



## Certificate of Concentration Programs

Certificate of Concentration Programs permit upper-level students to focus their studies within the elective curriculum and earn a Certificate of Concentration along with the Juris Doctor degree.

### A. Definitions

1. **“Candidate”** means a student who has applied to and been accepted into a Certificate of Concentration program.
2. **“Concentration Advisor”** is the faculty member or department head who has been designated to determine whether candidates have met the Certificate of Concentration program requirements.

### B. Enrolling in a Certificate of Concentration Program

1. **Application.** Any student wishing to enroll in a Certificate of Concentration program must apply and be admitted to the program. Links to each program’s application form are available on the program website.
2. **Admission.** The Concentration Advisor for a Certificate of Concentration Program reviews student applications for the Certificate of Concentration and determines which students are to be admitted. If the Certificate of Concentration has more than one Concentration Advisor, admissions decisions may be made jointly or by a single advisor; this decision is made at the Certificate of Concentration level.

### C. Certificate of Concentration Program Requirements

To receive a Certificate of Concentration, a candidate must successfully complete the requirements of the relevant Certificate of Concentration Program.

#### 1. Role of the Concentration Advisor

- a. **Academic and professional advising.** The Concentration Advisors meet with Candidates, at intervals that are determined at the Certificate of Concentration level, for academic and professional advising.
- b. **Administration of curricular requirements.** The Concentration Advisors communicate with the Associate Dean for Academic Affairs, the Academic Standards Committee, and the Office of the Registrar, as noted below, to

discuss Certificate of Concentration waivers, substitutions, and approvals of coursework, and to ensure that Candidates have completed the required coursework for the concentration. In doing so, the Concentration Advisors also supervise and approve each Candidate's fulfillment of the upper-level writing requirement, experiential learning requirement, and any additional administrative, mentoring, or pro bono requirements associated with the Certificate of Concentration.

- c. **Other roles.** Other roles of the Concentration Advisors may be determined at the Certificate of Concentration level. The Concentration Advisors may also involve others (such as an Assistant director or other faculty members) in administering the Certificate of Concentration; recommend involvement with specific professional organizations or on-campus co-curricular or extracurricular opportunities; arrange group meetings, on-campus speakers, or other events; participate in community-building and the raising of awareness both on- and off-campus; and provide or facilitate additional recognition or engagement opportunities for candidates.

## 2. **Courses and Credit Hours.**

- a. **Core Requirements.** Each Certificate of Concentration Program requires the Candidate to complete a set of core courses and to take additional approved courses in that field, for a minimum total of 21 credit hours.
- b. **Substituting Non-Approved Courses for Approved Elective Courses.** Under compelling circumstances, and with the approval of the Concentration Advisor, the Associate Dean for Academic Affairs may approve the substitution of a non-approved course for an approved elective course. Upon the Associate Dean's approval, the Concentration Advisor shall begin the appropriate process to place the substitute course on the list of approved elective courses for the concentration through the Curriculum Committee. If the Curriculum Committee declines to approve the addition, that decision will not affect the Candidate who received approval from the Associate Dean.
- c. **Waivers of Required Courses.** In appropriate circumstances, a Candidate may petition the Academic Standards Committee for a waiver of a required course. Any petition must include the recommendation of the Concentration Advisor. A Candidate who receives a waiver of a required course must still complete the minimum required credit hours.

3. **Experiential Education.** Each Candidate for a Certificate of Concentration must fulfill the upper-level writing requirement by writing on a topic within the area as approved by the Concentration Advisor and must participate in an experiential learning opportunity related to the area (e.g., a skills course or internship) approved by the appropriate Concentration Advisor.

4. **Other Requirements.** Each Candidate must complete additional administrative, pro-bono service, and mentoring requirements established by the appropriate Concentration Advisor.
  
5. **Mandatory Minimum Grades.**
  - a. **Minimum Grades in Designated Courses.** Each program designates specific courses in which candidates must earn a minimum grade. Under compelling circumstances, the Concentration Advisor and the Associate Dean for Academic Affairs may grant a waiver of a minimum grade.
  
  - b. **Cumulative Grade Point Average in the Certificate of Concentration Area.**
    - i. **Minimum Cumulative Grade Point Average in the Certificate of Concentration Area.** If a concentration requires a minimum Grade Point Average, each Candidate must earn that Certificate of Concentration's area cumulative Grade Point Average, applying standard rounding procedures. Under compelling circumstances, the Concentration Advisor and the Associate Dean for Academic Affairs may grant a waiver of a minimum Grade Point Average.
  
    - ii. **Calculating Certificate of Concentration area cumulative Grade Point Average.** When a candidate has completed only the minimum number of courses to fulfill the Certificate of Concentration credit hour requirements, those courses will be used to calculate the Certificate of Concentration area cumulative Grade Point Average. When a candidate has taken more than the minimum number of credit hours to fulfill the concentration requirements, the candidate will work with the Concentration Advisor to determine which courses will be used to calculate the Certificate of Concentration area cumulative Grade Point Average.

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