***Note required information:*** *Program or certificate changes require a change to the catalog page. All change of program or certificate proposals must include the new catalog page, with all proposed changes, at the end of this document. All changes that affect the courses, words, numbers, symbols, program description, admissions requirements, and graduation requirements as presented in the 2013-2014 catalog must be documented. Note before completing this proposal that all new courses and current prerequisite, corequisite, core, or elective courses changes must have already been reviewed (or submitted for the same meeting) by the Curriculum Committee and approved by the Provost and Vice President of Academic Affairs. The Track Changes feature in Word must be used to illustrate all changes to the catalog page.*

|  |  |
| --- | --- |
| **School or Division** | School of Business and Technology |
| **Program or Certificate** | BAS, Public Safety Administration |
| **Proposed by (faculty only)** | Dr. Richard Worch |
| **Presenter (faculty only)** | Dr. Richard Worch |
| Note that the presenter (faculty) listed above must be present at the Curriculum Committee meeting or the proposal will be returned to the School or Division and be resubmitted for a later date. |
| **Submission date** | 1/7/2015 |

**Section I, Proposed Changes**

|  |  |
| --- | --- |
| **Change of School, Division, or Department** | N/A |
| **Change to program or certificate name** | N/A |
| **List below, any changes to the program or certificate prerequisites. Include course titles and credits if applicable.**  |
| N/A |
| **List below, any changes to the General Education requirements. Include course titles and credits if applicable.** |
| N/A |
| **List below, any changes to the program or certificate Core requirements. Include course titles and credits if applicable.** |
| N/A |
| **List below, any changes to the program or certificate Elective requirements. Include course titles and credits if applicable.** |
| N/A |
| **List below, any other changes to the program or certificate requirements.**  |
| Add BUL to the list of prefixes that qualify to meet the “Additional lower division program requirements.” See attached catalog page for full language |
| **Change to program length (credits or clock hours to complete)** | N/A |

**Section II, Justification for proposal**

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| **Provide justification (below) for each change on this proposed curriculum action**  |
| BUL COURSES ARE PART OF THE AS PARALEGAL PROGRAM AND OTHER PLA COURSES ARE CURRENTLY (AND HAVE HISTORICALLY BEEN) COUNTED AS PUBLIC SAFETEY ELECTIVE COURSES. In addition, the AS Paralegal degree counts as one of the qualifying degrees to meet the lower level public safetey coursework requirement. |

**Section III, Important Dates and Endorsements Required**

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| **List all faculty endorsements below. (Note that proposals will be returned to the School or Division if faculty endorsements are not provided).** |
| Dr. Richard Worch, Dr. Mark Stallo, Prof. Matthew Visaggio  |

**nOTE:** Changes for the Fall 2015 term must be submitted to the Dropbox by the January 3, 2015 deadline and approved no later than the February 28, 2015 Curriculum Committee meeting. Changes during mid-school year are NOT permitted. Extreme circumstances will require approval from the appropriate Dean or Assistant Vice President as well as the Provost and Vice President of Academic Affairs to begin in either the Spring 2015 or Summer 2015 term.

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| --- | --- |
| **Term in which approved action will take place** | Fall 2015 |

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| **Required Endorsements** | **Type in Name** | **Select Date** |
| **Department Chair or Program Coordinator** | Dr. Richard Worch | 1/7/2015 |
| **Academic Dean or Assistant Vice President** | Dr. John Meyer | 1/7/2015 |
| **Dean’s Council Representative** | Dr. Mary Myers | 2/3/2015 |

|  |  |
| --- | --- |
| **Select Curriculum Committee Meeting Date** | February 27, 2015 |

Completed curriculum proposals must be uploaded to Dropbox by the deadline. Please refer to the *Curriculum Committee Critical Dates for Submission of Proposals* document available in the document manager in the FSW Portal:

* Document Manager
* VP Academic Affairs
* Curriculum Process Documents

**Important Note to Faculty, Department Chairs or Program Coordinators, and Deans or an Assistant Vice President:**

Incomplete proposals or proposals requiring corrections will be returned to the School or Division. If a proposal is incomplete or requires multiple corrections, the proposal will need to be completed or corrected and **resubmitted to the Dropbox for the next Curriculum Committee meeting** (no later than January 9, 2015 to be effective for the Fall 2015 term). All Curriculum proposals require approval of the Provost and Vice President of Academic Affairs. Final approval or denial of a proposal is reflected on the completed and signed Summary Report.

**BAS, Public Safety Administration**

**Purpose**

The Bachelor of Applied Science in Public Safety Administration (BAS PSAD) is designed to prepare individuals to be leaders and administrators in public safety related professions. Students enrolling in the program bring a variety of safety and security backgrounds to enrich the educational experience, including legal studies and law enforcement, corrections, fire science, and emergency medical services. The program provides a career and educational pathway for students who have earned an Associate in Science degree in a Public Safety discipline or an Associate in Arts with electives chosen from the Public Safety field.

**Program Structure**

The BAS PSAD program includes courses in public administration, strategic planning, finance and budgeting, human resource management, and homeland security. Courses are offered online or in a blend of online and traditional formats, in an accelerated eight-week fashion, to accommodate students’ varying schedules and learning preferences.

* **Degree Requirements:** 120 credit hours
* **General Education Core Requirements:** minimum of 36 credit hours
* **Additional Lower Division Program Requirements:** minimum of 45 credit hours with at least 12 of the required credits in a Public Safety discipline (courses with the following prefixes: BUL, CCJ, CJC, CJE, CJJ, CJL, CJT, EMS, FFP, PLA, PSE, and/or other Public Safety courses that may transfer from another college or university)
* **Baccalaureate Program Requirements:** 39 credit hours

**Admission Requirements**

1. Applicants must apply for admission and be accepted to Florida SouthWestern State College. Official transcripts from all previously attended colleges or universities must be sent directly to the Office of the Registrar.
2. Applicants must have a minimum cumulative grade point average of 2.0 on a 4.0 scale.
3. Applicants must have earned:
4. Associate in Science degree in Criminal Justice Technology, Emergency Medical Services, Fire Science Technology, Paralegal Studies, or Crime Scene Technology (or a related public safety field) from any regionally accredited college or university, as defined by State Board of Education rule, with a minimum of 60 credit hours,

**OR**

1. Associate degree or higher, which includes the completion of Florida State General Education Core Requirements. Students with a minimum of 60 hours, with all general education and prerequisite courses completed, may apply for admission. Such applicants must complete 12 credit hours in one of the following content areas. Students are permitted to take these 12 credit hours following admission to the BAS PSAD within their first 12 credit hours of enrollment:
2. Criminal Justice
3. Crime Scene Technology
4. Paralegal Studies
5. Fire Science
6. Emergency Medical Services
7. A combination of the above content areas upon recommendation by the BAS Admissions Committee or approval by the appropriate academic Dean.

**OR**

1. Associate degree or higher, which includes the completion of the State of Florida General Education Core Requirements. Students with a minimum of 60 hours, with all general education and prerequisite courses completed, may apply for admission. Such applicants must have one of the following current certifications:
2. Active national or state firefighter certification
3. Active National Registry or Florida Emergency Medical Technician-Basic or Paramedic certification
4. Active national or state eligible certification in law enforcement or corrections
5. Previous certification which includes at least four years demonstrated work experience in one of the following:
6. National or state firefighter certification
7. National Registry or state firefighter certification
8. National or state certification in law enforcement or corrections.

1. Students are encouraged to apply for admission during the term in which they will complete their Associate degree program.
2. Applicants not meeting stated admission criteria may petition for program admittance if they feel there are mitigating circumstances. Applicants must submit an official petition form to the Office of the Registrar.

**Requirements to Enroll in Baccalaureate (3000 or 4000) Courses**

1. Upon admission to the BAS program, students must attend a required orientation session prior to enrollment in baccalaureate courses.
2. Students must complete ENC 1101 - Composition I, ENC 1102 - Composition II, and three credit hours of approved mathematics prior to enrollment in any baccalaureate courses (3000 or 4000 level) with a grade of C or higher. **(Refer to the Associate in Arts Degree General Education Program Guide, AA.)**
3. Students who are accepted under admission requirement 3.B. above must complete 12 credit hours in a single public safety discipline, or a combination of courses as approved by the appropriate academic dean, prior to enrollment in upper division courses.
4. Students must meet program criteria, defined below, prior to enrollment in PAD 4878 - Public Safety Administration Capstone. PAD 4878 must be completed through Florida SouthWestern State College and is not eligible for cross-enrollment.
5. Cross-enrollment approval: Baccalaureate degree seeking students must obtain prior approval to cross enroll (as a transient student) in courses intended to fulfill baccalaureate program requirements. Approval will be determined by the appropriate dean in collaboration with program faculty. Students initiate this process using Florida Virtual Campus: [www.flvc.org/](http://www.flvc.org/).
6. Students who have not fulfilled the State of Florida general education core requirements must complete them. Students who transfer to Florida SouthWestern State College with a previous Associate in Arts degree from a Florida community college or Baccalaureate degree from a regionally accredited institution are considered to have met the General Education component of the degree. Students are permitted to complete remaining general education courses while enrolled in the BAS program. However, prior to enrollment in PAD 4878 - Public Safety Administration Capstone, students must have all general education and degree core courses completed.

**Priority Application Deadlines**

* Fall Term - August 1
* Spring Term - December 1
* Summer Term - April 1

**Graduation Requirements**

1. Students must satisfactorily complete 120 credit hours to be eligible for graduation. For residency purposes, a minimum of 30 baccalaureate (3000 or 4000 level) program credit hours required for graduation must be completed at Florida SouthWestern State College. All other specific degree requirements must also be met. Credit awarded for Developmental Studies instruction may not be applied toward the total number of credits required for residency purposes or graduation.
2. Students must complete the State of Florida General Education Core Requirements, including any assessment of General Education outcomes that are required by the College. Transfer courses will be reviewed for equivalency. Students who transfer to Florida SouthWestern State College with a previous Associate in Arts degree from a Florida College or baccalaureate degree from a regionally accredited institution are considered to have met the General Education component of the degree.
3. The Foreign Language Competency Requirement may be met by:
	* 2 years of the same High School Foreign Language, or
	* 2 semesters of the same College Level Foreign Language (level II proficiency), or
	* Documented foreign language proficiency through testing (for example, CLEP)
4. Students must fulfill all requirements of their program major.
5. Students must achieve a cumulative grade point average of 2.0 or higher on a 4.0 scale.
6. Students must earn a grade of C or higher in all baccalaureate (3000 or 4000 level) program requirements.
7. Students must successfully complete the Capstone Post Course Exit Exam (minimum grade of 70%) as part of the fulfillment of the graduation requirement.
8. Students must complete an application for graduation through the Office of the Registrar and enroll in the GRD 4000 course the semester in which they intend to graduate. Students must apply for graduation ***by the published deadline*** to be assured of final clearance for graduation, timely receipt of their diploma, and participation in the commencement ceremony.

***Many courses require prerequisites.*** Check the description of each course in the list below to check for prerequisites, minimum grade requirements, and other restrictions related to the course. Students must complete all prerequisites for a course prior to registering for it.

**General Education Core Requirements: minimum of 36 Credit Hours**

**Communication: 9 Credit Hours**

ENC 1101 - Composition I - 3 credits

ENC 1102 - Composition II - 3 credits

SPC 1017 - Fundamentals of Speech Communication - 3 credits

**OR**

SPC 2608 - Introduction to Public Speaking - 3 credits

**(Refer to the Associate in Arts Degree General Education Program Guide, AA.)**

**Humanities: 6 Credit Hours**

Select two General Education Humanities courses - one from Part A and one from Part B, or two from Part A. – 6 credits

**Social Sciences: 9 Credit Hours**

One WOH writing intensive course (Part A) - 3 credits

Two additional General Education Social Sciences courses - 6 credits

**Mathematics: 6 Credit Hours**

Two General Education Mathematics Courses

**Natural Sciences: 6 Credit hours with associated Labs**

Two General Education Natural Science Courses with associated Labs

**Additional Lower Division Program Requirements: minimum of 45 Credit Hours**

* Minimum of 45 credit hours of approved electives numbered 1000-4999, to include a minimum of 12 credit hours of lower division Public Safety electives numbered 1000-2999, with the following course prefixes:
* BUL, CCJ, CJC, CJE, CJJ, CJL, CJT, EMS, FFP, PLA, PSE, and/or other Public Safety courses that may transfer from another college or university.

**Baccalaureate Program Requirements: 39 Credit Hours**

**Degree Core: 33 credit hours**

PAD 3003 - Introduction to Public Administration - 3 credits

PAD 3113 - Executive Leadership - 3 credits

PAD 3204 - Financial Management in the Public Sector - 3 credits

PAD 3393 - Principles of Crisis and Emergency Management - 3 credits

PAD 3711 - Technology in the Public Sector - 3 credits

PAD 3820 - Public Safety System Integration - 3 credits

PAD 3874 - Community Relations – Theory and Practice - 3 credits

PAD 4034 - Public Policy - 3 credits

PAD 4332 - Strategic and Operational Planning - 3 credits

PAD 4414 - Human Resources in Public Service - 3 credits

PAD 4878 - Public Safety Administration Capstone\* - 3 credits\*

\* Public Safety Administration Capstone, required final course, must be taken in the last semester and must be completed at Florida SouthWestern State College.

**Baccalaureate Electives: 6 Credit Hours**

Choose 6 credit hours (two courses) from the following baccalaureate course prefixes (3000 or 4000 level): ACG, DSC, FIN, GEB, ISM, MAN, MAR, MNA, PAD, or PSE.

**Total Degree Requirements: 120 Credit Hours**

**Information is available online at:** [**www.fsw.edu/academics**](http://www.fsw.edu/academics) **or on the School of Business and Technology Home Page at:** [**www.fsw.edu/sobt**](http://www.fsw.edu/sobt)