

RUTGERS

School of Criminal Justice

**UNDERGRADUATE PROGRAM
STUDENT HANDBOOK**

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PURPOSE STATEMENT

This program guide is designed to assist students who are interested in pursuing or who have been admitted to the criminal justice undergraduate program at Rutgers University-Newark. It describes relevant policies, procedures and requirements of the program and of Newark College of Arts and Sciences. It is intended to assist students in successfully completing the undergraduate program. For further information, the student should refer to the School of Criminal Justice Catalog which is available on-line or speak with someone in the Office of Academic Programs & Student Services.

The Effective Date of this Version Is Fall 2018

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Revised 10/01/19 by APSS:lt

MESSAGE FROM THE DEAN

Welcome to the School of Criminal Justice at Rutgers University – Newark

Do you want to be a part of a transformational experience?

I often wonder what would draw a student to come to Rutgers University-Newark's School of Criminal Justice. Why would a student choose to come here and not go somewhere else? Is it the program, is it the reputation, is it the potential job opportunities that could result from the degree, or is it just because it's close and more affordable than other options? All of that is to say, is it about what the School can give to a prospective student? We can offer all of that to you, but I want to challenge you to think differently about the "why."

We live in a contentious time; a time of many divisions. As a culture, the income gap continues to widen as do the gaps in opportunities. We are polarized by politics, gender, race and privilege. At this time, millions of people are under correctional supervision, many more have encounters with law enforcement, many are disenfranchised and denied their ability to participate in the political process. Gun violence is tearing families and communities apart, and ideologically based hatred and terrorism seem to be everywhere.

So, I ask you to consider not what the School of Criminal Justice can give you, but how you want to engage with this contentious world. How do you envision a better and more just world? And most importantly, what are you going to do about it?

How will you make the most of your learning opportunities?

This city, this university and this School are all committed to improving the lives of people around us. The School of Criminal Justice will give you the intellectual base and the concrete opportunities to engage deeply in some of the most pressing challenges facing our communities today. Twenty years ago, I came here as a faculty member because of the job. I stayed because of the community. We believe in this place. We believe that all of us together can make positive change happen. We need you, the next generation of scholars, leaders and advocates, to work with us.

Please know that the community of the School is here for you. Regardless of whether this is your first foray into higher ed as a first-year student, or you are focused on moving your career forward in the Master's program or you are fascinated by the challenges of criminal justice issues and want to pursue a Ph.D. degree, the faculty and staff will support you from Day 1 through graduation and beyond.

This is your education. As you consider your options, I encourage you to imagine yourself ten years from now. What do you want to be doing? If you keep that in mind, you will find the opportunities in courses and classrooms, co-curricular activities and internships and research. Go get it.

Now it's up to you. Will you join us in this great adventure?

Bonita M. Veysey, Ph.D.
Dean and Professor

MISSION STATEMENT

“To produce leading edge, high quality scholarship; to engage with stakeholder communities to enhance justice, equity and public safety; and to educate the next generation of leaders in practice, policy and scholarship”

The School of Criminal Justice at Rutgers University-Newark was founded in 1974 by an act of the New Jersey Legislature—the only school in America with this kind of legal charter. Its purposes have always been to (1) produce scholarship of the highest quality on crime and justice (2) provide state and local justice agencies with crucial evidence and consultation about the policy and practice of criminal justice, and (3) produce graduates who take their places as productive and respected scholars in the field.

We are, students and faculty alike, scholars who are driven by a passionate concern about problems of crime, public security, and social justice. Our specific interests are as diverse as our backgrounds, our training, and the local environment within which we work. We bring a wide array of rigorous methods and sharply honed theoretical perspectives to tackle important problems that affect peoples' lives. This leads us to a deep engagement with people, policy-making, citizens, and professional and lay groups, both here and abroad. Our signal aim is to have impact: we want to change the way people think about crime and justice as well as the way we do the work of justice. Our job is to be at the leading edge of thought about and intervention in the justice world.

ADMINISTRATION & FACULTY

Office of the Dean

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John Vega Business

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Don M. Gottfredson Criminal Justice Library

P: (973) 353-3118

Core Faculty

See <https://rscj.newark.rutgers.edu/people> for the most up-to-date list of faculty and their respective areas of specialization

ADMISSION

Application for admissions to the undergraduate program must be completed online. Detailed requirements and procedures for applying are available on the Admissions website:

<http://admissions.newark.rutgers.edu/>.

Requirements for Admission: Freshman applicants

Freshman applicants are defined as individuals who have NOT yet attended another accredited college or university after completing high school or have attended another accredited college or university but have earned fewer than 12 credits.

Note: Students will need to take a placement test for English and/or Math.

The Application Requirements

(<http://admissions.newark.rutgers.edu/how-apply-freshman#appreq>)

- High School Record
- SAT Scores
- Personal Essay
- Application Fee (\$65)

Admission decisions are primarily based on academic potential as demonstrated by the following:

- Grade-point average
- Rank in class
- SAT or ACT scores

Additional considerations include the strength of the applicant's academic program, as evidenced by academic honors and advanced placement courses completed; extracurricular activities and demonstrated leadership; and community service and paid employment. Applications or credentials received after the deadline will be reviewed on a space-available basis.

Requirements for Admission: Transfer applicants

Transfer applicants are defined as having completed 12 or more college credits at an accredited postsecondary institution.

Note: Students may need to take a placement test for English and/or Math.

The Application Requirements

(<http://admissions.newark.rutgers.edu/how-apply-transfer-students#appreq>)

High School Record
College Transcripts
SAT Scores (if applicant has graduated from high school and completed less than 12 college credits)
Personal Essay
Transfer Credit Evaluation
Application Fee (\$65)

Most credit evaluations are completed within 30 days of admission. In general, credit is granted for courses taken at regionally accredited colleges and universities, if they are the equivalent of courses offered by Rutgers University and a grade of "C" or better has been earned.

Individual courses are evaluated by the faculty (in the case of direct course equivalency) and the applicable school or college (where a direct departmental equivalent does not exist) before credit is granted.

Students may find it helpful to review Rutgers University-Newark course content information, located in our [catalogs](#) and on [NJ Transfer](#) web site (for New Jersey community college students).

Applications or credentials received after the deadline will be reviewed on a space-available basis.

Application Deadlines

Semester of Admission	Applicant Type	Application Due Date	University Admissions Decision	Candidate's Acceptance Deadline
Spring Admission	All (first -year and transfer)	October 1	December 1	December 15
Fall Admission	First-Year, Early Action	November 1	January 31	May 1
	First-Year, Regular Action	December 1	February 28	May 1
	All Transfers	February 1	April 15	May 1

*Dates are subject to change.

Requirements for Admission: School-to-School Transfers

Undergraduate students currently enrolled working toward a degree who wish to apply for admission to another school within the university should submit the online school-to-school transfer application on the following website:

<https://www.ugadmissions.rutgers.edu/schooltoschool/default.aspx>

Requirements for Admission

Students must meet the following criteria for admission to the School of Criminal Justice.

Credits. Students must have completed a minimum of 12 credits as a matriculating student within the Rutgers University system at the time of application.

Grade Point Average. Students must have earned a minimum cumulative grade point average of 2.10 within the Rutgers University system.

Coursework. Student must have completed English Composition I (21/62:355:101) and English Composition II (21/62:355:102) or the course equivalent with a grade "C" or better. Student must also have completed the Math Proficiency course (21/62:640:106/107/108/109), CAS (College Algebra Stream) or course equivalent with a grade "C" or better.

School-to-School Application Deadlines

Semester of Admission	Applications Open	Applications Close	School Admission Notification
Fall Admission	February 1	June 1	June 30
Spring Admission	September 15	December 1	January 8

*Dates are subject to change.

The School of Criminal Justice reserves the right to deny admission to applicants it deems unqualified.

Re-Enrollment

Requirements for Admission

Undergraduate students who were previously working toward a degree and wish to return to Rutgers University School of Criminal Justice should submit the online re-enrollment application on the following website <https://www.ugadmissions.rutgers.edu/reenrollment/>

This includes students who:

- Wish to return to their previous school at Rutgers University;
- Wish to return through another school at Rutgers University;
- Have obtained a degree and wish to return for a second degree; or
- Were previously matriculated at Rutgers and now wish to take courses on a non-matriculating basis.

Re-Enrollment Application Deadline

Semester of Admission	Applications Open	Applications Close	School Admission Notification
Fall Admission	February 1	August 1	August 19
Spring Admission	September 15	December 1	January 8

*Dates are subject to change.

ORIENTATION

Admitted students will be contacted by the Office of Student Life & Leadership with details pertaining to Orientation.

ACADEMIC OVERVIEW

The Bachelor of Science in Criminal Justice Program Overview

Today's society has a need for professionals who can respond effectively to issues of crime and justice. Our intent is to provide our students with a challenging and exciting course of study that will help our graduates become the best in their fields.

Graduates of the Bachelors of Science in Criminal Justice program will have an understanding of the causes, and contexts of crime, and the interrelated challenges faced and caused by criminal justice systems. In a rich multidisciplinary social sciences framework, students will acquire and learn to apply their knowledge to deal with 'real world' issues in preparation for: (1) employment in government and community-based organizations that deal with issues of crime and justice and/or (2) graduate studies in a criminal justice or criminal justice-related field.

Learning Goals

At this time, there is a high demand for professionals who can respond effectively to issues of crime and justice. Our intent is to provide our students with a challenging and exciting course of study that will help our graduates become the best in their fields.

Graduates of the Bachelors of Science in Criminal Justice program will have an understanding of the causes, and contexts of crime, and the interrelated challenges faced and caused by criminal justice systems. In a rich multidisciplinary social sciences framework, students will acquire and learn to apply their knowledge to deal with 'real world' issues in preparation for: (1) employment in government and community-based organizations that deal with issues of crime and justice and/or (2) graduate studies in a criminal justice or criminal justice-related field.

To be successful in these pursuits, we expect students to remain current and to become innovative thinkers and skilled professionals in our field by developing five main competencies, including: (1) substantive knowledge, (2) critical thinking, (3) effective communication, (4) research skills, and (5) cultural literacy.

Substantive Knowledge. Students will develop a broad-based understanding of theory and empirical evidence related to crime, crime prevention and social justice as well as knowledge of the agencies and organizations that deal with issues of crime and justice. Students will become familiar with current policies and practices related to the most pressing issues impacting individuals, families and communities affected by crime.

Critical Thinking. Critical consideration of a large and diverse body of knowledge, and the ability to gather relevant new information, and weigh alternative explanations is an essential ability for students who wish to make informed judgments and make significant contributions to solutions to today's most pressing justice-related issues.

Effective Communication. Students will learn to write for both professional and academic audiences, understanding how to craft effective literature reviews, research summaries, and policy briefs. Students will develop public speaking skills in order to become comfortable presenting their work in public forums. They will also learn to work in a team environment with classmates, as well as organizations external to the school to develop effective cooperative communications skills essential to success in almost every organization.

Research Skills. Students will develop facility with methodological and analytic techniques, both quantitative and qualitative, to systematically study problems of crime and justice. Students will be competent consumers of research and also be able to design and conduct basic empirical research studies.

Cultural Literacy. Students will develop an understanding of, be able to communicate with, and effectively interact with people across cultures. They will be able to incorporate cultural dynamics in their thinking about solutions to crime, crime prevention, and social justice issues.

General Requirements

Criminal Justice Major Requirements

The undergraduate program in criminal justice requires students to complete a minimum of 42 credits towards the degree.

Undergraduate students take five required courses (15 credits). In addition to the required courses, students must complete nine elective courses (27 credits), for a total of 42 credits of coursework toward the degree. A minimum of four courses (12 credits) must be taken within 300-400 level.

Required Courses (15 Credits)	Credits
47:202:102 Criminology	3
47:202:103 Intro to Criminal Justice	3
47:202:301 Criminal Justice Research Methods (formerly 4cr.)	3
47:202:302 Data Analysis (formerly 4cr.)	3
One criminal justice writing intensive course (47:202:342Q, 47:202:343Q, 47:202:344Q, or 47:202:499Q)	3

Elective Courses (27 Credits)	Credits
Nine elective courses	27

Core Requirements

The best preparation for the demands of a diverse and global society is a comprehensive, wide-ranging background in the liberal arts and sciences, combined with in-depth knowledge of more than one field of study. To that end, the Faculty of Arts and Sciences at Rutgers Newark, with the cooperation of faculty from all of the campus' other schools, has redesigned the general education requirements for the campus to prepare students to successfully pursue a wide range of professional activities as well as to pursue graduate training. The [Core Curriculum](#) is organized around a set of concrete [learning objectives](#) that encompass the skills most needed for active citizenship and most valued by employers, such as the ability to think critically and creatively, to reason quantitatively, and to communicate effectively. Each Core Curriculum course is designed to ensure that students are conversant with the basic modes of inquiry specific to each of the core disciplinary foci of a liberal education. Through the Core Curriculum, students will emerge from their Rutgers Newark education with the ability to apply their knowledge to the major questions of the 21st century.

The seven general education categories are:

Core Requirements	Credits
Basic Writing	6
Quantitative Reasoning	3
Natural Sciences	8
Social Science	6
History & Literature	9
Arts & Media	3
Other Liberal Art	3
Total	38

Courses in each of these areas must be chosen from a list of approved courses.

Students admitted prior to fall 2018 under an older curriculum should contact the Office of Academic Programs & Student Services within the School of Criminal Justice regarding the change in credits for 47:202:301 Criminal Justice Research Methods and 47:202:302 Data Analysis.

Second Concentration

A central feature of the [Core Curriculum](#) is the [second concentration](#). The second concentration ensures that students develop substantial expertise in two areas of study, at least one of which will be in the liberal arts and sciences. The second concentration can be fulfilled through participation in the [Honors College](#), completion of the [Urban Teacher Education Program](#), declaration of a second major, or completion of a combined baccalaureate-master's degree curriculum.

Many students, however, will complete this requirement through the declaration of a [disciplinary or interdisciplinary minor](#). Academic program minors range from 18 to 24 credits. Because students themselves select their second area of academic focus, they are encouraged to take control over and responsibility for charting an intellectual course that is personally meaningful and optimally suited for the achievement of their scholarly and professional goals.

A TYPICAL FOUR-YEAR COURSE SCHEDULE FOR A CRIMINAL JUSTICE MAJOR

FIRST YEAR

Course	Core	Major	Minor	Elective	# of credits
Basic Writing Skills 101	✓				3
Quantitative Reasoning	✓				3
Intro to Criminal Justice		✓			3
Criminology		✓			3
Total Semester Credits					12

Course	Core	Major	Minor	Elective	# of credits
Basic Writing Skills 102	✓				3
Art Media	✓				3
Social Science	✓				3
Criminal Justice Elective		✓			3
Elective				✓	3
Total Semester Credits					15

SECOND YEAR

Course	Core	Major	Minor	Elective	# of credits
History	✓				3
Natural Science	✓				4
Literature	✓				3
Criminal Justice Elective		✓			3
Second Concentration			✓		3
Total Semester Credits					16

Course	Core	Major	Minor	Elective	# of credits
History	✓				3
Natural Science	✓				4
Social Science	✓				3
Criminal Justice Elective		✓			3
Second Concentration			✓		3
Total Semester Credits					16

THIRD YEAR

Course	Core	Major	Minor	Elective	# of credits
Other Liberal Art	✓				3
CJ Research Methods		✓			3
Criminal Justice Elective		✓			3
Criminal Justice Elective		✓			3
Second Concentration			✓		3
Elective				✓	1
Total Semester Credits					16

Course	Core	Major	Minor	Elective	# of credits
History or Literature	✓				3
Data Analysis		✓			3
Criminal Justice Elective		✓			3
Second Concentration			✓		3
Elective				✓	3
Total Semester Credits					15

FOURTH YEAR

Course	Core	Major	Minor	Elective	# of credits
CJ writing intensive		✓			3
Criminal Justice Elective		✓			3
Elective				✓	3
Elective				✓	3
Second Concentration			✓		3
Total Semester Credits					15

Course	Core	Major	Minor	Elective	# of credits
Other writing intensive				✓	3
Criminal Justice Elective		✓			3
Elective				✓	3
Elective				✓	3
Second Concentration			✓		3
Total Semester Credits					15

A TYPICAL TWO-YEAR COURSE SCHEDULE FOR A CRIMINAL JUSTICE MAJOR

FIRST YEAR

Course	Core	Major	Minor	Elective	# of credits
CJ Research Methods		✓			3
Criminal Justice Elective		✓			3
Criminal Justice Elective		✓			3
Criminal Justice Elective		✓			3
Elective				✓	3
Total Semester Credits					15

Course	Core	Major	Minor	Elective	# of credits
Data Analysis		✓			3
Criminal Justice Elective		✓			3
Criminal Justice Elective		✓			3
Second Concentration			✓		3
Second Concentration			✓		3
Total Semester Credits					15

SECOND YEAR

Course	Core	Major	Minor	Elective	# of credits
CJ writing intensive		✓			3
Criminal Justice Elective		✓			3
Criminal Justice Elective		✓			3
Second Concentration			✓		3
Second Concentration			✓		3
Total Semester Credits					15

Course	Core	Major	Minor	Elective	# of credits
Other writing intensive				✓	3
Criminal Justice Elective		✓			3
Elective				✓	3
Second Concentration			✓		3
Second Concentration			✓		3
Total Semester Credits					15

A TYPICAL TWO-YEAR COURSE SCHEDULE FOR A CRIMINAL JUSTICE MAJOR

(Hudson County College and Union County Community College graduates only)

FIRST YEAR

Course	Core	Major	Minor	Elective	# of credits
Criminology		✓			3
CJ Research Methods		✓			3
Criminal Justice Elective		✓			3
Elective				✓	3
Second Concentration			✓		3
Total Semester Credits					15

Course	Core	Major	Minor	Elective	# of credits
Data Analysis		✓			3
Criminal Justice Elective		✓			3
Criminal Justice Elective		✓			3
Elective				✓	3
Second Concentration			✓		3
Total Semester Credits					15

SECOND YEAR

Course	Core	Major	Minor	Elective	# of credits
CJ writing intensive		✓			3
Criminal Justice Elective		✓			3
Criminal Justice Elective		✓			3
Second Concentration			✓		3
Second Concentration			✓		3
Total Semester Credits					15

Course	Core	Major	Minor	Elective	# of credits
Other writing intensive				✓	3
Criminal Justice Elective		✓			3
Elective				✓	3
Second Concentration			✓		3
Second Concentration			✓		3
Total Semester Credits					15

Notes:

- Students from Union & Hudson County Community College must take Criminology (47:202:102)
- Based on max 65 TR Credits + 56 RU-Newark Credits = 121
- Student must complete 2nd concentration (min. of 18 credits)

- To reduce course load during fall or spring a student can take courses during the summer and/or winter session. A student must carry a minimum of 12 credits to be considered full-time.
- Students have the option to complete the 2nd Writing Intensive Requirement by taking a course in criminal justice or one that is offered within another area of study/discipline/subject.

Accelerated Master's Program (Joint B.A. or B.S./M.A.)

The Accelerated Master's Program is for highly motivated and qualified students who have determined early in their postsecondary education that they wish to pursue graduate studies or a career in criminal justice. This five-year program makes it possible to earn a baccalaureate degree and a master's degree from the School of Criminal Justice. There are several requirements before one can be considered for admission into this program:

- (1) Successful completion of ninety-six (96) undergraduate credits in liberal arts subjects;
- (2) Satisfactory completion of the core requirements;
- (3) Completion of criminal justice major requirements;
- (4) A cumulative grade point average of 3.2 or better; and
- (5) A Graduate Record Examination test score (taken in the junior year) acceptable to the School of Criminal Justice.

Careful planning is necessary to complete the undergraduate requirements within 96 credits. Students interested in this program should contact the Office of Academic and Student Services and the Assistant Dean in their first year; an official declaration of intent must be filed during the sophomore year. Application for early admission to the School of Criminal Justice is then made at the beginning of the second term of the junior year. Additional information is available within the School of Criminal Justice.

This program is highly competitive. Meeting the minimum requirements listed above does not guarantee admission into this program. In all cases, the School of Criminal Justice reserves the right to deny admission to applicants it deems unqualified. Students accepted by the School of Criminal Justice receive a B.S. degree from The School of Criminal Justice upon satisfactory completion of a maximum of 24 credits in the graduate program. Upon satisfactory completion of the remaining requirements of the School of Criminal Justice, a Master of Arts degree is awarded. Once students are admitted to the School of Criminal Justice, they are bound by the academic regulations and degree requirements of that school.

Transfer Credits

Students completing coursework at a regionally accredited 2-year or 4-year university may request to transfer up to 20 credit hours toward the criminal justice major. Please note this excludes transfer credits for study completed at law enforcement and corrections training academies or similar vocational training institutions. This is the case even if credit for training academy courses has been granted by another college or university, it will not be accepted.

Credit for required criminal justice courses. Students sometimes incorrectly assume that they do not need to take a required course if they have completed a similar course at another institution. Under certain circumstances, it is possible to obtain transfer credit for required courses, but this must be approved by the Assistant Dean of Undergraduate Programs for the School of Criminal Justice. Requests for transfer credit for required courses must be accompanied by documentation of course content, such as a course syllabus and a detailed course description.

Credit for criminal justice electives. Criminal justice courses completed at other institutions may also be accepted as substitutes for electives in the criminal justice major if approved by the school.

Cross-Registration

Students must complete all core, major and minor requirements at the Newark Campus. Courses taken on the New Brunswick or Camden campus (on-line or in-person) can only be used to satisfy free elective credits. Please speak with the academic advisor or Assistant Dean before registering for courses offered outside of Rutgers – Newark.

The following school codes identify the university's campuses and programs:

Newark School Codes:

- 21 – Newark College of Arts & Science
- 29 – Rutgers Business School
- 40 – Public Affairs & Administration
- 47 - School of Criminal Justice

Campus Codes:

- 21/29/40/47 - Newark
- 01 - New Brunswick
- 50 – Camden

INTERNSHIPS

General. The School of Criminal Justice offers academic credit for approved internships. Internships offer undergraduate students the opportunity to gain pre-professional experience in criminal justice. Credit for approved internships will be granted through the course numbered 202:499.

Academic credit. In general, three hours of academic credit may be earned for each 150 hours of internship experience, with a maximum of six hours total internship credit. Additionally, three of the six credits may be used to satisfy a criminal justice writing intensive requirement within the major. Academic credit is awarded as a letter grade (A-F). Note, academic credit can only be earned during the fall and spring. Students who wish to receive academic credit cannot participate in paid internships.

Eligibility. Juniors or seniors (64+ credit hours) with a minimum grade point average of 3.3 are eligible to take the internship course.

Approval. Students must seek approval from the Internship Director, Dr. Elizabeth Griffiths in order to register for the course. A special permission number must be used. Please contact Dr. Griffiths (eg345@scj.rutgers.edu) for course requirements and permission.

Application procedures. Prospective student interns and internship sponsors complete an internship contract.

The first part of the contract is completed by supervisors, describing: (1) the nature and extent of internship responsibilities; (2) dates and hours during which work is to be performed; (3) what specific results are expected of the intern; (4) professional and other skills the intern is expected to develop; (5) what professional contacts will be available to the intern; and (6) what resources the intern will be able to use.

The second portion of the contract is completed by the student, describing: (1) what the intern expects to learn from the experience; (2) how this experience will relate to academic study in criminal justice; (3) how the internship will relate to career plans; (4) resources the intern expects to use in completing internship and academic responsibilities; and (5) specific written reports (term paper, case study, journal, or similar) the intern will produce.

Completed contracts must be signed by both the student and internship supervisor and submitted to the School of Criminal Justice Internship Coordinator who must approve the contract before the student will be permitted to register for the criminal justice course numbered 47:202:499 for credit.

Completed contracts must be submitted for the School of Criminal Justice's Internship Director for approval no later than Friday of the first week of classes for the Fall and Spring semesters. Internship opportunities are not offered during the summer or winter for credit hours.

Work plan. Within two weeks after beginning an internship, students must submit a work plan to the Internship Director at School of Criminal Justice. The plan should describe specific tasks the intern will be performing throughout the semester. The work plan must be approved before academic credit can be awarded.

Internship assessment. The quality of internships--both the degree of professional experience gained by students, and the quality of work they perform--will be assessed at the mid-point and end of each semester. Interns will complete rating forms that document their experience (Midterm and Final Internship Rating). Internship supervisors will complete forms that rate intern performance (Midterm and Final Supervisor Evaluation).

These forms serve two purposes. First, supervisor ratings of interns are considered in deciding whether intern performance warrants a satisfactory grade. Second, intern ratings will guide decisions of whether to approve future internship applications with the sponsoring agency.

Interns must submit written products as specified in the internship contract before the end of the semester in which they are enrolled. At the discretion of the Internship Director an earlier date may be specified. Failure to submit Internship Ratings, Supervisor Evaluations, or specific written products when due will be cause for receiving a failing grade. Note, in order to pass the course a letter grade of "C" or better is required.

Restrictions. Internships are intended to integrate pre-professional and academic experience. Because of this, credit may not be awarded retrospectively. That is, students may not apply for internship credit for work performed at some previous time. For example, a student may not request credit during the Fall semester for an internship completed over the previous summer. Similarly, students may not receive internship credit for normal duties performed through pre-existing employment. Internships also cannot be paid.

Internship planning. Students seeking internships may consult with the Career Development Center also known as the CDC located in Hill Hall 309/311 or SCJ. The Internship Director at the School of Criminal Justice often receives information about internships in local, state, and federal justice agencies. Also, students sometimes learn of internship opportunities themselves.

Arranging an internship does require careful planning and work beyond the normal classroom experience. Please visit the School of Criminal Justice to obtain forms and additional information. Note, some internships may require a background check, so please plan accordingly.

INDEPENDENT STUDY

An independent study is an opportunity for a student to work closely with a criminal justice faculty member on independent research or a special project. Students arrange independent study through contact with an individual faculty member who has interests or expertise that match those of the student. Substantial initiative and preparation are normally required, and these are the responsibility of students who wish to arrange for independent study. Most independent study courses also require major term papers or other written products from

students. These are arranged on an individual basis with supervising faculty.

In most cases, independent study is arranged to provide instruction in areas not offered through regular courses. Proposed independent study arrangements that duplicate or closely follow scheduled courses will not be approved.

To be considered for independent study, a student must have a minimum cumulative grade point average of 3.0 or better. In addition, the student must complete an "Application for Supervised Academic Work" (available from the School of Criminal Justice Office in the Office of Academic Programs and Student Services) providing a detailed description of the research or project he or she wishes to undertake. Both should be submitted to an academic advisor before the beginning of the semester in which the student wishes to take the independent study. The Associate Dean and/or academic advisor must approve the application. Students whose applications are not accepted will be informed prior to the start of the semester.

Office of Academic Programs and Student Services (APSS)

General Overview

The Office of Academic and Student Services (APSS) is a vital link for all students enrolled in the School of Criminal Justice. The professional staff is dedicated to supporting and advising all School of Criminal Justice students. Meeting regularly with an academic advisor in APSS is an essential component of a student's collegiate career to ensure a timely and successful degree completion.

Academic Advisement

The Office of Academic Programs and Student Services (APSS) is the primary academic services office for students enrolled in the School of Criminal Justice. The essential function of APSS is to assist students with achieving their academic goals through academic advisement, transfer credit evaluations, graduation certification and referral to appropriate resources when necessary.

Meeting regularly with an academic advisor in APSS is an essential component of a student's collegiate career to ensure a timely and successful degree completion.

It is our expectation that all criminal justice students will

- Seek advisement regularly by scheduling appointments to develop, discuss, assess, and revise short and long term academic and career goals.
- Arrive prepared for advisement appointments.
- Use academic tools, programs, and campus resources such as Degree Navigator, Course

Schedule Planner, RUN 4 Success, the University academic calendar, professors' office hours, workshops and tutoring.

- Become knowledgeable of programs, policies, and procedures by familiarizing yourself with the college catalog, University websites and through academic advisement.
- Adhere to University policies and deadlines.

Registration

We strongly encourage all students to meet with an academic advisor prior to registration every semester. Your advisement session will ensure that you are progressing towards graduation by selecting courses to complete the minimum 120 credits required, general education /core requirements, course work for your major(s)/minor(s) and prerequisites.

Students on academic probation (cumulative grade point average under 2.0) and a newly enrolled first year student (freshman) MUST see an advisor in SCJ at the Center for Law and Justice (CLJ) . WEBREG will not be available to students. Additionally, students with second majors and/or minors outside of CJ should contact the appropriate academic department(s) for advisement in completing the requirements of their alternate major(s)/minor(s).

Additional instructions may be found on the Registrar's website. This information is updated every semester prior to registration. <https://registrar.newark.rutgers.edu/>

First-Year Admitted Students

Students admitted as first-years during the fall semester will need to sign up for placement test and registration date at the point of admission. Students will be required to attend a group advisement session in order to register on-line for spring. Attendance is MANDATORY. Students will be notified via e-mail with registration date(s).

Transfer Students

Transfers students admitted for fall or spring will be assigned a placement test and/or registration date at the point of admission.

Advising Tool: Degree Navigator

Degree Navigator is an advising tool designed to help students make informed decisions regarding their academic progress; however, students are strongly encouraged to meet with an advisor to obtain further clarification of their degree requirements. Your Degree Navigator report will help you to forecast degree completion and is intended for planning purposes only. The Degree Navigator report is not an official transcript of your academic record, nor does it constitute a contract between you and Rutgers, The State University of New Jersey. Verification of college and degree requirements may only be certified by an academic advisor.

<http://nbdn.rutgers.edu/>GRADUATION AND COMMENCEMENT

It is the responsibility of the student to complete all requirements for graduation by the scheduled dates. Degrees are conferred by the University, and diplomas awarded once a year at the annual spring commencement.

Requirements

In order to graduate from the School of Criminal Justice with a baccalaureate degree all students must complete the following four requirements:

1. Successful completion of the core curriculum, including two writing intensive courses. Students must earn a “C” or better in English Composition 355:101 & 102, Quantitative Reasoning 640:CAS, both Writing Intensive courses, and any courses used towards the major or minor;
2. Satisfactory completion of the requirements of the criminal justice major;
3. Satisfactory completion of a second concentration. This concentration can be met through completion of any of the following:
 - A minor in liberal arts (NCAS)
 - A second major in liberal arts (NCAS)
 - UTEP Program
 - Honors College Program
 - Accelerated degree program
4. Successful completion of 120 credits with a grade point average no lower than 2.00.

Application Process

To apply for graduation SCJ students **MUST** complete an application in GradTracker which is available on-line only and can be accessed using the following link: <http://nwkstudents.rutgers.edu/Gradtracker/index.php>

Applications must be filed according to the deadlines below. If an application is not submitted, your academic record will not be reviewed for graduation.

Term completed	Graduation Date	Application Deadline
Summer	October	July 30th
Fall	January	October 15th
Spring	May	February 15th

A campus-wide ceremony takes place once a year in May at the Prudential Center.

Graduating with Honors

Undergraduate students may graduate with honors upon meeting the following requirements at the end of the final semester for the baccalaureate degree. The honors designation is bestowed upon graduating students who achieve a cumulative grade-point average as follows:

Highest honors: summa cum laude = 3.850 or better

High honors: magna cum laude = 3.700 to 3.849

Honors: cum laude = 3.500 to 3.699

ACADEMIC POLICIES AND PROCEDURES

Credit Load

To be considered a full-time, students are required to carry a minimum of 12 credits per term. Students enrolled in The School of Criminal Justice may carry a minimum of 1 and a maximum of 19 credits during fall or spring semesters. Any student who would like to enroll in more than 19 credits must seek written approval of the Assistant Dean. The maximum number of credits permitted for the summer term is 12 and 3 for winter term. To be considered for a credit overload, a student must meet all of the following and must provide proof of an extenuating circumstance which warrants the request to take additional courses.

- English Composition 101 and 102 must be completed;
- Math Proficiency or Quantitative Reasoning completed;
- Major declared with an academic unit;
- Cumulative GPA of 3.5 or higher

Transfer Credits

Transfer credits evaluations are typically completed within 30 days of admission. Generally speaking, credit is granted for courses taken at regionally accredited colleges and universities, if they are the equivalent of courses offered by Rutgers University and the student has earned a minimum grade of "C" in a course.

Students may find it helpful to review course content information located in the Rutgers's [catalogs](#) as well as [NJ Transfer](#) web site (for New Jersey community college students). Courses taken at a four-year institution will be evaluated on a course –by-course basis.

The maximum number of credits transferred from a 2-year college may not exceed 65.0 credits. The maximum number of credits which can be transferred from a 4-year college may not exceed 94.0 credits. For those students who attended both types of institutions, the total number of credits may not exceed 94.0 credits, 65.0 of which may be from a two-year college.

Once a student matriculates into Rutgers , he or she must seek approval before taking courses at another institution. Please contact the Assistant Dean for more information.

Grades

Grades represent the level of quality of the student's performance measured against standards of knowledge, skill, and understanding as evaluated by the instructor. Grades are reported to the university registrar at the end of each semester by the following symbols:

Grade	Definition	Numerical Equivalent
A	Outstanding	4.0
B+	Excellent	3.5
B	Good	3.0
C+		2.5
C	Satisfactory	2.0
D	Poor	1.0
F	Failing	0.0

Other symbols

XF (Disciplinary Failure). An XF grade may be imposed by an Academic Integrity Facilitator, University Hearing Board, or Student Conduct Officer as part of the sanction for a separable violation of academic integrity. Requests for removal of the X from an XF grade must be submitted in writing to the appropriate Campus Appeals Committee and will be considered by a panel of two student members and one faculty member of the appeals committee. Such requests will not be considered until at least 18 months from the time of the violation that resulted in the XF. Additional explanatory material on the procedures for the removal of the X from an XF grade may be found on the Student Conduct website: <http://studentconduct.rutgers.edu>.

INC (Incomplete). The student has completed 75 percent of the coursework and has earned a passing grade up to the point of absence. Due to an extenuating circumstance discussed with the faculty prior to the end of the semester, the student is given two semesters to complete missed work. An Incomplete converts to an F at the end of two semesters as a permanent grade. A student must repeat a course once a permanent grade of F is issued.

NG (No Grade). The NG grade is assigned by the Office of the Registrar and is used when either the faculty member leaves the grade blank or a computer entry error has credited a blank grade. If the student to whom the grade of NG has been assigned fails to clear up the registration problem within the following semester, the NG grade will convert to an F and the cumulative grade-point average will be recalculated accordingly.

P/NC (Pass/No Credit). A nonnumerical grade of Pass (equivalent to grades of A, B+, B, C+, and C) or No Credit (equivalent to grades of D and F) is assigned to a student who has registered for

a course on that basis. This option is open only to juniors and seniors in good academic standing. No more than one course may be taken on a Pass/No Credit basis during a single semester or during the Summer Session, and credit is not allowed for more than four courses. This option may be used for electives only; it may not be used for courses required in the major or for courses used to satisfy the general curriculum requirements. A student must request the Pass/No Credit option at the Office of the Dean of Student Affairs. This request must be made at the time of registration. This option may not be changed once the course officially begins. Degree credit is given for a grade of Pass. Neither Pass nor No Credit grades are included in the grade-point average.

RD, RF (Reexamination permitted). May be used only when the instructor considers the examination grade to be so inconsistent with the student's previous work that the instructor cannot assign a grade better than D. The R grade symbol entitles the student to a reexamination in the course to try to improve the grade. The student must arrange to take the reexamination within two weeks of the end of the semester. If reexamination is not taken within the time specified, the symbol R is dropped from the student's record and the numerical grade remains unchanged.

S/U (Satisfactory/Unsatisfactory). These grades are used in courses where the N credit prefix is used: S (equivalent to grades of A, B+, B, C+, and C) or U (equivalent to grades of D and F).

T (Temporary). Grades of TB+, TB, TC+, TC, TD, and TF are used for all incomplete and temporary grades. Temporary grades are given at the discretion of the instructor when coursework requirements have not been properly completed (e.g., major assignments or examinations). The letter following the T represents the grade the instructor would assign if the outstanding work were to remain uncompleted. This temporary grade becomes permanent if the work is not completed as required and notice is not received from the instructor to convert the temporary grade to a permanent one. The permanent grade may not be poorer than the assigned letter grade. Fall semester T grades must be completed by the end of the sixth week of the spring semester. Spring semester and Summer Session T grades must be completed by October 15. The deadline for October graduates is September 15. It remains, however, the prerogative of an individual faculty member and/or the Office of the Dean of Student Affairs to set earlier deadlines and internal procedures for completing the work required. It is the responsibility of the student to contact the instructor for an interpretation of the T grade and to establish a timetable for the completion of the work.

TT. A TT grade is used in the honors program in lieu of first-semester course grades. The grade may be raised or lowered when the research thesis or honors project is presented at the end of the second semester.

TZ. If a faculty member must submit a final course grade before an allegation of a violation of academic integrity is resolved, the student respondent shall be given a temporary grade of TZ, which does not affect the student's GPA, until the adjudication process is completed. A TZ grade also may be assigned when a student cannot complete coursework due to a certifiable emergency. The TZ will convert to an F if the work is not completed by the end of the following semester.

W (Withdrawal). A W is assigned when a course has been dropped after the sixth day of classes and before completion of the sixth week of the semester. A failing grade is assigned if a course is dropped without the proper permission or after the ninth week of the semester.

X (Examination Not Taken). Assigned only when the instructor believes a student might have passed the course had the final examination been taken. The student must arrange with the instructor to take the deferred examination. Deferred examinations from the fall semester must be taken within two weeks after the beginning of the spring semester. Deferred examinations from the spring semester must be taken within two weeks after the close of the spring semester.

Credit Prefixes

E. The symbol E preceding course credits indicates that no credit is earned toward the degree and that no grade is computed in the cumulative grade-point average.

J. The symbol J preceding course credits indicates that those credits are earned toward the degree, but the grade is not computed in the cumulative grade-point average.

K. The symbol K preceding course credits indicates that those credits are not earned toward the degree, but the grade is computed in the cumulative grade-point average.

N. The symbol N indicates no credit earned toward the degree, no grade computed in the cumulative grade-point average, no final exam taken, and the receipt of a grade of S or U.

P/NC. This symbol preceding course credits indicates a course taken on a Pass/No Credit basis.

R. The symbol R indicates that the course has been repeated and that the original grade was D or F.

Temporary and Incomplete Grades

The University sets strict guidelines for the amount of time students are permitted to complete coursework for courses that have been awarded a *T*, *Inc*, or *X* grade. It is the responsibility of the student to contact the instructor for an explanation of a temporary grade and to establish a timetable for the completion of coursework. Consult the Undergraduate Catalog for a complete explanation of policies and procedures.

Grade Appeals

Students who wish to file a complaint about a grade received for a course or particular piece of work in a course should pursue their complaint in the following way:

1) Attempt to resolve the matter through discussion with the instructor for the course.

2) If the issue cannot be satisfactorily resolved between student and instructor, specify in writing the basis for the complaint and request a review by the Scholastic Standing Committee. A written complaint about a grade for work completed while the course is in progress must be submitted to the Scholastic Standing Committee no later than two weeks after notification of the grade. A student must submit a written complaint about a final grade to the Scholastic Standing Committee no later than four weeks after the end of the exam period for that semester.

3) A student who wishes to appeal the decision of the Scholastic Standing Committee should appeal in writing to the office of the dean. The appeal must be submitted within two weeks of the date of the Scholastic Standing Committee's response to the complaint. Written notification of the action taken by either the Scholastic Standing Committee or the dean is sent to the student within four weeks of filing the appeal, excluding those weeks in which classes are not in regular session. Written complaints or appeals should include copies of the course syllabus as well as all relevant written communications with the instructor and, for appeals, the Scholastic Standing Committee. Complaints not resolved through discussion with the instructor may proceed immediately to an appeal of the Office of Academic Programs and Student Services.

For Scholastic Standing Committee review please submit request in writing to the Dean's Office located in the Center for Law & Justice, 123 Washington Street – Suite 568.

Withdrawals and Understanding "W" Grades

If you drop a course during the drop period, fall and spring semesters, the record of your registration for that course will not appear on your transcript. If you withdraw from a course after the drop period, the course remains on your transcript with a grade of "W", indicating that you registered for the course but withdrew. W's do not affect your GPA, nor are they included in degree credits completed.

A student who wishes to withdraw from all courses must obtain a Notification of Withdrawal form from the student's academic dean's office. The form must be signed by the student's academic dean, the business office, the financial aid office (if the student receives financial aid), and housing office (if the student lives in university housing). The completed form then must be submitted to the Office of the Registrar. A withdrawal form may be submitted by mail if illness prevents a student from presenting it in person. The date on which the student's academic dean signs the withdrawal form is considered the official withdrawal date.

A student who officially withdraws from the college or school after the semester begins will receive W grades for all courses and will receive a partial reduction of tuition and fees.

A student who leaves the university without officially withdrawing in this manner will receive a failing grade in each course.

"W" Grades and Satisfactory Academic Progress

It is important to remember that, according to federal financial aid guidelines, the credits for classes from which you've received a "W" are attempted credits and are calculated into your credit completion ratio. Should you fail to complete the required percentage of attempted credits, you could be placed on financial aid warning or suspension.

Please refer to the Office of the Registrar's website for specific dates as they pertain to the fall/spring semester. <https://registrar.newark.rutgers.edu/office-registrar-academic-calendar>

Academic Integrity

The following is excerpted from the Rutgers-Newark policy on academic integrity:

"Failure to uphold the(se) principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. Every member of the University community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld."

Faculty and students in the School of Criminal Justice endorse university policies on academic integrity. All students must understand their rights and obligations as members of the university community. These, together with further details on academic integrity, are described in the Rutgers Student Handbook.

Academic Integrity Website: <http://academicintegrity.rutgers.edu/>

Academic Standing

Good Academic Standing: You are considered in good standing if you have met minimum performance criteria - a cumulative grade point average (GPA) of 2.000 or greater, and you are progressing toward a timely completion of the degree requirements.

Academic Probation: Academic Probation is a trial period in which you are given a specified amount of time to improve your grade point average to the minimum college level of 2.000 ("C" grade) or higher. Students are encouraged to re-take courses where a letter grade of "D" or "F" was earned. Improvement in academic grades and sufficient progress towards your degree is needed for continued enrollment in the university. Students are automatically placed on academic probation if they have a cumulative grade-point average of less than 2.000.

Dismissal: According to university regulations, a student can be dismissed based on any of the following criteria:

- a cumulative grade-point average less than the minimum indicated below:

0-55 credits	1.500
56-90 credits	1.700
over 90 credits	1.900
graduation	2.000
- a term grade-point average less than 2.0 for three consecutive terms (not including summer or winter sessions) along with a cumulative grade-point average less than 2.0.
- the Scholastic Standing Committee determines that it is “improbable that the minimum average or other graduation requirements will be met”.

According to the R-N University Policy, “no student is dismissed for academic reasons until 24 credits have been attempted at Rutgers, and no student is dismissed without having been on probation in the immediately preceding term.”

Please note: It is at the discretion of the Scholastic Standing Committee or the Office of Academic Programs & Student Services, to work with the student to develop a course of action to improve academic standing. This course of action may be specified in an academic contract, which may include a limitation on extracurricular activities and/or the number of credits carried and/or changes in your program of study. Failure to comply with any of the conditions of probation may result in further restrictions on registration or Academic Dismissal.

Students who are dismissed have the right to file an academic dismissal appeal and may petition to the Scholastic Standing Committee if there are extenuating circumstances that account for your academic performance. Appeals must be filed within one month after notification of dismissal.

Presenting false or intentionally misleading information in the appeal may result in immediate dismissal of the appeal and/or judicial charges.

The appeal should include:

- A one (1) page outline of an academic and personal action plan that you will implement, if reinstated to Rutgers - Newark, School of Criminal Justice.
- Any supporting documentation.

All appeals and supporting documents must be delivered electronically via e-mail to the Assistant Dean and will be reviewed and decisions will be made within one week of receipt. The granting of an appeal is not guaranteed. However, if it granted, the student will be readmitted and placed on continued probation for the following term of enrollment. If a student’s appeal is not granted, then s/he is not eligible for readmission into SCJ and may not continue study at the University unless readmitted to another academic unit at Rutgers University.

One year after dismissal, a student will be eligible for a review of academic status, if the student attends another regionally accredited institution and demonstrates the ability to successfully college level coursework. It should be noted that, courses previously take at Rutgers-Newark with a grade of D or F may not be retaken at an outside institution. Once course work is successfully completed, the student may appeal dismissal from Rutgers University and apply for readmission.

Appeals Procedure

A student has the right to appeal an academic dismissal when such action has been based solely upon the academic standing criteria above and when there is strong evidence that the student will improve his or her academic performance in the future. To appeal an academic dismissal, students should complete a Scholastic Standing Appeal form. Please note, the following deadlines apply:

December 1 (spring) and/or June 15 (fall)

Upon review of the Scholastic Standing Appeal form and supporting documents, the Scholastic Standing Committee may reinstate a dismissed student. A course of action to improve the student's academic standing may be specified in a contract signed in consultation with the student. The terms of the contract may include a limitation on extracurricular activities or the number of credits carried, and/or changes in the student's program.

CAMPUS RESOURCES AND SUPPORT

Bookstore

The Rutgers University-Newark Bookstore is located in the Hahne's Building at 42 Halsey Street and can be accessed on-line at <http://newark-rutgers.bncollege.com> or by dialing phone 848.445.2200. The campus bookstore is also the source for commencement caps and gowns and diploma frames.

Career Development Center

The Rutgers-Newark Career Development Center (CDC) is committed to assisting students with making connections between their academic experience and career paths. To accomplish this mission the CDC promotes, coordinates, and provides services to assist students with career advisement and current job search strategies and opportunities. The staff provides not only general information and support, but also individual career counseling to assist in exploring and setting career goals. For more information visit <http://cdc.newark.rutgers.edu/>

The CDC offers a number of services to students and alumni. We encourage students to activate their RaiderNet accounts as they begin their academic career and take advantage of our resources throughout their time at the University and beyond. Access RaiderNet at <https://newark-rutgers-csm.symplicity.com/students/index.php>.

Computer Services

Rutgers University Computing Services (RUCS) provides computing, networking, and information services in support of instructional, research, and administrative activities by the Rutgers community. All RUCS facilities and Coordinated Instructional Facilities (CIF) are fully networked and are available to the entire Rutgers community. Each matriculated student is provided with a computing account to access communication, computing, and information services. Some of the services include access to electronic mail through the Internet, access to online library catalogs (including Rutgers' own IRIS catalog), access to the developing Campus Wide Information Service, word processing, spread sheeting, desktop publishing, graphics, and access to national and local electronic discussion groups. A computer laboratory reserved for the use of students in the School of Criminal Justice provides them with access to specialized software, RUNet servers, and the Internet. Students use the laboratory for introductory and advanced course work, independent research projects, and their master's essays and dissertations. Specialized software, including that for mapping, qualitative data management, and statistical analysis, allows students to keep up with current developments in criminology and criminal justice. For more information regarding Computing Services, see <https://ncs.newark.rutgers.edu/>

Counseling Center

A staff of clinical psychologists and other mental health professionals is available to work confidentially with students experiencing personal problems or difficulty coping with the stresses of university life. Appointments to see a counselor located in Blumenthal Hall (249 University Ave.) may be made by calling 973.353.5805. For more information visit: <http://counseling.newark.rutgers.edu/>

Disability services

Rutgers University welcomes students with disabilities into all of the University's educational programs. In order to receive consideration for reasonable accommodations, a student with a disability must contact the appropriate disability services office at the campus where you are officially enrolled, participate in an intake interview, and provide documentation: <https://ods.rutgers.edu/students/documentation-guidelines>. If the documentation supports your request for reasonable accommodations, your campus's disability services office will provide you with a Letter of Accommodations. Please share this letter with your instructors and discuss the accommodations with them as early in your courses as possible. To begin this process, please complete the Registration form on the ODS web site at: <https://webapps.rutgers.edu/student-ods/forms/registration>. For more information please contact Allen Sheffield at (973)353-5300 or in the Office of Disability Services in the Paul Robeson Campus Center or by contacting odsnewark@rutgers.edu. Additional information may also be found on their website at <https://ods.rutgers.edu/>.

Financial Aid

The Rutgers-Newark Office of Financial Aid has a number of resources for financial aid. Students can find out more information at <http://finaid.newark.rutgers.edu/>.

Health Services and Immunizations

The Rutgers Student Health Services office is located in Blumenthal Hall, 249 University Avenue, Newark campus. Their regular office hours are Monday through Friday, 8:30 AM to 4:30 PM (Phone: 973.353.5231). This office provides medical services for all full-time domestic students and international students who have purchased the student insurance. Full-time students who have waived the student insurance and part-time students may access some services for no cost—other services may be available on a per-visit/per-event basis). The Rutgers Health Services center is staffed by physicians, nurse practitioners and registered nurses, health educators, and other professional staff. A wide range of services is provided, including general primary care, gynecology, health education, alcohol and other drug counseling, mental health services, immunizations, allergy desensitizations, laboratory tests, physical examinations, and referrals to other providers. Surgical and critical medical conditions are referred to the student's personal physician, the proper specialist, or an outside hospital for treatment. Rutgers-Newark Health Services is a full service primary health care center for eligible students, offering a range of medical services. For more information, visit: <http://health.newark.rutgers.edu/>.

Libraries

Students have access to the range of Rutgers University Libraries - a network of 26 libraries across the campuses. There is a robust Interlibrary Loan Service. There are many electronic databases which may be accessed from the libraries website (www.libraries.rutgers.edu).

The Don M. Gottfredson Library of Criminal Justice

The Don M. Gottfredson Library of Criminal Justice at Rutgers University – Newark located in the Center for Law and Justice building, 3rd floor, constitutes one of the finest special collections of crime and criminal justice materials in the world. Rutgers acquired the library collection of the National Council on Crime and Delinquency in 1984.

Together with annual acquisitions averaging more than 3,000 titles during the past few years, the collection now consists of around 100,000 monographs, 7,000 dissertations, 2,500 bound periodicals, 225 subscriptions to journals and periodicals, and 20,000 documents on microfiche.

The library routinely collects copies of research and statistical reports from many state, federal, and international criminal justice agencies. In addition, a significant number of foreign-language periodicals and books have been added to the library in recent years. The library has had a contractual agreement with Sage Publications by which additions to the collection are regularly abstracted, providing a subject access to the collection. A substantial portion of these new acquisitions is published quarterly in the paper edition of Criminal Justice Abstracts, the primary reference source for criminal justice studies.

The SCJ library also maintains a “grey literature” database that tracks and stores technical reports, working papers, government and agency reports, conference proceedings and other documents in key criminal justice issues that are not commercially published. For more information visit: http://www.libraries.rutgers.edu/rul/libs/crim_just/crim_just.shtml.

Other libraries at Rutgers – Newark

Apart from the Don M. Gottfredson Library, students in the School of Criminal Justice are served by Newark campus libraries: the John Cotton Dana Library and the Law School Library. The John

Cotton Dana Library is located in the center of the campus plaza. The Dana Library has a collection of some 700,000 volumes (including approximately 250,000 federal and state publications), as well as some 792,034 pieces of microform and 15,951 audiovisual items. Subscriptions to more than 3,160 periodicals and other serials currently are maintained.

Parking

Vehicle registration materials are mailed during the summer to registered students. Prompt processing by mail or via the website will eliminate the need to wait in line during the first weeks of the semester. Annual Parking Permits are sold to commuter students and are valid from September 1st through August 31st. Parking rates and parking rules may change from time to time. For the latest parking information, including fees, visit <http://nwkparking.rutgers.edu/facultystaff>

Paul Robeson Campus Center

Paul Robeson Campus Center is the heart of student life through its many student organizations and boards, venues for performances and conferences, free public art galleries, and leadership programs. And it wouldn't be a student center without its lounge, game room, Raider Mart convenience store, and eateries. Please visit the website for latest updates <http://robeson.rutgers.edu/>.

Photo Identification Cards

The Rutgers ID must be presented for security purposes, student activities, library services, athletic and computer center usage, registration, shuttle service, and as deemed necessary by other university departments. The Business Office processes ID cards for newly-admitted students after registration is completed. Thereafter, all photo ID business are processed at the Photo ID/ Permit Sales window on the 3rd floor of Blumenthal Hall (249 University Ave.). Initial ID cards are issued at no charge; \$20 is currently charged for replacement ID's. Contact the Business Office at 973.353.5873 or access information on-line at <https://businessoffice.newark.rutgers.edu/ru-id-card>

Tuition and Billing Information

The Cashier's Office is responsible for the billing and collecting of tuition, fees, housing and dining charges. Students' term bills must be submitted with payment in full or arrangements must be made with the Cashier's Office for partial payments by the due date to complete registration. If you register late, please be prepared to pay your term bill at registration. For information about current tuition rates, see <http://newarkbusinessoffice.rutgers.edu/>. Questions can also be directed to the Cashier's Office at 973-353-5423.

Writing Center

The Writing Center at Rutgers-Newark offers writing tutoring and writing workshops to all undergraduate students currently enrolled in classes on the Rutgers, Newark campus. Tutors help students become more independent readers and writers capable of responding well to the demands of writing within the university. The Writing Center offers specific workshops to support students enrolled in composition courses as well as those enrolled in Writing Intensive courses. For more information students can stop by Conklin Hall 126 or visit the website at <http://www.ncas.rutgers.edu/writingcenter>.

COURSE DESCRIPTIONS

Note that not all elective courses are offered every year. For the most updated version of courses offered visit: <https://rscj.newark.rutgers.edu/academics/courses-syllabi/>

47:202:102 Criminology (3 credits)

This course introduces an examination of the field of criminology. Major topics include definitions of, and the basic assumptions that are used to formulate, criminological theories. Causes of crime and crime rates, United States and international comparisons, and a review of the current direction of research within the study of crime are also discussed.

47:202:103 Introduction to Criminal Justice (3 credits)

This course introduces the study of societal responses to crime and provides an explanation of why criminal justice should be thought of as a system. Specific topics include the study of the people and organizations that make up the criminal justice system including actors such as the police, prosecutors, defense attorneys, judges, and corrections officials. Major branches and functions of the criminal justice system including law enforcement and order maintenance, courts and sentencing, and corrections and reentry are covered.

47:202:104 Cutting Edge of Criminology (3 credits)

This course features the academic research of faculty members and other active researchers and policymakers involved in the local, national, and international criminal justice scenes present their work to, and field questions from, students. Students are offered the opportunity to interact with criminal justice stakeholders and gain knowledge about cutting edge research within the fields of criminology and criminal justice.

47:202:203 Police and Society (3 credits)

The course examines the function of police in contemporary society; the problems arising between citizens and police from the enforcement and non-enforcement of laws are covered in this course. The mechanisms by which social changes impact the law enforcement and order maintenance functions of the police, interactions between the public and the police, and how these interactions impact police legitimacy are major topics that will be discussed.

47:202:204 Corrections (3 credits)

This course examines and analyzes the major types of custodial and community-based criminal corrections in the United States of America. Discusses the origins, purposes, actors and actions, and consequences of the United States' corrections system and its' subsystems. Specific topics include an in-depth analysis of the functions of institutional corrections like prisons and jails, as well as community corrections like probation and parole. Contemporary theories guiding corrections including retribution, deterrence, incapacitation, and rehabilitation are discussed.

47:202:220 Reducing Local Crime (3 credits)

When urban governments and quasi-governmental activities do their jobs well, they can greatly reduce various types of crime. This course relates urban design and management to crime and crime reduction. Specific topics include public violence, abandonment, littering, public drunkenness, environmental degradation, safe parks, secure streets and campuses, robberies, teen hangouts, outdoor drug markets, and more. The course is presented through the critical lens of problem oriented policing, routine activity analysis, and situational crime prevention to reducing local crime.

47:202:221 Case Processing: The Law and the Courts (3 credits)

This course explores criminal laws and judicial opinions that influence the policies, procedures, personnel, and clients of the criminal justice system in the United States. Specific topics include, but are not limited to, the origin, development, and continuing changes in criminal law, administration of criminal justice, and the criminal courts.

47:202:222 Constitutional Issues in Criminal Justice (3 credits)

This course examines the practices and procedures of the United States of America through the application and critical analysis of the nation's Constitution. Particular attention is paid to how the Bill of Rights is interpreted by courtroom actors, and how this interpretation results in the setting of precedence. Discussion of how constitutional precedence reverberates in the criminal justice policymaking world, as well as specific analyses of important judicial opinions, trials, and congressional investigations are covered in this course.

47:202:223 Delinquency and Juvenile Justice (3 credits)

This course explores the causes and rates of delinquent behavior. Investigates the nature and operation of the juvenile justice system, and provides comparisons between the purpose and functioning of the juvenile justice system in comparison to the adult criminal justice system. Issues of juvenile waiver to adult courts, important due process safeguards afforded to juveniles, and international comparisons are discussed.

47:202:224 Community Corrections (3 credits)

This course examines the theory and practice of major community-based correctional responses (such as probation, parole, and diversion programs) to convicted criminal offenders are explored in this course. Discussions centering on why community corrections is an important social movement, and the countermovement to abolish the parole function, are offered in this course.

47:202:225 Criminal Justice: Ethical and Philosophical Foundations (3 credits)

This course explores ethical and philosophical issues and moral dilemmas within the field of criminal justice, including principles of justice, deontology and utilitarianism, philosophical issues in sentencing, police and ethics, ethics and research, and the scope of state control are discussed in this course.

47:202:301 Criminal Justice Research Methods (3 credits)

This course develops the tools needed for conducting research and writing reports and scholarly papers in criminal justice. Students that take this course will become informed consumers of criminological research, and gain the tools to conduct their own basic research projects. Specific topics include the primacy of design, principles of reliability and validity, sampling theory, survey preparation, and the differences between, and strengths and detriments of, experimental and quasi-experimental designs.

47:202:302 Data Analysis in Criminal Justice (3 credits)

This course examines the various types of data used within criminal justice and the fundamentals of statistics and analysis. It also provides an analysis of the appropriate use of data, the limits of various methods, how data is collected, and how to interpret findings. Policy implications of data will also be discussed. Prerequisite: 21:62:202:301 and the basic undergraduate math requirement.

47:202:312 Comparative Criminal Justice Systems (3 credits)

This course provides a worldwide overview of cultural and legal traditions related to crime. This worldview is used to fuel discussions about different approaches to law enforcement, criminal procedure and criminal law, corrections, and juvenile justice across different locations and cultures.

47:202:313 Gender, Crime & Justice (3 credits)

This course provides an in-depth survey of changing social values about gender, changing criminal codes about sex crimes, changing law enforcement policies and procedures in prosecuting sex offenders, and emerging legal doctrines about privacy and sexual rights.

47:202:323 Cybercrime (3 credits)

This course examines the cybercrime, its prevention, and its significance for law enforcement. These types of crimes include illicit attacks on personal computers, on computer systems, on people via computers, and more. They include theft of information via computers, spreading of harmful code, and stealing credit and other information. Particular discussions about the level of technical proficiency that is used by cybercriminals are covered in this course.

47:202:324 Violent Crime (3 credits)

This course provides an in-depth analysis of the relationship between violence and criminal behavior. It assesses the theoretical basis of violence by investigating its anthropological, biological, and sociological explanations and roots. Students that take this course will be involved in investigations of how and why violence occurs within the contexts of individuals, groups, and societies.

47: 202:333 Race and Crime (3 credits)

This course examines how race is related to offending, victimization, and various interactions with the criminal justice system. The course considers how race is defined at societal-, cultural-, and individual-levels, how these definitions are malleable, and how this impacts criminal justice policy. Explanations and explorations behind disproportionate minority contact and representation in the United States' criminal justice system are discussed in this course.

47:202:342Q Contemporary Policing (3 credits)

This course covers various topics that are considered to be critical law enforcement problems. Specific areas of inquiry include how to police organized crime, alcohol and drugs, the policing of civil and natural disturbances, and the diffusion and multiplicity of police agencies. Discussion of issues within crime reporting by the police, assessment difficulties, and public reactions to law enforcement and order maintenance strategies used by the police are covered in this course. Administrative problems of staffing, supervision, employee morale and militancy, and public charges are also critically discussed. **Writing Intensive Course**

47:202:343Q White-collar Crime (3 credits)

This course focuses on crimes organized by persons whose economic, political, and privileged positions facilitate the commission; relative impunity of unusual crimes that are often national and international in scope and that have serious, long-term consequences. **Writing Intensive Course**

47:202:344Q Crime in Different Cultures (3 credits)

This course explores crime through the critical lens of anthropology by situating criminal acts as consequences of the complexity and nuances of human interactivity and cultural heterogeneity. Crime and punishment in other societies, especially non-Western societies that lack institutional systems of criminal justice, and the social evolution of crime and crime-related institutions throughout the United States of America's history are particular topics that are discussed in this course. **Writing Intensive Course**

47:202:402 Contemporary Problems in Corrections (3 credits)

This course explores the impact of alternatives to incarceration, the growing prisoner rights movement, strikes by correctional employees, and public resentment toward persistently high rates of recidivism are major topics discussed in this course. In addition, the class provides for an in-depth study of issues concerning correctional education, job training, work release, and post-incarceration employment.

47:202:412 Organized Crime (3 credits)

This course provides students with a historical and theoretical overview of organized crime, as well as a specific understanding of its variety. Students will gain an understanding of the structures of

organized crime and the varieties of businesses associated with traditional and nontraditional organized crime groups.

47:202:410 Environmental Criminology (3 credits)

This course considers how the everyday environment provides opportunities for crime as well as obstacles for carrying it out. Students that take this class will be involved in discussions about important methods for reducing crime by modifying or planning the built environment. Discussions about how environmental design may produce and places that make crime commission more or less opportune are covered in this class. Moreover, the course offers an alternative theory of crime based on the opportunity to carry it out.

47:202:411 Juvenile Gangs and Co-Offending (3 credits)

This course explores juvenile street gangs, when they exist, when they are illusory, and public reactions to them. It also considers co-offending by juveniles who are not necessarily gang members. The course considers what gang membership means, and when gangs are cohesive or not. It examines variations among juvenile street gangs, and contrasts these with other groups of co-offenders that are sometimes called “gangs”.

47:202:421 Crime Mapping (3 credits)

This course provides a practical introduction to analyzing and mapping crime and other public safety data using open-sourced and web-based applications, as well as ArcGIS geographic information system (GIS) software. Students will learn skills to make and analyze maps and will develop a solid base upon which to build further expertise in crime mapping and GIS.

47:202:422 Youth Violence (3 credits)

This course focuses on the assessment, development, prevention, and treatment of youth violence among children and adolescents. Understanding and preventing youth violence is a major focus of the nation's policy agenda and involves research and practice in the mental health, public health, psychiatry, and criminal justice communities. Using a multi-disciplinary approach, the course will review the biological, social, and psychological underpinnings of youth violence, and discuss how policymakers and practitioners at all levels deal with this problem.

47:202:423 Crime Over the Lifecourse (3 credits)

This course examines the development of anti-social and criminal of behavior from childhood through old age, including patterns of onset, persistence, intermittence, and desistance. What is known about why and how people start and stop committing crime at various ages, and the different types of crimes that are typically committed by people at different ages are specific topics that are covered in this course.

47:202:424 Mass Incarceration and Collateral Consequences (3 credits)

This course examines trends in mass incarceration, their sources, and their direct and indirect effects on society. Since 1970, incarceration rates in the United States have quintupled and are now higher than those in any other country in the world. These huge increases in mass incarceration

over a short period of time have persisted through periods when crime was rising, and even in the more recent time periods when crime has been falling. Apart from the dubious effects of mass incarceration on public safety suggested by these divergent trends, mass incarceration also has substantial collateral consequences across society, affecting families, communities, the labor market, the military, political processes, and the use of taxpayer dollars.

47:202:425 Miscarriages of Justice (3 credits)

This course provides a critical and interdisciplinary examination of the current functioning of the American criminal justice system, focusing specifically on the procedures used by various criminal justice actors that can lead to errors in case processing and unjust outcomes. Students that take this course will examine policies and practices of the United States' criminal justice system (e.g., police procedure, prosecution, jury selection, scientific evidence, appellate court procedures, etc.) that unintentionally contribute to the wrongful apprehension, prosecution, conviction, incarceration, and even execution of the innocent. Moreover, we explore the collateral consequences of punishing "false positives," including implications for undermining the legitimacy of the criminal justice system and allowing impunity for culpable offenders who remain at-large.

47:202:466 Topics in Criminal Justice - Vary per semester (3 credits)

47:202:499 Internship in Criminal Justice 3 credits)

47:204:105 The Pursuit of Justice (3 credits)

This course surveys philosophies and strategies regarding structures of justice. The class begins with a review of the differences between retributive and distributive justice and how they are related. This analysis leads to a broader discussion of "what justice means," both historically and in contemporary thinking. Students are encouraged to craft their own ideas about justice in social relations and in response to the law.

47:204:220 Inequality (3 credits)

American society tends to hold itself up as an arbiter of justice and equality, domestically and globally. Upon scrutiny, however, the topic of inequality reveals itself to be an epistemological aporia in which starkly oppositional ideas and frameworks are all held up as social goods, whether within American social practice, theoretical debate, academic discourse, or lived experience. This course addresses one, central question: How is it that institutions and nations with expressed intentions of achieving freedom, justice, fairness, and democratic thriving often end up both exacerbating injustice and deepening inequality?