

**RUTGERS**

School of Criminal Justice

**UNDERGRADUATE PROGRAM  
STUDENT HANDBOOK**

**2022-2023**

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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, students 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.

### **This Version is Effective Fall 2023**

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Email: [rscj@newark.rutgers.edu](mailto:rscj@newark.rutgers.edu)

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

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

**Note:** *Policies on teaching, classes, events, and travel continue to evolve in response to COVID-19. The websites provide continuous updates as information becomes available. Additional information is provided in Appendix I.*

<https://www.newark.rutgers.edu/covid-19-operating-status>

<https://myrun.newark.rutgers.edu/covid19>

Revised 08/17/22 by APSS:CH

# **MESSAGE FROM THE DEAN**

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

It gives me great pleasure to welcome you to Rutgers University Newark (RU-N) School of Criminal Justice for the 2022-2023 academic year. 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. The School of Criminal Justice Club is your organization. Please reach out to the Executive Board to find out about volunteering and participating in this year's club.

We will be offering a diverse array of courses this year, including special topic criminal justice and justice studies classes. These include financial crime, conservation criminology and environmental justice, drug trafficking, punishment, and youth gangs. We also have internship options that you should explore.

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. Your 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 environs, other places in the U.S., or other nations. It is exciting to be with you at the helm of these momentous changes. As part of the RU-N School of Criminal Justice, I look forward to our collaborations and building more equitable and just societies.

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

## MISSION STATEMENT

*“The mission of the School of Criminal Justice is to study the individual and social dynamics of crime and the criminal legal system through multidisciplinary and collaborative approaches, and to use this understanding to achieve equitable justice practices that promote public safety.”*

[https://rscj.newark.rutgers.edu/about/mission\\_and\\_history/](https://rscj.newark.rutgers.edu/about/mission_and_history/)

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 use 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 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

### Dr. Bill McCarthy

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### Ms. Kristin Osborn

Executive Assistant to the Dean  
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## Undergraduate Program Director

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## Office of Academic Programs & Student Services (APSS)

### Undergraduate Programs:

#### Dr. Christal Harry

Assistant Dean, Undergraduate Programs  
& Enrollment Services  
Suite 578D, CLJ  
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#### Ms. Megan Kreuziger

Student Counselor  
Suite 578C, CLJ  
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### Graduate Programs:

#### Mr. Jimmy Camacho

Assistant Dean, Graduate Programs  
& Graduate Enrollment Services  
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## Office of Community Engagement

### Ms. Lori Scott-Pickens

Director of  
Community Outreach  
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## Office of Finance & Administration

### Mr. Dennis Ng Business

Manager  
Suite 564, CLJ  
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### Ms. Karina Gradaille

Administrative Coordinator  
Suite 565, CLJ  
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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. ALL new admits are expected to attend **Student Orientation Advisements & Registration (SOAR)** program.

## ACADEMIC OVERVIEW

### The Bachelor of Arts in Criminal Justice Program Overview

Justice Studies is a new Bachelor of Arts degree being offered by the Rutgers University-Newark School of Criminal Justice in the **Fall of 2021**. The Justice Studies major seeks to empower students to explore problems of justice within and across multiple domains. These include, but are not limited to, how the criminal justice system in the United States responds to crime, disorder, and delinquency; how criminal justice resources are distributed across different social, racial, and economic classes (and to what effect); and how inequities in these distributions lead to broad problems of human rights and human dignity. International and comparative ideas about theories of justice, and how the criminal justice system in the United States differs from, and is similar to, other justice systems are also expected learning outcomes for graduates of the Justice Studies major. This major will strive to prepare students for citizenship in a multicultural and global society, where justice is a core area of contested thinking. Students will also be prepared for advanced study in various disciplines that touch upon problems of justice including economics, political science, sociology, social policy, law, and public administration.

The Justice Studies major includes new courses that have not previously been a part of the current Bachelor of Science in Criminal Justice. These courses include *The Pursuit of Justice*, and *Inequality* – which are both 3-credit courses; and the major is completed through the successful participation in a research and/or policy-based *Senior Thesis* course, which is 6-credits. The goals of these courses are to prepare students to learn about theories and empirical evidence related to ideas of justice, as well as gain knowledge about the agencies and organizations that deal with issues of crime and justice – with particular attention paid to how the policies and practices of these organizations differentially impact individuals, families, and communities. The *Senior Thesis* course allows students, with guidance from the faculty of the School, to put these lessons into action by utilizing the skills they develop during their time at the School to conduct an original research and/or policy-based project centering on issues of crime and justice.

While the current Bachelor of Science in Criminal Justice, among other things, prepares students for entry level professional and pre-professional positions in criminal justice practice; the Bachelor of Arts in Justice Studies allows our students to further develop broader interests related to justice reform. It is envisioned that graduates of the Justice Studies major will be well prepared to pursue employment in, for example, community-based organizations that advance agendas of justice reform as well as research and policy focused organizations that explore justice concerns through the use of theory and analyzing data.

## **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

### BSC 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.

<b>Required Courses (15 Credits)</b>	<b>Credits</b>
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
<b>Elective Courses (27 Credits)</b>	<b>Credits</b>
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 21<sup>st</sup> century.

The seven general education categories are:

<b>Core Requirements</b>	<b>Credits</b>
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
<b>Total Semester Credits</b>					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
<b>Total Semester Credits</b>					15

### SECOND YEAR

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

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

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

### FOURTH YEAR

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

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



## 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
<b>Total Semester Credits</b>					<b>15</b>

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

### 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
<b>Total Semester Credits</b>					<b>15</b>

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

## 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
<b>Total Semester Credits</b>					15

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

Course	Core	Major	Minor	Elective	# of credits
Other writing intensive				✓	3
Criminal Justice Elective		✓			3
Elective				✓	3
Second Concentration			✓		3
Second Concentration			✓		3
<b>Total Semester Credits</b>					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 2<sup>nd</sup> 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.

## General Requirements

### Justice Studies Major Requirements

The undergraduate program in justice studies requires students to complete a minimum of 45 credits towards the degree.

Undergraduate students take six required courses (18 credits). In addition to the required courses, students must complete nine elective courses (27 credits), for a total of 45 credits of coursework toward the degree. A minimum of four courses (12 credits) must be taken within 300-400 level.

<b>Required Courses (18 Credits)</b>	<b>Credits</b>
47:204:105 The Pursuit of Justice	3
47:204:220 Inequality	3
47:202:301 Criminal Justice Research Methods (formerly 4cr.)	3
47:202:302 Data Analysis (formerly 4cr.)	3
47:204:481Q Senior Thesis 1	3
47:204:482Q Senior Thesis 2	3
	<b>Credits</b>
<b>Elective Courses (27 Credits)</b>	
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 21<sup>st</sup> century.

The seven general education categories are:

<b>Core Requirements</b>	<b>Credits</b>
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.

### **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
Pursuit of Justice		✓			3
Criminal Justice elective		✓			3
<b>Total Semester Credits</b>					12

Course	Core	Major	Minor	Elective	# of credits
Basic Writing Skills 102	✓				3
Art Media	✓				3
Social Science	✓				3
Inequality		✓			3
Elective				✓	3
<b>Total Semester Credits</b>					15

### SECOND YEAR

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

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

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

### FOURTH YEAR

Course	Core	Major	Minor	Elective	# of credits
Senior Thesis 1		✓			3
Criminal Justice Elective		✓			3
Elective				✓	3
Elective				✓	3
Second Concentration			✓		3
<b>Total Semester Credits</b>					<b>15</b>

Course	Core	Major	Minor	Elective	# of credits
Senior Thesis 2		✓			3
Criminal Justice Elective		✓			3
Elective				✓	3
Elective				✓	3
Second Concentration			✓		3
<b>Total Semester Credits</b>					<b>15</b>

## 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
Pursuit of Justice of Elective				✓	3
<b>Total Semester Credits</b>					15

Course	Core	Major	Minor	Elective	# of credits
Data Analysis		✓			3
Inequality or Criminal Justice Elective		✓			3
Criminal Justice Elective		✓			3
Second Concentration			✓		3
Second Concentration			✓		3
<b>Total Semester Credits</b>					15

### SECOND YEAR

Course	Core	Major	Minor	Elective	# of credits
Senior Thesis 1		✓			3
Criminal Justice Elective		✓			3
Criminal Justice Elective		✓			3
Second Concentration			✓		3
Second Concentration			✓		3
<b>Total Semester Credits</b>					15

Course	Core	Major	Minor	Elective	# of credits
Senior Thesis 2	✓				3
Criminal Justice Elective		✓			3
Elective				✓	3
Second Concentration			✓		3
Second Concentration			✓		3
<b>Total Semester Credits</b>					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
<b>Total Semester Credits</b>					15

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

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

Notes:

- Based on max 65 TR Credits + 56 RU-Newark Credits = 121
- Student must complete 2<sup>nd</sup> 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.

### **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

# BRAVEN ACCELERATOR

In partnership with Rutgers University-Newark, Braven exists to empower promising college students, like yourself, with the skills, networks, and experiences needed to transition into strong first jobs after graduation. With a tight labor market, getting started on career planning early will give you a competitive edge.

Braven offers a 3-credit ELECTIVE class in which you will:

- Meet 1x/week in a small cohort of 5-8 RU-N students led by a working professional
- Figure out how to translate your academic skills to the professional world and build a career roadmap (10-year plan for your future) to get you there
- Develop confidence and skills (problem solving, working in teams, and so much more!) needed in the workplace
- Grow your network and gain access to mentorship and internship opportunities

For more information: <https://bebraven.org/newark/>

# 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 is 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. The course is graded pass/fail.

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

**Approval.** Students must have approval from the SCJ Director of Community Outreach in order to register for the course. A special permission number is required.

**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 SCJ Director of Community Outreach. The Director must approve the contract before the student will be permitted to register for the internship course.

Completed contracts must be submitted to the SCJ Director of Community Outreach 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 SCJ Director of Community Outreach. The plan should describe specific tasks the intern will be performing throughout the semester. The SCJ Director of Community Outreach must approve the work plan before academic credit can be awarded.

Internship class structure: The SCJ Director of Community Outreach is the instructor of record for the course. The Director may require that everyone registered in the course meet as a class

at various points in the semester (e.g., first week orientation, mid semester check-in, end of semester)

**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. An earlier date may be specified, at the discretion of the SCJ Director of Community Outreach. Failure to submit Internship Ratings, Supervisor Evaluations, or specific written products when due will be cause for receiving a failing grade.

**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.

**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 SCJ Director of Community Outreach 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, Navigate, 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	August	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**

### **Class Standing**

The student's class standing is generally classified in September on the basis of the ratio of the number of credits earned to the total required for graduation in a specific curriculum.

Standing	Credits
First Year	1 - 30
Sophomore	31-59
Junior	60-89
Senior	90 and over

### **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**

Transfers 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	Grade Standardization	Numerical Equivalent
A	Outstanding	90-100%	4
B+	Excellent	87-89%	3.5
B	Good	80-86%	3
C+		77-79%	2.5
C	Satisfactory	70-76%	2
D	Poor	60-69%	1
F	Failing	<60%	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 non-numerical 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 wishing to appeal a course grade or a grade received for a particular piece of work in a course must first attempt to resolve the matter through discussion with the instructor. If the issue cannot be satisfactorily resolved between student and instructor, the student may specify in writing the basis for the appeal and request a review by the Undergraduate Program Committee (UPC). You must submit a written appeal about a grade for work completed while the course is in progress to the Assistant Dean of Undergraduate Programs no later than two weeks after notification of the grade. A student must submit a written appeal of a final course grade to the Assistant Dean no later than four weeks after the posted date of the official notification of grades.

A student who wishes to appeal the decision of the UPC shall appeal in writing to the Office of the Dean. The UPC or the Dean will send written notification of their decision to the student within four weeks of the filing of the appeal, excluding those weeks in which classes are not in regular session.

### *STEP 1: Before you appeal the grade*

Before you raise a concern about a grade, review the course syllabus carefully. The syllabus should specify how grades on assignments and exams are calculated and weigh into the final course grade. It should also communicate expectations about timeliness for handing in assignments and penalties for lateness.

Raise issues when they happen, not at the end of the term

It is always best to raise any concerns about assignments and grades as they come up during the course. As soon as you receive a grade that you do not understand or have a problem with attendance or completion of some work, discuss it with the instructor. Do not wait for the end of the term.

### *STEP 2: Appeal to the instructor*

Discuss the facts with your instructor and keep it professional

To appeal a grade, discuss your concern with the instructor. Your best opportunity for a revised grade is with your instructor - while an appeal to the UPC is open to you, it is much less likely to result in a grade change. It is the instructor who knows your work and can evaluate it and/or give you opportunities to improve your grade through re-submission or other means.

It is best to have a discussion with the instructor face to face, whether during office hours or by scheduling an appointment. Raising your concern via email or in the few minutes before or

after class does not typically provide a good opportunity to address the issues thoroughly.

When discussing your concerns about a grade, present your case factually: explain how you believe your work meets the criteria and rubrics that the teacher gave you for the class. Be as specific as you can. If your appeal is about an instructor not accepting late work, present proof of any unanticipated and extraordinary circumstances that caused you to submit the work late. If you believe the assignment was ambiguous, explain how you understood the instructions that were given to you.

Avoid emotional language and personal attacks. An emotional attack on the instructor, delivered in person or through a flaming email thread, will *not* have a positive influence on your appeal.

Asking for a second chance

It is best to admit where you have been culpable. If you have missed a deadline, failed to raise an issue early, or not followed all the instructions. Then ask for the opportunity to improve a grade, have work reconsidered, complete an additional assignment to make up for missed work, or any other remedy you want to propose.

*Mentioning your grades in your other classes is not relevant.* You may think it is relevant to mention that you are a "strong student" overall when you are appealing a grade, but that information is irrelevant. Instructors are considering only your performance in their class. To be fair, they must give a student with a 2.0 GPA the same consideration as a student with a 3.8 GPA because the issue is not your academic record. Note that your general performance in the class itself may affect your grade appeal: you have created a solid foundation on which to discuss concerns about a grade with the instructor if you have attended class regularly, submitted assignments on time, met expectations for them, and participated in class.

*STEP 3: Appeal to the Committee on Scholastic Standing*

If the issue cannot be satisfactorily resolved with an instructor, you may appeal to the Committee on Scholastic Standing (send the appeal to the Assistant Dean of Undergraduate Programs). Specify in writing the basis for the complaint and request a review. An appeal about a grade for work completed while the course is in progress must be submitted to the Committee on Scholastic Standing no later than two weeks after notification of the grade. A student must submit a written complaint about a final grade to the Committee on Scholastic Standing no later than four weeks after the end of the exam period for that semester.

When you present your case, write professionally with complete sentences and paragraphs and without informal commentary; this will help the Committee on Scholastic Standing consider your situation more carefully. You must attach the syllabus, the assignment given to you if that is a separate document, and a copy of your assignment or other documentation. After reading your appeal, the Committee on Scholastic Standing will speak with the instructor to hear their analysis of the situation. The Committee on Scholastic Standing has the option to re-evaluate the quality of your academic work as well as consider the process the instructor

used in assigning the grade. The Committee on Scholastic Standing will inform you and the instructor of their decision.

#### *STEP 4: Final level of review, appeal to the Dean*

Once the Committee on Scholastic Standing has made a decision about your grade, you may appeal that decision to the Dean's Office. The Dean's Office is concerned only with issues of process and will not evaluate the quality of your academic work. You must submit your appeal in writing. Summarize to the best of your ability: explain what was assigned, what you submitted, and what happened when you discussed your concerns about the grade with the instructor. Summarize the Committee on Scholastic Standing decision and the basis for your appeal of it.

#### *STEP 5: What to do and expect after your appeal*

If your grade appeal on an assignment is successful, the instructor will adjust your grades in the class record to reflect the new outcome. If the appeal affects your final grade in the class that was previously submitted, a change of grade will be processed by the school through the registrar, which may take about two weeks.

If your appeal is not successful and you think your grades will affect your progress toward your degree, you should make an appointment with an academic adviser. Your adviser can help you plan whether to repeat a course, help identify alternate classes to meet a requirement, and other options.

### **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**

### **Blumenthal Hall**

myRUN One Stop is located on the 3<sup>rd</sup> Floor of 249 University Avenue. myRUN One Stop Offices include: Office of Financial Aid, Office of the Registrar and Student Accounting, Billing, Cashier and RU ID Card Services. <https://myrun.newark.rutgers.edu/covid-onestop>

### **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](mailto: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](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.

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](http://www.libraries.rutgers.edu/rul/libs/crim_just/crim_just.shtml).

### ***Other libraries at Rutgers – Newark***

Students in the School of Criminal Justice are also 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/>

## **CRIMINAL JUSTICE, BSC**

### **REQUIRED**

#### **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.

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

This course develops the tools needed for conducting research and writing reports and scholarly papers in criminal justice. This course provides the tools to be an informed consumer of criminological research and to conduct basic research projects. Specific topics include the primacy of design, principles of reliability and validity, sampling theory, survey preparation, experiments and quasi-experiments, and qualitative designs (intensive interviews, content analysis, and ethnography).

#### **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 are 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.

**Criminal Justice Writing Intensive Course:** Any of the following, **or any other SCJ course designated as writing intensive.**

#### **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.

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

This course focuses on crimes organized by persons whose economic, political, and/or privileged

positions facilitate the commission of illegal activities. The course will include critical assessments of how white-collar crime is defined and understood, and the similarities and differences between white-collar crimes and other criminal activities. The costs, investigative procedures, challenges with measuring, and long-term potential consequences of white-collar crimes are discussed

#### **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 have different criminal justice systems, 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.

### **JUSTICE STUDIES, BA**

#### **REQUIRED COURSES**

#### **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. The course will explore an array of 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?

#### **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. This course provides the tools to be an informed consumer of criminological research and to conduct basic research projects. Specific topics include the primacy of design, principles of reliability and validity, sampling theory, survey preparation, experiments and quasi-experiments, and qualitative designs (intensive interviews, content analysis, and ethnography). \*Does not count towards minor.

#### **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 are 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.

\*Does not count towards minor.

#### **47: 204:481Q: Senior Thesis I (3 credits)**

This course is a research-based seminar designed for students demonstrating the academic maturity and preparation to pursue a thesis project independently. Students will draw on their knowledge of theory, methods, and policy learned in core and elective courses to analyze and propose a research plan on an important topic in criminal justice.

#### **47: 204:482Q: Senior Thesis II (3 credits)**

The senior thesis must be a substantive piece of scholarship involving primary or secondary research, which serves to synthesize knowledge acquired in the Justice Studies major over the course of the student's undergraduate career. A senior thesis project should be an original work that ideally contributes to the discipline of justice studies.

### **ELECTIVES, CRIMINAL JUSTICE & JUSTICE STUDIES**

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

This course features the research of faculty members and other researchers and policymakers involved in local, national, and international criminal justice. It offers an 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 provides a general overview of the theory and practice of legal punishment in the United States. It documents the evolution of correctional institutions and correctional systems including interactions between corrections and other components of State/Federal criminal justice systems (i.e., Courts, Police, State legislatures). This course also explores theories on the various uses and functions of punishment, as well as approaches to prisoner management within and beyond prison walls (i.e., jails, parole, community corrections) with an emphasis on social, political and economic dilemmas associated with mass incarceration and prisoner reentry. 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)**

This course relates urban design and management to crime and crime prevention. The course is



presented through the critical lens of problem-oriented policing and situational crime prevention to reduce local crime. It emphasizes data-informed decision-making, community engagement, efficient utilization of resources, transparency, and sustainability. This course provides a practical study of policies and programs that demonstrates how police and other organizations can address crime vulnerabilities and exposures in the communities they serve through strategies that go beyond specific deterrence of offending.

**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 explores the U.S. Constitution and how it regulates the criminal justice system processes. This course will provide a historical overview of the Constitution, the formation of the legal system and the evolution of the Constitution through its Amendments.

**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 people convicted of criminal offenses. Discussions centering on why community corrections is an important social movement, and the countermovement to abolish the discretionary parole release 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.

**47:202:312 Criminal Justice in Comparative Perspective (3 credits)**

This course reviews theories and methods for comparative research, describes limits and advantages of comparative data, and discusses how comparative research can inform criminal justice policies. Specific topics include the role of history and politics in shaping approaches to law enforcement and punishment, the contribution of police and prisons to racial inequality, and the global diffusion of criminal justice ideas, laws and practices.

**47:202:313 Gender, Crime, and 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

crimes, and emerging legal doctrines about privacy and sexual rights. Gender differences in crime commission and the types of crimes committed, as well as issues centering on criminal justice processing are explored.

#### **47:202:323 Cybercrime (3 credits)**

This course examines 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 in cybercrime is 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. It includes in-depth investigations of how and why violence occurs within the contexts of individuals, groups, and societies.

#### **47: 202:333 Race, Crime, and Justice (3 credits)**

This course examines how race is related to crime, victimization, punishment, and 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.

#### **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. In addition, the class provides 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 a historical and theoretical overview of organized crime, as well as a specific understanding of its variety. It examines 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)**

Environmental criminology is the study of crime, criminality, and victimization as they relate to interactions of people at particular places. This course considers how the environment and features of a landscape provide opportunities for illegal behavior and crime, as well as obstacles for carrying it out. The course covers important research, theories and strategies for reducing crime by modifying or planning the built environment. Discussions include how environmental design and intervention programming can be data-informed to produce places that are less vulnerable to crime.

#### **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 youth that are sometimes called “gangs.”

#### **47:202:420 Drug policy (3 credits)**

This course examines how drug policies are formed, how they change over time, and how they travel across the world. You will engage with cutting-edge research on the prevalence and nature of both legal and illegal drug use, the effects of drug trade on political instability, and how drug policies create and sustain inequality. We will also discuss relative merits and the evidence base for public health approaches to drug policy on the one hand, and punitive approaches on the other. Course topics may include prohibition of alcohol in the early 20th century, the effects of cannabis legalization, and the contemporary opioid epidemic. The course perspective will be decidedly comparative and global.

#### **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. It provides opportunities to make and analyze maps and to 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 reviews 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 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. This course examines 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. The course explores 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 - Varies per semester (3 credits)**

Current issues and problems; topics vary. May be taken more than once for different topics.

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

This course provides first-hand experience in the day-to-day operation of a criminal justice agency in government, research or non-profit settings. Internship placements are supervised by the person designated to supervise the course (i.e., the SCJ Director of Community Outreach) and a practitioner in the field-placement area. Interested students must meet with the course supervisor to receive approval for the placement and permission to enroll. The course is graded pass/fail.

**Prerequisites:** Special permission and junior or senior standing (64+ credit hours) with a minimum grade point average of 3.3 (3 credits)

**65:907:301 HLLC Special Topics II: Braven Accelerator (3 credits)**

This course provides direction in translating your academic skills to the professional world and building a career roadmap. The course provides activities that build your leadership and career readiness. These include tips for how to leverage your life story as a career asset, fine-tune your resume and cover letter, practice interviewing, work in teams, problem-solve, and network. You will meet once a week in a small cohort of five to eight RU-N students led by a working professional.

# Appendix I

**Note:** *As of September 1, 2021 ALL administrative staff within the School of Criminal Justice will be working a hybrid schedule. The same applies for most if not ALL units across campus. We are all following the news about COVID-19 with concern. We are focused on providing instruction and resources that will allow students to complete the spring/summer/fall/winter semester. This includes evolving policies on teaching, classes, events, and travel.*

FAQs in Response to COVID-19.

## **Academic Advising:**

What is the status of operations and classes on campus?

What are the operating hours of SCJ's Office of Academic Programs & Student Services?

How do I get in touch with my academic advisor?

How do I schedule an appointment to meet with my advisor?

How do I access my classes online?

What is the difference between asynchronous and synchronous?

What resources are currently available to students on campus at Rutgers University-Newark?

Where can I find the latest university wide information related to COVID-19?

## **What is the status of operations and classes on campus?**

Rutgers remains open and operating and as of September 1, 2021, the University will resume all in-person classes and some events. For more information please visit <https://coronavirus.rutgers.edu/faqs/#operations>.

## **What are the operating hours of SCJ's Office of Academic Programs & Student Services (APSS)?**

In accordance with the University's response to COVID-19, SCJ's academic advising office (APSS) and support staff are working remotely. If you have questions, students are encouraged to contact their academic advisor. If you require special accommodations, please contact an APSS staff member.

## **How do I get in touch with my academic advisor?**

Due to the high volume of e-mails we are receiving, the best way to contact your academic advisor during this time is to schedule an appointment. Please allow up to 48 business hours for your advisor to respond via e-mail. Please see below for a list of e-mail addresses:

**Dr. Christal Harry,** [christal.harry@scj.rutgers.edu](mailto:christal.harry@scj.rutgers.edu)

**Ms. Megan Kreuziger,** [mk1803@scj.rutgers.edu](mailto:mk1803@scj.rutgers.edu)

**Mr. Jimmy Camacho,** [jimmy.camacho@rutgers.edu](mailto:jimmy.camacho@rutgers.edu)

**General Inquiries,** [rscj@newark.rutgers.edu](mailto:rscj@newark.rutgers.edu)

## **How do I schedule an appointment to meet with my advisor?**

Students MUST make an appointment until further notice. Appointments will be hosted via Webex or Conference Call

MONDAY – FRIDAY 8:30 AM – 4:30 PM. Appointments can be made using [Navigate](#) or using the NAVIGATE APP.

Here's the link...<https://run4success.navigate.eab.com/app/#/authentication/remote/>

## **How do I access my classes online?**

Students can access course information via Blackboard using their student portal. If you do not have access, please contact the OIT department. Students can also contact their instructor(s) directly.

- Canvas <http://canvas.rutgers.edu>
- Portal <https://my.rutgers.edu/portal>
- OIT <https://runit.rutgers.edu/>

## **What is the difference between an asynchronous and synchronous course?**

Remote course sections will be delivered either live following a regular class schedule (synchronously) or “by arrangement” (asynchronously).

*Synchronous:* For courses listed in the [Schedule of Classes](#) with a scheduled day and time, students are expected to connect remotely during those times. These classes typically involve web conferencing.

*Asynchronous:* For courses listed as “by arrangement”, there are no scheduled class sessions. These courses will have a regular schedule of work and assignments due throughout each week, but they will not require you to be online at a particular time. Rather, your instructor will provide materials—for example, readings, video content, presentations, lectures, assignments, and exams—and you can access these materials and satisfy the course requirements within time frames specified by the instructor.

## **What resources are currently available to students on campus at Rutgers University-Newark?**

For the latest information on available resources and campus wide services, please visit the myRUN page: <https://myrun.newark.rutgers.edu/covid-office-hours>

## **Where can I find the latest university wide information related to COVID-19?**

Students can read the latest university wide information at <https://coronavirus.rutgers.edu/> .  
For information pertaining to the Newark Campus please visit <https://www.newark.rutgers.edu/covid-19-operating-status> .