



OFF-SITE DELIVERY OF AN EXISTING PROGRAM FORM

Sponsoring Institution (s): Columbia College – St. Louis Campus
Name of Institution (Campus or off-campus residential center in the case of multi-campus institutions).

Program Title: Crime Scene Investigation Certificate
Degree/Certificate: Certificate
Institution Granting Degree: Columbia College
Delivery Site(s): Additional degree for 0034
Mode of Program Delivery: In-seat

Geographic Location of Student Access: St. Louis, Mo and surrounding communities.

CIP Classification: 43.0106 (Please provide CIP code)
Implementation Date: October 2014
Semester and Year
Cooperative Partners: N/A

AUTHORIZATION

Dr. Terry B. Smith, Executive Vice President
and Dean for Academic Affairs

Handwritten signature of Terry B. Smith and date 8-21-14

Name/Title of Institutional Officer

Signature

Date

Misty A. Bush, Director, Office of Institutional Compliance

(573) 875-7697

Person to Contact for More Information

Telephone



1001 Rogers Street
Columbia, MO 65216
(573) 875-8700
www.ccis.edu

August 21, 2014

Angelette Prichett
Research Associate
Missouri Department of Higher Education
205 Jefferson Street
P.O. Box 1469
Jefferson City, MO 65102-1469

Dear Ms. Prichett,

Columbia College would like to notify the Missouri Department of Higher Education of a program addition to Columbia College-St. Louis.

Please find the enclosed proposal to offer the following program:

Crime Scene Investigation Certificate (43.0106)
Columbia College, St. Louis, MO (0034)

Columbia College appreciates the opportunity to offer higher education programs in the State of Missouri. If there are any questions or concerns regarding this proposal, please contact me at (573) 875-7800 or via email at tsmith@ccis.edu.

Sincerely,

Dr. Terry B. Smith
Executive Vice President and Dean for Academic Affairs
Columbia College

Enclosures

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E. Free elective credits: 6 semester credit hours

(Sum of C, D, and E should equal A.)

CJAD 305: Forensic Anthropology (3); CJAD 327: Fingerprinting Evidence (3); CJAD 328: Shooting Incidents (3); CJAD 413: Bloodstain Evidence (3); CJAD 333/433 Topics (departmental approval required) (3); CJAD 455 Forensic Pathology (3)

F. Requirements for thesis, internship or other capstone experience:

G. Any unique features such as interdepartmental cooperation:



PROGRAM CHARACTERISTICS AND PERFORMANCE GOALS

Institution Name Columbia College
Program Name Certificate in Crime Scene Investigation
Date 10/2014

(Although all of the following guidelines may not be applicable to the proposed program, please carefully consider the elements in each area and respond as completely as possible in the format below. Quantification of performance goals should be included wherever possible.)

1. Student Preparation

- Any special admissions procedures or student qualifications required for this program which exceed regular university admissions, standards, e.g., ACT score, completion of core curriculum, portfolio, personal interview, etc. Please note if no special preparation will be required.

Columbia College admission requirements are considered "moderately selective."

Day Program: The primary factors considered in the admissions process are overall high school or secondary school performance (grades) and performance on standardized tests such as the ACT or SAT I (test scores). Admission is generally granted to students who rank in the top half of their graduating class or who score at the 50th percentile or above on the ACT, SAT I, HiSET or equivalent. Students must also have a cumulative minimum high school grade point average of 2.5. Columbia College accepts college credit from these programs: CLEP, Advanced Placement (AP), International Baccalaureate (IB), Dual Credit, Proficiency Exams, DANTES, and Credit for Prior Learning.

Evening Program: Columbia College wants to make the admission process as streamlined as possible. If you have a high school diploma; HiSET or equivalent; or previous college experience, complete the printable application or apply online and send transcripts from high school and all colleges and universities you have attended. The Admissions Office will consider your overall high school performance, HiSET or equivalent scores, and any college coursework. Your academic past is important, but so are your life accomplishments, so personal letters of recommendation and resumes are welcome additions to your application file. New freshmen requirements include minimum 50th percentile class rank or test score (ACT, SAT, HiSET or equivalent) and 2.0 cumulative grade point average. Freshman applicants who graduated from high school more than two years ago typically are not required to submit ACT or SAT scores. Transfer students must have earned a minimum 2.0 cumulative grade point average.

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If you have accrued more than 24 college credits, your high school transcript will not likely be required. There is a \$35 application fee, which is nonrefundable.

Online Campus: Current students enrolled at Columbia College, may take online courses without readmission to the Columbia College Online Campus. Students who have never attended the Online Campus, can apply for admission at the campus nearest them. Remote students not near a Columbia College campus can apply online for admission. Students may be admitted upon presentation of any one of the following: high school; diploma; successful completion of the HiSET or equivalent; evidence of satisfactory college work.

Nationwide Campus: Students may be admitted upon presentation of any of the following: high school diploma; successful completion of the HiSET or equivalent; evidence of satisfactory college work. Potential students who lack a requirement for admission may be considered on an individual basis. Individuals so considered must give evidence that they can successfully meet the demands of Columbia College.

- *Characteristics of a specific population to be served, if applicable. Columbia College serves traditional students at its Day Campus. Columbia College specializes in adult education and military education. Our top military education and adult continuing education opportunities are available at 34 campuses nationwide. With smaller class sizes and flexible class schedules, we make earning your college degree as convenient as it can possibly be around your daily business and family obligations. We serve nearly 25,000 students each year in 13 states, with 18 campuses being conveniently located on military bases.*

2. Faculty Characteristics

- *Any special requirements (degree status, training, etc.) for assignment of teaching for this degree/certificate. Faculty must have a minimum of a master's degree in the appropriate field including at least three courses directly related to the content area; many of the faculty members have doctorates or other terminal degrees. All faculty teaching for Columbia College at off-campus locations are part-time adjuncts. A core of recurring faculty teaches on a regular basis and almost all teach in at least two of the five sessions per year.*

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- Estimated percentage of credit hours that will be assigned to full time faculty. Please use the term "full time faculty" (and not FTE) in your descriptions here.
Full-time faculty can teach 12 credit hours or less in a given session. Adjunct faculty can teach no more than 9 credit hours in a given session, but no more than 6 in-seat credit hours a session.
- Expectations for professional activities, special student contact, teaching/learning innovation.
Full-time faculty members are required to have 5 hours a week of office hours designated for their students. Full-time faculty members are required to participate in professional development. Adjunct faculty members are required to provide their contact information to their students.

3. Enrollment Projections

- Student FTE majoring in program by the end of five years.
(Please see attached Student Enrollment Projections)
- Percent of full time and part time enrollment by the end of five years.
(Please see attached Student Enrollment Projections)

4. Student and Program Outcomes

- Number of graduates per annum at three and five years after implementation.
Associate 3 Year Mark – 100% Bachelor's 3 Year Mark – 10%
Associate 5 Year Mark – 100% Bachelor's 5 Year Mark – 100%

(NOTE: The above percentages are estimates because Columbia College does not track how many students graduate with an Associate or Bachelor's degree specifically based on the time they begin their coursework. However, it is estimated that 100% of students who begin working on an Associate degree should have the degree completed at the three year mark and 10% of students should have a Bachelor's degree completed at the three year mark. It is estimated that 100% of students who begin working on an Associate's degree should have the degree completed within five years and 100% of students should have a Bachelors degree completed at the five year mark.)

- Special skills specific to the program.
(Please see attached Student Enrollment Projections)

- Proportion of students who will achieve licensing, certification, or registration.
(Please see attached Student Enrollment Projections)
- Performance on national and/or local assessments, e.g., percent of students scoring above the 50th percentile on normed tests; percent of students achieving minimal cut-scores on criterion-referenced tests. Include expected results on assessments of general education and on exit assessments in a particular discipline as well as the name of any nationally recognized assessments used.
Columbia College's goal is to have all students score at least in the 75th percentile on all normed tests.
- Placement rates in related fields, in other fields, unemployed.
N/A
- Transfer rates, continuous study.
N/A

5. Program Accreditation

- Institutional plans for accreditation, if applicable, including accrediting agency and timeline.
If there are no plans to seek specialized accreditation, please provide a rationale.
The degree program being proposed has been approved by the Higher Learning Commission.

6. Alumni and Employer Survey

- Expected satisfaction rates for alumni, *including timing and method of surveys.*
N/A
- Expected satisfaction rates for employers, including timing and method of surveys.
N/A

7. Institutional Characteristics

- Characteristics demonstrating why your institution is particularly well-equipped to support the program.
Please find Institutional Characteristics at Attachment 1.



STUDENT ENROLLMENT PROJECTIONS

Year	1	2	3	4	5
Full Time	5	7	9	11	13
Part Time	7	9	11	13	15
Total	12	16	20	24	28

Please provide a rationale regarding how student enrollment projections were calculated:

The enrollment numbers provided are based on Columbia College's standard base enrollment projections for brand new degree programs. The full-time enrollment projections are increased by 40% after Year 1; 30% after Year 2; 20% after Year 3; and 18% after Year 4. This results with projected enrollments of 13 by Year 5. The part-time enrollment projections are increased by 30% after Year 1; 20% by Year 2; 18% after Year 3; and 15% by Year 4. This results with projected part-time enrollments of 15 by Year 5.

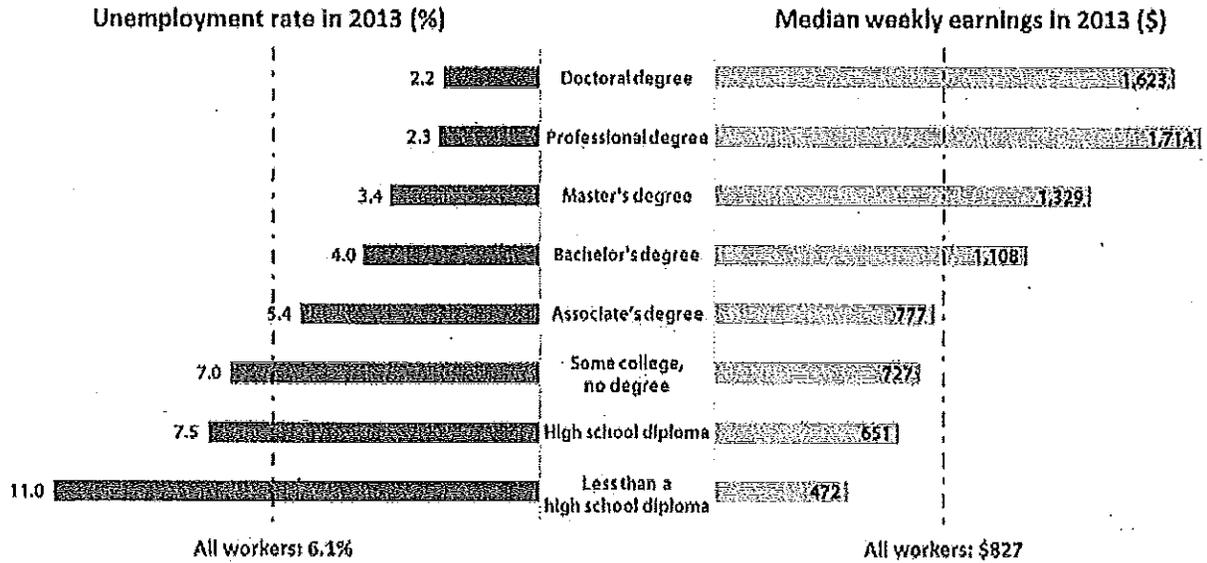
Provide a **rationale** for proposing this program, including **evidence of market demand and societal need supported by research**:

Columbia College currently offers the Bachelor of Arts and Science in Criminal Justice Administration to undergraduate students. Students desiring a concentration in the identification, documentation, and preservation of evidence at crime scenes may choose a Certificate in Crime Scene Investigation. Students will provide back to their community and gain personal satisfaction, and potential increase of income. Students earning the certificate are providing a long-term investment for society. Education will allow for improvements, advancements, and



sustainability, which will result in a return of investment for society as a whole.

Earnings and unemployment rates by educational attainment



Note: Data are for persons age 25 and over. Earnings are for full-time wage and salary workers.
 Source: Current Population Survey, U.S. Bureau of Labor Statistics, U.S. Department of Labor