

A - New Course Proposal : Entry # 3691**DEAN Decision**

Approved

Date

09/14/2026

Is this course intracollegiate or intercollegiate?

Intracollegiate

SCHOOL EPC Decision

Approved

Date

09/25/2026

Begin Form**Today's Date**

09/11/2026

Your Name:

Alec Szalewski

Your Email:aszalews@highpoint.edu**Are you a Department Chair?**

Yes

By checking below, I certify that my department chair has seen and approved the new course that I am proposing.

Yes

Please select the appropriate school overseeing this proposal:

Humanities and Behavioral Sciences

When should this proposal take effect?

Fall 2027

Information for the Registrar**Choose the department designator from the list below.**

CRJ

A - New Course Proposal : Entry # 3691**Proposed Course Number?**

3525

Is this course cross listed?

No

Does this course replace a current course?

No

What is the title of the new course?

Fundamentals of Crime Scene Processing

Write the catalog description of your proposed course:

This advanced-level course is designed to provide students with real-world practical experience with processing mock crime scenes. Students will apply advanced forensic techniques to aid in the documentation, collection, preservation, and processing of various types of forensic evidence. Emphasis will be placed on integrating investigative procedures, evidence recognition, and forensic methodologies to reconstruct events and develop scientifically supported conclusions. Students will also evaluate the integrity and admissibility of evidence while developing professional skills in crime scene management, laboratory coordination, and forensic reporting.

How many credit hours will this course be?

4

How will the course be graded?

Letter grade

Please select the course repeat option for this course:

Not repeatable for credit

What is the offering cycle for this course?

Yearly

Does your course have any prerequisites?

Yes

Please list all prerequisites this course requires:

CRJ 3500

Any other comments for the Registrar at this time?

Upon approval, can you please not list any offering cycle. Generally, we do not have these, but I was required to pick something above.

Gen Ed and Academic Programs

A - New Course Proposal : Entry # 3691**Is this course part of Gen Ed?**

- No

Is there a second field in the general education core that the course qualifies for?

No

Does this course count towards a major or a minor?

Yes

Please list the Major / Minor and if it is Required or Elective

Criminal Justice Major - Elective; Criminal Justice Minor - Elective

Is this course part of an academic program?

- This course does not fulfill academic program requirements

Does this course include any community engagement?

No

Does this course participate in the GoGlobal Program?

No

Information for Curriculum Review**Rationale and evidence for new course's consistency with departmental mission:**

The criminal justice field is vast and includes a primary area in investigative and behavioral sciences. As the department continues to expand its offerings, it is important to provide students with foundational instruction in crime scene and investigative areas. This aligns with professional expectations and the department's mission by enhancing student ability and understanding within this key area of criminal justice. Development of this course was informed through consultation with academics with expertise in criminal investigation and program development, along with experts in the field. These consultations consistently indicated CRJ 3500 alone would not serve our students because the knowledge need has exceeded what is reasonable to accomplish in CRJ 3500 alone. Therefore, this course will help fill that gap, with CRJ 3500 being the prerequisite. For example, research shows that the area of investigative sciences is a major foundational piece of criminal justice. This proposed course would provide students the foundational knowledge and skills required to be a successful graduate, as this knowledge is needed by a vast array of fields such as policing, investigations, forensic units, and related fields.

List all student learning outcomes for this course.

Upon successful completion of the course, students will be able to:

1. Process and document complex crime scenes using appropriate photography, notes, sketches, measurements, and other forensic documentation techniques.
2. Recognize, collect, package, and preserve various types of forensic evidence in accordance with established forensic and evidentiary procedures.
3. Analyze and interpret physical evidence and crime scene findings to establish relationships among evidence, individuals, objects, and events.

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4. Communicate forensic findings through accurate technical reports and professional presentations that clearly articulate investigative observations, analytical conclusions, and limitations.

List any units or content areas that will be required for all sections of this course.

N/A

List any assignments, tests, or other assessments that will be required for all sections of this course.

N/A

List any readings or other materials that will be required for all sections of this course.

N/A

List any course policies that will be required for all sections of this course.

N/A

If you would like to specify how requirements for contact hours must be met for all sections of this course, please indicate below. (e.g., if any experiential learning activities will replace seat time)

N/A

Is there anything else the reviewing parties should know about this new course proposal that hasn't been addressed?

N/A

Sample Syllabus

- [CRJ-35XX-Fundamentals-of-Crime-Scene-Processing.docx](#)