



**UNIVERSITY COLLEGE**  
**218 Brister Hall**  
**Memphis, Tennessee 38152**  
**901-678-2716**  
[www.uc.memphis.edu](http://www.uc.memphis.edu)

**BACHELOR OF PROFESSIONAL STUDIES**  
**Major in Individual Studies with Concentration in**  
**LAW ENFORCEMENT ADMINISTRATION**  
**2006-2007**

Advising guidelines for the Bachelor of Professional Studies (B.P.S.) degree with a concentration in Law Enforcement Administration are designed for experienced law enforcement professionals who wish to further their careers by completing a program of study designed to increase their skills in management, organizational relations, and communication; their knowledge of the contexts within which law enforcement administration fits; their understanding of workplace issues that can affect productivity; and their ability to manage diversity in the workforce. In most cases, candidates for this degree program will be active duty or retired law enforcement officers at the municipal, county, or state levels, though military police and—in certain circumstances—those whose experience is in private security are eligible as well.

***PROGRAM SUMMARY***

General Education	35-41 hours
Law Enforcement Concentration	58 hours
College Requirements	10 hours
General Electives	11-17 hours
Minimum Number of Total Hours Required:	120 credit hours*

\*Students must complete at least 60 hours from a 4 year institution.

\*Students must complete at least 42 hours of upper division credit (3000 – 4000).

\*Students must complete at least 30 of last 60 hours through The University of Memphis.

*The University of Memphis is one of 46 institutions in the Tennessee Board of Regents system, the seventh largest system of higher education in the nation. It is an Equal Opportunity/Affirmative Action university committed to education of a non-racially identified student body.*

# Detailed Program Summary

## I. GENERAL EDUCATION

Students must complete the 35-41 hours of general education requirements as outlined in the attached general education grid. Please refer to the *Undergraduate Bulletin* section on “Graduation from the University” for a list of specific classes that will meet the General Education requirements. <http://academics.memphis.edu/bulletin/>

Students with majors in University College are exempt from the “American Heritage” general education requirements if they completed one year of American History in high school.

## II. COORDINATED STUDY, Law Enforcement Administration Concentration

### A. Organization and Administration (12 hours)

ACCT	2010	Fundamentals of Accounting
JOUR	3400	Introduction to Public Relations
MGMT	3215	Management of Human Resources

Pick one of these:

CJUS 4126	Criminal Justice Administration & Management
MGMT 3110	Organization & Management
METH 4381	Principles of Supervision
PADM 3601	Public Administration

### B. Team Work and Organizational Relations (Choose two, 6 hours)

COMM	3342	Communication and Leadership
COMM	4011	Communication in Organizations
COUN	4621	Human Interactions
COUN	4781	Crisis Intervention
MGMT	4420	Organizational Behavior Business
LEGL	3482	Labor Relations (Prerequisite: Permission of Assistant Dean Paralegal Studies)

### C. Written Communication (Choose one, 3 hours)

ENGL	3601	Technical and Professional Writing
ENGL	3604	Persuasive Writing
MGMT	3510	Business Communication

### D. Decision-Making (6 hours, Choose one from Group 1 and one from Group 2.)

#### Group 1

CJUS	3129	Statistical Methods Criminal Justice
POLS	4101	Political Statistics (same as PADM 4101)
SOCI	3311	Social Statistics

#### Group 2

CJUS	3130	Research Methods in Criminal Justice
SOCI	3322	Methods of Social Research
CJA	3230	Police Organization and Administration (online only)

The course in Group 1 must be successfully completed before taking a class in group 2.

### E. Professional Ethics (3 hours, Choose one)

CJUS	4130	Ethical Dilemmas in Criminal Justice
LEGL	2400	Legal Ethics
PHIL	3511	Ethics
UNIV	3540	Ethics and Professionalism

**F. Urban Issues** (6 hours, Choose two)

ANTH	4411	Urban Anthropology
ANTH	4412	Neighborhood Development and Poverty
GEOG	3451	Introduction to Urban Planning
POLS	4222	Urban Politics
SOCI	3112	Contemporary Social Problems
SOCI	4631	Cities in Change

**G. Public Policy Issues** (6 hours, Choose two)

CJUS	3226	Police in America
POLS	3213	Introduction to the Study of Public Policy
POLS	4221	Urban Administration
SOCI	4842	Sociology of Occupations and Professions
UNIV	3705	Administrative Law

**H. Social Issues:** (3 hours, Choose one)

COMM	4373	Interracial Communications
SOCI	3432	Racial and Ethnic Minorities
SOCI	3432	Sociology of Gender
SOCI	4460	Black and White Women in the South

**I. Behavioral Issues** (3 hours, Choose one)

CJUS	3541	Criminology
PSYC	3102	Abnormal Psychology
PSYC	3106	Social Psychology
PSYC	3507	Alcohol, Drugs and Behavior
SOCI	3701	Individual and Society

**J. LAW ENFORCEMENT SERVICE** (10 hours)

Credit is earned through Experiential Learning or Military Credit.  
Experiential Learning, UNIV 2900, UNIV 3900

Students must apply for Experiential Learning credit by providing portfolio documentation that a student has completed a law enforcement training program certified by the Tennessee Police Officer Standards and Training (P.O.S.T) Commission, or an equivalent program. Please confer with the College Advisor. A fee is charged for the posting of experiential learning credit. For information on how to apply for Experiential Learning and to view a handbook and PowerPoint Presentation: <http://www.uc.memphis.edu/experiential.htm>

### III. College Requirements (10 hours)

#### A. Thematic Studies (6 hours)

Any UNIV 3500-3599 or UNIV 4500-4599

Students complete a total of 6 hours in a University College thematic studies course(s) of their choosing. These courses are designed to broaden a student's knowledge of significant themes in social, political, and religious history. Only specifically designated courses will meet this requirement. For a complete list of courses: <http://www.uc.memphis.edu/thematic.htm>

#### B. Senior Project (4 hours)

UNIV 4990 Project Planning Seminar 1 hour (U of M Jackson Center)

UNIV 4995 Senior Project 3 hours (all sections online)

The Senior Project is a student's culminating experience or capstone designed to synthesize and integrate the content of a student's program of study. The senior project is intended to fuse the two or more academic areas that comprise your coordinated study (major) into an academically-relevant example of scholarship. Students will complete either a thesis, task based or artistic project on a topic of their choice with approval of their Senior Project instructor. Students must select a topic by the end of their Junior year.

UNIV 4990 must be completed before UNIV 4995. The Senior Project is completed during a student's final semester. UNIV 4990 and UNIV 4995 can not be taken during the same semester. For information on the Senior Project and to request a registration permit: [http://www.uc.memphis.edu/Senior\\_Project.htm](http://www.uc.memphis.edu/Senior_Project.htm)

**ALL** Sections of UNIV 4995 are taught online either through the Regents Online Degree Program or U of M Online. Students will be assigned to a section based on the topic they select. RODP sections have an additional fee.

### IV. General Electives (11-17 hours)

Students must take enough electives hours to earn a minimum of 120 semester hours. 60 of these hours must be taken at a 4-year institution and a minimum of 30 of the last 60 hours must be complete at the University of Memphis. A minimum of 42 upper division hours are required.

**University College at  
The University of Memphis**

**GENERAL EDUCATION REQUIREMENTS 2006-2007**

<b>Required Courses</b>	<b>Course</b>	<b>Semester</b>	<b>Grade</b>	<b>Hours</b>
<b>English Composition (6 hours):</b>				
ENGL 1010 (minimum C) (3)				
ENGL 1020 (minimum C) (3)				
<b>Oral Communication and Rhetoric (3 hours):</b>				
COMM 2381 Oral Communication (3)				
<b>Mathematics (3 hours):</b> pick any one of the following MATH 1420, 1830, 1910 or 2000				
<b>Humanities (9 hours):</b>				
1. Literature Course – ENGL 2201 or ENGL 2202 (3)				
2.				
3.				
<b>Social Science (6 hours):</b>				
1.				
2.				
<b>Natural Science (8 hours):</b>				
1.				
2.				
<b>Total General Education Hours Required</b>	<b>35-41*</b>			

Refer to “Graduation from the University, General Education” in the Undergraduate Bulletin for courses which meet the above requirements. <http://academics.memphis.edu/bulletin/>

Consult the UC college advisors or faculty advisors if you have any questions about transfer credit equivalencies.

Needs to take American Heritage Requirement: Yes\_\_\_\_\_ No\_\_\_\_\_

University College students are *exempt* from the American Heritage requirement as long as they have completed one year of American History in high school.

Remedial/developmental courses to complete: Yes\_\_\_\_\_ No\_\_\_\_\_

If yes, list courses here:

High School Deficiencies to complete: Yes\_\_\_\_\_ No \_\_\_\_\_

If yes, list courses here:

**B.P.S. in Law Enforcement Administration  
Academic Advising Summary**

Required Courses	Course	Semester	Grade	Hours
<b>II. Coordinated Study (58 hrs)</b> A minimum grade of "C-" is required in each course and an overall major GPA of 2.25. An overall and U of M GPA of a 2.00 is also required.				
<b>A. Organization and Administration Required Core (12 hrs)</b> Choose one: CJUS 4126, MGMT 3110*, POLS 3601, or METH 4381	<b>ACCT 2010</b>			
	<b>JOUR 3400</b>			
	<b>MGMT 3215*</b>			
<b>B. Team Work &amp; Organizational Relations (6 hrs)</b> Choose two: COMM 3342, COMM 4011, COUN 4621, COUN 4781, MGMT 4420, LEGL 3482				
<b>C. Written Communication (3 hrs)</b> Choose one: ENGL 3601, ENGL 3604, MGMT 3510*				
<b>D. Decision-Making (6 hrs)</b> Choose one from each group: Group 1: CJUS 3129, POLS 4101, SOCI 3311 Group 2: CJUS 3130, SOCI 3322, CJA 3230 Course in group 1 must be completed before course in group 2				
<b>E. Professional Ethics (3 hrs)</b> Choose one: CJUS 4130, LEGL 2400, PHIL 3511, UNIV 3540				
<b>F. Urban Issues (6 hrs)</b> Choose two: ANTH 4411, ANTH 4412, GEOG 3451, POLS 4222, SOCI 3112, SOCI 4631				
<b>G. Public Policy Issues (6 hrs)</b> Choose two: CJUS 3226, POLS 3213, POLS 4221, SOCI 4842, UNIV 3705				
<b>H. Social Issues (3 hrs)</b> Choose one: COMM 4373, SOCI 3422, SOCI 3432, SOCI 4460				
<b>I. Behavioral Issues (3 hrs)</b> Choose one: CJUS 3541, PSYC 3102, PSYC 3106, SOCI 3701, PSYC 3507				
<b>J. Law Enforcement Service: (10)</b> Experiential Learning or Internship				
<b>III. College Requirements</b> <b>A. Thematic Studies (6 hours)</b> Choose two, 3 hour courses or one, 6 hour course from: UNIV 3500-3599 or 4500-4599 or CSED 4205 or CSED 4300 or PHIL 3514				
<b>B. Senior Project</b> <b>UNIV 4990, Project Planning Seminar</b> <b>UNIV 4995, Senior Project</b>	<b>UNIV 4990</b>			
	<b>UNIV 4995</b>			
<b>III. General Electives (11-17)</b>				
<b>Total Hours (120 minimum with at least 42 upper division hours and 60 hours from a 4 year institution)</b>				

\* The Fogelman College of Business and Economics requires students to have Junior standing and a registration permit in order to register for all 3000/4000 level business classes. Students must request a registration permit online at the College of Business webpage, <http://ugad.memphis.edu>

**THE UNIVERSITY OF MEMPHIS**  
**UNIVERSITY COLLEGE**  
**GENERAL REQUIREMENTS FOR GRADUATION, 2006-2007**

- \_\_\_\_\_ Earn a minimum of 120 semester-hours. All students who are following the 2002-2004 catalogs must have a minimum of 124 semester-hours.
- \_\_\_\_\_ Complete all required course work in General Education, Major Concentration, College Requirements and Electives with the minimum required grade. Students must successfully complete courses listed in the coordinated study or interdisciplinary studies major with a C- or better.
- \_\_\_\_\_ Students must have an overall cumulative GPA of at least 2.0 including academic work at other colleges, a minimum University of Memphis GPA of 2.0, and a GPA of at least 2.25 in the major concentration.
- \_\_\_\_\_ At least 30 of the last 60 semester-hours of your degree program must be earned from The University of Memphis.
- \_\_\_\_\_ At least 60 semester-hours of your degree program must be taken at a four-year institution.
- \_\_\_\_\_ At least 42 (45 hours for RODP students) semester-hours of upper-division course work are required.
- \_\_\_\_\_ Apply to graduate one semester before you plan to graduate. See the University College homepage for deadlines and filing instructions. It is the student's responsibility to know and meet all deadlines. <http://www.uc.memphis.edu/graduation.htm>
- \_\_\_\_\_ Students may be randomly selected to take the Senior Test. If you are required to take this exam, you will be contacted. **Note:** RODP students are exempt from this test. Contact your University College advisor or graduation analyst about other possible exemptions.
- \_\_\_\_\_ Complete all other requirements specified in your concentration such as, but not limited to, the posting of experiential learning and transfer credit, completion of internship hours which includes signed evaluation forms and log of hours, and oral presentation of performance-based senior projects.
- \_\_\_\_\_ Students who are hoping to earn credit from an experiential learning portfolio must submit the portfolio as soon as possible after being accepted into University College. The portfolio review process can take up to 6 months. Portfolios must be submitted before a student can receive a permit for UNIV 4990, Project Planning Seminar. Portfolios must be evaluated before a student can receive a permit for UNIV 4995, Senior Project, and before a student can file the intent to graduate. Any required credit must be posted to your University of Memphis transcript before the graduation certification deadline.
- \_\_\_\_\_ All course substitutions must have prior approval from your academic college advisor. [http://www.uc.memphis.edu/pdf/course\\_substitution\\_%20request\\_form.doc](http://www.uc.memphis.edu/pdf/course_substitution_%20request_form.doc)
- \_\_\_\_\_ An incomplete grade "I" must be changed to a final grade by the graduation certification deadline. If this change does not occur, you will be required to re-file your intent to graduate for the next semester.
- \_\_\_\_\_ Students must visit The University of Memphis commencement website at <http://saweb.memphis.edu/commencement/> and complete the required forms for graduation.

**Participating in any commencement ceremony does not equal graduation from The University of Memphis.**

**Degrees are only awarded once all graduation requirements are fulfilled.**

**I understand that it is my (the student's) responsibility to know and meet all graduation requirements and deadlines. Failure to meet any requirement will result in my being disqualified from graduation, and I must re-file my intent to graduate for the next semester. Also, if I decide to postpone my graduation, I must re-file my intent to graduate for the intended semester. <http://www.uc.memphis.edu/graduation.htm>**

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_