

1. Overview

A. Provide a brief description of the new certificate.

The Certificate Program in Correctional Studies educates students about a variety of components that make up the correctional system. It is designed to provide students understanding and knowledge of the history, philosophy, and contemporary practice of both institutional and community corrections. The certificate program emphasizes evidence-based best practices concerning the rehabilitation of correctional clients to reduce recidivism. This certificate program allows students to gain a more in-depth education in corrections and develop knowledge that can lead to increased opportunities in the field.

B. This proposed certificate (check one):

- Is cross disciplinary; or
- Is certified by a professional or accredited organization/governmental agency; or,
- Clearly leads to advanced specialization in a field; or,
- Is granted to a program that does not currently have a major.

C. Why should this be a certificate rather than a concentration or a minor?

As a certificate, students of all majors would be eligible to complete the program. This program was designed to serve the needs not only of our own Criminology and Criminal Justice majors, but also those majoring in related social sciences and human services who are interested in the intersection of their disciplines with criminal justice as it relates to corrections.

D. Affiliation

If the certificate program is affiliated with a degree program, include a brief statement of how it will complement the program. If it is not affiliated with a degree program, incorporate a statement as to how it will provide an opportunity for a student to gain knowledge or skills not already available at ASU.

Although the certificate program would most likely be of interest to students majoring in Criminology and Criminal Justice, the proposed certificate program was intentionally designed so that it would not be formally affiliated with any degree program. Rather, the program is designed to provide students of social sciences and human services with advanced specializing in the area of corrections in an effort to prepare students for employment in either institutional (i.e., jails and prisons) or community corrections (i.e., probation, parole, community treatment centers).

E. Demand

Explain the need for the new certificate (e.g., market demand, interdisciplinary considerations).

In recent years, academics, justice practitioners, politicians, and the general public have paid increased attention to corrections, especially in light of the tremendous growth in the number of people under correctional supervision in the United States in the past 40 years, as well as the astronomical costs associated with the incarceration and community supervision of so many people. Consider, for example that the jail population in the United States changes constantly as some people are released, some are convicted and transferred to prison, and new offenders are arrested and enter the system. The Bureau of Justice Statistics reports that (1) correctional officers in local jails admit and process about 12 million people a year, with about 728,000 offenders in jail at any given time; (2) correctional officers in state and federal prisons watch over the approximately 1.53 million offenders who are incarcerated there at any given time; and (3) community corrections personnel supervise roughly 4.66 million people on probation and parole. The direct costs of correctional spending exceed \$80 billion annually in the United States and, when the monetary values of collateral costs are included (e.g., costs to incarcerated persons, families, children and communities), the aggregate burden of corrections is estimated to be \$1.2 trillion annually—roughly 6% of the country's gross domestic product.

As correctional costs strain budgets, many states have been considering how to reduce reliance on costly institutional correctional services without jeopardizing public safety. Spurred, in large part, by federal court orders, California has led the nation in downsizing its prison population through its public safety realignment efforts. The state has reduced its prison population to its lowest level in more than 20 years, largely by making better use of intermediate sanctions (e.g., electronic monitoring, day reporting centers, community service, and alternative work programs) and social services

programs (e.g., mental health and substance abuse services, cognitive behavioral treatment, and employment and housing programs). Although the recidivism rate has not markedly improved, crime rates have not risen, suggesting that prison populations can be reduced without endangering the public.

Traditionally, a high-school diploma or its equivalent is required by all correctional employers. But the Federal Bureau of Prisons requires entry-level correctional officers to have at least a bachelor’s degree. Some state and local corrections agencies are increasingly requiring college degrees for entry-level positions; graduate degrees are becoming increasingly common among command-level supervisory staff. Employment growth is expected to be faster than the average for all occupations, and job opportunities are expected to be excellent.

Arizona State University, primarily through the School of Criminology and Criminal Justice, has been actively working with the Arizona Department of Corrections (ADC) and other correctional agencies to build partnerships, programs, and research opportunities. As programs like “The Inside-Out Prison Exchange” grow, it is critical that we provide a more well-rounded opportunity for our students to study the entire corrections system. Additionally, the ADC, through its partnership with ASU, has requested some type of corrections concentration that allows students not only to learn more about the field, but also to become better prepared for correctional careers within the ADC upon graduation from ASU. The demand for this certificate comes from students, research requests, and the different agencies, including parole and probation, that would like to see a more in-depth focus on correctional studies. This certificate would also be beneficial for students intending to pursue one of ASU’s master’s programs in criminology and criminal justice, as well as the interdisciplinary graduate-level certificate in Correctional Management that is offered by the College of Public Service and Community Solutions.

F. Projected enrollment

What are enrollment projections for the first three years?

	1st Year	2nd Year (Yr. 1 continuing + new entering)	3rd Year (Yr. 1 & 2 continuing + new entering)
Number of Students (Headcount)	15	40	65

2. Support and Impact

A. Faculty governance

Provide a supporting letter from the chair of the academic unit verifying that the proposed certificate has received faculty approval through appropriate governance procedures in the unit and that the unit has the resources to support the certificate as presented in the proposal, without impacting core program resources.

A letter of support from Dr. Cassia Spohn, Director of the School of Criminology and Criminal Justice, is being submitted with this proposal.

B. Other related programs

Identify other related ASU programs and outline how the new certificate will complement these existing ASU programs. (If applicable, statements of support from potentially-affected academic unit administrators need to be included with this proposal submission.)

This certificate program is designed to complement, but not compete with, the undergraduate degree programs in (1) Criminology and Criminal Justice [College of Public Service and Community Solutions], (2) psychology [especially within the New College of Interdisciplinary Arts and Sciences]; and (3) social work [College of Public Service and Community Solutions]; and (4) related social sciences and human services.

C. Letter(s) of support

Provide a supporting letter from each college/school dean from which individual courses are taken.

A letter of support from Dr. Cassia Spohn, Director of the School of Criminology and Criminal Justice (whose school will offer all of the other courses in the proposed certificate program). Note this is the same letter that documents school support and resources for the creation of the certificate program.

3. Student Learning Outcomes and Assessment Methods**A. Knowledge, competencies, and skills**

List the knowledge, competencies, and skills students should have when they graduate from the proposed degree program. You can find examples of program Learning Outcomes at (<https://uoeee.asu.edu/plan-outcomes>).

1. Analyze the operations of institutional and community corrections.
2. Analyze the evolving work environment of correctional officers within jails and prisons, as well as within probation and parole.
3. Evaluate corrections programming and rehabilitation initiatives and implementation.
4. Evaluate recidivism and reentry initiatives.
5. Apply motivational interviewing and risk assessment techniques to best serve clients of the correctional system.

B. Assessment

Describe the plan and methods to assess whether students have achieved the knowledge, competencies and skills identified in the Learning Outcomes. You can find examples of assessment methods at (<https://uoeee.asu.edu/creating-plan>).

First outcome: Graduates of the certificate program in Correctional Studies will be able to analyze the operations of community and institutional corrections. Measure: 75% of students will earn a grade of “C” or higher in both CRJ 443 (Community Corrections) and CRJ 444 (Institutional Corrections).

Second Outcome: Graduates of the certificate program in Correctional Studies will be able to demonstrate proper use of motivational interviewing techniques and risk assessment instruments with correctional populations. Measure: 75% of students will earn a “C: or higher in CRJ 445 (Tools for Engaging Correctional Populations).

3. Academic Curriculum and Requirements**A. Admissions criteria**

List the admissions criteria for the proposed certificate. If they are identical to the admission criteria for the existing major and degree program under which this certificate will be established, please note that here.

Completion of the following prerequisite course with a grade of "C" or higher (may be taken in-residence at ASU or may be transferred in from other institutions, including community colleges):

1. CRJ 100: Introduction to Criminal Justice (3 credit hours)

B. Program Map

Attach a copy of the “proposed” map for this certificate program. Instructions on how to create a “proposed certificate map” in [BAMM](#) can be found in the [Build a Major Map Training Guide](#).

C. Curricular structure

Provide the curricular structure for this certificate. Be specific in listing required courses and specify the total minimum number of hours required for the certificate.

Required certificate courses to be completed with grades of “C” or higher:

Five core courses in “Correctional Studies” (CRJ 443, 444, and 445 may not be double-counted for major/minor credit):

Prefix	Number	Title	Is this a new course?	Credit Hours
CRJ	100	Introduction to Criminal Justice	No	3
CRJ	240	Introducton to Corrections	No	3
CRJ	443	Community Corrections	No	3
CRJ	444	Institutional Corrections	Yes	3
CRJ	445	Tools for Engaging Correctional Populations	Yes	3
<i>Section sub-total:</i>				15

Elective certificate courses:

Choose at least two from the following elective courses to be completed with grades of “C” or higher (may not be double-counted for credit toward the major or minor in criminology and criminal justice):

Prefix	Number	Title	Is this a new Course?	Credit Hours
CRJ	394	Special Topics (only those relevent to corrections)	No	3
CRJ	406	Sex Crimes	No	3
CRJ	411	Legal Issues in Corrections	Yes	3
CRJ	434	Drugs of Abuse	No	3
CRJ	435	Crime and Forensic Mental Health	No	3
CRJ	484	Internship (only those relevent to corrections)	No	3
CRJ	494	Special Topics (only those relevent to corrections)	No	3
<i>Section sub-total:</i>				6

Other certificate requirements

E.g. – Capstone experience, internship, clinical requirements, field studies, foreign language skills as applicable Credit Hours

N/A

Section sub-total: 0

Total minimum credit hours required for certificate 21

D. Minimum residency requirement

How many hours of the certificate must be ASU credit?
15

E. New Courses

Provide a brief course description for each new course.

CRJ 411 Legal Issues in Corrections (3)

This course explores the constitutional and statutory law concerning prisoners in the United States. Special emphasis is placed on the First, Fourth, Fifth, Sixth, Eighth, and Fourteenth Amendment rights of persons under the jurisdiction of correctional agencies, as well as their rights under relevant statutes and case law, including those affecting habeas corpus right.

CRJ 444 Institutional Corrections (3)

Institutional Corrections will be part of the course offerings for the correctional studies certificate. This course will also expand the number of options a student has in completing coursework pertaining to the field of corrections.

CRJ 445 Tools for Engaging Correctional Populations (3)

This course will provide an overview to risk and needs assessment with correctional populations, with a particular focus on introducing tools to engage with and rehabilitate individuals.

Note: All new required courses should be submitted in Curriculum Changemaker and ready for the University Provost's Office approval before this certificate is put on Curriculum and Academic Programs Committee (CAPC) agenda.

4. Administration and Resources

A. Administration

How will the proposed certificate be administered (including admissions, student advisement, retention, etc.)?

The School of Criminology and Criminal Justice will administer this program. Our professional advising staff will handle student advisement. In addition, our professional advising staff will work with school administration and faculty on recruitment, retention, and developmental advising.

B. Resources

What are the resource implications for the proposed certificate, including any projected budget needs? Will new books, library holdings, equipment, laboratory space and/or personnel be required now or in the future? If multiple units/programs will collaborate in offering this certificate please discuss the resource contribution of each participating program. Letters of support must be included from all academic units that will commit resources to this certificate.

No new resources are anticipated.

C. Primary Faculty

List the primary faculty participants regarding this proposed certificate. For interdisciplinary certificates, please include the relevant names of faculty members from across the University.

Name	Title	Area(s) of Specialization as they relate to proposed certificate
Kevin A. Wright, Ph.D.	Associate Professor, School of Criminology and Criminal Justice	Correctional policy; offender rehabilitation and reentry.
John R. Hepburn, Ph.D.	Professor , School of Criminology and Criminal Justice	Community and institutional corrections; community supervision prison and jail misconduct; organizational climate in the correctional setting.
Henry F. Fradella, J.D., Ph.D.	Professor and Associate Director, School of Criminology and Criminal Justice	Legal issues in criminal justice; crime and forensic mental health; judicial use of forensic psychological evidence.
Tess Neal, Ph.D.	Assistant Professor, School of Social and Behavioral Sciences	Reasoning, inference, and decision making among forensic experts, jurors, and judges; effectiveness and validity of expert testimony; forensic and correctional psychology.

5. Additional Materials

- A. Complete and attach the Appendix document.
- B. Provide one or more model programs of study (if appropriate).
- C. Attach other information that will be useful to the review committees and the Office of the University Provost.

APPENDIX
OPERATIONAL INFORMATION FOR UNDERGRADUATE CERTIFICATES

(This information is used to populate the Degree Search/catalog website.

Please consider the student audience in creating your text.)

A. Proposed Certificate Name: Correctional Studies

B. Marketing Description

Optional. 50 words maximum. The marketing description should not repeat content found in the program description.

This certificate program allows students to gain an in-depth education in the theories, practices, and policies related to institutional and community corrections. Accordingly, students who complete the certificate program develop knowledge that can lead to better employment opportunities in jails, prisons, probation, parole, and reentry services.

C. Description (150 words maximum)

The certificate program in correctional studies educates students about a variety of components that make up the corrections system. It is designed to provide students with understanding and knowledge of the histories, philosophies, and contemporary practices of both institutional and community corrections. The program emphasizes evidence-based best practices concerning the rehabilitation of correctional clients to reduce recidivism.

D. Contact and Support Information

Building Name, code and room number:	UCENT 600
Program office telephone number:	602/496-2356
Program Email Address:	SCCJAdvising@asu.edu
Program Website Address:	https://ccj.asu.edu/

E. Program Requirements:

Remember to attach a copy of the “proposed” map for this certificate program. Instructions on how to create a “proposed certificate map” in [BAMM](#) can be found in the [Build a Major Map Training Guide](#)

F. Enrollment Requirements

If applicable, list any special enrollment requirements applicable to this certificate in addition to the standard text.

Enrollment requirements for all undergraduate certificates include the following text:

Students must complete CRJ 100 Introduction to Criminal Justice (3 credit hours) with a grade of "C" or better (scale is 4.00 = “A”) in order to be admitted to the certificate program. This course may be taken in residence at ASU or may be transferred from other institutions, including community colleges. Because this course is a requirement for the bachelor’s degree program and the minor in criminology and criminal justice, its completion satisfies the requirements of the major or minor and satisfies the prerequisite requirement for admission to the certificate program in correctional studies.

A student pursuing an undergraduate certificate must be enrolled as a degree-seeking student at ASU. Undergraduate certificates are not awarded prior to the award of an undergraduate degree. A student already holding an undergraduate degree may pursue an undergraduate certificate as a nondegree-seeking graduate student.

G. Delivery/Campus Information Delivery: On-campus only (ground courses and/or iCourses)

Note: Once students elect a campus or On-line option, students will not be able to move back and forth between the on-campus and the ASU Online options. Approval from the Office of the Provost and Philip Regier (Executive Vice Provost and Dean) is required to offer programs through ASU Online.

H. Campus/Locations:

Indicate **all** locations where this program will be offered.

Downtown Phoenix Polytechnic Tempe West Other:

ELTHSHF

Required Courses -- 15 credit hours

CRJ 443, 444, and 445 may not be double-counted for major/minor credit.

CRJ 100: Introduction to Criminal Justice (SB) (3)

CRJ 240: Introduction to Corrections (3)

CRJ 443: Community Corrections (3)

CRJ 444: Institutional Corrections (3)

CRJ 445: Tools for Engaging Correctional Populations (3)

Elective Courses -- 6 credit hours

Choose at least two from the following elective courses (may not be double-counted for credit toward the major or minor in criminology and criminal justice):

CRJ 394: Special Topics (3)

Notes: Only approved corrections-related topics

CRJ 406: Sex Crimes (3)

CRJ 411: Legal Issues in Corrections (3)

CRJ 434: Drugs of Abuse (3)

CRJ 435: Crime and Forensic Mental Health (3)

CRJ 484: Internship (3)

CRJ 494: Special Topics (3)

Notes: Only approved corrections-related topics

Special Topics courses (CRJ 394 and CRJ 494) will be designated and approved by departments and schools. Students will need to work with an advisor in order to select appropriate special topics courses that are approved for credit in the correctional studies certificate program.

At least 15 credit hours must be taken in-residence at ASU.

Lower-division courses such as CRJ 100 (Introduction to Criminal Justice) and CRJ 240 (Introduction to Corrections) may be used to satisfy the requirements of any major or a minor at ASU, as well as requirements for the certificate program in correctional studies. No upper-division courses in criminology and criminal justice, however, may be used to satisfy the requirements of the certificate program in correctional studies and either the major or minor in criminology and criminal justice. For example, students majoring or minoring in criminology and criminal justice may not use CRJ 394, CRJ 406, CRJ 411, CRJ 434, CRJ 435, CRJ 443, CRJ 444, CRJ 445, CRJ 484, or CRJ 494 to satisfy the requirements of the certificate in correctional studies and either the major or minor in criminology and criminal justice.

Depending on a student's undergraduate program of study, prerequisite courses may be needed in order to complete the requirements of this certificate.

August 16, 2017

Dear Colleagues:

I write this letter of support to verify that the leadership, faculty, and staff of the School of Criminology and Criminal Justice support the creation of the proposed certificate program in Correctional Studies. I also certify that the School has the resources to support the certificate as presented in the proposal without impacting core program resources. Indeed, the proposed certificate serves one of our core program areas—corrections.

Respectfully submitted,



Cassia C. Spohn, Ph.D.
Foundation Professor and Director