

DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET

See Course and Program Development Policy and Procedures for Instructions

SCHOOL: LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input checked="" type="checkbox"/>	Contact Name: Heather L. Pfeifer	Phone: x5292
DEPARTMENT / DIVISION: Division of Criminology, Criminal Justice and Forensic Studies		
SHORT DESCRIPTION OF PROPOSAL (state name of action item 1-20 and course name, code & number / program affected): Clarification of Program Requirements for MSCJ program description in catalogue		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input type="checkbox"/> Spring <input checked="" type="checkbox"/> Year: 2010		

Box 1: TYPE OF ACTION	ADD(NEW) <input type="checkbox"/>	DEACTIVATE <input type="checkbox"/>	MODIFY <input checked="" type="checkbox"/>	OTHER <input type="checkbox"/>
Box 2: LEVEL OF ACTION	Non-Credit <input type="checkbox"/>	Undergraduate <input type="checkbox"/>	Graduate <input checked="" type="checkbox"/>	OTHER <input type="checkbox"/>

Box 3: ACTION ITEM (check appropriate boxes)		DOCUMENTS REQUIRED (see box 4 below)	IMPACT REVIEWS (see box 5 on back)	APPROVAL SEQUENCE (see box 6 on back)
	1. Experimental Course ¹	NOP	a, c, e	AC
	2. Course Title	NO		ABCD
	3. Course Credits	NO		ABCD
	4. Course Number	NO		ABCD
	5. Course Level	NO		ABCD
	6. Pre & Co-Requisite	NO		ABCD
	7. Course Description	NOP		ABCDEF
	8. New Course	NOP		ABCDEF
	9. Deactivate a Course	NO		ABCDEF
X	10. Program Requirements	NO	b, c, d, e	ABCDEF
	11a. UG Specialization (24 credits or less)	NO	a, b, c, d, e	ABCDEF
	11b. Masters Specialization (12 credits or less)	NO	a, b, c, d, e	ABCDEF
	11c. Doctoral Specialization (18 credits or less)	NO	a, b, e	ABCDEF
	12. Closed Site Program	NOT	e	ABCDHIK
	13. Program Suspension ⁹	NO,5	a, e	ABCDEGIK
	14a. Certificate Program (ug/g) exclusively within existing degree program	NO	a, c, e	ABCDEFHIK
	14b. Certificate Program (ug/g) where degree programs do not exist or where courses are selected across degree programs (12 or more credits)	NOQR, 6	a, c, e	ABCDEFHJL
	15. Off-Campus Delivery of Existing Program	NO, 4	a, b, c, e	ABCDHIL
	16a. UG Concentration (exceeds 24 credit hours)	NO, 5	a, c, d, e	ABCDEFHJL
	16b. Masters Concentration (exceeds 12 credit hours)	NO, 5	a, c, d, e	ABCDEFHJL
	16c. Doctoral Concentration (exceeds 18 credit hours)	NO, 5	a, c, d, e	ABCDEFHJL
	17. Program Title Change	NO, 5	a, c, d, e	ABCDEFHJL
	18. Program Termination	NO, 10	d, e	ABCDEFHIK
	19. New Degree Program	NOQR, 3,8	a, c, d, e	ABCDEFHJL
	20. Other	Varies	Varies	Varies

Box 4: DOCUMENTATION (check boxes of documents included)			
X	N. This Cover Sheet		Q. Full 5-page MHEC Proposal
X	O. Summary Proposal		R. Financial Tables (MHEC)
	P. Course Definition Document		S. Contract
			T. Other

- Approval of experimental course automatically lapses after two offerings unless permanently approved as a new course.
- Codes: a) Library Services (Langsdale or Law) b) Office of Technology Services c) University Relations d) Admissions
- Letter of Intent is required by USM at least 30 days before a full proposal can be submitted. Letter of Intent requires only the approval of the dean and the provost and is forwarded to USM by the Office of the Provost.
- One-page letter to include: Program title & degree/certificate to be awarded; resources requirements; need and demand; similar programs; method of instruction; and oversight and student services (MHEC requirement)
- One-page letter with description and rationale (MHEC requirement)
- One or two-page document that describes: centrality to mission; market demand; curriculum design; adequacy of faculty resources; and assurance program will be supported with existing resources. (MHEC requirement)
- Learning objectives, assessment strategies; fit with UB strategic plan
- Joint Degree Program or Primary Degree Programs require submission of MOU w/ program proposal. (MHEC requirement)
- Temporary suspension of program to examine future direction; time not to exceed two years. No new students admitted during suspension, but currently enrolled students must be given opportunity to satisfy degree requirements.

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SHORT DESCRIPTION OF PROPOSAL (state name of action item 1-20 and course name, code & number / program affected):	
Clarification of Program Requirements for MSCJ program description in catalogue	

10. Provide:
- a. evidence that the action is consistent with UB mission and can be implemented within the existing program resources of the institution.
 - b. proposed date after which no new students will be admitted into the program;
 - c. accommodation of currently enrolled students in the realization of their degree objectives;
 - d. treatment of all tenured and non-tenured faculty and other staff in the affected program;
 - e. reallocation of funds from the budget of the affected program; and
 - f. existence at other state public institutions of programs to which to redirect students who might have enrolled in the program proposed for abolition.
11. University Council *review* (for a recommendation to the President or back to the Provost) shall be limited to curricular or academic policy issues that may potentially affect the University's mission and strategic planning, or have a significant impact on the generation or allocation of its financial resources.

Box 5: IMPACT REVIEW	SIGNATURES (see procedures for authorized signers)	DATE
a. Library <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
b. OTS <input checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	CIO or designee: <i>[Signature]</i>	3/10/09
c. University Relations <input type="checkbox"/> No impact <input checked="" type="checkbox"/> Impact statement attached	Director or designee: <i>[Signature]</i>	3/10/09
d. Admissions <input checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee: <i>[Signature]</i>	3/10/09
e. Records <input checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Registrar or designee: <i>[Signature]</i>	3/10/09

Box 6: APPROVAL SEQUENCE	APPROVAL SIGNATURES	DATE
A. Department / Division	Chair: <i>[Signature]</i>	4/30/09
B. Final faculty review body within each School	Chair: <i>[Signature]</i>	5/21/2009
C. College Dean	Dean: <i>[Signature]</i>	5/21/09
D. Provost and Senior Vice President for Academic Affairs	Provost: <i>[Signature]</i>	6-1-09
E. Curriculum Review Committee (UFS subcommittee)	Chair: <i>[Signature]</i>	6-3-09
F. University Faculty Senate (UFS option)	Chair:	
G. University Council (see # 11 above)	Chair:	
H. President	President:	
I. Board of Regents – notification only		
J. Board of Regents – approval		
K. MHEC – notification only		
L. MHEC – approval		
M. Middle States Association notification	Required only if the mission of the University is changed by the action	

DOCUMENT O: SUMMARY PROPOSAL

See Course and Program Development Policy and Procedures for Instructions

SCHOOL: LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA X	Contact Name: Heather L. Pfeifer	Phone: x 5292
DEPARTMENT / DIVISION: Division of Criminology, Criminal Justice and Forensic Studies		
SHORT DESCRIPTION OF PROPOSAL (state action item 1-23 and course name & number or program affected):		
Clarification of Program Requirements for MSCJ program description in catalogue		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input type="checkbox"/> Spring X Year: 2010		

O-1: Briefly describe what is being requested:

To revise the description of the program requirements in the catalogue to bring greater clarity to how the program curriculum is organized and to more accurately reflect how it is presently structured and presented in the MSCJ handbook, which is distributed to all matriculating MSCJ students.

The current catalogue copy states the M.S. Criminal Justice Degree Requirements are as follows:

"students must complete ...the five core courses and at least one course in each of the three criminal justice components: law enforcement, courts and law, and corrections. Students specialize in law enforcement, courts and law, corrections, or juvenile justice by taking 9 credits in one of these areas."

"Core Course Requirements" (15 credits)

CRJU 602 Research Techniques in Criminal Justice (3)

CRJU 603 Criminal Justice Statistics (3)

CRJU 610 Administration of Justice (3)

CRJU 710 Advanced Criminology (3)

CRJU 711 Criminal Justice Planning/Systems (3)

"Specialty Areas" (15-18 credits)

Students select one course of each area except for Juvenile Justice and complete one entire area (9 credits), including Juvenile Justice

Law Enforcement

CRJU 631 Police and Society (3)

CRJU 640 Managing Police Organizations (3)

CRJU 712 Seminar in Law Enforcement (3)

Courts and Law

CRJU 606 Contemporary Criminal Court Issues (3)

CRJU 645 Constitutional Law (3)

CRJU 713 Seminar in Judicial Administration (3)

Corrections

CRJU 611 Contemporary Corrections (3)

CRJU 642 Managing Correctional Organizations (3)

CRJU 707 Community Corrections (3)

Juvenile Justice

CRJU 608 Juvenile Justice (3)

CRJU 635 Youth Problems in Society (3)

CRJU 708 Solutions to Youth Problems (3)

"Remaining credits are completed through one of the following options:"

Plan I – Master's Thesis (6 credits)

CRJU 799 Thesis (6)

Or

Plan II – Electives and Comprehensive Examinations (3-6 credits)

We would like the catalogue copy (and all related program material distributed to the public) to read as follows:

"students must complete ...the five core courses and at least one pre-approved course in each of the three criminal justice components: law enforcement, courts and law, and corrections. Students must then choose an area of specialization from the following options: law enforcement, courts and law, corrections, juvenile justice, or victimology and victim services, and must take 6 credits related to that specialization..."

"Core Course Requirements" (15 credits)
 CRJU 602 Research Techniques in Criminal Justice (3)
 CRJU 603 Criminal Justice Statistics (3)
 CRJU 610 Administration of Justice (3)
 CRJU 710 Advanced Criminology (3)
 CRJU 711 Criminal Justice Planning/Systems (3)

"Breadth Course Requirements" (9 credits)
 Students select one of the specified courses from each of the three areas:

Law Enforcement
 CRJU 631 Police and Society (3)
 CRJU 640 Managing Police Organizations (3)
 CRJU 712 Seminar in Law Enforcement (3)

Courts and Law
 CRJU 606 Contemporary Criminal Court Issues (3)
 CRJU 645 Constitutional Law (3)
 CRJU 713 Seminar in Judicial Administration (3)

Corrections
 CRJU 611 Contemporary Corrections (3)
 CRJU 642 Managing Correctional Organizations (3)
 CRJU 707 Community Corrections (3)

"Specialization Course Requirements" (6 credits)
 Students must take 6 credits in one of the following areas of specialization:

- Law Enforcement
- Courts and Law
- Corrections
- Juvenile Justice
- Victimology and Victim Services

Students should consult with program director for suitable course selection in each area.

Remaining credits are completed through one of the following options:

Plan I – Master's Thesis (6 credits)
 CRJU 799 Thesis (6)
 Or
 Plan II – Electives and Comprehensive Examinations (3-6 credits)

-		
OLD Title:	Course # / HEGIS Code:	Credits:
NEW Title:	Course # / HEGIS Code:	Credits:

O-2: Set forth the rationale for the proposal:

The current catalogue copy is written in a confusing manner that misrepresents how our program is organized. It does not make the distinction that students are required to complete a set of 'breadth' courses (those pre-selected courses that provide a more general overview of the three major components to the criminal justice system [law enforcement, courts and law, corrections] and how each is inter-related with the other two), and then a separate set of 'specialization' courses (courses that focus on a more narrow range of issues that only relate to that one area of specialization).

In reality, all students must complete the five core courses (15 credits), and one course (from the pre-selected list) from each of the three breadth areas: law enforcement, courts and law, and corrections (9 credits). Students must then choose one of the following areas to 'specialize' in – law enforcement, or courts and law, or corrections, or juvenile justice, or victimology and victim services – and take two courses related to that specialization (6 credits).

The remaining 6 credits in the program are either designated as electives, or reserved for a student's thesis depending on which academic plan they decide upon.

Impact Statement From the Office of University Relations

These changes could potentially affect the undergraduate and graduate catalogs—which the Office of University Relations currently manages and produces—as well as other recruitment publications that contain this type of specific academic material. The timing of the final approval for these changes will be a determining factor in our ability to incorporate the new information in a timely fashion in any related materials that are on our production schedule.