

MICHIGAN STATE  
UNIVERSITY

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September 11, 2009

MEMORANDUM

TO: Dr. Douglas Estry, Associate Provost for Undergraduate Education  
and Dean of Undergraduate Studies

FROM: Dr. Linda O. Stanford, Associate Provost for Academic Services

RE: Request to Require an Overall 2.0 grade-point average to Enroll in a Tier II  
Writing Course and earn a 2.0 in the Tier II course to Graduate in the  
Bachelor of Arts Degree in Criminal Justice

For Transmittal to the University Committee on Academic Policy (UCAP)

The request referenced above is being sent to you for action by the University Committee on Academic Policy (UCAP).

UCAP Response Requested:

Please ask the UCAP to consider the request referenced above at its meeting on September 24, 2009. Please mail the related materials referenced under the heading Attachments at the end of this memorandum to the members of the UCAP.

The academic program and course requests referenced above will be included on the agenda for the September 24, 2009 meeting of Subcommittee B, University Committee on Curriculum (UCC). Requests that are approved by Subcommittee B on September 24 will be before the Full Committee, UCC, for action on October 1, 2009. Requests that are approved by the Full Committee on October 1 will be included in the October 20, 2009, Report of the UCC to the Academic Council.

If you have any questions about this memorandum or the attached materials, please call me at 5-8420.

Thank you for your help.

Attachments:

1. Request to Change an Academic Program form dated December 18, 2008: Bachelor of Arts Degree in Criminal Justice and attachments.



UNIVERSITY  
CURRICULUM  
and CATALOG

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176 Administration Building  
East Lansing, Michigan  
48824-1046

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**COLLEGE OF SOCIAL SCIENCE**

1. Request to change the requirements for the **Bachelor of Arts** degree in **Criminal Justice** in the School of Criminal Justice. The University Committee on Academic Policy will consider this request at its September 24, 2009 meeting.
  - a. Under the heading **Requirements for the Bachelor of Arts Degree in Criminal Justice** make the following changes:
    - (1) In item 1. change paragraph two to the following:

The University's Tier II writing requirement for the Criminal Justice major is met by completing one of the following courses: Criminal Justice 424, 434, 445, 456, 466, or 485. Those courses are referenced in item 3. A. (3) below. Students must have an overall 2.0 grade-point average in order to enroll in a Tier II writing course and must earn at least a 2.0 in the Tier II course in order to graduate.
    - (2) Change item 3. a. (3) to the following:

Nine to 12 credits from the following courses including 3 credits in Criminal Justice 424, 434, 445, 456, 466, or 485. At least 9 credits must be at the 400-level.

Add the following courses to the list of electives:

CJ	424	Crime, Mass Media, and Society (W)	3
CJ	429	Interdisciplinary Topics in Cybersecurity	3
CJ	439	Homeland Security	3

Effective Spring 2010.

## View a Program

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Joy Speas, RO

Thursday, 12/18/2008

**Program Name: Criminal Justice Degree Name: BA Sequence Number: 2****Effective Dates: Fall 2009 - Open Status: Interim Initial Action: Change****Requested Date:** 6/5/2008 2:00:54 PM**1. Department/School/College:**

38206 .... School of Criminal Justice

**2. Name of Program:**

Criminal Justice

**3. Name of Degree:**

BA

**4. Type of Program:****5. Effective Start Semester:**

Fall 2009

**6. Target student audience for the program:**

Criminal Justice undergraduate students

**7. Enrollment:**

What is the expected enrollment per year:

600

What is the minimum enrollment acceptable:

200

**8. Source of budget for the program:**

Internal

**9. Projected Costs as compared to other programs in unit:**

Same

**10. Staff requirement:**

How many additional staff will be required:

0

Who will provide the primary instruction. Describe any external linkages(industry, government, etc.):

Criminal Justice faculty

**11. Will additional equipment be required:****Approximate cost:**

0

Source of funding:

**12. Will additional library materials be required:**

Approximate cost:

0

Source of funding:

Materials already in place for current program

**13. Will additional space be required:**

**Type:**

Approximate amount:

**14. If the program requirements contain a named concentration, do you wish for the concentration to be noted on the student's transcript?:**

No

**15. Detailed Description:**

The Bachelor of Arts degree program in criminal justice is designed to prepare students for entry level positions in public and private agencies identified with criminal justice administration. Such agencies apprehend offenders, adjudicate alleged offenses, redirect emergent criminal careers, and promote industrial and commercial security. Such agencies also encourage and emphasize community responsibility for the success of their programs.

The bachelors program in criminal justice provides a basic orientation to the institutions and processes of criminal justice and offers students wide exposure to all of the major disciplines of the criminal justice system. The program promotes general knowledge through core and social science courses. It provides students with the opportunity to pursue interests in the following areas: juvenile justice, police administration, adult corrections, and security.

**Requirements for the Bachelor of Arts degree in Criminal Justice**

*(not necessary to restate college req.)*

1. The requirements of the University as described in the *Undergraduate Education* section of this catalog; 120 credits, including general elective credits, are required for the Bachelor of Arts degree in Criminal Justice. The University's Tier II writing requirement for the Criminal Justice major is met by completing one of the following courses: Criminal Justice 424, 434, 445, 456, 466, or 485. Those courses are referenced in item 3.a.(3) below. [Students must have at least 2.0 in Criminal Justice courses] and at least 2.0 overall to enroll in Tier II writing courses. Students must earn a minimum of 2.0 in Tier II courses to graduate.
2. The requirements of the College of Social Science for the Bachelors of Arts degree.
3. The following requirements for the major:

	CREDITS
a. The following courses in the School of Criminal Justice.....	30
(1) All of the following Prerequisite Courses (12 credits):	
CJ 110 Introduction to Criminal Justice.....	3
CJ 220 Criminology.....	3
CJ 275 Criminal Procedure.....	3
CJ 292 Methods of Criminal Justice Research.....	3
(2) Two or three of the following courses (6 to 9 credits):	
CJ 335 Policing.....	3
CJ 355 Juvenile Justice.....	3
CJ 365 Corrections.....	3

- CJ 385 Private Security..... 3
- (3) Nine to 12 credits from the following courses including 3 credits in Criminal Justice 424, 434, 445, 456, 466, or 485. At least 9 credits must be at the 400-level.
- CJ 210 Introduction to Forensic Science..... 3
- CJ 235 Investigation Procedures..... 3
- CJ 400H Honors Study..... 1 to 3
- CJ 421 Minorities, Crime, and Social Policy..... 3
- CJ 422 Comparative and Historical Criminal Justice..... 3
- CJ 424 Crime, Mass Media, and Society..(U)..... 3
- CJ 425 Women and Criminal Justice..... 3
- CJ 429 <sup>Interdisciplinary</sup> Topics in Cybersecurity..... 3
- CJ 432 Community Policing..... 3
- CJ 433 Law Enforcement Intelligence Operations..... 3
- CJ 434 Police Administration..... 3
- CJ 439 Homeland Security..... 3
- CJ 445 CyberCrime and CyberSecurity..... 3
- CJ 455 Delinquency and Treatment Approaches..... 3
- CJ 456 Criminal Careers and Career Criminals..... 3
- CJ 465 Correctional Programming and Analysis..... 3
- CJ 466 Correctional Organizations and Systems..... 3
- CJ 471 Law of Corrections..... 3
- CJ 474 Law and Criminal Justice Policy..... 3
- CJ 485 Asset Protection Management..... 3
- CJ 490 Independent Study..... 1 to 3
- CJ 491 Topics in Criminal Justice..... 2 to 4

**16. Type(s) of change(s):**

Addition of three new courses, statement of minimal GPA requirement for Tier II writing component, a

**17. Students who will be affected by the proposed changes:**

All students in the criminal justice major. Currently enrolled students will be allowed to complete degree under old requirements

**18. Will the proposed change(s) have a negative impact on students? If so, which ones?:**

**Describe impact and explain what accommodations will be made:**

**19. Reason(s) for change(s):**

Increase flexibility for students

**DEPARTMENT LEVEL APPROVAL STATUS**

Approved by: School of Criminal Justice

6/5/2008 2:19:39 PM by Melissa Burrier for Edmund McGarrell, Director

**COLLEGE LEVEL APPROVAL STATUS**

Approved by: College of Social Science

12/18/2008 3:06:02 PM by Jeanne Kalin for Thomas Summerhill, Acting Associate Dean

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## Speas, Joy

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**From:** Steven Chermak [steven.chermak@gmail.com]  
**Sent:** Thursday, August 06, 2009 11:31 PM  
**To:** Speas, Joy  
**Cc:** Edmund McGarrell; Melissa Christle  
**Subject:** Re: FW: Request for Changes in the BA in Criminal Justice  
**Attachments:** UCAPProgChangeQuestions08-09-1.doc

Dear Ms. Speas,

Our apologies for the delays in getting you the attached information. Please let me know if you have any questions or need any additional information.

Sincerely,

Steve Chermak

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**From:** Speas, Joy [mailto:Jlspeas@msu.edu]  
**Sent:** Tuesday, March 10, 2009 3:24 PM  
**To:** Summerhill, Thomas; Mehretu, Neeshan  
**Subject:** FW: Request for Changes in the BA in Criminal Justice

I don't believe I have had a response back regarding this. At this time, it will not be possible to process the request for governance review this semester.

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**From:** Speas, Joy  
**Sent:** Wednesday, January 14, 2009 8:22 AM  
**To:** 'mcgarrel@msu.edu'  
**Cc:** Kalin, Jeanne; 'Summerhill, Thomas'; Mehretu, Neeshan; 'burrier@msu.edu'; Estry, Doug  
**Subject:** Request for Changes in the BA in Criminal Justice

Dear Professor McGarrell,

I am reviewing the requested changes in the BA in Criminal Justice. Before I can further process the request it will be necessary for you to provide additional information. The request for imposing the grade-point and average requirements for a Tier II writing course will have to be approved by UCAP, which I will coordinate with UCC review. Please see the attached questions which you will need to answer in detail and return to me electronically if possible. Once I receive the information, I will prepare the request for review by UCC and UCAP.

~~~~~  
*Joy L. Speas*

**University Curriculum Administrator  
Michigan State University  
University Curriculum and Catalog  
176 Administration Building  
East Lansing, MI 48824  
Phone: (517) 355-8420  
Fax: (517) 353-1935  
Email: [jlspeas@msu.edu](mailto:jlspeas@msu.edu)  
Web: <http://www.reg.msu.edu/ucc/ucc.asp>**  
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517/355-2192  
517/432-1787 (fax)  
[mccgarrel@msu.edu](mailto:mccgarrel@msu.edu)

--  
Steven Chermak, Ph.D.  
Michigan State University  
School of Criminal Justice  
East Lansing, MI 48824  
517-355-2210  
fax: 517-432-1787



# UCAP: PROGRAMMATIC CHANGE QUESTIONS

## Student Trend Data

Five-year trend data (student enrollment by fiscal year and student awards during the fiscal year) obtained from the "Special Reports and Tools" section of the RO Forms menu (<http://www.reg.msu.edu> – Faculty/Staff Forms) will be provided by the office of the Associate Provost for Undergraduate Education.

## Current Admissions Standards

1. Please provide details of existing admissions requirements for the program (e.g. Grade or Grade Point Average requirements and if so in which course(s), portfolio requirement, audition, essay, etc.). If no current admission requirements exist other than those required by University policy indicate "none". (see <http://www.reg.msu.edu/read/UCC/Updated/undgredadmdegree.pdf>)

Although there are no existing admissions requirements, students must graduate from the CJ program with a 2.0 cumulative in their criminal justice courses.

2. If a minimum GPA is required for admission, or if grades in specific courses are required for admission, please describe the rationale for this requirement. Why were the specific courses chosen, why was the specific GPA chosen? What data (please provide the data) are available to evaluate the efficacy of the current requirement?

If the student achieves the minimum grade(s) or G.P.A., will the student be:

- guaranteed admission.  
 considered for admission.

If the response is "considered for admission", what other variables are taken into consideration, how are they weighted, who decides, and why? (e.g., enrollment limits, available clinic sites, etc.)

N/A.

3. If your program is accredited, do the accreditation standards affect admissions standards? If so, how?

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They do not.

4. How does the department educate prospective students about its requirements and restrictions?
  - A. The School has two full-time advisors available to educate prospective students about its requirements and restrictions.
  - B. The School uses a variety of technological tools (e.g., website, listserve, facebook) to educate students about programmatic changes and opportunities.
  - C. The student handbook includes information about our requirements and restrictions.
  
5. How does the unit currently assist non-qualified students in identifying alternative programs?

The advisors work with students who fall below the required GPA, referring them to the Writing Center on campus, as well as discussing learning strategies in the advising appointments. If the student continues to find the GPA requirement a problem, the advisors will work with them to identify other programs that fit their strengths, interests and skills at the university. Please note that this is currently done with students who cannot meet the 2.0 CJ GPA required for graduation.

**(Please continue with second page.)**

## Impact of Proposed Changes

1. Given that admission standards have the potential to restrict access and limit flexibility, why is this change being proposed, what metrics/data were used to make this decision (please provide the data), and why is it important?

Specific metrics/data were not used to make this decision, although we view the change as potentially improving the quality of our graduates as well as providing assistance to our lowest performing students. First, students will be better prepared for their Tier II writing courses. These courses can thus become a way to refine and further improve student writing skills. Second, the change, we believe, will assist students on academic probation in proper timing and preparation for Tier II (capstone) courses. Students who enroll in their Tier II course with below a 2.0 cumulative GPA and below a 2.0 CJ GPA continue to do poorly in the Tier II course and it only further exaggerates their GPA issues and often makes it more difficult for them to graduate as a result. While we do our best efforts to reach out to our low performing students, they do not take advantage of the resources that exist for them. The change would offer another entry point to assist them along their developmental path.

2. Will this change impact the average time to degree? If so, in what way?

This change has the potential to impact the average time to degree for low-performing students. These students will have to take remedial courses in order to improve their grade point average to enroll in the writing courses they will need to graduate.

3. How many (and which) current students will be affected by this change?

For the past three years, we have had on average less than 6 students fall below the cumulative 2.0 GPA requirement. So, I would say that it would affect on average between 5-10 students yearly which is approximately 2.5% of our senior student population.

4. How will the department notify current students of changes and how will they be accommodated?

Our advisors will identify the students who will most likely be affected by this change, contact them and request a meeting, and then suggest ways for them to improve their performance.

5. How will this change affect access for transfer students and how will this be accommodated?

As GPA is not transferred from prior institutions, this will not affect their admittance to the Criminal Justice program. We will utilize their GPA calculation at MSU.

6. How will the unit educate prospective students and feeder institutions (as appropriate) about the new requirements and assist them with alternatives?

Our advisors will make the students aware of the new requirements and will assist them with alternatives. The change will be noted in the student handbook as well.

7. Please summarize any time constraints on UCAP action on this issue.

None.

**Bachelor of Arts**

**CRIMINAL JUSTICE**

The Bachelor of Arts degree program in criminal justice is designed to prepare students for entry level positions in public and private agencies identified with criminal justice administration. Such agencies apprehend offenders, adjudicate alleged offenses, redirect emergent criminal careers, and promote industrial and commercial security. Such agencies also encourage and emphasize community responsibility for the success of their programs.

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CJ 425 Women and Criminal Justice .....	3
CJ 432 Community Policing .....	3
CJ 433 Law Enforcement Intelligence Operations .....	3
CJ 434 Police Administration (W) .....	3
CJ 445 Cyber-Crime and Cyber-Security (W) .....	3
CJ 455 Delinquency and Treatment Approaches .....	3
CJ 456 Criminal Careers and Career Criminals (W) .....	3
CJ 465 Correctional Programming and Analysis .....	3
CJ 466 Corrections Organizations and Systems (W) .....	3
CJ 471 Law of Corrections .....	3
CJ 474 Law and Criminal Justice Policy .....	4
CJ 485 Asset Protection Management (W) .....	3
CJ 490 Independent Study .....	1 to 3
CJ 491 Topics in Criminal Justice .....	2 to 4

424 Insert ①

424

Insert ②  
 Insert ③  
 Insert ④

Insert ①

Students must have an overall 2.0 grade-point average in order to enroll in a Tier II writing course and must earn at least a 2.0 in the Tier II course in order to graduate.

Insert ②

CJ 424 Crime, Mass Media, and Society (W) 3

Insert ③

CJ 429 Interdisciplinary Topics in Cybersecurity 3

Insert ④

CJ 439 Homeland Security 3

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