

UNIVERSITY OF ARKANSAS SYSTEM  
CRIMINAL JUSTICE INSTITUTE

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
ARKANSAS STATE UNIVERSITY-NEWPORT  
AND THE  
THE CRIMINAL JUSTICE INSTITUTE  
OF THE  
UNIVERSITY OF ARKANSAS SYSTEM**

Arkansas State University-Newport (ASUN) and Criminal Justice Institute (CJI) of the University of Arkansas System agree to the following Memorandum of Understanding concerning the proposal to offer an Associate of Applied Science Degree in Crime Scene Investigation, a Technical Certificate in Crime Scene Investigation, a Certificate of Proficiency in Crime Scene Investigation, Associate of Applied Science Degree in Law Enforcement Administration, a Technical Certificate in Law Enforcement Administration, and a Certificate of Proficiency in Law Enforcement Administration.

ASUN agrees to grant credit and award certificate and associate degrees for Crime Scene Investigation/Law Enforcement Administration programs in partnership with the Criminal Justice Institute according to the following terms and conditions:

1. Each student must be admitted to ASUN and eligible for enrollment in classes at the Criminal Justice Institute using the standard admissions procedures of each institution. Coursework offered by the Criminal Justice Institute is available only to sworn law enforcement officers and individuals employed full-time by a law enforcement agency in a crime scene capacity.
2. ASUN will conduct registration and book sales for general education courses and financial aid will be administered in accord with federal /state regulations by the institution.
3. All students enrolling in the program will comply with state and ASUN guidelines concerning freshman assessment and course placement in English, Mathematics, and Reading.
4. The general education component of the program provided by ASUN will consist of up to 27 hours of course work.
5. ASUN agrees to transcript the completed courses at the Criminal Justice Institute without a tuition charge to the student. ASUN may charge the normal administrative fees for this service. ASUN will state the fee in all publications concerning this program.

6. The Criminal Justice Institute classes included in these programs are provided at no cost to Arkansas law enforcement personnel.

7. A student must successfully complete a minimum number of general education credit hours for each certificate and the Associate of Applied Science degree at ASUN before credit for any Criminal Justice Institute courses will be placed on the transcript.

8. The hours of instruction provided by the Criminal Justice Institute will be shown on a student transcript as credit hours. (See degree plan outline attached to this document for exact number of hours in each program).

- It will be the responsibility of the student to request credit for Criminal Justice Institute courses and submit the proper documentation prior to or during the student's enrollment at ASUN.
- Students will complete an Intent to Enroll Form at the Criminal Justice Institute and identify the college or university. CJI will maintain files for each student, also containing copies of official CJI transcripts sent to ASUN and other pertinent student-specific information or correspondence. These files will be maintained for a minimum of ten (10) years.
- An official CJI transcript will be sent to ASUN only when the student has successfully completed all of the CJI classes needed for a designated college credit course.
- Transcripts signed by the Director or Assistant Director of the Criminal Justice Institute will be required to indicate that a student has completed the required courses. Student Data Center (SDC) software will be used to manage all student data and prepare all official CJI transcripts. Student information will be maintained for a minimum of ten (10) years.
- ASUN will inform the Criminal Justice Institute when an officer completes a certificate or associate degree program.

9. The process for which college credit is granted is by the mastery of competencies equivalent to a college course. The Criminal Justice Institute experience results in mastery of competencies equivalent to those taught in the designated college course. All coursework from the Criminal Justice Institute will be entered on the ASUN transcript as credit without a grade.

- For each hour of college credit awarded, a minimum of 15 CJI class contact hours is required.
- A course description, a list of course objectives and a detailed course outline will be included in the class file for each class that will be eligible college credit. This information will be included in a CJI class file which will be maintained for a minimum of ten (10) years.
- Only CJI courses taught by lead instructors who have earned at least an Associate's Degree will be included in the certificate and associate degree programs.
- Instructor performance will be monitored by CJI management staff through student instructor evaluations and/or on-site observation.
- CJI's Degree Program Committee (Director, Assistant Director and Program Coordinators/Managers) will be responsible for ensuring instructor performance and determining all classes which may be included as elective hours in a certificate or associate degree plan. Approved courses will be reviewed annually by the CJI Advisory Board.

- Student attendance in CJI classes will be monitored through class sign-in sheets and enrollment verification forms. This documentation will be maintained in the CJI class file for a minimum of ten (10) years.
- Student performance will be evaluated through written and/or practical examinations. A score of 75% or higher must be achieved on performance evaluations for the class hours to be applied toward college credit. Performance documentation of Pass or Fail will be maintained in the CJI class file for a minimum of ten (10) years.

10. Courses offered by the Criminal Justice Institute will apply only toward an Associate of Applied Science degree/technical certificate/certificate of proficiency. Students who complete the AAS degree can apply degree credit toward the Bachelor of Applied Science degree program.

11. ASUN will not make any additions or substitutions of courses in the certificate or degree programs without approval by amendment to this agreement.

12. All publications of both ASUN and Criminal Justice Institute when referring to this degree/certificate program will clearly indicate that both ASUN and the Criminal Justice Institute of the University of Arkansas System offer the certificates and degrees in partnership.

13. ASUN will include the Certificates of Proficiency, Technical Certificate and Associate of Applied Science degrees in Law Enforcement Administration and Crime Scene Investigation in their course catalogue (noting programs are available only to sworn law enforcement officers and individuals employed full-time by a law enforcement agency in a crime scene capacity).

14. The Criminal Justice Institute will assist ASUN in advertising and recruitment activities by:

- Posting all degree plans and a list of hosting institutions on CJI's website ([www.cji.edu](http://www.cji.edu))
- Including degree plans annually in CJI's Schedule of Courses.
- Developing and distributing an informational brochure to officers attending CJI classes.
- Providing presentations at key law enforcement professional meetings.
- Providing presentations to officers graduating from certified law enforcement training academies in the state.

15. ASUN will provide degree advising.

- A contact person at ASUN will be identified. The Criminal Justice Institute will be notified of contact person changes.

16. The Criminal Justice Institute will provide degree advising only in reference to the CJI portion of the degree plans.

- A contact person(s) at the Criminal Justice Institute will be identified. The College or University will be notified of contact person changes.
- The CJI Degree Program Committee will conduct appeals reviews, as necessary, for only courses provided by the CJI.

17. Either ASUN or the Criminal Justice Institute may withdraw from this program by submitting a written notice to the Criminal Justice Institute Director or the Chancellor of ASUN. Once such notice is given, no new students would be admitted to the program but every effort would be made to offer completion of the program to students currently enrolled at the time of cancellation.

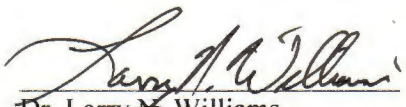
of this agreement. After such notice, either institution may elect not to offer the courses listed in the curriculum.

ASUN and the Criminal Justice Institute of the University of Arkansas System jointly agree to this Memorandum of Understanding. This agreement shall become effective upon execution and following notification to the Arkansas Department of Higher Education Coordinating Board, and will remain in effect until a new agreement is exercised or until terminated in writing by either party. Nothing in this MOU shall be construed to alter the authority of either ASUN or Criminal Justice Institute as provided under law.

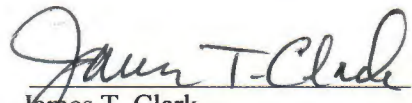
The parties hereto execute this Memorandum of Understanding as follows:

Arkansas State University-Newport

Criminal Justice Institute of the  
University of Arkansas System

  
Dr. Larry M. Williams  
Chancellor

3/23/09  
Date

  
James T. Clark  
Director

3/30/09  
Date