice President for Academic Affairs	Provost: <i>Mark C. Weir for S. Zauer</i>	12/1/08
E. Curriculum Review Committee (UFS subcommittee)	Chair: <i>Debra Stanley</i>	12/3/08
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**

See Course and Program Development Policy and Procedures for Instructions

<b>SCHOOL:</b> LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA XXX	<b>Contact Name:</b> Jami Grant	<b>Phone:</b> 5302
<b>DEPARTMENT / DIVISION:</b> Criminology, Criminal Justice and Forensic Studies		
<b>SHORT DESCRIPTION OF PROPOSAL</b> (state action item 1-23 and course name & number or program affected):		
Modify Admission Options <i>FORENSIC STUDIES BS</i>		
<b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall <input type="checkbox"/> Spring XXX Year: 2010		

O-1: Briefly describe what is being requested:

Traditionally, students have been admitted to the Forensic Studies program during the fall semester (with an admission deadline of June 1). We would like to extend admission options by allowing prospective students to enroll in the spring semester (with an admission deadline of November 1). Forensic Studies will subsequently admit students in the fall and spring semesters.

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

<b>OLD Title:</b>	<b>Course # / HEGIS Code:</b>	<b>Credits:</b>
<b>NEW Title:</b>	<b>Course # / HEGIS Code:</b>	<b>Credits:</b>

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

The once yearly fall admission was initially established for enrollment controls. However the policy has proven unnecessarily restrictive.

## Forensic Studies

### **Approved new requirements to take effect for admission in fall 2009**

#### ADMISSION REQUIREMENTS

Forensic Studies is a selective major with limited enrollment based on the space available. Applicants must meet the University's general admission requirements as well as the following program-specific requirements:

- Cross-institutional GPA of 2.75 or better,
- Completion of COSC 100: Introduction to Computer Technologies, or equivalent transferable course. This course also fulfills a lower division general education requirement.
- Criminal background check and urinalysis.
- Completion of the admission application process by *June 1 (this program admits for fall semester only)*.

### **Proposed admission option to take effect for admission in Spring 2010**

#### ADMISSION REQUIREMENTS

Forensic Studies is a selective major with limited enrollment based on the space available. Applicants must meet the University's general admission requirements as well as the following program-specific requirements:

- Cross-institutional GPA of 2.75 or better,
- Completion of COSC 100: Introduction to Computer Technologies, or equivalent transferable course. This course also fulfills a lower division general education requirement.
- Criminal background check and urinalysis.
- Completion of the admission application process by:
  - June 1 for fall semester
  - November 1 for spring semester

Special consideration may be given to other applicants whose GPA is at least a 2.5 and who have at least 5 years relevant professional experience. In these cases a resume is required and an interview with the program director may be requested.

Applicants who do not meet these criteria for admission (but do meet requirements for undergraduate admission) may select the B.S. in Criminal Justice program. If these students earn a cross-institutional cumulative GPA of 2.75 within 24 credits of admission to UB they may petition for a change of major to the forensics studies program. If they wish to enter the forensic science concentration they must also have met the sciences requirements (see below) at that time.

See also the Admission section of this catalog and specific information for concentrations below.

#### FORENSIC SCIENCE

This concentration prepares professionals to work in laboratory settings on the scientific analysis of evidence and thus requires a strong background in the physical sciences. It includes the following prerequisite lab courses which should be

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Applicants who do not meet these criteria for admission (but do meet requirements for undergraduate admission) may select the B.S. in Criminal Justice program. If these students earn a cross-institutional cumulative GPA of 2.75 within 24 credits of admission to UB they may petition for a change of major to the forensics studies program. If they wish to enter the forensic science concentration they must also have met the sciences requirements (see below) at that time.

See also the Admission section of this catalog and specific information for concentrations below.

#### FORENSIC SCIENCE

This concentration prepares professionals to work in laboratory settings on the scientific analysis of evidence and thus requires a strong background in the physical sciences. It includes the following prerequisite lab courses:

taken before transfer to UB so that progress toward the degree is not delayed.

- Biology I
- Chemistry I and II
- Organic Chemistry I and II
- Physics I and II

Forensic science concentration applicants must have completed at least 5 of these science courses with a science GPA of 2.5 and no science grade lower than C (2.0), Preference is given to students who have completed all seven science courses with the specified standards.

Special consideration may be given to other applicants whose overall GPA is at least 2.5 and who meet the science requirements outlined here and who have at least 5 years relevant professional experience. In these cases a resume is required and an interview with the program director may be requested.

- Biology I
- Chemistry I and II
- Organic Chemistry I and II
- Physics I and II

Forensic science concentration applicants must have completed at least 5 of these science courses with a science GPA of 2.5 and no science grade lower than C (2.0), Preference is given to students who have completed all seven science courses with the specified standards.

When a student is admitted without having met all science prerequisites the time required to complete the degree will be extended by at least one semester.

Special consideration may be given to other applicants whose overall GPA is at least 2.5 and who meet the science requirements outlined here and who have at least 5 years relevant professional experience. In these cases a resume is required and an interview with the program director may be requested.

Spring admission may prolong the completion of the degree by at least one semester because of the course scheduling sequence.

### **POLICE SCIENCE**

This concentration focuses primarily on the legal and procedural aspects of criminal investigation. No specific preparatory courses are required.

### **PRE-REGISTRATION REQUIREMENT**

For either concentration a background check and urinalysis must be completed **prior** to initial registration. Information about this requirement is sent with the letter of admission.

### **POLICE SCIENCE**

This concentration focuses primarily on the legal and procedural aspects of criminal investigation. No specific preparatory courses are required.

### **PRE-REGISTRATION REQUIREMENT**

For either concentration a background check and urinalysis must be completed **prior** to initial registration. Information about this requirement is sent with the letter of admission.