

**Program Information Report**

**School of Criminal Justice and Law Enforcement**

These programs help students develop the skills and knowledge necessary for work in law enforcement and criminal justice. Completion of the Police Academy Certificate prepares the student to meet the Michigan Commission on Law Enforcement Standards (MCOLES) necessary for a career as a police officer. Students preparing for employment in occupations that do not require completion of the MCOLES/Police Academy, or that do require a four-year degree (such as most Federal employment) can begin their studies by obtaining a Criminal Justice Associate of Arts degree, which is transferrable to most baccalaureate programs. This degree is described in the Transfer and University Parallel Programs section of the catalog.

**Criminal Justice and Law Enforcement**

Considering a career in law enforcement or corrections? These programs help prepare you for further study in these specialized fields.

**Police Academy (CTPA)  
Certificate**

**Program Effective Term: Fall 2017**

**High Demand Occupation High Skill Occupation High Wage Occupation**

The successful completion of this program is mandatory for anyone seeking law enforcement licensing in the State of Michigan. The Michigan Commission on Law Enforcement Standards (MCOLES) and the WCC Police Academy Advisory Committee have created the course content. The WCC Student Handbook, the MCOLES Policy and Procedure Manual, and the WCC Police Academy Daily Rules and Regulations will govern student conduct. The police academy is structured as an adult learning experience, and will require significant self-discipline on the part of the student. Teamwork is required. Just as sworn law enforcement officers operate under a code of honor which requires them to be above reproach in ethics and behavior, students will also be held to this same standard. MCOLES pre-enrollment is a corequisite of this course. Prospective students should review the "Selection and Employment Standards for Michigan Law Enforcement Officers" on the MCOLES Web site: <http://mi.gov/mcoles>

**Applying for Admission to the Program:**

Students must have a minimum of 45 college credits prior to admission to the Police Academy. Students are admitted to the program based on the priorities established by the Michigan Commission on Law Enforcement Standards (MCOLES).

Major/Area Requirements		(19 credits)
CJT 229A	Law Enforcement Training Part I	12
CJT 229B	Law Enforcement Training Part II	7

**Minimum Credits Required for the Program: 19**

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: CTPA Program Name: Police Academy

Effective Term: Fall 2017

Division Code: ATP Department: Public Service Careers

**Directions:**

1. Attach the current program listing from the WCC catalog or Web site and indicate any changes to be made.
2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.
3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Master Syllabus form, but should be submitted at the same time as the program change form.

**Requested Changes:**

- |  |   |
|--|---|
| <input type="checkbox"/> Review  | <input type="checkbox"/> Program admission requirements   |
| <input checked="" type="checkbox"/> Remove course(s): <u>CJT 221A and CJT 221B</u>                 | <input type="checkbox"/> Continuing eligibility requirements  |
| <input checked="" type="checkbox"/> Add course(s): <u>Revised Law Enforcement Training Courses</u> | <input type="checkbox"/> Program outcomes   |
| <input type="checkbox"/> Program title (title was _____)   | <input type="checkbox"/> Accreditation information  |
| <input type="checkbox"/> Description   | <input type="checkbox"/> Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses) |
| <input type="checkbox"/> Type of award   | <input type="checkbox"/> Other _____  |
| <input type="checkbox"/> Advisors  |   |
| <input type="checkbox"/> Articulation information  |   |

Show all changes on the attached page from the catalog.

**Rationale for proposed changes or discontinuation:**

Course credit hour distribution revised based on demands of program

**Financial/staffing/equipment/space implications:**

None

**List departments that have been consulted regarding their use of this program.**

None

**Signatures:**

Reviewer	Print Name	Signature	Date
Initiator	Joyce Nelson	<i>Joyce Nelson</i>	1/12/2017
Department Chair	Ruth A. Walsh	<i>Ruth Walsh</i>	1/12/2017
Division Dean/Administrator	Brandon Tucker	<i>[Signature]</i>	1/12/2017
Vice President for Instruction	William Abernethy	<i>[Signature]</i>	2/9/2017

Do not write in shaded area. Entered in: Banner *2/13/17 mo* C&A Database *2/13/17 mo* Log File *2/13/17 mo* Board Approval *NA*

Please submit completed form to the Office of Curriculum and Assessment (SC 257).

# ACADEMICS

## Police Academy (CTPA)

Certificate

2014 - 2015 2015 - 2016

### Description

The successful completion of this program is mandatory for anyone seeking law enforcement licensing in the State of Michigan. The Michigan Commission on Law Enforcement Standards (MCOLES) and the WCC Police Academy Advisory Committee have created the course. Refer to the WCC Student Handbook, the MCOLES Policy and Procedure Manual, and the WCC Police Academy Daily Rules and Regulations with the student conduct. The police academy is structured as an adult learning experience, and will require significant self-discipline on the part of the student. Teamwork is required. Just as sworn law enforcement officers operate under a code of honor which requires them to be above reproach in ethics and behavior, students will also be held to this same standard. MCOLES pre-enrollment is a prerequisite of this course. Prospective students should review the "Selection and Employment Standards for Michigan Law Enforcement Officers" on the MCOLES Web site: [mi.gov/mcoles](http://mi.gov/mcoles)

### Applying for Admission to the Program

Students must have a minimum of 45 college credits prior to admission to the Police Academy. Students are admitted to the program based on the priorities established by the Michigan Commission on Law Enforcement Standards (MCOLES).

### Contact Information

**Division:** Adv Tech/Public Serv Careers  
**Department:** Public Services Careers Dept  
**Advisors:** [Ruth Walsh](#)

### Requirements

(Items marked in orange are available online.)

#### Major/Area Requirements

Class	Title	Credits
<del>CJT 221A</del>	Law Enforcement Training Part I	6
CJT 221B	Law Enforcement Training Part II	12
<b>Total</b>		18
<b>Total Credits Required:</b>		18

CJT 221A  
CJT 221B

12  
7  
19  
19

### Gainful Employment Disclosures

**Program Information Report**

**School of Criminal Justice and Law Enforcement**

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**Criminal Justice and Law Enforcement**

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**Police Academy (CTPA)**

**Certificate**

**Program Effective Term: Fall 2015**

**High Demand Occupation High Skill Occupation High Wage Occupation**

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**Applying for Admission to the Program:**

Students must have a minimum of 45 college credits prior to admission to the Police Academy. Students are admitted to the program based on the priorities established by the Michigan Commission on Law Enforcement Standards (MCOLES).

<b>Major/Area Requirements</b>		<b>(18 credits)</b>
CJT 221A	Law Enforcement Training Part I	6
CJT 221B	Law Enforcement Training Part II	12

**Minimum Credits Required for the Program: 18**

**Program Information Report**

CTPA

**School of Criminal Justice and Law Enforcement**

These programs help students develop the skills and knowledge necessary for work in law enforcement and criminal justice. Completion of the Police Academy Certificate prepares the student to meet the Michigan Commission on Law Enforcement Standards (MCOLES) necessary for a career as a police officer. Students preparing for employment in occupations that do not require completion of the MCOLES/Police Academy, or that do require a four-year degree (such as most Federal employment) can begin their studies by obtaining a Criminal Justice Associate of Arts degree, which is transferrable to most baccalaureate programs. This degree is described in the Transfer and University Parallel Programs section of the catalog.

**Criminal Justice and Law Enforcement**

Considering a career in law enforcement or corrections? These programs prepare you for further study in these specialized fields.

**Police Academy (CTPA)  
Certificate**

**Program Effective Term: Fall 2015**

**High Demand Occupation High Skill Occupation High Wage Occupation**

The successful completion of this program is mandatory for anyone seeking law enforcement licensing in the State of Michigan. The Michigan Commission on Law Enforcement Standards (MCOLES) and the WCC Police Academy Advisory Committee have created the course content. The WCC Student Handbook, the MCOLES Policy and Procedure Manual, and the WCC Police Academy Daily Rules and Regulations will govern student conduct. The police academy is structured as an adult learning experience, and will require significant self-discipline on the part of the student. Teamwork is required. Just as sworn law enforcement officers operate under a code of honor which requires them to be above reproach in ethics and behavior, students will also be held to this same standard. MCOLES pre-enrollment is a corequisite of this course. Prospective students should review the "Selection and Employment Standards for Michigan Law Enforcement Officers" on the MCOLES Web site (mcoles.org).

**Applying for Admission to the Program:**

Students must have a minimum of 45 college credits prior to admission to the Police Academy. Students are admitted to the program based on the priorities established by the Michigan Commission on Law Enforcement Standards (MCOLES).

Major/Area Requirements		(Credits)
CJT 221A	Law Enforcement Training Part I	6
CJT 221B	Law Enforcement Training Part II	10

**Minimum Credits Required for the Program: 16**

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: CTPA Program Name: Police Academy

Effective Term: Sp/Su  
2015

Division Code: ATP Department: PSCD

**Directions:**

1. Attach the current program listing from the WCC catalog or Web site and indicate any changes to be made.
2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.
3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Master Syllabus form, but should be submitted at the same time as the program change form.

**Requested Changes:**

- |   |   |
|---|---|
| <input type="checkbox"/> Review   | <input checked="" type="checkbox"/> Program admission requirements  |
| <input type="checkbox"/> Remove course(s): _____  | <input type="checkbox"/> Continuing eligibility requirements  |
| <input checked="" type="checkbox"/> Add course(s): <u>CJT 221A and CJT 221B options</u> | <input type="checkbox"/> Program outcomes   |
| <input type="checkbox"/> Program title (title was _____)                                | <input type="checkbox"/> Accreditation information  |
| <input type="checkbox"/> Description  | <input type="checkbox"/> Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses) |
| <input type="checkbox"/> Type of award  | <input type="checkbox"/> Other _____  |
| <input type="checkbox"/> Advisors   |   |
| <input type="checkbox"/> Articulation information                                       |   |

Show all changes on the attached page from the catalog.

**Rationale for proposed changes or discontinuation:**

CJT 221 is being broken into 2 courses, CJT 221A and CJT 221B. CJT 221 is currently offered in one semester but lasts 23 weeks, thus extending past the limits allowed for financial aid.


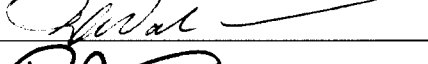
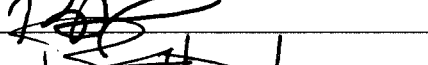

**Financial/staffing/equipment/space implications:**

None

**List departments that have been consulted regarding their use of this program.**

None

**Signatures:**

Reviewer	Print Name	Signature	Date
Initiator	Ruth Walsh		4/6/15
Department Chair	Ruth Walsh		
Division Dean/Administrator	Brandon Tucker		4/8/15
Vice President for Instruction	William Abernethy		4/17/15
President			

Do not write in shaded area. Entered in: Banner 5/1/15 C&A Database 5/1/15 Log File 5/1/15 Board Approval NA

Please submit completed form to the Office of Curriculum and Assessment and email an electronic copy to [sjohn@wccnet.edu](mailto:sjohn@wccnet.edu) for posting on the website.

*logged 4/8/15 sjvmo*

# ACADEMICS

## Police Academy (CTPA)

Certificate

2013 - 2014

### Description

The successful completion of this program is mandatory for anyone seeking law enforcement licensing in the State of Michigan. The Michigan Commission on Law Enforcement Standards (MCOLES) and the WCC Police Academy Advisory Committee have created the WCC Student Handbook, the MCOLES Policy and Procedure Manual, and the WCC Police Academy Daily Rules as a guide to student conduct. The police academy is structured as an adult learning experience, and will require significant self-direction from the student. Teamwork is required. Just as sworn law enforcement officers operate under a code of honor which requires high ethics and behavior, students will also be held to this same standard. MCOLES pre-enrollment is a corequisite of this program. Students should review the "Selection and Employment Standards for Michigan Law Enforcement Officers" on the MCOLES website.

### Applying for Admission to the Program

Students must have a minimum of 45 college credits prior to admission to the Police Academy. *Students are admitted to the program based on the priorities established by the Michigan Commission on Law Enforcement Standards (MCOLES)*

- Division:** Adv Tech/Public Serv Careers
- Department:** Public Services Careers Dept
- Advisors:** Lawrence Jackson

### Requirements

(Items marked in orange are available online.)

#### Major/Area Requirements

Class	Title	Credits
CJT 221	Law Enforcement Training	16
<b>Total</b>		<b>16</b>
<b>Total Credits Required:</b>		<b>16</b>

*AND*  
 CJT 221 A 6  
 CJT 221 B 10  
Gainful Employment Disclosures

**PROGRAM PROPOSAL FORM**

**XX Preliminary Approval** – Check here when using this form for preliminary approval of a program proposal, and respond to the items in general terms.

**Final Approval** – Check here when completing this form after the Vice President for Instruction has given preliminary approval to a program proposal. For final approval, complete information must be provided for each item.

<p><b>Program Name:</b></p> <p><b>Division and Department:</b></p> <p><b>Type of Award:</b></p> <p><b>Effective Term/Year:</b></p> <p><b>Initiator:</b></p>	<p><u>POLICE ACADEMY</u></p> <p><u>MNB</u></p> <p><input type="checkbox"/> AA <input type="checkbox"/> AS <input type="checkbox"/> AAS  <input checked="" type="checkbox"/> Cert. <input type="checkbox"/> Adv. Cert. <input type="checkbox"/> Post-Assoc. Cert. <input type="checkbox"/> Cert. of Comp.</p> <p><u>FALL 2008</u></p> <p><u>John Atkinson, Professional Faculty</u> <i>JA</i></p>	<p><b>Program Code:</b></p> <p><b>CTPA</b></p> <p><b>CIP Code:</b></p> <p><b>430107</b></p>
<p><b>Program Features</b>          Program's purpose and its goals.          Criteria for entry into the program, along with projected enrollment figures.          Connection to other WCC programs, as well as accrediting agencies or professional organizations.          Special features of the program.</p>	<p>Students complete CJT 221 in preparation for the MCOLES certification examination to become sworn police officers in the state of Michigan. This certificate program is tied to the Criminal Justice – Law Enforcement AAS degree.</p> <p>Admission criteria are the same as those needed to enroll in CJT 221.</p>	
<p><b>Need</b>          Need for the program with evidence to support the stated need.</p>	<p>Currently exists.</p> <p>Creating a certificate program.</p>	
<p><b>Program Outcomes/Assessment</b>          State the knowledge to be gained, skills to be learned, and attitudes to be developed by students in the program.          Include assessment methods that will be used to determine the effectiveness of the program.</p>	<p><u>Outcomes</u></p> <p>1. Apply the knowledge and skills required for the M.C.O.L.E.S. police officer certification examination.</p>	<p><u>Assessment method</u></p> <p>1. The M.C.O.L.E.S. police officer certification examination.</p>

Please return completed form to the Office of Curriculum & Assessment and email an electronic copy to [sjohn@wccnet.edu](mailto:sjohn@wccnet.edu) for posting on the website.



<p><b>Curriculum</b></p> <p>List the courses in the program as they should appear in the catalog. List minimum credits required. Include any notes that should appear below the course list.</p>	<p><b>CJT 221</b></p>		
<p><b>Budget</b></p> <p>Specify program costs in the following areas, per academic year:</p>	<p></p>	<p><b>START-UP COSTS</b></p>	<p><b>ONGOING COSTS</b></p>
	<p><b>Faculty</b></p>	<p>\$ .</p>	<p>Operating under a</p>
	<p><b>Training/Travel</b></p>	<p>.</p>	<p>current budget.</p>
	<p><b>Materials/Resources</b></p>	<p>.</p>	<p>.</p>
	<p><b>Facilities/Equipment</b></p>	<p>.</p>	<p>.</p>
	<p><b>Other</b></p>	<p>.</p>	<p>.</p>
	<p><b>TOTALS:</b></p>	<p>\$ <b>0.00</b></p>	<p>\$ <b>0.00</b></p>
<p><b>Program Description for Catalog and Web site</b></p>	<p>The successful completion of this program is mandatory for anyone seeking law enforcement licensing in the State of Michigan. The Michigan Commission on Law Enforcement Standards (MCOLES) and the WCC Police Academy Advisory Committee have created the course content. The WCC Student Handbook, the MCOLES Policy and Procedure Manual, and the WCC Police Academy Daily Rules and Regulations will govern student conduct. The police academy is structured as an adult learning experience, and will require significant self-discipline on the part of the student. Teamwork is required. Just as a sworn law enforcement officers operate under a code of honor which requires them to be above reproach in ethics and behavior, students will also be held to this same standard. MCOLES pre-enrollment is a co-requisite of this course. Prospective students should review the "Selection and Employment Standards for Michigan Law Enforcement Officers" on the MCOLES website (<a href="http://mcoles.org">mcoles.org</a>).</p>		
<p><b>Program Information</b></p>	<p>Accreditation/Licensure - <b>Michigan Commission on Law Enforcement Standards (M.C.O.L.E.S.)</b>  Advisors - <b>Ralph Galvin, Police Academy Director</b>  Advisory Committee - YES  Admission requirements - <b>Same (listed in catalog)</b>  Articulation agreements - <b>None</b>  Continuing eligibility requirements - <b>None</b></p>		

**Assessment plan:**

<b>Program outcomes to be assessed</b>	<b>Assessment tool</b>	<b>When assessment will take place</b>	<b>Courses/other populations</b>	<b>Number students to be assessed</b>
Application of the knowledge and skills required of students seeking M.C.O.L.E.S. certification as police officers	M.C.O.L.E.S. certification examination	Every three years beginning in January, 2009	CJT 221	All students who took the M.C.O.L.E.S. certification examination in the preceding three calendar years. (40-50 students per year.)

**Scoring and analysis plan:**

1. Indicate how the above assessment(s) will be scored and evaluated (e.g. departmentally developed rubric, external evaluation, other). Attach the rubric.

At the end of each semester, the police academy director is advised by M.C.O.L.E.S. of how many police academy students completing CJT 221 passed the M.C.O.L.E.S. police officer certification examination. M.C.O.L.E.S. also reports the areas of deficiency for those students who fail the test. They do not give any feedback on students who pass.

A record of the number of students taking the examination will be maintained, along with any failures. In addition, a record will be kept of the areas in which any failing students were deficient.

2. Indicate the standard of success to be used for this assessment.

An eighty five percent (85%) or better passing rate on the first attempt.

3. Indicate who will score and analyze the data.

The academy director along with the professional faculty member responsible for CJT 221.

4. Explain how and when the assessment results will be used for program improvement.

Immediately after compiling the data for the three year report, the academy director will meet with the full-time and part-time faculty that provided instruction for any areas identified by M.C.O.L.E.S. in which failing students were deficient. The director will review the M.C.O.L.E.S. learning objectives with the faculty to insure that all the materials are being adequately covered in class, and will also discuss with them ways to improve the delivery of the subject matter.

REVIEWER	PRINT NAME	SIGNATURE	DATE
POLICE ACADEMY Department Chair/Area Director	RALPH GALVIN	<i>Ralph Galvin</i>	01-24-08
Dean	Martha A. Snow-Her	<i>Martha Snow-Her</i>	JAN 28 2008
Vice President for Instruction <input type="checkbox"/> Approved for Development <input checked="" type="checkbox"/> Final Approval		<i>Roger M. Palocz</i>	2/11/08
President		<i>Paul Whitworth</i>	4/26/08
Board Approval			

*for logged 1/29/08 s/j/ 2/26/08 h*

**Program Information Report**

**School of Criminal Justice and Law Enforcement**

**Police Academy (CTPA)**

**Certificate**

**Program Effective Term: Fall 2008**

The successful completion of this program is mandatory for anyone seeking law enforcement licensing in the state of Michigan. The Michigan Commission on Law Enforcement Standards (MCOLES) and the WCC Police Academy Advisory Committee have created the course content. The WCC Student Handbook, the MCOLES Policy and Procedure Manual, and the WCC Police Academy Daily Rules and Regulations will govern student conduct. The police academy is structured as an adult learning experience, and will require significant self-discipline on the part of the student. Teamwork is required. Just as sworn law enforcement officers operate under a code of honor which requires them to be above reproach in ethics and behavior, students will also be held to this same standard. MCOLES pre-enrollment is a corequisite of this course. Prospective students should review the "Selection and Employment Standards for Michigan Law Enforcement Officers" on the MCOLES Web site (mcoles.org).

**Major/Area Requirements** (16 credits)

CJT 221 Law Enforcement Training 16

**Minimum Credits Required for the Program: 16**