

ATTACHMENT 2A

**ADD, CHANGE OR DELETE UNIT, PROGRAM REQUIREMENTS, OR ACADEMIC POLICIES**

Complete this form consistent with the instructions in Academic Policy 1622.20. Use the form to add, change, or delete a program or unit or to change program policies. Proposed additions and changes must be consistent with Academic Policies 1100.40 and 1621.10 and any other policies which apply.

**SECTION I: Approvals**

Department / Program Chair _____	Date Submitted _____	Graduate Council Chair _____	Date _____
College Dean _____	Date _____	Faculty Senate Chair _____	Date _____
Honors College Dean _____	Date _____	Provost _____	Date _____
Core Curriculum Committee _____	Date _____	Board of Trustees Approval/Notification Date _____	
University Course and Programs Committee _____	Date _____	Arkansas Higher Education Coordinating Board Approval/Notification Date _____	
Vice Provost for Distance Education _____	Date _____		

(for on-line programs)

**SECTION II: Profile Data - Required Information and Name Change Information**

Academic Unit:     Major/Field of Study     Minor     Other Unit Certificate     Policy

Level:             Undergraduate     Graduate     Law    Effective Catalog Year 2014

Program changes are effective with the next available catalog. See Academic Policy Series 1622.20

Current Name            N/A

College, School, Division LAW

Department Code LAWD

Current Code (6 digit Alpha) \_\_\_\_\_

Proposed Code (6 digit Alpha)    CRLWGC  
Prior approval from the Office of the Registrar is required.

Interdisciplinary Program

CIP Code 22.0101  
Prior assignment from Office of Institutional Research is required.

Proposed Name Criminal Law Certificate

When a program name is changed, enrollment of current students reflects the new name.

**SECTION III: Add a New Program/Unit**

For new program proposals, complete Sections II and VII and use as a cover sheet for a full program proposal as described in 'Criteria and Procedures for Preparing Proposals for New Programs in Arkansas.' ADHE  
<http://www.adhe.edu/divisions/academicaffairs/Pages/academicaffairs.aspx>

Program proposal uses courses offered by another academic college, and that college dean's office has been notified. The signature of the dean of that academic college is required here: \_\_\_\_\_

**SECTION IV: Eliminate an Existing Program/Unit**

Code/Name \_\_\_\_\_ Effective Catalog Year \_\_\_\_\_

No new students admitted to program after Term: \_\_\_\_ Year: \_\_\_\_\_

Allow students in program to complete under this program until Term: \_\_\_\_ Year: \_\_\_\_\_

## SECTION V: Proposed Changes to an Existing Program or Program Policies

Insert here a statement of the exact changes to be made: \_\_\_\_\_

Check if either of these boxes apply and provide the necessary signature:

- Program change proposal adds courses offered by another academic college, and that college dean's office has been notified. The signature of the dean of that academic college is required here: \_\_\_\_\_
- Program change proposal deletes courses offered by another academic college, and that college dean's office has been notified. The signature of the dean of that academic college is required here: \_\_\_\_\_

Check all the boxes that apply and complete the required sections of the form:

- Change of Name and Code (Complete only sections I, II, V and VII.)
- Change Course Requirements: (Complete all sections of the form except "Proposed Name" in II, section III, and section IV.)
- Change Delivery Site/Method (Complete all sections of the form except "Proposed Name" in II, section III, and section IV.)
- Change Total Hours (Complete all sections of the form except "Proposed Name" in II, section III, and section IV.)
- Change in Program Policies

## SECTION VI: Justification

*Justify this change and state its likely effect on any other degree program (including those outside the school or college). Identify any program or program components (other than courses) to be eliminated if this program is implemented. (Program and course change forms must also be submitted for such related changes.)*

**The practice of law continues to become more and more specialized, and employment opportunities in both a criminal law practice for lawyers and criminal law policy often depend on advanced credentials and training. This certificate is designed to provide essential training and skills to law students who wish to engage in the practice of criminal law, or to students with a general background in law or legal studies who wish to pursue careers in criminal law policy. Many law schools with whom the School of Law must compete for students offer certificate programs to enhance and enrich their criminal law curricula.**

## SECTION VII: Catalog Text and Format

*In the box below, insert the current catalog text which is to be changed, with changes highlighted with the color yellow. Include all proposed changes identified in Section V. Only changes explicitly stated in Section V will be considered for approval by the University Course and Programs Committee, the Graduate Council and the Faculty Senate. If you are proposing a new program, give proposed text with all of the elements listed below. If you are proposing modified text, include these elements as appropriate.*

**Include the following elements, in order, in the catalog text for proposed undergraduate program(s) or program changes:**

- State complete major/program name
- Briefly define or describe the major/program or discipline.
- Identify typical career goals or paths for graduates. (Optional)
- State admission requirements (if any) for entry or entry into upper/advanced level of major/program.
- Identify location in catalog of university, college/school, and department/program requirements which the student must meet in addition to hours in the major, but do not restate these requirements.
- State course requirements in the major and any allied areas, giving number of hours and specific courses; specify electives or elective areas and give numbers of hours and courses in elective pools or categories; identify any other course requirements.
- State any other requirements (required GPA, internship, exit exam, project, thesis, etc.).
- Identify name and requirements for each concentration (if any).
- Specify whether a minor or other program component is allowed or required and provide details.
- State eight-semester plan requirements

**For minors, state requirements in terms of hours, required courses, electives, etc.**

**For graduate program/units, include elements (as needed) parallel to those listed for undergraduate programs above.**

**For Law School program/units, prepare text consistent with current catalog style.**

**For centers, prepare text consistent with current catalog style.**

### **Program name: Criminal Law Certificate**

**Program description:** The School of Law criminal law certificate is designed for those students wishing to focus on criminal law and prepare themselves for the practice of criminal law or careers in criminal law policy. The program provides a strong framework in the fundamentals of criminal law and procedure through coursework.

**Typical career goals:** The program will prepare qualified JD degree and post-JD candidates for practice in criminal law and, for non-law students, it will help provide a strong foundation for policy work or other criminal justice fields. The program will help prepare law students to step into criminal law practice, whether at public agencies such as prosecution or public defender offices, or at firms or in solo practice. The program will also help prepare students for careers in criminal law policy or other criminal justice fields.

**Admission requirements:** The student must satisfy one of the following requirements: (1) be currently enrolled in the J.D. program at the School of Law or be admitted as a visiting J.D. student at the School of Law; (2) hold a JD degree from an accredited law school; (3) be enrolled in the LL.M. program at the School of Law; or (4) be admitted by the associate dean for academic affairs or that dean's designee as otherwise qualified to complete the certificate requirements successfully. The associate dean for academic affairs, or designee, may limit the number of students eligible to pursue the certificate at any one time.

**Course requirements:**

**Required**

All of the following:

Criminal Law (LAWW 4073) (3 Credits)

Criminal Procedure (LAWW 4173) (3 Credits)

Basic Evidence (LAWW 6093) (3 Credits)

Trial Advocacy (LAWW 6203) (3 Credits)

Professional Responsibility (LAWW 5013) (3 Credits)

Criminal Law Clinic (LAWW 6963) (3 Credits) or other experiential capstone course approved as a substitute by the associate dean for academic affairs, or that dean's designee.

**Electives**

Four of the following (at least three must be non-externships):

Criminal Procedure II (LAWW 6633) (3 Credits)

Advanced Juvenile Defense Clinic (LAWW 500V) (2-3 Credits)

Capital Punishment (LAWW 500V) (3 credits)

Crime and the Supreme Court (ULW) (LAWW 406V) (3 Credits)

Federal Criminal Law (LAWW 500V) (3 Credits)

International Criminal Law (LAWW 500V) 3 Credits)

Juvenile Justice (LAWW 7012) (2 Credits)

Police Discretion Seminar (ULW) (LAWW 406V) (2 Credits)

Prisoners' Rights Seminar (ULW)(LAWW 500V) (2 Credits)

(Externships)

Criminal Defense Externship (LAWW 6733) (3 Credits)

Criminal Prosecution Externship (LAWW 6833) (3 Credits)

**Other requirements:**

**JD candidates**

Our JD students must declare their intention to complete the program in the spring of their 2L year by notifying the associate dean for academic affairs or that dean's designee. (For the first class only, the law school will accept applications by summer 2014 for 3Ls).

The student must have an overall law school GPA of 2.75 and a GPA of 3.0 in certificate courses at the time he or she declares. In order to successfully receive the certificate upon graduation, the student must successfully complete the required courses, earn a GPA of 3.2 in certificate courses, an overall GPA of 2.75, *and* a B+ or above in the criminal law clinic or other approved experiential capstone course (if graded).

**JD visitors**

Those currently earning a JD at another ABA accredited law school but visiting here may earn the criminal law certificate. They must apply to the associate dean for academic affairs, or designee, by spring of their 2L year. These students can satisfy certificate course credits with courses taken at their own law school, but must take at least 12 credits in certificate courses here. Also, they must complete the criminal clinic program or other approved experiential capstone course here.

The student must have an overall law school GPA of 2.75 and a GPA of 3.0 in certificate courses at the time he or she applies. In order to successfully receive the certificate, the student must successfully complete the required courses, earn a GPA of 3.2 in certificate courses, *and* a B+ or above in the criminal law clinic or other approved experiential capstone course (if graded).

**Post-JD candidates**

Those who have already earned a JD degree from an accredited law school in the United States may also earn a certificate. They must apply to the associate dean for academic affairs, or designee, before commencing the program.

For the purposes of this program, post-JD candidates can determine their GPA within the program based in part on courses completed elsewhere.

These candidates must satisfy all the required courses, at least 12 credits of which must be taken here, and they must complete the criminal clinic program or other approved experiential capstone course here.

Post-JD candidates must have at least an overall GPA of 3.0 from the school that conferred their law degree. To complete the program, they must earn a GPA of 3.2 in certificate courses *and* a B+ or above in the criminal law clinic or other approved experiential capstone course (if graded).

**LLM candidates**

Our LLM candidates must notify the associate dean for academic affairs one month before enrollment in the LLM program of their intention to complete the program and must have the approval of the director of the LLM program.

For the purposes of this program, LLM candidates can determine their GPA within the program based in part on courses completed elsewhere. LLM candidates must satisfy all the required courses, at least 12 credits of which must be taken here, and must take the criminal law clinic or other approved experiential capstone course here.

To declare, an LLM candidate must have at least an overall GPA of 3.0 from the school that conferred their law degree. To complete the program, they must earn a GPA of 3.2 in certificate courses, an overall GPA of 2.75, *and* a B+ or above in the criminal law clinic or other approved experiential capstone course (if graded).

**General Requirements (Non-JD / Non-LLM Candidates)**

Post-baccalaureate students who are not enrolled as JD or LLM students at the law school (and do not have a JD degree) may also earn a certificate.

They must apply to the associate dean for academic affairs, or designee, before commencing the program. If they have taken at least 12 credits of the required certificate courses at another ABA accredited law school, their GPA in those courses must be at least 3.0 to apply. If they have not, their

undergraduate cumulative GPA must be at least 3.5. For the purposes of this program, these students can determine their GPA within the program based in part on courses completed elsewhere.

To earn the certificate, these students must complete all the required courses, at least 12 credits of which must be taken here, and they must complete the approved experiential capstone course here. To complete the program, they must also earn a GPA of 3.2 in certificate courses *and* a B+ or above in the approved experiential capstone course (if graded).

**Minor or other program component:** None, except that current JD students and LLM. students will concurrently be seeking their respective degrees along with the certificate.

**SECTION VIII: Action Recorded by Registrar's Office**

PROGRAM INVENTORY/DARS

PGRM \_\_\_\_\_ SUBJ \_\_\_\_\_ CIP \_\_\_\_\_ CRTS \_\_\_\_\_  
DGRE \_\_\_\_\_ PGCT \_\_\_\_\_ OFFC&CRTY VALID \_\_\_\_\_

REPORTING CODES

PROG. DEF. \_\_\_\_\_ REQ. DEF. \_\_\_\_\_  
Initials \_\_\_\_\_ Date \_\_\_\_\_

**Distribution**

Notification to:

- (1) College
- (2) Department
- (3) Admissions
- (4) Institutional Research
- (5) Continuing Education
- (6) Graduate School
- (7) Treasurer
- (8) Undergraduate Program Committee

8/19/13