

**RUTGERS**

School of Criminal Justice

**M.A. PROGRAM  
STUDENT HANDBOOK  
2022-23**

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# PURPOSE STATEMENT

This program handbook is designed to assist students who are interested in earning a Master of Arts (M.A.) degree from the School of Criminal Justice (SCJ) at Rutgers University - Newark. It describes relevant policies, procedures, and requirements of the M.A. program. It is intended to give students a clear understanding of how to successfully make their way through the Master of Arts program to graduation.

**The Effective Date of This Version is 2022-2023**

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## **School of Criminal Justice Website:**

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

## DEAN'S MESSAGE

It gives me great pleasure to welcome you to Rutgers University Newark School of Criminal Justice for the 2022-2023 academic year. Some of you know the school well, having been an undergraduate here; for others, this will be your first semester. I am sure you are as excited as I am to embark on this journey.

I am particularly excited about our ongoing return to in-person classes and events. We are still coping with the health, civic, and economic consequences of Covid-19, but we are clearly in a better place than we were two years ago. This year will bring more opportunities to meet in person with School of Criminal Justice faculty and staff, and to participate in various school-sponsored in-person events.

We have revised our curriculum in response to feedback from students. We continue to diversify the electives that we schedule, and we have broadened opportunities for internships. As well, we now offer three-course certificates in several topics: Data Analysis, Financial Crime, Mediation and Dispute Resolution, and Spatial Analysis for Public Safety and Security. We will offer the first three of these in 2022-2023. Our required and elective courses provide a solid grounding in theories and research on offending, criminal and social justice, and punishment.

The ideas and information we present will sometimes resonate with what you know but at other times they will challenge what you believe to be true. Exposing you to new data and ways of thinking is central to higher education. Our classes will expand your knowledge and we know that, in turn, you will add to ours, sharing new ideas and points of view. The School of Criminal Justice studies will inevitably change you, and these changes will, in turn, contribute to our continuous development as a school and community. Collectively, we are responsible for thinking about the current state of the criminal justice system, in all its complexities, and for reimagining it in ways that address its liabilities and shortcomings.

Our mission is to provide learning opportunities that will help prepare you for careers, and more broadly, for a world in rapid flux. There is much work to be done, whether your focus is on our local communities, in Newark and its environment, other places in the U.S., or other nations. It is exciting to be with you at the helm of these momentous changes. As Dean of Rutgers University Newark School of Criminal Justice, I look forward to working together to build safer and more equitable and just societies.

**Bill McCarthy, Ph.D.**  
**Dean and Professor**

# ADMINISTRATION & FACULTY

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## Core Faculty

<https://rscj.newark.rutgers.edu/people/faculty/>

## Part-Time Lecturers

<https://rscj.newark.rutgers.edu/people/part-time-lecturers>

# MISSION STATEMENT

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, scientists 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 environments 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 single 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 intervention into the justice world.

## Goals:

### Research Excellence

- To build and maintain a vital research high-quality
- To produce high-quality, original, and rigorous research that is at the cutting edge of the field.
- To enhance the reach and impact of faculty research and SCJ Institutes, to ensure their significant role in addressing pressing issues in the field.
- To attract external support for high-quality research.

### Policy Relevance

- To promote evidence-based inquiry and policy.
- To contribute to the quality of justice policy at the local, state, national, and global levels.
- To ensure graduates are thoroughly trained and prepared to make significant contributions in their professional or academic careers.
- To establish and support strategic research partnerships with justice-related and non-governmental organizations.

### Educational Excellence and Student Success

- To enable students to be successful in their studies by maintaining a supportive learning environment.
- To prepare students to excel in academic or professional careers in fields relevant to dealing with crime and justice.
- To attract and support highly qualified faculty and instructional staff.
- To maintain currency and relevance of curriculum.

# ADMISSION

## Requirements for Admissions

The minimum academic requirement for admission to the School of Criminal Justice is the completion of a bachelor's degree in a college or university accredited by the appropriate regional accrediting body. It is the policy of the school to admit those students who, in the opinion of the M.A. Academic Oversight Committee, show promise of succeeding in the Master's program at the School of Criminal Justice. Primary consideration is given to the applicant's personal statement (see below) and scholastic record, including the distribution and quality of work. Ordinarily, a grade average of "B" or better is expected. Additional evidence of potential for graduate study is demonstrated by letters of recommendation and applicable professional experience. Scores on the general sections of the Graduate Record Examination (GRE), or similar standardized admissions tests such as the LSAT or GMAT, are considered if available. International students also need to submit their official Duolingo or TOEFL scores to demonstrate proficiency in English.

### Personal statement requirement

The personal statement is a key component of each application. If no GRE (or equivalent) is available, it should include responses to all the following questions; if a GRE (or equivalent) is available, answers only to questions 1 and 3 are required:

1. (approx. 250 words) What are your reasons for applying to the School of Criminal Justice at Rutgers University? Discuss how your personal, professional, and/or community experiences and values affected your decision.
2. (approx. 750 words) Select and describe a crime or justice problem and explain how social or criminal justice policies and practices can help alleviate the issue.
3. (approx. 250 words) What skills and strengths do you expect to gain from the Master's Program at the School of Criminal Justice at Rutgers University that would help advance the fields of criminal justice and public safety and improve society?

## Admission Procedures

In order to apply, an online application is required. Students must apply online at <http://gradstudy.rutgers.edu>. A complete application generally consists of the online application, three letters of recommendation, an application fee, official transcripts of previous academic work, a personal statement (as detailed above), and any relevant test scores.

Most application materials can be submitted online, but official transcripts must be mailed to the admission office at:

### The Office of Graduate and Professional Admissions

Rutgers, The State University of New Jersey  
190 University Avenue  
Engelhard Hall, Room 101  
Newark, NJ 07102

\*All applicants are required to pay a nonrefundable application fee.

Admission decisions are made by the M.A. Academic Oversight Committee and communicated via email to all applicants before or after May 1st. Applicants admitted into the program will receive an admission packet via U.S. mail within several days after they are formally admitted and an email including information on next steps in the enrollment process (e.g. student life, billing, and registration).

## International Applicants

Satisfactory English proficiency is a prerequisite for graduate study at Rutgers. Admitted students may be required to take a test of English proficiency soon after they arrive at the university, and they may also be required to take coursework in English as a Second Language (ESL).

International applicants are required to take the Test of English as a Foreign Language (TOEFL), the International English Language Testing System (IELTS), or Duolingo if English is not their native language. For further information about the test, visit <http://www.toefl.org> or write to TOEFL/TSE Services, P.O. Box 6151, Princeton, NJ 08541-6151. The telephone number is (771-7100. To learn more about the IELTS, visit the website at <http://www.ielts.org>. The Duolingo English Test is an online language proficiency test that can be taken via a camera-enabled computer. Results can be shared with Rutgers-Newark. The minimum Duolingo score is 105. To learn more about the Duolingo, visit the website at <https://englishtest.duolingo.com/applicants>.

The university may deny admission to international applicants who lack proficiency in English.

## Notification

Candidates who are admitted to the Master's program are notified by the Office of Graduate and Professional Admissions and Rutgers School of Criminal Justice's Office of Academic Programs and Student Services. The school may cancel a student's registration, however, if he or she fails to satisfy the conditions of admission.

Candidates are expected to register for the semester for which they were admitted. Those who fail must notify the Office of Graduate and Professional Admissions, as they may be required to submit a second application and fee to be reconsidered for admission at a later date. In addition, they may have to provide a transcript(s) of any intervening college admission.

In order to declare their intent to attend the Master of Arts program, admitted applicants can confirm their attendance online at:

<https://admissionservices.rutgers.edu/graduate/programStatusLogon.app>; or return the Admission Acknowledgement Form that is provided in the admission's packet. This form needs to be emailed or mailed to The Office of Graduate and Professional Admission at 190 University Avenue, Engelhard Hall, Room 101, Newark, NJ 07102. Admitted applicants need to make sure to confirm their residency status for tuition billing purposes on the AAF. For more information, visit <http://gradstudy.rutgers.edu/apply/admitted-whats-next>.

Admitted students will receive in their admission packet an [Immunization Form](#) that needs to be completed and returned to the address in the document by July 15. For more information, visit <http://health.newark.rutgers.edu/immunization>.

## Deadlines

The deadline for application to the School of Criminal Justice Master of Arts program is May 1st. The School of Criminal Justice only accepts students for the Fall semester, though earlier applications will be considered ahead of this time. There is no Spring admission. Applicants wishing to be considered for financial aid need to apply by March 1st.

## Orientation

A 1-day orientation for newly admitted M.A. students is typically scheduled the week before classes officially start. All new students will receive an email invitation from the Office of Academic Programs and Student Services to attend this event.

During orientation, students will meet SCJ Faculty and Staff, receive program materials and learn about upcoming opportunities for research and fieldwork placements. In addition, students will receive updated information about student life including parking, housing, library services, and health services.

## Non-Degree Graduate Student Program

Non-degree graduate study is available at the discretion of each of the graduate programs. Enrollment is on a part-time, non-matriculated basis.

Persons interested in taking graduate courses at the School of Criminal Justice may enroll for non-degree study. Credits earned as a non-degree student do not lead to a degree from Rutgers but may be helpful when considering acquiring specific skills or seeking experience in a graduate school setting. Non-degree students who apply and gain admission in to the SCJ Master of Arts program may have their credits transferred to their M.A. coursework.

Non-degree students will be considered for admission on a space-available basis and may only take up to 12 graduate-level credits at the School of Criminal Justice.

Applicants interested in non-degree enrollment may submit application materials for admission consideration before the first week of classes of every semester (Fall/Spring). To be considered, applicants must apply online at <http://gradstudy.rutgers.edu>, submit a copy of their current Resume/CV, and submit an official transcript showing a undergraduate degree was earned. Non-degree applicants will be reviewed by the SCJ Office of Academic Programs and Student Services and will be notified of their acceptance online and by email.

**Note:** Non-degree students applying to the regular SCJ M.A. program will need to fulfill all admission requirements, with the exception of GRE scores. Non-degree status does not influence admission in to any of the SCJ academic programs. International students are not eligible for non-degree matriculation.

## Readmission

The SCJ Office of Academic Programs and Student Services, not the admissions office, handles all applications by former students who are seeking readmission to the School of Criminal Justice, Master of Arts program. The readmission procedure is required of all students who:

1. Have withdrawn officially from school;
2. Did not receive a degree in the program for which they were enrolled;
3. Failed to maintain continuous registration through coursework or matriculation continued status.

These readmission criteria are minimal requirements; Meeting the minimal requirements does not guarantee readmission. The amount of time since last course enrollment at SCJ may be a deciding factor in readmission consideration. Request a readmission application from the SCJ Office of Academic Programs and Student Services. Students will be assessed a \$60 readmission fee, which is payable to Rutgers University and is paid through the registrar's office (<http://registrar.newark.rutgers.edu>).

# AWARDS & SCHOLARSHIPS

There are a number of scholarship opportunities for incoming students, contingent on availability of funding. The school reserves the right not to make an award.

## Incoming students

### Master's Promise Scholarship

This scholarship provides partial tuition and/or stipend support. All newly admitted students are automatically considered for this award on the basis of merit and/or need.

### Educational Opportunity Fund (EOF)

New Jersey residents who are full-time students and who can demonstrate backgrounds of financial and academic hardship are eligible for EOF grant ranging from \$200 to \$2,850. Students who received EOF grants as undergraduates are presumed eligible if they fall below the maximum income parameters required for all recipients of this state grant. Graduate students who did not receive EOF grants as undergraduates, but feel that they come from backgrounds of financial hardship and wish to be considered, must write to the financial aid office for consideration. The grants are renewable for the duration of a student's degree work. Students must demonstrate continued eligibility and provide evidence of satisfactory academic progress. In addition, students must complete the FAFSA form to be considered.

### New Jersey State Grant

Full-time graduate students, who are classified as New Jersey residents for tuition purposes and who demonstrate financial need, are eligible to receive a New Jersey State Grant. Amounts vary from \$200 to \$2,650 per year. The money is dependent upon funds being available, and grants are renewable. EOF grant recipients are not eligible.

### Rutgers Eagleton Fellowship Program

The Eagleton Institute of Politics offers interdisciplinary fellowships that provide select Rutgers graduate students the opportunity to further their understanding of government, public affairs, and the practice of politics, and connect the fellowship experience to their chosen fields of study. Eagleton fellowships provide varying stipends; some offer tuition remission. The fellowship application is available online in late January at <http://www.eagleton.rutgers.edu/students/fellowshipapplication.php>.

## Graduating students

### Director's Award for Scholarly Achievement

This award is presented to a graduating MA student who has achieved the highest academic standing in the Masters of Arts (Criminal Justice) Program and who has demonstrated an applied understanding of course materials through their written work completed during their time in the MA Program that they believe exemplifies their strongest academic performance.

### **Director's Award for Professional and Practical Excellence**

This award is presented to recognize outstanding contributions by a graduate student who influences or contributes to the field or profession of criminal justice while earning a Master's degree.

# ACADEMIC OVERVIEW

## Master of Arts in Criminal Justice

### Program Overview

The M.A. curriculum prepares students for positions of leadership and responsibility in government organizations and/or non-profits dealing with issues of crime, justice and law enforcement. It also provides advanced training in social science research and methods. This is achieved through coursework and hands-on experience that emphasize up-to-date knowledge about policies and practices in the criminal justice system, and the development of skills needed for students to become more effective agents of change in their chosen fields.

### Learning Goals

We link our students to real-world issues and practices to promote careers of impact in a range of public and private organizations that deal with crime, justice and their consequences. This is achieved through a rigorous grounding in policy, theory, and analysis that involves the following competencies:

#### *Policy skills*

Students will develop knowledge of criminal justice system operations and key debates in the field to become informed criminal justice policy analysts. This will be achieved through a comprehensive training encompassing the review of substantive approaches to the structure and change of criminal justice organizations as well as in-depth case studies centered on issues of management, resource allocation and innovation.

#### *Problem-solving*

Students will learn how to identify and measure crime and criminal justice policy problems using appropriate methodological and statistical techniques. They will also learn how to design appropriate targeted interventions to respond to these problems, and techniques of monitoring and evaluation to track the success of interventions.

#### *Integrity*

Students will deepen their sense of responsibility and commitment to the criminal justice field and communities affected by criminal justice policies. They will do this by learning to bridge gaps between policy, research and theory, and to appreciate the social contexts of criminal justice policies, and their intended and unintended consequences.

#### *Leadership*

Students will develop the confidence and vision to become evidence-based agents of change within criminal justice agencies, social service organizations, and communities impacted by criminal justice policies. This will be acquired through hands-on experience(s) working in the field, and learning ways to design and communicate solutions to crime and criminal justice problems.

## General Requirements

The Master of Arts program in criminal justice requires students to complete a minimum of 30 credits towards the degree. All requirements for the Master of Arts degree should be completed within 3 years of the first semester of matriculation in to the program.

## Coursework

In-person courses are necessary within the MA Program, though online courses may be available and can count towards coursework needed for graduation. Students must complete 4 required courses (12 credits) and 6 elective courses (18 credits). The required courses are:

- 27:202:522 Research and Evaluation (3)
- 27:202:523 Data Analysis and Management (3)
- 27:202:525 Justice, Law and Policy (3)
- 27:202:553 Master's Project Seminar (3)

Electives may be used to build a substantive concentration on areas of interest. Electives may also count toward completion of a "Certificate Program" (see below). The full catalog of courses and course descriptions is included in the last section of this handbook. For current and future course listings, schedules and instructors, visit <http://sis.rutgers.edu/soc/>.

Students may register for up to 6 credits of Rutgers University graduate elective courses outside of SCJ. However, any of these course selections must be pre-approved by the M.A. Program Director. Students seeking pre-approval to take classes outside of SCJ must provide a written letter of intent and include a copy of the course syllabus. Criteria for the final review and approval of course credits will follow the guidelines specified below under "transfer of credits".

## Certificate Program

A certificate program is a pre-approved set or series of graduate-level courses related to a particular topic. The group of courses is titled, which serves as the name of the certificate that is earned at the completion of the program. Here, a "certificate" refers to a paper document attesting to the fact that minimum requirements were met for a particular certificate program. All approved certificate programs require satisfactory completion of at least three 3-credit courses, or their equivalent. Some certificate programs require more courses or have additional expectations. Availability of certificates to new enrollees may vary year to year. You can see a list of current certificates here: <https://rscj.newark.rutgers.edu/ma-certificates/>

*Student eligibility:* All graduate-level students (M.A., Ph.D., J.D., or equivalents) at Rutgers University, already admitted to degree programs.

*Student enrollment:* An application form must be completed and delivered to SCJ before the start of the student's second semester. There is no fee to apply. The application serves as a student's declaration of intent to complete a particular certificate program. SCJ's Academic Programs and Student Services (APSS) retains this record. Students may apply for more than one certificate

program. Students who submit an application form on time remain eligible to earn the declared certificate within at least 2 years from the application date.

*Verification and formalization:* At the time when students apply for graduation, they also request a “certificate audit.” APSS reviews student transcripts to verify that minimum certificate program requirements have been met. Names of verified students are forwarded to the MA Committee for affirmation vote to “issue” the certificate(s). Certificates are printed and then signed by the MA Director and SCJ Dean. Certificates include recipient’s name, certificate program name, and date of completion. A historical record of certificates issued will be maintained by SCJ.

Certificates will only be issued concurrent with graduate-level degree conferment. Certificates cannot be earned without degree completion.

## **Coursework Planning**

The Master of Arts program may be completed in 3 semesters if enrolled full-time (Fall admissions only). To be considered full-time, students must register for a minimum of 9 credits. Please see below for the model sequencing of course loads (full-time):

### **Requirements for Semester 1 (Fall Semester)**

- 27:202:523 Data Analysis and Management (possible substitution with Introductory Statistics, 27:202:542, upon approval of Directors of PhD and MA programs)
- 27:202:525 Justice, Law and Policy
- [course #] Elective Course
- [course #] Elective Course (required for BS or BA / MA students)

### **Requirements for Semester 2 (Spring Semester)**

- 27:202:522 Research and Evaluation
- [course #] Elective Course
- [course #] Elective Course
- [course #] Elective Course (required for BS or BA / MA students)

Early Spring:

Fall registration period (March/April):

### **Requirements for Semester 3 (Fall semester)**

- 27:202:553 Master’s Project Seminar or Elective Course
- [course #] Elective Course
- [course #] Elective Course

## Dual Degree Program in Social Work (M.S.W.) and Criminal Justice (M.A.)

The Dual Degree Program offers students an opportunity to develop work-advanced knowledge and skills in the deeply interrelated areas of criminal justice and social welfare. The School of Social Work and the School of Criminal Justice share deep commitments to social justice, improving the social welfare of those involved with the justice system, training a labor force to support justice-involved individuals, and advancing knowledge and research around effective policies and practices related to the intersection of criminal justice and social welfare. The dual degree program reflects these commitments as it draws on coursework in social work and criminal justice to prepares students for successful careers in public service.

### Curriculum Structure and Credits

As detailed below, the proposed dual degree is a two-year program with a total of 66 credits. Students will complete 45 credits of MSW coursework and 21 credits of MA coursework from SCJ.

Fall Year 1	Spring Year 1
19:910:500 Social Work Practice I (with Individuals, Families and Groups)	19:910:501 Social Work Practice II (with Organizations and Communities)
27:202:525 Justice, Law, and Policy*	27:202:522 Research and Evaluation (Fulfills Methods of Social Work Research II 595 for SSW)*
27:202:523 Data Analysis and Management (fulfills RM 1 505 for SSW)*	27:202:XXX Criminal Justice General Elective (approved by both programs)*
19:910:506 Diversity and Oppression**	19:910:502 Human Behavior and the Social Environment (online) **
19:910:508 Field Education Practicum I	19:910:509 Field Education Practicum II

**Summer Courses:** 19:910:507 Clinical Assessment and Diagnosis  
19:910:504 Social Welfare Policy and Services 1

Fall Year 2	Spring Year 2
19:910:511 Clinical Social Work I OR 19:910:535 Management Practice and Theory	19:910:512 Clinical Social Work II OR 19:910:536 Program and Strategic Planning
19:910:XXX Advanced Practice Distribution Requirement (potentially co-developed/taught course, advanced practice in criminal justice settings)	27:202:XXX Criminal Justice General Elective (approved by both programs)*
19:910:XXX Advanced Contemporary Policy	27:202:XXX Criminal Justice General Elective (approved by both programs)*
27:202:553 Criminal Justice Master's Project Seminar* (approved for MSW credit as needed)	19:910:XXX SSW General Elective (approved by both programs)
19:910:600 Field Education Practicum III	19:910:601 Field Education Practicum IV

*\*SCJ courses approved for MSW credits*

*\*\*SSW courses approved for MA credits*

SCJ credits applied to the MSW include Research and Evaluation (27:202:522), Data Analysis and Management (27:202:523), Justice, Law, and Policy (27:202:525), 3 general electives in Criminal Justice, and the Master's Project Seminar (27:202:553) if/as needed.

SSW credits applied to the MA in Criminal Justice include Human Behavior and the Social Environment (19:910:502), Diversity and Oppression (19:910:506), and a general elective in Social Work.

### **Location of Course Work**

We anticipate that most students will take all of their SCJ and SSW courses in Newark, NJ. However, it is possible for students to take some of their SSW classes in New Brunswick if they so desired. Many courses are also offered online (remotely).

### **Advising**

Students will be assigned a primary advisor through their home school. In Year 1, this will be SSW. In Year 2, the home school will be SCJ. All academic advising issues and academic related processes will take place at their home school.

### **Admissions**

While candidates will apply to the dual-degree program, they will be required to meet the independent admissions requirements of both schools and the schools will independently evaluate each candidate. Admissions staff at both schools will coordinate the admissions process to the dual degree, including application processes, notification of acceptance/rejection, etc. To apply:

<https://grad.admissions.rutgers.edu/GraduateProgram/Detail.aspx?code=19910R&degree=MSW>

## **Dual Juris Doctor (J.D.) and Masters of Arts (M.A.) in Criminal Justice Degree Program**

This dual degree program is offered by the School of Law — Newark and the School of Criminal Justice to provide students with knowledge and skills to engage with issues of law and justice in civil society. Program graduates are trained to advance matters of civil, criminal and social justice within legal systems, and to think deeply about the theories, ethics, procedures, practices and outcomes of legislative and judicial systems in the US and around the world.

### **Curriculum Structure and Credits**

This program allows full-time students to complete the requirements for both the J.D. and M.A. degrees in three-and-half years (seven full-time semesters and two part-time summer semesters). Students, however, are permitted to complete the dual degree in more than the allotted minimum number of semesters.

Students will spend the first full-time year completing the required curriculum for the J.D. degree in the Law School, and the second full-time year completing the majority of the curriculum (that is, required and elective courses) for the M.A. degree in SCJ. It is also possible for students to start in

the M.A. program and then apply to the J.D. program, but they would need to be mindful of ABA Standard and Interpretation 304-5 (“Credit for a J.D. degree shall only be given for course work taken after students have matriculated in a law school.”)

Students must complete a 3-credit M.A. seminar project that satisfies the SCJ curriculum requirement and the J.D. upper class writing requirement. Students’ seminar project will be supervised and graded by the instructor of record for the M.A. Project Seminar course, with advice and consultation by Law faculty.

During the third and fourth years of full-time study, students will take elective courses from either the J.D. or M.A. curriculum in order to meet the requirements for both degrees. The following sets forth a typical curricular plan that would enable students to complete both degrees within three and half years:

	<b>Fall</b>	<b>Spring</b>
Year 1	Law (14 credits)	Law (15 credits)
Year 2	SCJ (12 credits)	SCJ (9 credits) + Law (3 credits)
Year 3	Law (15 credits)	Law (15 credits)
Year 4	Law (10 credits) + SCJ M.A. Seminar Project (3 credits)	

Please note that credits earned during winter, spring break and summer sessions may also count towards the requirements of the program.

The Law School will apply 12 credits of regular classroom course work completed in the M.A. program towards the J.D. degree, and SCJ shall apply 6 credits of regular classroom course work completed in the J.D. program towards the M.A. degree. Both degrees (J.D. and M.A.) will be awarded simultaneously upon completion of all requirements. Courses that will carry over from SCJ to the Law School must be pre-approved by law school advisors (they cannot be duplicative in name or topic as the existing Law School course requirements).

**Location of Course Work**

Most students will take all of their SCJ and Law School courses in Newark, NJ.

**Administration and Funding**

For purposes of University funding and budgeting, for each semester of residence, students shall be deemed primarily affiliated with whichever unit (the Law School or SCJ) they are attempting a majority of semester credits during that semester.

**Admissions and Withdrawals**

Candidates for the dual degree program shall apply for and gain admission to the J.D. program and the M.A. program separately and independently. It is permissible to apply for admission to one program while still enrolled in the first year required/core curriculum in the other program. Once admitted to both programs, students shall declare their intention to complete the dual degree program.

Students enrolled in the Law School/SCJ program who withdraw from either the M.A. program or the J.D. program and continues in the other program must satisfy the full curriculum requirements

for that degree and will not be eligible to apply credits as otherwise described. They will be subject to the academic rules regarding credits from other units of the University as applies to all other M.A. and J.D. candidates.

## Accelerated Master's Program

The Accelerated Master's program (B.S. or B.A. / M.A. joint degree) makes it possible for highly motivated and qualified undergraduate students who determine early in their postsecondary education that they wish to pursue graduate studies in criminal justice. This four and ½ 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. Completion of ninety-six (96) undergraduate credits in liberal arts subjects;
2. Satisfactory completion of the core requirements;
3. Completion of criminal justice or justice studies major requirements;
4. A cumulative grade-point average of 3.2 or better at SCJ.
5. Satisfactory answers to the three questions that make up the personal statement. If available, test scores such as the Graduate Record Examination (GRE) test scores will additionally be taken into account, and will substitute for question 2 of the personal statement.

Careful planning is necessary to complete the undergraduate requirements within 96 credits. Students also need to fulfill all general requirements for admission consideration (e.g., GRE scores, personal statement, three letters of recommendation, etc.). All applications are due May 1st and will be reviewed by the M.A. Academic Oversight Committee. Earlier applications will be considered ahead of time.

Students interested in this program should contact the [SCJ Office of Academic Program and Student Services](#) in their first year of undergraduate studies; 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 semester of the junior year.

## Fieldwork Placement Course

When available, Masters students have the option to take a 3-credit fieldwork course (27:202:556) after completing at least two required courses (6 credits). This course is usually offered during the Spring semester only. Non-degree students may not enroll in the fieldwork course. The fieldwork course counts as an elective. Only one fieldwork course may be taken during the M.A. program. Students must work with the SCJ Director of Community Outreach to identify an appropriate fieldwork placement (Lori Scott-Pickens, email: [lori.scottpickens@rutgers.edu](mailto:lori.scottpickens@rutgers.edu)). SCJ will help to identify and develop relevant placement opportunities. Participation at the placement site must amount to at least 135 hours, plus an expectation that classroom time and related coursework will amount to at least 15 hours.

During the semester prior to enrollment in the fieldwork course, interested students must obtain the approval of the SCJ Director of Community Outreach to supervise their fieldwork placement. Students will work with the SCJ Director of Community Outreach and the SCJ Office of Academic

Programs and Student Services to complete all necessary paperwork. Students will receive an M.A. fieldwork packet. This packet includes the agreement between SCJ and the fieldwork placement agency, as well as details on the evaluation parameters for the course. Classroom meetings and related coursework will be required of students and graded by the faculty instructor of record for this course, as detailed on the course syllabus. Fieldwork placements should be unpaid.

## **Internship Course**

Criminal justice internship is a 3-credit courses that require 150 hours of on-site placement and participation. Internships offer students first-hand experience in the day-to-day operation of a criminal justice or related agency in government, research or non-profit settings. The internship course is supervised by the SCJ Director of Community Outreach, Lori Scott-Pickens ([lori.scottpickens@rutgers.edu](mailto:lori.scottpickens@rutgers.edu)) and a practitioner in the internship-placement area. Interested students must meet with the SCJ Director of Community Outreach to receive approval for the internship and permission to enroll. The internship course is not available for enrollment during the same semester as the Fieldwork Placement course. Only 3 credits from an Internship or Fieldwork Placement may count toward graduation. There are no prerequisites to enroll in an internship. Internships may be paid or unpaid. The internship is graded pass/no-pass. Students interested in an internship must complete the SCJ application, which includes the agreement between the school, the student intern, and the internship site/agency, as well as details on the expected deliverables and evaluation parameters for the internship.

## **Independent Study**

Students must complete 6 credits of coursework prior to enrollment in an independent study course. Master's degree students may accumulate no more than 6 credits in independent study toward the completion of the degree.

During the semester prior to enrollment in an independent study, students must obtain the approval of a faculty member who agrees to supervise an independent study. Students must complete an independent study form (available in the SCJ Office of Academic Programs and Student Services) that describes their coursework for the semester. In addition, students must attach the preliminary syllabus for the independent study describing learning goals, readings, and the grading policy. The SCJ form must be signed by students and their supervising faculty member.

## **Academic Advisement**

The M.A. Academic Oversight Committee is made up of members of the SCJ Faculty. Committee members provide oversight of the admissions process, scholarships, the M.A. curriculum, student academic progress, and fieldwork.

The M.A. Program Director serves as Chair of the Academic Oversight Committee and is available to offer support and advice to all M.A. students regarding, for example, matters of course selections, concentrations, or potential internships/fieldwork placements.

The Office of Academic Programs and Student Services (APSS) at SCJ is also always available to assist and advise students on all matters related to their scholarship and professional development. All academic paperwork must remain on file within the APSS office.

## **Office of Academic Programs and Student Services (APSS)**

### **General Overview**

The Office of Academic Programs and Student Services is responsible for overseeing and implementing enrollment services; reviewing and approving graduation certification; retaining student academic records; ensuring adherence to University and School academic policies and procedures; coordinating student services across the University; and supporting the M.A. Academic Oversight Committee.

The SCJ Director of Community Outreach is responsible for providing guidance and support for fieldwork placements. He/she identifies potential opportunities for placements/internships for M.A. students and serves as the liaison between SCJ and the various regional partner/host agencies. The SCJ Director of Outreach also supports the fieldwork course, which will be overseen by the M.A. Program Director as the instructor of record and academic sponsor of all placements.

### **Registration**

Before the start of the fall and spring semesters, registration instructions are posted on the registrar's website (<http://registrar.rutgers.edu>). Most registration is done via the web registration system ([WEBREG](#)) during announced dates.

After the deadline dates, initial registration must be done in person at the Office of the Registrar through the ninth calendar day of the semester. Students who have registered can make necessary adjustments to their schedules via the web registration system through the ninth calendar day of the class. Confirmation of registration can be secured from the web registration system or a copy can be requested at the Office of the Registrar. Course offerings for the semester can be found on the Schedule of Classes (<http://sis.rutgers.edu/soc>).

Students admitted into the M.A. program are expected to maintain continuous registration in every fall and spring semester thereafter until completing the program and earning the degree. Normally students register for courses or research, but, if necessary, may register for matriculation continued.

Students who fail to maintain continuous registration may not resume formal graduate study or register again in the School of Criminal Justice without first applying through the SCJ Office of Academic Programs and Student Services for readmission.

All new, first-semester students must register for Fall courses by the end of the add/drop period. Registration can be completed by phone, e-mail or in person with the Manager of Graduate Programs and Enrollment Services located within the Office of Academic Programs and Students Services, Suite 578.

Students will be able to register online after completing their first semester at SCJ. In preparation, students should familiarize themselves with the Rutgers Web Registration ([WEBREG](#)) system

(<https://sims.rutgers.edu/webreg/>) and browse the [University Schedule of Classes](#) online (<https://sis.rutgers.edu/soc/>).

In order to expedite the registration process, students should create their [NetID](#) accounts prior to the start of their first semester at SCJ. To create a NetID please visit <https://netid.rutgers.edu/index.htm>.

Prior to registering for Spring courses, all first-semester students will need to meet with the Office of Academic Programs and Student Services or the M.A. Program Director to discuss concentrations, coursework and fieldwork options as well as overall standing in the program. It is the student's responsibility to schedule these meetings prior to the end of the Spring registration period (November).

### **Matriculation Continued**

Students who are obliged to interrupt their studies may, with the approval of the M.A. Program Director and the SCJ Office of Academic Programs and Student Services, register for Matriculation Continued. This category of registration is available only to students not present on campus and not using faculty time and university research facilities.

## **GRADUATION AND COMMENCEMENT**

It is students' responsibility to complete all requirements for graduation by the scheduled dates listed below. Students should consult with the graduate director of their program and with the Office of Academic Programs and Student Services with respect to the completion of the requirements for graduation. Conferral of degrees and diplomas occurs once a year at the annual spring commencement. Students who file the applications and complete all other requirements for the degree by the announced October or January dates will have a diploma dated for the respective month, although they will not receive it until the following spring. To provide proof that they have earned a degree before commencement, students may file a written request for a temporary certificate of completion with the Office of Academic Programs and Student Services. The school withholds diplomas from students who are under financial obligation to the university.

The electronic diploma application can be accessed at:

<https://grad.admissions.rutgers.edu/Diploma/Login.aspx?ReturnUrl=%2fDiploma>.

<b>Diploma Date</b>	<b>Diploma Application Deadline</b>
October Degree	August 1
January Degree	November 1
May Degree	March 1

Commencement occurs in May annually. For more information, visit <http://www.newark.rutgers.edu/commencement>.

# ACADEMIC POLICIES AND PROCEDURES

## Transfer of Credit

### Transfer of Credits from outside of Rutgers University

At least 24 of the 30 credits required for graduation must be taken at Rutgers University, School of Criminal Justice. Students who have taken graduate credits outside Rutgers but who have not applied them to another graduate degree may, after the successful completion of 12 credits, petition the M.A. Academic Oversight Committee to accept 6 credits toward the degree requirements. The following requirements must be met:

- Courses must be related to the study of criminal justice;
- A grade of “B” or better in the course being transferred is required; neither Pass nor Satisfactory is acceptable;
- Courses may not include work for a thesis, independent study, or research;
- Only graduate level courses will be accepted for transfer; and
- The credits will not have been used towards another degree.

In applying for transfer credit, students must obtain an official transcript of the grades to be transferred and complete a transfer credit form, which is available in the SCJ Office of Academic Programs and Student Services. The transfer credit form and the official transcript must be submitted to the Office of Academic Programs and Student Services. The Registrar’s Office will record the transfer of the credits on student transcripts if the transfer is approved.

### Transfer of Credits for Rutgers graduate classes outside of SCJ

Students interested in taking Rutgers graduate classes outside of SCJ will need to seek permission from the M.A. Program Director before enrolling in the class. Students will need to submit a written request and a copy of the course syllabus to the M.A. Program Director and/or the M.A. Academic Oversight Committee for review and approval.

- Courses must be related to the study of criminal justice;
- A grade of “B” or better in the course being transferred is required; neither Pass nor Satisfactory is acceptable;
- Courses may not include work for a thesis, independent study or research;
- Only graduate level courses will be accepted for transfer; and,
- The credits will not have been used towards another degree

SCJ M.A. students with Rutgers graduate credits completed prior to admission may petition the M.A. Academic Oversight Committee to review up to 6 of these credits toward the degree requirements (same rules as immediately-above apply).

### Transfer of Credits for non-degree students at SCJ

Non-degree students at SCJ admitted into the Master of Arts program may transfer up to 12 credits of graduate coursework toward their M.A. degree. SCJ graduate courses will only be eligible for

transfer provided that students earned a grade of B or better. For more information about non-degree admissions and coursework, see page 9.

## **Academic Standing**

SCJ faculty and staff are fully invested in supporting students to navigate successfully all course requirements in accordance to our program goals. The SCJ Office of Academic Programs and Student Services will facilitate this process by providing guidance in connection to student life, course registration, and career development. The M.A. Program Director and the M.A. Academic Oversight Committee will provide guidance in connection to academic matters including coursework, fieldwork placements and academic standing.

## **Grades**

The cumulative average is calculated by including *ALL* courses with the exception of E-prefixed or Pass/No Credit courses. To calculate the cumulative GPA, the grade received in each course is multiplied by the credits, the sum of which is divided by the total credits.

No more than 3 credits or 1 course with a grade of C or C+ may be used in meeting the requirements for a master's degree.

The School of Criminal Justice requires that all students enrolled in the M.A. program maintain a minimum cumulative B or better average during each semester in order to remain enrolled. If the student's academic performance falls below the expected standard, the school may review the record and make recommendations concerning that student's future registration in the M.A. program. Failure to maintain the minimum cumulative average may result in academic dismissal.

## **Student Grade Complaints**

Student complaints about grades shall, where possible, be handled within the structure of the graduate degree program.

In the first instance, the student must confer with the instructor who recorded the grade in question. Such conference must take place within ten school days of notification of the grade. If the matter is not resolved between the student and the instructor, the student must, within five school days of conferring with the instructor, report the issue to the M.A. Program Director for review and mediation. The M.A. Program Director, within ten days after notification of the dispute, shall consult with all parties and propose a resolution. If this is unsuccessful, the matter shall be immediately referred to the M.A. Academic Oversight Committee. The Committee shall render a decision within ten school days. In arriving at a decision, the Committee may consult with whomever it chooses and may ask other faculty members to review the grade in question.

Students who wish to appeal this decision must do so to the Dean of the School of Criminal Justice within 7 days of receipt of the decision. Such appeal shall be in writing, and shall state the specific grounds for the appeal: 1) technical error; 2) new information; or 3) extenuating circumstances. The Dean of the School of Criminal Justice, whose decision is final, shall render a decision within ten school days of the appeal. For purposes of these procedures, "school day" is any day classes are in session, excluding the summer session.

## **Time Limits for Incompletes**

After the end of a course, up to one year is allowed for incomplete work to be made up and for a change of grade to be authorized by the instructor. After a year, no change of grade may be made, and the incomplete grade will turn into an “F” and remain on the student’s permanent record. If criminal justice master’s students accumulate 12 or more credits of incomplete course work, future course registration shall be denied unless waived by the Dean of the School of Criminal Justice.

## **Academic Probation**

The Office of Academic Programs and Student Services will review each student’s academic record every semester. Students will be placed on academic probation if:

- Receipt of one or more grades of C+ or below
- Cumulative Grade Point Average below 2.83
- Failure to remove a grade of Incomplete within one year

Students placed on probation will be notified of their standing in the program in writing by the end of the following academic term. They will need to meet with the Office of Academic Programs and Student Services and/or the M.A. Program Director to discuss their plans for academic progress.

## **Procedures for Granting or Denying Degrees**

All requirements for the degree of Master of Arts should be completed within 3 years of the first semester of matriculation in the criminal justice M.A. program.

Candidates for the master’s degree must maintain a cumulative GPA above 2.83. No more than one course with a grade of C or C+ can contribute to the fulfillment of the requirements of the master’s degree.

The M.A. Academic Oversight Committee may dismiss students from the program for academic deficiency if their GPA falls below 2.83 for more than two semesters. Similarly, students will be dismissed from the program if they receive a second grade of C+ or below (see “Termination of Studies” section, below).

Students may be asked to discuss their progress toward their degree with the Office of Academic Programs and/or the M.A. Program Director.

## **Termination of Studies**

Students may be required to terminate their graduate studies and withdraw from the School of Criminal Justice if they fail to meet the minimum requirements of the M.A. program. Students must satisfy the conditional requirements established at the time of their admission. Failure to make continuous progress toward the attainment of the degree may constitute a basis for termination. In addition, non-adherence to the schedule of time limits for degrees may constitute a basis for termination.

When termination of studies is possible, the program notifies students in writing of the program's concern about his or her performance. Such a warning specifies the source of concern. Warnings specify when and on what basis the faculty is considering a recommendation for academic dismissal. A probationary period of one semester is normal.

Following the probationary period, the M.A. Academic Oversight Committee will consider students who fail to meet the provisions of the warning by for dismissal. Students may be asked or may request to speak on his or her behalf at a meeting of the Committee for that purpose. A member of the university community may assist students in preparing his or her presentation. The Committee will provide, in writing, details of all decisions to dismiss including reasons for the decision and a list of warnings communicated to the dismissed student.

### **Appeal of a Decision to Terminate Studies**

Student may appeal a dismissal notice to the M.A. Academic Oversight Committee. Anyone wishing to appeal a dismissal must submit that appeal in writing within 10 days of receipt of the decision. The appeal must state the basis for the appeal. The grounds for appeal are (1) technical error, (2) new information, or (3) extenuating circumstances. The M.A. Academic Oversight Committee will grant or deny the appeal within 10 school days of receiving the appeal. For purposes of this procedure, a school day is any day that classes are in session, excluding Summer Session.

Students wishing to lodge a second appeal may do so in writing to the Dean of the School of Criminal Justice within 10 days of receipt of the appeal denial by the M.A. Academic Oversight Committee. The Dean of the School of Criminal Justice, whose decision is final, shall render a decision within 10 school days of the appeal.

### **Academic Integrity**

All members of the Rutgers University community are expected to behave in an ethical and moral fashion. In addition, all Rutgers community members are expected to observe established standards of scholarship and academic freedom by respecting the intellectual property of others and by honoring the right of all students to pursue their education in an environment free from harassment and intimidation. Students are required to be familiar with the University's code of conduct. For more information visit: <http://academicintegrity.rutgers.edu/policy-on-academic-integrity>.

The stature and reputation of the School of Criminal Justice are based on the commitments of its faculty, staff, and students to excellence in scholarship and high standards of professional integrity. Students are required to be familiar with Rutgers University 's rules and procedures governing academic integrity, and the principles behind them. These will be strictly enforced in the graduate program (For more information visit: [http://catalogs.rutgers.edu/generated/nwk-grad\\_current/pg62.html](http://catalogs.rutgers.edu/generated/nwk-grad_current/pg62.html))

Students who engage in plagiarism, cheating, fabrication, facilitation of dishonesty, academic sabotage, or other forms of academic dishonesty may be dismissed from the M.A. program.

#### **Academic integrity includes a range of practices, including:**

- Honesty in proposing, performing, and reporting research

- Recognition of prior work
- Confidentiality in peer review
- Disclosure of potential conflicts of interest
- Compliance with IRB and protection of research subjects
- Collegiality in scholarly interactions
- Adherence to fair and open relationships between senior scholars and their coworkers, including students

## **Change of Registration and Withdrawals**

The schedule for any change of registration and of withdrawals without academic penalty is as follows:

- 1) Adding courses: from registration through the ninth calendar day of the semester.
- 2) Dropping courses: from registration through the ninth week of classes. Courses dropped through the eighth calendar day of the semester are deleted from the student's record. Courses dropped from the ninth calendar day of the semester through the ninth week result in a W grade.

## **Withdrawal from the School of Criminal Justice.**

Students may withdraw from the school through the 12th week of classes as long as they have obtained signed permission to do so from the SCJ Office of Academic Programs and Student Services. Students who drop a course without notifying the registrar automatically receive a grade of F in that course. Students who withdraws from school without notifying the registrar automatically receive a grade of F in all courses. No withdrawals of any sort are permitted during the last two weeks of classes. Students who leave the university during this period are still considered officially enrolled and receive final grades for the semester.

# CAMPUS RESOURCES AND SUPPORT

## International Student and Scholar Services

The Office of International Student and Scholar Services, located at Conklin Hall, Room 216, 175 University Ave, assists nonimmigrant international students with all matters of special concern to them, and serve as a referral source to other university offices, academics departments, and outside agencies. The office provides direct support for employment, immigration, personal concerns, and other matters. For more information, call 973-353-1427 or see <https://myrun.newark.rutgers.edu/oiss>.

## Program in American Language Studies

The Program in American Language Studies (PALS) is the English as a Second Language (ESL) curriculum at Rutgers. It provides nonnative speakers with the English skills they need for academic work in the United States. PALS offers the following courses in the fall and spring semesters:

- Advanced Pronunciation
- Comprehension and Conversation
- Grammar and Composition
- Graduate ESL Seminar

Class sizes are limited, which permits teachers to give students individualized attention. Students must register to attend PALS courses, and the results of a diagnostic test determine their class placement. Supplemental assistance is available through computer labs. The [PALS office](#) is located at 175 University Avenue, Conklin Hall, Room 226. For more information call (973) 353-5013 or email at [pals@newark.rutgers.edu](mailto:pals@newark.rutgers.edu).

## Health Services and Immunizations

The Rutgers Student Health Services office is located at 249 University Avenue, Blumenthal Hall, Room 104. 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.

For more information, visit <http://health.newark.rutgers.edu/>

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 desensitization, 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, see <http://health.newark.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/>.

## **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. Students receiving fellowships and assistantships must bring their term bills to the School of Criminal Justice Dean's Office to receive an RT100 Tuition Remission Card. 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.

## **Housing**

If you plan to live on campus, it is very important that you apply by the deadline. An offer of housing is NOT included with the offer of admission. All students are encouraged to visit the website at <http://housing.newark.rutgers.edu/> for information on our facilities. Click on the Applications link to access a downloadable version of the housing application. International students in particular are advised to download the housing application from the web to expedite the application process. The office phone is 973.353.1037.

## **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>

## **Bookstores**

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

## **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 is 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 <http://newarkbusinessoffice.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](http://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.

### **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.

## **Computer Center**

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. Matriculated students are 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, RUNservers, 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/>

## **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://www.ncas.rutgers.edu/cdc>. Please note that Career Services is not a placement office. M.A. fieldwork placements are coordinated by the SCJ Director of Community Outreach.

The CDC offers a number of services to students and alumni. We encourage students to activate their Rutgers-Newark Handshakes accounts as they begin their academic career and take advantage of our resources throughout their time at the University and beyond. Access Handshake at: <https://rutgers-newark.joinhandshake.com/login>

## **Disability services**

Rutgers-Newark 's Office for Disability Services is located in the Robeson Campus Center. For information about requesting information about services can be found at the university website <http://ods.rutgers.edu> or by visiting the office in the Paul Robeson Campus Center or calling (973) 353.5300.

## **M.A. Academic Oversight Committee**

The M.A. Academic Oversight Committee is made up of members of the SCJ Faculty, with advice and consultation by the Office of Academic Programs and Student Services staff. Committee members provide oversight of the admissions process, scholarships, the M.A. curriculum, student academic progress and fieldwork. The members of the committee change over time. Current members are available upon request to the current M.A. Program Director and Committee Chair:

### **M.A. Program Director and Committee Chair**

Joel Miller, Ph.D., Professor  
Email: [joelmi@rutgers.edu](mailto:joelmi@rutgers.edu)

## **Student Government Association**

The SCJ Student Government Association (SGA) is a university organization run by graduate students. The SGA is dedicated to upholding a strong peer community, while serving as a liaison between graduate students, faculty and the administration. The SGA works directly with graduate students, faculty and the administration in an effort to open lines of communication and establish an environment conducive for academic and personal growth for graduate students. Specifically, the SGA has four main objectives:

- 1) Actively sponsoring and promoting both on- and off-campus activities and events for graduate students.
- 2) Organizing fundraising events to generate funding for SGA sponsored events or for donations to specific organizations.
- 3) Acting as a medium for graduate students to express their opinions to the faculty and administration.
- 4) Working directly with the faculty and administration to organize professional development sessions and guest speakers for graduate students.

To contact SGA, email current officers at: [scjsga@gmail.com](mailto:scjsga@gmail.com)

## **SCHOOL OF CRIMINAL JUSTICE FACULTY**

Faculty offices are located on the fifth floor of the Center for Law and Justice. The Dean's assistant is also located on the fifth floor, in the main entrance suite, Room 568. Office hours are Monday - Friday 8:30 a.m. - 4:30 p.m.

### **SCJ Dean:**

**Dr. Bill McCarthy**, Ph.D.

P: (973) 353-5032

E-mail: [wm307@scj.rutgers.edu](mailto:wm307@scj.rutgers.edu)

### **M.A. Program Director:**

**Dr. Joel Miller**, Ph.D.

P: (973) 353-5073

E-mail: [joelmi@rutgers.edu](mailto:joelmi@rutgers.edu)

### **Core Faculty:**

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

## COURSE DESCRIPTIONS

Note that not all elective courses are offered every year. For the most updated version of courses offered visit: <https://sis.rutgers.edu/soc/>

### **27:202:516 Offender Rehabilitation (3)**

This course is designed to give graduate students a strong foundation in the theoretical underpinnings of offender rehabilitation and to examine current knowledge about best practices in promoting offender change. The course will examine interventions and programs in the context of correctional settings and in the community. In addition, the mechanisms of change related to personal identity will be examined, as will strengths based approaches to change. Students should come away from the class with a sense of the state of the field concerning offender rehabilitation as well as practical concerns regarding program implementation and evaluation. The class will emphasize policy analysis and research experience.

### **27:202:517 Violent Crime (3)**

Investigates and analyzes aggression and violence as forms of individual, group, and societal behavior. Includes an assessment of anthropological, biological, philosophical, political, and sociological theories. Combines student presentations and projects with lectures and tutorials.

### **27:202:522 Research and Evaluation (3)**

This course provides a basic introduction to research design in the social sciences, with an emphasis on criminology and criminal justice applications. Students will learn the steps required for framing an empirical question and be introduced to a variety of research methodologies. The course will provide equal emphasis on causal-explanatory, exploratory-descriptive, and qualitative designs, and students will learn the strengths and weaknesses of each. **Required Course – M.A.**

### **27:202:523 Data Analysis and Management (3)**

The course provides an introduction to methods for analyzing quantitative criminal justice data. Emphasis is placed on understanding data in relation to key methodological concepts, including units of analysis, variables, measurement, and associations. It will teach strategies for presenting data patterns graphically, describing distributions and relationships through summary statistics, and drawing conclusions about sampled populations using inferential statistical methods, including statistical models. In doing so, it will teach methods for assessing univariate, bivariate and multivariate patterns and relationships. **Required Course – M.A.**

### **27:202:525 Justice, Law, and Policy (3)**

Multidisciplinary overview of key institutions, processes, and policy issues regarding crime and justice. Includes readings and discussion on: traditional criminal justice institutions and processes; the role of private sector and community organizations in crime control; law and justice policy in a federal system; crime prevention and institutional responses to crime; emerging cross-national issues in crime, law, and policy. **Required Course – M.A.**

### **27:202:531 Probation, Parole, and Intermediate Sanctions (3)**

Analysis of the theories and practices of probation, parole, and intermediate sanctions. Emphasis on understanding-as human-service organizations-the functions of probation, parole, and intermediate sanctions. Special attention given to policy developments in the field.

### **27:202:532 Corrections (3)**

Traces the historical development of institutions for confinement and analyzes present trends in correctional practice. Reviews characteristics of various correctional policies and analyzes prison life. Special emphasis on current trends and controversies.

### **27:202:533 Policing (3)**

Examines the police role and law enforcement policy, police organization, personnel issues, management, and operations, as well as coordination and consolidation of police service, police integrity, and community relations.

### **27:202:535 Juvenile Justice (3)**

Focuses on history and philosophy of juvenile justice, landmark court cases, police handling of juveniles, the juvenile court, and juvenile corrections and rehabilitation.

### **27:202:536 Comparative Crime and Criminal Justice (3)**

This course examines crime and criminal justice from a comparative, cross-national perspective. It investigates the benefits and challenges of comparative research on crime and justice, examines the relationship between crime rates and differential criminal justice systems, and analyzes cases that reveal how globalization and socioeconomic development indicators shape the nature of contemporary crime and criminal justice practices.

### **27:202:537 Race, Crime and Justice (3)**

This course examines the overrepresentation of racial minorities in the criminal justice system. Specifically, it will examine group differences in offending, processing, and victimization. It also analyzes the ways that theory and practice intersect and are mediated by other social factors.

### **27:202:539 Gender, Crime and Justice (3)**

This course examines the role of gender in crime, criminology and criminal justice. The course framework and readings emphasize theoretical frameworks brought to bear in the study of gender, emphasizing the social structures of gender, social constructions of gender, symbolic meaning systems, and intersections of race, class and gender. Topics include the impact and nature of gender in crime commission, criminal victimization, and criminal justice processing.

### **27:202:542 Introductory Statistics (3)**

This is the first course of a two-part graduate sequence in statistics. It is an introduction to statistics, and provides the background necessary for Intermediate Statistics. The topics to be covered include descriptive statistics, point and interval estimation, statistical inference, measures of association for

discrete variables, and regression. No previous knowledge of statistics is necessary; however, the course assumes that students will eventually use statistics in their own research. The subject matter will be covered in enough depth for this to be possible.

### **27:202:543 Intermediate Statistics (3)**

This is the second course of a two-part graduate sequence in statistics. It is an introduction to the general linear model, including underlying assumptions and diagnostic tests. An introduction to the binary response model will also be provided. The use of the computer for data analysis will be an integral part of the course. **Prerequisite: 27:202:542. Co-requisite: 27:202:640. Required Course – Ph.D.**

### **27:202:553 Master's Project Seminar (3)**

This seminar-style class will examine how research informs policy through deep engagement in one or more written projects driven by individual student interests and as approved by the instructor. Students will be expected to produce high-quality professional documents, such as grant proposals, policy briefs, and research papers. **Required Course – M.A.**

### **27:202:556 Fieldwork in Criminal Justice (3)**

First-hand experience in the day-to-day operation of a criminal justice agency in government, research or non-profit settings. Placements are supervised by the M.A. Program Director and a practitioner in the field-placement area. The SCJ Director of Community Outreach provides additional support and guidance. **Prerequisite: 6 credits of required coursework completed prior to enrollment. Interested students must meet with the M.A. Director prior to enrollment.**

### **27:202:XXX Internship (3)**

First-hand experience in the day-to-day operation of a criminal justice or related agency in government, research or non-profit settings involving 150 hours of on-site placement and participation (but no classroom time). The internship is supervised by the SCJ Director of Community Outreach and a practitioner in the internship-placement area. Requires an agreement between the school, the student intern, and the internship site/agency, and clearly defined deliverables and evaluation parameters. There are no prerequisites to enroll.

### **27:202:602 Police and Crime Control (3)**

This class examines major police innovations, such as community policing, broken windows policing, problem-oriented policing, —pulling levers|| policing, third-party policing, hot spots policing, Compstat, and evidence-based policing. It considers the evidence on crime control and public safety impacts generated by these approaches, the extent of the implementation of these new approaches in police departments, dilemmas these approaches have created for police management, and critical issues that persist for the policing profession in launching effective crime control strategies such as race, community engagement, and police legitimacy.

### **27:202:605 Crime Mapping and GIS for Public Safety (3)**

This course is an examination of techniques associated with the collection, display, analysis, and storage of spatial data, and the use of geographic information systems (GIS) for mapping crime patterns and understanding related public safety issues.

### **27:202:610 Crime Control Theory and Research (3)**

Seminar. Analyze theory and research on crime control, including theories of deterrence and social control, their applications in crime control strategies, and the impacts of crime control strategies based on general and specific deterrence, as well as incapacitation strategies. Review and critique research on the effects of criminal and civil legal sanctions and problems in implementing effective sanctions. Methodological issues in the research on crime control assessed. Research on applications of crime control theory to specific crime problems reviewed.

### **27:202:612 White Collar Crime (3)**

Surveys the history and scope of the study of white collar crime. Discusses issues of definition, examines empirical evidence, and reviews the contributions of white collar crime studies.

### **27:202:613 Victimization (3)**

This course examines the risks and consequences of crime for its victims. Issues considered include victim-offender relationships, characteristics of victims, the nature of the injuries they experience, and criminal justice procedures that involve them.

### **27:202:614 Communities and Crime (3)**

Surveys and analyzes literature on the demography and ecology of crime. Includes reviews of research and theory that address the influences of economics, demography, social organization, and political economy on crimes within cities and neighborhoods. Combines student presentations of published articles with lectures, tutorials, and student projects.

### **27:202:616 Environmental Crime Prevention (3)**

Theoretical background to opportunity-reducing crime prevention through situational prevention (including key concepts of rational choice and displacement) and its relationship to crime prevention through environmental design, defensible space, and problem-oriented policing. Case studies illustrate the practical and policy difficulties of situational prevention.

### **27:202:618 Human Smuggling and Trafficking (3)**

This course is an examination of two transnational criminal enterprises, the smuggling and trafficking of persons, that draw on similar criminal groups, methods, and motives. It covers analytic approaches to studying the topics; the role of organized and other forms of crime to each; how agents operate in specific geographic contexts; and how state and non-state actors are responding to the smuggling and trafficking of persons.

### **27:202:619 Organized Crime (3)**

Defines organized crime and its history and examines criminological theories to explain it. Also covers nontraditional or so-called emergent organized crime groups, such as urban street gangs,

motorcycle gangs, and prison gangs. Examines various investigation, prosecution, and sentencing policies, and considers the policy implications for the future.

### **27:202:622 Gangs (3)**

This course examines theory, measurement and research on gangs and gang activity, including definitional issues; gangs in historical context; theories of gang formation; types of gangs; gang involvement in crime, drugs and violence; and gangs in the international context. It also examines gang control programs and policies.

### **27:202:633 Evidence and Criminal Justice Policy (3)**

This course provides a critical introduction to (i) the policy-making process and the role of research evidence, and (ii) approaches to generating evidence about effective criminal justice policies. The course will highlight contemporary debates about the role of experimental and non-experimental research, the accumulation of knowledge, large-scale implementation of promising programs, factors that compete with evidence in real-world policy-making, and problematic consequences of evidence-based approaches.

### **27:202:640 Research Methods (3)**

Analyzes research strategies and methods for research in criminal justice and criminology. Includes analysis of links between theories and methods. Provides detailed review of quantitative and qualitative methods, including research design, sampling, measurement, data collection, and ethical concerns. **Co-requisite: 27:202:543 Prerequisites: basic knowledge of research design in the social sciences. Required Course – Ph.D.**

### **27:202:641 Advanced Statistics (3)**

Topics vary from year to year and may include one or more of the following: design and analysis of longitudinal research, including time series analysis and panel models; quantitative methods for categorical and limited dependent variables; quasi-experimental methods for observational data; or other topics. The course may be repeated for credit when topics change. The use of the computer for data analysis will be an integral part of the course. **Prerequisites: 27:202:542, 27:202:543, 27:202:640.**

### **27:202:645 Advanced Scholarship (3)**

Preparation of a paper for submission to a peer-reviewed journal. All aspects of paper presentation addressed, and the differences between a paper for publication in a journal and other forms of professional writing (such as proposal- and report-writing) explored. **Prerequisite: 27:202:541 or enrollment in the doctoral program.**

### **27:202:647 Research Design for Causal Inference (3)**

This course will provide a tutorial on research design features (as opposed to statistical models) that enhance a researcher 's ability to establish cause-effect relationships. Such features generally include a well-defined intervention, a generalizable research setting, pre-and post-test measures, comparable treatment and comparison groups, and random assignment. The course will emphasize

the potential threats to causal inference that arise when at least one of these elements is absent, compromised, or poorly approximated. **Prerequisites: 27:202:542, 27:202:543, 27:202:640.**

### **27:202:648 Qualitative Research Methods (3)**

Ethnographic and qualitative field methods and their applications to problems of crime and criminal justice. Includes definition of appropriate research problems; data collection, interviewing, and participant observation; ethical issues of protecting human subjects; coding and analysis of qualitative data; inductive theory construction; presentation of findings; and coordinating qualitative with quantitative methods. Requires collection and analysis of some original data. Also includes microcomputer-based qualitative data analysis techniques. **Prerequisite: 27:202:640.**

### **27:202:650 Independent Study (3)**

Study under the supervision and guidance of a faculty member. Prerequisite: 6 credits of course work completed before enrollment. Interested students must meet with their advisers for further information.

### **27:202:652 Issues in Criminal Justice (3)**

In-depth study of a particular topic in criminal justice.

### **27:202:653 Issues in Criminology (3)**

In-depth study of a particular topic in criminology.

### **27:202:800 Matriculation Continued (M.A.)**