MEMORANDUM

Date: October 19, 2022

To: Dr. Marc Miller, Dean, James E. Rogers College of Law
Dr. Jason Kreag, Associate Dean for Academic Affairs, James E. Rogers College of Law
Dr. Keith Swisher, Director, BA in Law and Master of Legal Studies Programs, James E. Rogers College of Law

From: Dr. Greg L. Heileman, Vice Provost, Undergraduate Education

Re: Notification of new Academic Program approval

This memorandum serves as formal notification and official record for approval to create a new undergraduate certificate in Legal Paraprofessional owned by the James E. Rogers College of Law. The first term valid is Spring 2023.

By copy of this memo, I am requesting that appropriate changes be made to systems, records, and publications to reflect the creation of the new undergraduate certificate.

cc: Liesl Folks, Senior Vice President for Academic Affairs and Provost
Greg Heileman, Vice Provost, Undergraduate Education, Academic Administration
Craig Wilson, Vice Provost, Online and Distance Education
Marilyn Taylor, Associate Vice President, Finance and Administration
Amanda Gluski, Assistant Registrar, Office of the Registrar
Cindy Williams, Program Coordinator, Curricular Affairs
Academic Programs & Organizations Notifications Distribution List
The following has been created in UAccess.

Effective Date: 10/20/2022

**Academic Plan Code:** LPCRTU  
**Description:** Legal Paraprofessional  
Academic Career: UGRD (Undergraduate)  
Academic Program: UCERT (Undergraduate Certificate)  
Academic Plan Type: Specialization  
First Term Valid: 2231 (Spring 2023)  
Degree Offered: CERTU (Undergraduate Certificate)  
Req Term Default: Program's Requirement Term  
Transcript Description: Legal Paraprofessional (this is the same for Diplomatic)  
CIP Code: 22.9999 (Legal Professions and Studies,)  
NSC Classification: Certificate - Undergraduate  
Report as NSC Program: not checked  
Program Length Type: blank  
Program Length Value: blank  
SULA Special Program: blank  
Ownership, Academic Organization: 3603 (Law) - Percent Owned: 100.000  
Campus & Locations  
  - Campus: Distance (DIST) – Locations: Chandler (CHANDLER) and Yuma (YUMA)  
  - Campus: University of Arizona-Main (MAIN) – Location: Tucson (TUCSON)  
  - Campus: Arizona Online (ONLN) – Location: Online (ONLN)  
Budget Office Owner: 3603 (Law Instruction) - Percent Owned: 100.000  
Total Units: 24