

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 checked="" type="checkbox"/>	Contact Name: Jami Grant	Phone: x5302
DEPARTMENT / DIVISION: Division of Criminology, Criminal Justice and Social Policy		
SHORT DESCRIPTION OF PROPOSAL (state name of action item 1-20 and course name, code & number / program affected): Change admission requirements for Forensic Studies		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall X <input type="checkbox"/> Spring <input type="checkbox"/> Year: 2009		

Box 1: TYPE OF ACTION	ADD(NEW) <input type="checkbox"/>	DEACTIVATE <input type="checkbox"/>	MODIFY x <input checked="" type="checkbox"/>	OTHER <input type="checkbox"/>
Box 2: LEVEL OF ACTION	Non-Credit <input type="checkbox"/>	Undergraduate x <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
X 20. Other	Varies	Varies	Varies

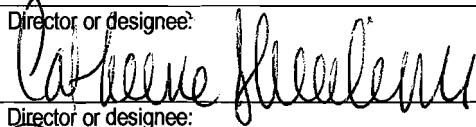
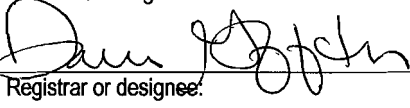
Box 4: DOCUMENTATION (check boxes of documents included)			
x	N. This Cover Sheet	Q. Full 5-page MHEC Proposal	T. Other
x	O. Summary Proposal	R. Financial Tables (MHEC)	
	P. Course Definition Document	S. Contract	

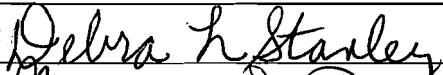

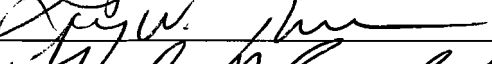


- Approval of experimental course automatically lapses after two offerings unless permanently approved as a new course.
- Codes: a) Library Services (Langsdale or Law) b) Office of Technology Services c) University Relations d) Admissions
- Letter of Intent is required by USM at least 30 days before 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)

SCHOOL: LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA X <input checked="" type="checkbox"/>
SHORT DESCRIPTION OF PROPOSAL (state name of action item 1-20 and course name, code & number / program affected):
Change admission requirements for Forensic Studies

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	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 checked="" type="checkbox"/> Impact statement attached	Director or designee: 	2-29-08
d. Admissions <i>same as UR</i> <input type="checkbox"/> No impact <input checked="" type="checkbox"/> Impact statement attached	Director or designee: 	2.29.08
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: 	3-3-08
B. Final faculty review body within each School	Chair: 	3-25-08
C. College Dean	Dean: 	3/25/08
D. Provost and Senior Vice President for Academic Affairs	Provost: 	3/31/08
E. Curriculum Review Committee (UFS subcommittee)	Chair: 	4/1/08
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	

Impact Statement From the Office of University Relations

These changes could potentially affect the undergraduate and graduate catalogs—which the Office of University Relations currently manages and produces—as well as other recruitment publications that contain this type of specific academic material. 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 related materials that are on our production schedule.

DOCUMENT O: SUMMARY PROPOSAL

See Course and Program Development Policy and Procedures for Instructions

SCHOOL: LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input checked="" type="checkbox"/>	Contact Name: Jami Grant	Phone: x5302
DEPARTMENT / DIVISION: Division of Criminology, Criminal Justice, and Social Policy		
SHORT DESCRIPTION OF PROPOSAL (state action item 1-23 and course name & number or program affected): Change admission requirements for Forensic Studies		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall X <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2009		

O-1: Briefly describe what is being requested:

We are requesting to modify the admission requirements for the Forensic Studies program. We will be reducing the overall GPA requirement and making the prerequisite requirements for science courses more attainable.

Attached document outlines new admission requirements.

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:

The current GPA admission requirements have proven unnecessarily restrictive. Initially established to control the size of the program and accommodate the specifications of the Baltimore Police Department (BPD), the requirements have functioned as a barrier to enrollment. Forensic laboratory classes have been held at the BPD (i.e., our programmatic partner) who requested the GPA as a condition for student access. However, beginning Fall 2009 students will have access to a new forensics lab at UB. Moreover, we believe there are qualified applicants who don't necessarily meet the standards previously determined but who could succeed in the program and qualify for available jobs once graduated. We are modifying the admissions standards to better match the pool of applicants – without compromising the integrity of the program, the demands of the job market, and the requirements for working in a forensics laboratory. BPD agrees with the proposed GPA modification.

Forensic Studies – Admissions Requirements

Current Requirements – 2007-09 Undergraduate Catalog	New requirements to take effect for admission in fall 2009
<p data-bbox="202 396 640 423">ADMISSION REQUIREMENTS</p> <p data-bbox="185 469 974 610">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:</p> <ul data-bbox="236 621 1038 992" style="list-style-type: none"> <li data-bbox="236 621 1038 727">• Cross-institutional GPA of 3.0 or better, with a grade of B or better in all preparatory science courses required for entry into the forensic science concentration <li data-bbox="236 735 1038 873">• Completion of COSC 100: Introduction to Computer Technologies, or equivalent transferable course. This course also fulfills a lower division general education requirement. <li data-bbox="236 881 1038 914">• Criminal background check and urinalysis <li data-bbox="236 922 1038 992">• Completion of the admission process by dates specific to the Forensic Studies program: <p data-bbox="289 1036 1038 1141">March 1: admission application deadline June 1: completion of the criminal background check and urinalysis.</p>	<p data-bbox="1074 396 1513 423">ADMISSION REQUIREMENTS</p> <p data-bbox="1074 469 1859 610">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:</p> <ul data-bbox="1125 621 1910 992" style="list-style-type: none"> <li data-bbox="1125 621 1910 654">• Cross-institutional GPA of 2.75 or better, <li data-bbox="1125 735 1910 873">• Completion of COSC 100: Introduction to Computer Technologies, or equivalent transferable course. This course also fulfills a lower division general education requirement. <li data-bbox="1125 922 1910 992">• Completion of the admission application process <i>by June 1 (this program admits for fall semester only)</i>. <p data-bbox="1074 1141 1910 1287">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.</p> <p data-bbox="1074 1328 1910 1391">Applicants who do not meet these criteria for admission (but do meet requirements for undergraduate admission) may select the</p>

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 prerequisites in the following areas and the courses must be completed with a grade of B or better. These courses should be 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

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 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

<p>POLICE SCIENCE This concentration focuses primarily on the legal and procedural aspects of criminal investigation. No specific preparatory courses are required.</p>	<p>with the program director may be requested.</p> <p>POLICE SCIENCE This concentration focuses primarily on the legal and procedural aspects of criminal investigation. No specific preparatory courses are required.</p>
	<p>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.</p>