Welcome from the Criminal Justice Faculty and Staff

Welcome to the Shippensburg University Department of Criminal Justice. The Department, one of seven units that make up the College of Education and Human Services, offers both undergraduate and graduate degrees in criminal justice. The Department was created in 1974 under the direction of Roosevelt E. Shepherd, and prides itself on its longstanding history of being a premiere program in the State System of Higher Education (PASSHE), as well as the Commonwealth of Pennsylvania. In fact, the program is the first in the PASSHE system to receive certification from the Academy of Criminal Justices Sciences – an accomplishment that we are very proud of.

We have an active and exciting Criminal Justice Program. Our faculty members have degrees from some of the best institutions of higher education in the United States, and are all actively involved in research and service that addresses critical issues in criminal justice and public safety. In the Department of Criminal Justice, we pride ourselves in our dedication to student success by offering a high quality education to all of our students.

As a Department, our Number One priority is the success of our students. Noted for their student-centered focus, Criminal Justice faculty members are heavily engaged with students on a wide spectrum of activities ranging from scholarly research to internship supervision and career placement. We encourage each student to take advantage of the many learning opportunities, whether in the classroom or in the community. At the end of the day, the question is: Have you put yourself in a position to be competitive in the work force? We are constantly examining market forces to gauge the relevance of our curriculum to position our students for success. Thus, we are deeply committed to preparing students for employment in the field or advanced study by offering courses that provide a balance of theory, policy, research and analysis with an applied perspective. The methodological and theoretical elements of our program are highly suitable as preparation for entering advanced graduate studies and other professional programs.

The faculty and staff in the Criminal Justice Department are dedicated to helping you become the best Criminal Justice student and professional. To help ensure your academic success and progress we have compiled a handbook of information in order to keep you informed and abreast of Departmental information and policies. Based on our interactions with students, we have also included supplemental information about the University and the many opportunities that await our students.

Shippensburg University and the Department of Criminal Justice is a fabulous place for your great future to start. On behalf of the faculty we extend a heartfelt welcome!

-Criminal Justice Faculty and Staff
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Overview of the Department of Criminal Justice

History

The Department of Criminal Justice was created in 1974 under the direction of Roosevelt Shepherd, its chair for 23 years. The initial undergraduate Bachelor of Science (B.S.) degree curriculum was Law Enforcement-oriented and, because the Department had only two faculty, drew heavily from Sociology, Psychology, Social Work, and Political Science for its courses. The result was a hybrid mixture of courses that fragmented the identity of the Department. In 1987, the Department of Criminal Justice reorganized both its graduate and undergraduate curricula to reflect the changing needs of our students and the demands of the fields they were entering. A second revision was fully implemented by Spring 2001.

In response to regional needs, the Department of Criminal Justice developed the Master of Science degree program in Administration of Justice in 1983. The Department offers two programs of graduate study, each of which lead to the Master of Science Degree in Administration of Justice. The "evening" on-campus program is designed for both pre- and in-service students pursuing graduate study under a traditional format. The daytime Juvenile Court Judges’ Commission (JCJC) "weekend" program is designed specifically for juvenile justice practitioners employed throughout the Commonwealth of Pennsylvania.

Since its inception in 1974, the Shippensburg University Criminal Justice Department has been located within the College of Education and Human Services. The program has grown dramatically over the last 40 years – the undergraduate Bachelor of Science (B.S.) degree at present fluctuates around 400 majors and 30 minors. The Criminal Justice Program is one of the largest departments in the College of Education and Human Services and at the University. The Department originally offered a “track” curriculum with concentrations varying over time in the areas of Law Enforcement, Corrections, Juvenile Justice and Generalist. However, the track approach was phased out over a period of time during the late 1990s – early 2000 due to changing needs in the field and student interest. Since that time the mission of the Department has been to provide current and future criminal justice professionals with the information and skills they need to be effective decision makers in the ever-evolving justice arena. Finally, since 2001 the Department has also been providing its undergraduate students the opportunity to complete a portion of their Criminal Justice elective coursework through summer- and winter-term distance education classes.

In the fall of 2014, the Department completed a rigorous self-study in its pursuit of certification from the Academy of Criminal Justices Sciences (ACJS: http://www.acjs.org/pubs/167_667_3517.cfm). This process helped to document that the undergraduate program met or exceeded all ACJS standards in terms of structure and academic integrity. Following an on-site review with Department and University personnel and students, the review committee recommended certification, which was unanimously approved by the ACJS executive board in March 2015. The 10-year certification places the program within an elite crowd, as to date only seven other undergraduate programs across the nation have been granted this prestigious recognition.

At the present time, the Department has 8 full-time faculty members and a pool of experienced adjuncts that provide instruction in the B.S. and M.S. degree programs. Between fall of 2011 and fall 2013, the Department successfully hired 5 tenure-track faculty members from top doctoral-granting institutions in our field (i.e., University of Cincinnati, Rutgers, SUNY Albany and Indiana University.
of Pennsylvania). In August 2011, the faculty elected Dr. Melissa L. Ricketts to a 3-year term as Department Chair, which has now been renewed for another 3 years.

As we moved through these transitional periods, the Department members worked diligently and carefully to offer a quality program, maintain the established mission, secure quality adjunct instructors, manage significant growth in the number of criminal justice majors, and restructure courses to make them more useful and convenient for students. Throughout this transitional period, with the support of other administration, faculty and staff, members of the Department also worked tirelessly to preserve a positive learning environment that is conducive to the intellectual growth and development of our students. Taken collectively, it is because of the support of Shippensburg University and the steadfast determination and commitment of so many people that we have been able to facilitate our goals and objectives during these times of transition and growth.

Mission

The Department of Criminal Justice has maintained a strong purpose since its inception and has made minimal changes to its mission, vision and goals over the past decade. However, the Departmental effort to evaluate, develop, and implement changes has been ongoing. For example, during the past 5 years, the Department has developed a comprehensive program assessment process for the major (e.g., created a pre/post-test for all core courses), and in recent months made improvements to the methods of assessment for our traditional and JCJC graduate programs. Our primary assessment goal is to provide methods and engage in practices that will verify success and identify areas needing improvement in program delivery at all levels. We continue to develop, modify, and utilize this evaluation process with the long-term goal of developing an assessment culture that is valuable to the Department and ultimately, the students it serves.

The University's primary commitment is to student learning and personal development through effective and innovative teaching and a wide variety of opportunities for high-impact learning. The Department shares this commitment. Its major strengths are its applied perspective and strong emphasis on theory, policy, research, and analysis. Philosophy, format, and implementation stress the practical application of a higher level of knowledge, skills, and strategies. The methodological and theoretical elements are highly suitable as a preparation for entering graduate studies and other professional programs. The multidisciplinary nature of the criminal justice program also makes its graduates attractive to a wide range of public and private employers as well as graduate education programs. The majority of our undergraduate students enter the workforce upon graduation, with a substantial portion of these graduates providing services to south central Pennsylvania and the mid-Atlantic region. In addition, many of our graduates do go on to graduate school, including doctoral programs in such major universities as the Pennsylvania State University, the University of Maryland at College Park, the University of South Carolina, and the State University of New York, as well as law schools such as Penn State Dickinson School of Law, and Widener.

In sum, the Department of Criminal Justice connects and supports the mission of the College of Education and Human Services and Shippensburg University through the education of quality graduates entering professional occupations and advanced studies that support the human services industry. Overall, the purpose is to provide current and future criminal justice professionals with the background and skills that will enable them to think critically about the problems of crime and justice, and to be effective decision makers in the criminal justice arena.
Goals

As the systems designed to deliver criminal justice services are continually asked to function effectively in an increasingly complex society, the need for capable criminal justice professionals becomes more and more pressing. Therefore, the Department of Criminal Justice has developed specific goals for its undergraduate program.

These goals include:

1. To provide students with the background and skills that will enable them to think critically about the major issues associated with crime and justice.
2. To provide students with the background and skills that will enable them to be effective decision makers in criminal justice agencies.
3. To provide students with the knowledge and skills to engage in independent, critical examination of crime control and crime prevention policy.

Objectives

The specific objectives to be achieved in meeting these goals include:

1. Developing an academic environment that will be intellectually challenging and stimulating to both student and faculty.
2. Fostering a commitment to pursuing the activities of education, scholarship, and public service in a manner that is consistent with the intellectual traditions of social science inquiry.
3. Providing an intellectual environment that values human diversity and encourages independent and critical thought.
4. Providing an intellectual environment that encourages teaching and scholarship from a diversity of theoretical perspectives and research methodologies.
5. Providing courses that will provide the knowledge and skills fundamental to criminal justice professionalism.
6. Providing a sound foundation for the pursuit of advanced degrees in criminal justice.
7. Providing the opportunity for students who are currently criminal justice professionals to extend their knowledge and skills in their area of specialization.
8. Developing professional leadership skills in the criminal justice field.
9. Introducing students to the research techniques that will enable them to undertake independent research in their areas of specialization and effectively interpret and make use of the research conducted by other professionals.
10. Providing an understanding of the relationship between public policy formulation and criminal justice system behavior.
11. Providing individuals and agencies within the College's service area with needed programs and consultant services appropriate to the resources of the Department.

Throughout all degree programs, the Criminal Justice Department faculty strives to educate students to be critical thinkers who can communicate their thoughts effectively in oral and written form which demonstrates a comprehensive knowledge of the field. These objectives are achieved through a balanced approach in which both theoretical and practical issues of application are addressed.
Student Learning Outcomes

In addition to the Criminal Justice Program goals and objectives, the undergraduate (B.S.) curriculum is guided by the following assessment objectives which are designed to be evaluated on a yearly basis. These objectives are reached through a range of teaching strategies and methods in various required and elective course offerings, and are measured with a variety of evaluation tools (e.g., exams, quizzes, discussions, written assignments, group work, etc.).

- **Objective 1: Comprehensive Knowledge of Criminal Justice** – Students will understand more readily the operations of the Criminal Justice System and the many issues (both theoretical and practical) that confront the administration of justice in a democratic society.

- **Objective 2: Critical Analysis** – Students will understand more readily how to interpret, analyze and evaluate issues of importance in the field of Criminal Justice.

- **Objective 3: Communication** – Students will be able more readily to express their knowledge and critical analysis ability through both written work and oral presentation.

- **Objective 4: Exposure to Human and Cultural Diversity** – Faculty will expose students to the issues of diversity in the Criminal Justice System and provide opportunities for students to participate in experiences that promote diversity.

- **Objective 5: Exposure to Ethical Problem Solving** – Faculty will expose students to the nature of ethics in general and the role of normative ethics in the Criminal Justice System and provide opportunities for students to participate in criminal justice related situations (hypothetical or actual) that deal with ethical issues.

- **Objective 6: Exposure to Technology** – Faculty will expose students to the use of technology in the field of Criminal Justice in general and provide opportunities for students to participate in criminal justice related situations that deal with technological issues.
University Administration

College of Education and Human Services

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Criminal Justice Faculty and Staff

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<td>Associate Professor of Criminal Justice</td>
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<tr>
<td>Education:</td>
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<tr>
<td>PhD: Indiana University of Pennsylvania; MS: Indiana University of Pennsylvania</td>
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<tr>
<td>Teaching Interests:</td>
<td>Survey of Corrections; Domestic Violence</td>
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<tr>
<td>Research Interests:</td>
<td>Fear of Crime; School Violence; Cybercrime; Prescription Drug Abuse</td>
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<tr>
<td>PhD: Indiana University of Pennsylvania; MA: University of Arkansas, Little Rock</td>
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<tr>
<td>Teaching Interests:</td>
<td>Race, Ethnicity, &amp; Crime; Criminology Theory; Organized Crime; Victimology</td>
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<tr>
<td>Research Interests:</td>
<td>Race, Ethnicity, &amp; Relationships Between Acculturation and Crime; Violence, Mental Health, &amp; the CJ System, Media &amp; Crime</td>
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<td>Teaching Interests:</td>
<td>Research Methods; Statistics &amp; Quantitative Methods; Social Construction of Homicide; Intro to Criminal Justice</td>
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<td>Research Interests:</td>
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<tr>
<td>Teaching Interests:</td>
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<td>Research Interests:</td>
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<tr>
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<tr>
<td>Research Interests:</td>
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### Patterson, Laura, Ph.D.
Assistant Professor of Criminal Justice

**Education:**
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**Research Interests:** Victimology; White Collar Crime; Community and Institutional Corrections; Organized Crime

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<tr>
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<tr>
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<tr>
<td>Undergraduate Courses: CRJ 100 Intro to CRJ; CRJ 241 Survey of Corrections; CRJ 393 Loss Prevention and Private Security; CRJ 396 Selected Topics: Drugs and Society</td>
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*Dr. Grove is a Full Professor of Political Science at Shippensburg University

### Staff

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<td>Secretary for Department of Criminal Justice</td>
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Admission Requirements

The Department of Criminal Justice is an academic unit within the College of Education and Human Services at Shippensburg University. Students desiring to become Criminal Justice majors must possess at least a 2.75 Grade Point Average (GPA) and must undergo a competitive screening process in order to be officially accepted into the Program. New incoming freshmen and transfer students (if criteria is met) may declare Criminal Justice as their major prior to beginning classes at Shippensburg University; current students interested in the major or minor must follow other declaration processes as outlined below.

Declaring a Criminal Justice Major

The following information is from the Shippensburg University Registrar’s Office. Please review the Change of Major requirements posted under “Forms” on the Registrar’s website prior to submitting your form for signature (www.ship.edu/Registrar/). Effective in the Fall of 2014, undergraduate students must now utilize a new electronic change of major/minor form. Please note – students must complete the form electronically; once students complete the form they will hit submit and will receive a page with instructions to print that page. This page will be used to obtain the signatures.

In order to complete a form to declare a major, minor, concentration, letter of completion or change from one major at the university into another you must meet certain criteria. Majors at Shippensburg are classified as either “high-demand” or “non-high-demand.” Students wanting to declare or change to a “non-high-demand” major may submit a request form at any time during the semester. NOTE: Declaration of Major, Minor, & Other Credentials forms will not be processed two weeks prior to the start of course registration through the end of the initial course registration period (approximately 5 weeks). Any form submitted during this time will be processed after the initial course registration period ends. Students should be able to register for classes in the new major during the schedule clean-up and schedule adjustment periods. Your request is subject to the approval of the appropriate Department Chair and then the Dean of the college in which the new or intended major is located, following a review of your overall academic record.

Major programs – including CRIMINAL JUSTICE – classified as “high-demand” have limited enrollment. Your first step is to complete and submit a form to the major department within the first three weeks of the semester. The deadline for students interested in declaring a major in Education is 2 weeks into the semester. By the fourth week of the semester, the major department will contact you regarding any additional information that may be required for admission such as an interview, written essay or attendance at an information session. The major department will notify you by the fifth week of the semester as to the status of your request. The major department will also notify the Registrar’s Office of the major change and assign you a new academic advisor prior to course registration for the next academic term. Acceptance into any major program at Shippensburg University is based upon space availability, specified GPA or other requirements.

1 Students interested in completing a double major or dual major must follow University protocol.
Declaring a Criminal Justice Minor

An academic minor is intended as an option that enriches a student’s educational experience in a field outside of the discipline of their major course of study. To secure the advantages of focus and depth, the courses that comprise a minor must be a well-designed set within a single discipline or a set that combines two or more disciplines, which has sufficient structure to provide students with a working knowledge of the skills and subject matter appropriate to the minor.

To insure some reasonable spread between lower division courses (numbered 100-299) and upper division courses (numbered 300-499), normally at least two of the six courses in a minor must be from the upper division. This is meant to provide exposure to at least some advanced study in the discipline(s). If students are interested in electing a minor, they should confer with their advisors, Chair of the major department and/or the Dean of the college.

Those who have made a decision about their minors must follow the same declaration and electronic process (see above) as majors and then need to contact the coordinator (the advisor for the minor) in the department where the minor is hosted.

1. Declare your minor to the relevant department.
2. Ask for advice on what courses you need to take for the minor.
3. Ask for the sequence of required courses.
4. Ask the availability of the courses in fall, summer, or spring semester.

A minimum of a 2.5 QPA in the minor is the University requirement for the granting of a minor. At least 50 percent of the minor must consist of coursework completed at Shippensburg University. In order to add a minor, the electronic change of major/minor paperwork must be completed by indicating the minor and by obtaining the appropriate signatures!

Transfer Students and Credits

Shippensburg University is involved in a statewide articulation agreement through PASSHE – the Criminal Justice Program became a party to this agreement in 2013. Shippensburg University transfer policies and procedures are outlined at: http://www.ship.edu/admissions/transfers/.

Once enrolled, if students wish to do work at another college or university for transfer credit back to Shippensburg University, they must first obtain approval of the Department Chair. In order for transfer credit to be posted to an academic record, the student must have an official transcript of the work sent to the Dean for final review and approval. In general, a grade of “C” or better is required for transfer credit to be accepted. The transfer credit will appear on the student’s transcript with a grade of TR and will not be used in calculating the Quality Point Average (similar to a GPA). Transfer credit will not be awarded to replace a “D” or “F” grade earned at Shippensburg University. Once a student is attending Shippensburg University full-time, no transfer credit will be given for any Criminal Justice core courses.

The Department of Criminal Justice is subject to all of the Institutional transfer policies and procedures outlined in pages 7-9 of Shippensburg University’s 2013-2015 Undergraduate Catalog (access at: http://www.ship.edu/catalog/). These standard operating procedures apply to all transferring students, including those transferring from associate degree programs. Prospective students are encouraged to
apply for admission no later than one semester prior to the semester in which they plan to attend Shippensburg University, and can begin at the start of any term (i.e., this is not a cohort program). For some majors such as Criminal Justice, Business and Elementary Education, transfer students are encouraged to apply as early as a year in advance.

Transfer students are evaluated on the basis of ALL work attempted at accredited institutions. A cumulative grade point average (GPA) is computed based on all work attempted above the developmental level. A minimum college GPA of 2.75 and more than 12 course credits is preferred for admission. Students transferring with less than 12 college-level credits need to submit a high school transcript and SAT scores along with their college transcripts when applying. An admissions decision will be based on all criteria. University policy indicates that applicants who meet the criteria for admission, but who cannot be accommodated in the major of choice, will be permitted to select another major or defer admission until a later date.

Distance Education, Summer and Winter Courses

Summer Online/Face-to-Face Courses

The Department offers various online courses during the summer sessions each year. Summer online course offerings are open to any interested student. Courses are sometimes added and/or deleted after they are posted to the extended studies website so be sure to check the courses offerings often. Go to http://www.ship.edu/extended/ for more information or to register for summer online courses. Summer face-to-face course offerings are open to Criminal Justice major and minor students only. Scheduling summer face-to-face courses is accomplished online through Banner.

REQUIREMENTS: Undergraduate students pursuing a degree at Shippensburg University must have a minimum of twelve (12) credits completed prior to registering and a 2.0 GPA prior to registering for an online course. A previously failed course (“F”) may not be repeated through an online course. Students can register for no more than two (2) classes in the online and/or face-to-face format per summer or winter term. Students may register for a maximum of eighteen (18) credits during the entire summer (note: Students can register for no more than one (1) face-to-face class in Summer Term 3 since it is only 3 weeks in duration).

“J-term” or Winter Term

Criminal Justice students are free to take Criminal Justice distance learning courses as well as courses from other academic disciplines during the winter term. Online registration occurs during the fall.

Scheduling Courses

All scheduling and schedule adjustments are completed online. Prior to scheduling, each student must make an appointment to meet with his/her advisor or attend a group advising session to review a proposed schedule. Instructions for meeting with faculty are sent via email two weeks prior to the start of scheduling. It is a student’s responsibility to meet with their advisor. Each student must be cleared by his/her advisor and receive a PIN prior to registering for classes. All students are given a window of time or ‘time ticket’ in which they may register for courses. Students who fail to register within the
allotted time must wait until schedule adjustment to register. Course availability will be limited – so do not miss your scheduling window.

Placement Testing and Developmental Courses

If you earn placement in developmental math, reading or writing, the University strongly encourages you to take the appropriate developmental courses during the summer before you begin at Shippensburg. Courses can be taken through Shippensburg University, a local college, university, or community college. The Placement Testing Office can assist students to identify appropriate courses.

What developmental course(s) students take will be determined by their academic progress. Students will be assisted in registering for appropriate developmental-level courses at Orientation. For example:

- If you cannot take it in the summer, Basic Writing (ENG 050) must be completed during the first semester.
- If you cannot take it in the summer, Developmental Reading and Study Skills (RDG 050) must be completed during the first semester.
- The scheduling of a developmental math course will be determined by your choice of a major or areas of interest. If you cannot take it in the summer, all science and math based majors will need to take this course in your first semester. All other majors will take it the summer between your freshmen and sophomore year or the first semester of your sophomore year.

Please note: Credits earned in developmental courses are included in determining a student’s class standing, and the grades are computed in the student’s QPA; however, these credits do not count toward the 120 total number of credits required for graduation. In other words, if a student takes developmental coursework, s/he will have 3 to 9 credits beyond 120 at time of graduation (depending on the number of developmental courses taken). Placement into developmental-level courses is determined by the University’s placement testing policies – not the Criminal Justice Department. For specific information on placement testing and developmental courses, visit: [http://www.ship.edu/testing/](http://www.ship.edu/testing/).

Academic Probation

To remain in good academic standing, students must maintain a 2.0 GPA (“C” average) at Shippensburg University. Falling below this minimum expectation may result in a student being placed on “academic probation.” Students notified of this standing will also be given conditions that must be fulfilled prior to the probation designation being lifted. It is the student’s responsibility to avoid the common mistakes* made by students on academic probation, such as:

1. students avoid repeating courses in which they earn “F” grades
2. students take courses on the advice of a friend

3. students seek academic or personal help too late in the semester
4. students enroll for too many credits
5. students attempt to drop a course after the deadline for withdrawals
6. students cut classes too frequently
7. students fail to engage in support services

The Academic Improvement Plan (AIM) services, located in the Learning Center at Lehman library assists students on academic probation to develop strategies and skills that will help them to improve their cumulative grade point average (GPA). Please visit http://learning.ship.edu/AIM for more information. Note that if a student fails to meet the conditions of academic probation s/he is subject to dismissal from the University. If a student’s QPA beyond the first semester falls below 1.7, or if a semester QPA is below 1.0, s/he is subject to immediate dismissal.

Course Repeat Policy

Students who have “D” or “F” grades and who are on academic probation should repeat the courses with “F” grades as soon as possible. This is the fastest way for students to get off academic probation. Although the initial grade will continue to appear on the transcript, it will no longer be calculated into the GPA. Per University policy, a “D” or “F” grade earned at Shippensburg University may not be made up or replaced by credits earned at another institution. Shippensburg University policy allows a student to repeat (and replace) six grades with a newer grade; however, after this option is used six times, any subsequent repeats will include both grades in the GPA. If you receive forms of financial aid, repeating a "D" may have a negative impact on your financial aid eligibility. Before repeating any “D” grade, go to the Financial Aid Office and confirm its impact.

Required Criminal Justice Core Courses

According to University policy, students may repeat any course for a grade replacement. For the Criminal Justice major, if a student earns less than a “C” grade in the required core courses, the student may not take another Criminal Justice course until a “C” grade is achieved in the repeated course. Any Criminal Justice courses currently scheduled for the following semester that require the failed course as a prerequisite will be dropped and the failed course will be rescheduled. A previously failed course may not be repeated through an online course.

Required Criminal Justice Electives

If a student earns less than a “C” in a Criminal Justice elective, the student does not need to repeat that specific elective, rather, they can substitute another Criminal Justice elective course provided they earn a grade of “C” or higher. If a student earns less than a “C” in a Criminal Justice elective, that course will not count toward the required 21 Criminal Justice elective credits which will preclude their graduation.

Grade Appeals

An undergraduate student contemplating filing a grade appeal understands that consistent with the practice of academic freedom, faculty bear responsibility for assigning grades in accordance with professionally accepted standards which have previously been communicated to students verbally or in
writing. At the same time, students have a right to ensure that grades are calculated accurately and consistently, fairly and equitably, and without discrimination. Students who wish to file a grade appeal must follow the procedures as outlined by the Registrar.

Complaints and Grievances

Academic concerns or complaints should be addressed first with your instructor. If the issue cannot be resolved you may contact the faculty member’s Department Chair for an appointment to discuss the issues. The Department Chair will provide you with contact information to pursue the matter further if warranted.

For other complaints or grievances, please see the Office of Social Equity website for more information at: http://www.ship.edu/Social_Equity/Welcome_Students/.

Comprehensive Senior Exam

During their final year in the Program, students will take a Senior Comprehensive Examination as a graduation requirement. The examination is designed to test accumulated knowledge during the four years of study within the Criminal Justice Program and is used by the Department in its assessment process to evaluate student learning outcomes (e.g., comprehensive knowledge of criminal justice).

Applying to Graduate

You must apply for graduation prior to the beginning of your final semester at Shippensburg University. All Criminal Justice majors must satisfy the following University requirements for graduation:

- The completion of 120 credit hours in a selected curriculum
  - Course descriptions can be found in the SU undergraduate catalog
- The completion of all general education courses and major requirements
  - Any course number below 100 (i.e., 050, 099) will not count as credits toward graduation
- A cumulative GPA of at least 2.0 for the total program of courses
- A QPA of at least 2.0 for the academic major (selected majors may have more restrictive requirements)

In order to receive a bachelor’s degree from Shippensburg University, you must:

- Complete a minimum of 45 credit hours of coursework at Shippensburg University
- 30 of the last 60 credit hours earned must be completed from Shippensburg University
- At least half of all major courses must be completed at Shippensburg University

Graduation procedures can be found at: http://www.ship.edu/Registrar/Graduation_Process/.
**Student Advisement**

This guide had been prepared to assist students in planning their four-year curriculum leading to the Bachelor of Science Degree in Criminal Justice. Students, in consultation with Criminal Justice faculty, are responsible for creating course schedules, and satisfying degree requirements. Faculty advisors are assigned to each Criminal Justice major and assist students in the development of an undergraduate program that will serve as a solid foundation for their future. Students should consult with their advisors for information that may help them to make decisions about which courses to take, internship possibilities, and career opportunities. Faculty will acquaint students with available options to assist them in making the best choices. It is ultimately the student’s responsibility to successfully complete the appropriate courses to ensure the completion of the degree program.

**Expectations of Students**

The following sections provide more detail in terms of student preparation and expectations with regard to the advising process; student responsibilities are also outlined by the University on its Advising webpage. Most importantly, students should maintain a working record of their completed coursework and a good idea of the courses for which they anticipate taking the following semester. Further, students would benefit by calendaring the dates on which registration begins for each semester and watch for notifications and announcements so that they have a general sense of when advising sessions will begin and can prepare in advance. To access your advisor information:

- Log in to myShip at [https://my.ship.edu](https://my.ship.edu)
- Click on the Student tab and select My Academics
- Under My Student Resources, click on My Advisor
- Use the faculty directory to look up contact information

If you do not have an assigned advisor, please contact the Department Secretary or the Dean’s Office.

**Scheduling Advising Appointment**

Each fall and spring academic term, the Criminal Justice faculty set time aside to meet individually with their advisees. Advising will occur prior to students’ registration time-ticket windows but it is up to the students to make sure they actually get “advised” and receive their registration PINs. Each faculty member schedules a bit differently (e.g., some use online calendars, some use sign-up sheets outside of their offices); students need to follow whatever instructions have been given to them via email from their advisors. Specifically, advisors will not track down their advisees – upon notice that appointments are available, students must schedule their time slot and get to the appointment on time and prepared. Please make note that, with the exception of extremely rare circumstances, faculty advisors are not authorized to provide students with PINs unless a face-to-face advising session has taken place.

**Being Prepared for the Advising Appointment**

Students should make advising appointments well in advance of their registration window and make every effort to keep their scheduled appointments. Should a student discover that s/he cannot make a
previously scheduled appointment, the student must notify the advisor immediately so that scheduling adjustments can be made. Advising appointments get booked up rather quickly and it is in the student’s best interest to ensure an available spot that is convenient for both the advisor and advisee.

Effective preparation may include a review of important and helpful resources such as the Undergraduate Catalog, Student Handbook (University and Department), the general academic advising website, and the advising sheets that can be retrieved online or on the advising bulletin board located on the 3rd Floor of Shippen Hall. See the attached preparatory documents including the General Education and Criminal Justice Major Course Planning Guide (Appendix A), Criminal Justice Minor Course Planning Guide (Appendix B), and Recommended Interdisciplinary Courses (Appendix C). These and 4-Year planning guide are also available on the Department website. Prior to the advising appointment, students should maximize these resources by outlining a tentative course plan and by preparing a list of questions/issues for the advisor. It is also good practice to arrive with a printed copy of your unofficial transcript (note some advisors will also ask you to bring a copy of your course planning guide or “blue” sheet).

**Graduation Check**

At the request of students, graduation checks (grad check) are completed by faculty advisors to ensure that their students have taken the correct courses in order to graduate. A grad check should be done after the accumulation of 80 credits (typically around the second semester of the junior year). A notice describing when and how to sign up for grad checks is sent to students by the Department and posted on bulletin boards throughout 3rd Floor Shippen Hall in the fall and spring terms –students can only request the grad check one time. Double majors should have a grad check completed by the appropriate College. For example, Psychology/ Criminal Justice dual majors should request a grad check from the College of Arts and Sciences for their Psychology degree and from the College of Education and Human Services for their Criminal Justice Degree.
## Course Offerings 2011 to Spring 2017 (Projected)

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Criminal Justice Bachelor of Science Degree Program

Students in the Criminal Justice Program take a core of required courses designed to provide initial exposure to the separate areas of police, law, courts, and corrections. The core program provides students with courses emphasizing basic knowledge, theory and research skills. The core has one capstone course where students demonstrate their understanding of the operation of the criminal justice system. The rationale is to build a solid knowledge base (i.e., fundamental history, concepts, issues, skill set), before students undertake more specific topics of inquiry (through electives), and prior to their completion of their final diversity and policy/professionalism/ethics classes.

As a goal of the Criminal Justice Undergraduate Program is to provide students with the appropriate educational background to support potential careers in the criminal justice system, it maintains four salient features: (1) it is system-oriented rather than agency-oriented; (2) it is a highly interdisciplinary program of study; (3) it is appropriate for pre-service as well as in-service students; and, (4) it has a strong commitment to consideration of the moral and ethical issues in criminal justice.

The program is comprised of a lower- and upper-division curriculum. Courses with numerical designations below the 300-level (e.g., CRJ 221) are lower-division courses and are appropriate for freshmen and sophomore students. Courses above the 300-level are upper-division courses and are appropriate for juniors and seniors. Students are expected to complete the Criminal Justice core before enrolling in upper-division courses.

Student Planning Guide

Four-Year Planning Guide

The following template is a recommended curriculum plan for students seeking the Bachelor’s Degree in Criminal Justice. It is intended as a template for planning and is advisory only – students will need to adjust their plans based on their respective academic needs. However, students are encouraged to discuss any substantial deviations from this template with their academic advisors.

First Year

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<thead>
<tr>
<th>First Semester</th>
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<td>ENG 106 Writing Intensive First Year Seminar</td>
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Second Year

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<td>CRJ 309 Theories of Crime and Crime Control</td>
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<td>Interdisciplinary Course</td>
<td>Free Elective</td>
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### Required Core Courses

Students are advised of the following order in which they should take their 24 credits of core Criminal Justice courses (see [http://www.ship.edu/Criminal_Justice/Frequently_Asked_Questions/](http://www.ship.edu/Criminal_Justice/Frequently_Asked_Questions/)):

Introduction to Criminal Justice (CRJ 100) is the prerequisite for all other Criminal Justice courses and should be taken first. Students can then schedule Policing a Democracy (CRJ 221) or Survey of Corrections (CRJ 241) the following semester. These classes may be taken during the same semester. Criminal Law and Procedure (CRJ 211) should be taken in your sophomore year. After you have completed the 200-level courses, you should schedule Theories of Crime and Crime Control (CRJ 309), followed by Research Methods (CRJ 310). Once you complete Theories of Crime and Crime Control, you may schedule Criminal Justice elective courses. The upper division courses, Race, Ethnicity, and Crime (CRJ 452) and Policy, Professionalism, and Ethics (CRJ 454) should be taken in your senior year. You must pass all Criminal Justice courses with a “C” or better before you can continue to the next course(s).

Criminal Justice majors should review Appendix A: General Education and CRJ Course Planning Guide for specific requirements; for Criminal Justice minors, see Appendix B: CRJ Minor Course Planning Guide.

### Criminal Justice Electives

The core Criminal Justice courses and internships, along with a variety of electives, are offered every full academic term. Electives are rotated based on calculated enrollments as well as on faculty preference and availability. Standard electives as well as new classes (generally offered as Selected Topics – CRJ 390-398; CRJ 490-491) are offered regularly. Students should plan to start taking their Criminal Justice electives in their third year (see 4-year template above). They may also take up to 12 credits of Internship (CRJ 471-474) to fulfill the needed 21 credit hours of electives – see the Criminal Justice Internship section of this handbook for more information.
Interdisciplinary Courses

To fulfill the requirements for the major, students will also need to complete 15 credits of related or “interdisciplinary” 200-level and above coursework. Students are free to choose these classes, but it is also a good opportunity for them to concentrate on a specific area of interest or to help fulfill some requirements of a minor (see the Undergraduate Catalog for information on fulfilling a minor). Based on the issues and concerns many of our graduates will encounter in the field of criminal justice after graduation, certain courses may be more beneficial than others. As such, the Department faculty encourages students to consider specific courses – these are outlined in Appendix C (Recommended Interdisciplinary Courses).
Criminal Justice Internship

The internship program is an integral component and extension of the academic offerings of the Department of Criminal Justice. Students may elect to complete an internship ranging from 3-12 elective credit hours. The purpose of the Criminal Justice internship is to provide students with “hands on” work experience in a Criminal Justice agency. Each internship credit is defined as being the equivalent of a 40-hour workweek. Therefore, for every internship credit scheduled, students must work 40 hours (i.e., 3 credits = 120 hours; 6 credits = 240 hours; 9 credits = 360 hours; and 12 credits = 480 hours).

To be eligible for an internship, students must have completed 60 credit hours of course work, have a 2.0 QPA, obtain insurance, and pass all clearances (see below). These requirements, as well as the process of securing and completing an internship are provided in an internship advisory meeting each term – watch for meeting notifications via email and on Department/classroom bulletin boards.

Steps in the Internship Application Process

To gain an understanding of the application process, please access the Department’s internship webpage at http://www.ship.edu/Criminal_Justice/Internship/. Students will need to complete the following tasks:

1. Secure an internship with a criminal justice agency
2. APPLY FOR THE FOLLOWING:
   a) Criminal Background Check: Pennsylvania State Police Request for Criminal Record Check Form (SP4-164)
   b) Child Abuse Clearance - Pennsylvania Child Abuse History Clearance Form (CY-113)
   c) Professional Liability Insurance*

*Some students may obtain a rider from their parent’s insurance company which will cover professional liability. Another type of insurance is part of the American Psychological Association (APA):

2. Go to http://www.apait.org/apait/products/studentliability/ and pay $35 for the liability insurance that covers you for $1,000,000 per incident, $3,000,000 in the aggregate.

Once you have completed the above steps:

1. Fill out an SU internship application form (http://www.ship.edu/Criminal_Justice/Internship/) and follow the directions (i.e., return it to the Department secretary along with your completed Criminal Background Check; Child Abuse Clearance; and proof of Professional Liability Insurance). NOTE: Internship applications will not be accepted until all supporting materials are completed and included.
2. The Department Chair approves your internship once the clearances and proof of insurance are in your file.

Note: Students will receive ample notification of any changes made to the application process.
Scheduling and Payment of Credits for the Internship

**BANNER – Summer Internship Credits**

The Department Secretary schedules all SUMMER internship credits. Summer internships are currently scheduled for Term 5 and the application deadline is **April 1st** of the year in which you apply. Summer bills are mailed out in early June and must be paid by the due date (Mid - June). If you miss the scheduled payment for credit, you will be dropped from the internship and receive no credits.

**BANNER - Fall/Spring Internship credits**

Students’ internship credits are included on the bill with Fall and Spring courses. Students will need to obtain an override code from the Department secretary in order to schedule their internships in Banner.

**Assignment of Academic Supervisor**

- **Summer Internships:** Your Academic Supervisor, (the faculty member who supervises the academic portion of your internship) is assigned by the Department Chair. You will be notified of your internship advisor via your SHIP e-mail. During the first week of your internship you must notify the Department of Criminal Justice (crimjust@ship.edu or by telephone at (717) 477-1558) and your assigned advisor that you have started your internship.

- **Fall/Spring Internships:** Your Academic Supervisor is the Department Chair.

Prior to the start of the internship a letter will be mailed to your agency supervisor and includes instructions on obtaining the student evaluation form and internship requirements from our [webpage](#). Confirm that your agency supervisor has received the above referenced letter. If it has not been received, please notify the Department immediately.

**Internship Duties**

**Syllabus**

Each student enrolled in an internship will be provided with a “course” syllabus which outlines requirements and expectations (e.g., weekly summaries, internship paper, survey, etc.) and provides contact information for the advisor. Internship credits are graded as Pass/Fail – students must fulfill all requirements satisfactorily to achieve a grade of “Pass.”

**Integrity**

Students must also maintain the integrity of the Program by following the College of Education and Human Services Ethical Practice guidelines and the Professional Responsibilities of Criminal Justice Interns, both of which are outlined below.
College of Education and Human Services: Commitment to Ethical Practice

The professions of Counseling and College Student Personnel, Criminal Justice, Educational Leadership and Policy, Exercise Science, Military Science, Teacher Education, and Social Work/Gerontology comprise the College of Education and Human Services. This College is charged with upholding a learning environment in which faculty, administration, staff, and students work together to develop a lifetime commitment to being of service to others. Together, we define who we are and who we aspire to become as members of the College of Education and Human Services community.

Each of the professions represented in the College are guided by ethical codes of professional practice enforced through the prescribed channels of its profession. We acknowledge and respect the individual codes and standards of ethical conduct that are prescribed by the disciplines of the College. From these codes our College has created a unifying ideal that consists of seven ethical statements of principle. These statements reflect the fundamental belief that intra-professional collaboration provides a more comprehensive service system to children, families, clients, students, and institutions than individual disciplines acting in isolation. The administration and faculty of this College believe that it is important to actively uphold the following standards of ethical conduct throughout their careers:

- Honoring, and dignifying ourselves and others;
- Valuing differences among and between us;
- Advocating for and acting to attain social justice;
- Using discretion vested in the privileges of our positions appropriately;
- Performing our jobs at the highest standard;
- Upholding the trust of those with whom we work;
- Respecting the work of other professionals.

Individually, in order that others may know who I am, what I believe, and know of my works, I, with all others here, will be accountable for the privileges and responsibilities that accompany my membership in the College of Education and Human Services.

Professional Responsibilities of Criminal Justice Interns

The purpose of the internship is to provide the student with: an opportunity to apply and evaluate academic experience in a professional setting; explore possible career choices; gain useful Criminal Justice experience; improve employment potential upon graduation; and, provides a link between academia and the field for the purpose of improving knowledge and delivery of Criminal Justice services.

In Criminal Justice, all agencies are different and, therefore, it is impossible to delineate with great detail the responsibilities and the role an intern should play in a respective agency. In general, students should observe the professional work of an agency and to the extent possible, participate in that agency’s work. While it is realized that from time to time an intern will be asked to answer phones, and perhaps provide the agency with some secretarial assistance, it is important for the agency to understand that these types of tasks should be the exception rather than the rule, and should not occur on a frequent basis.
Criminal Justice internships are unique in that issues of confidentiality, privacy, and personal integrity are so critical to appropriate functioning. Therefore, for a student to successfully complete an internship with a Criminal Justice agency, he/she must be able to demonstrate high levels of maturity and integrity. Additionally, Criminal Justice interns must possess emotional stability to the extent that unpleasant sites and situations (which are occasionally encountered) can be observed and dealt with in an appropriate manner.

To facilitate good rapport with the chosen agency, interns must also have good listening and interpersonal skills. In addition to possessing the above personality traits, all Criminal Justice interns should abide by the following rules:

1. Always dress in accordance with agency guidelines.
2. Do not use profanity, regardless of what others are doing.
3. Always be on time and do not leave early.
4. DO NOT allow yourself to be in dangerous situations.
5. Do not become involved in gossip, spread rumors, or malicious conversations.
6. Always ask questions and show enthusiasm.
7. Do not discuss sensitive information with non-agency people.
8. Do not become argumentative or disrespectful.
9. Be honest and forthright about any unusual situations.
10. Do not violate client confidentiality.
11. Do not become involved with work group cliques.

Mutual Responsibilities

The primary responsibility of the agency supervisor is to permit the student to observe the central functions of the agency. Other responsibilities of the agency supervisor are to: schedule student’s work; mentor and direct the student’s work; evaluate the intern’s work; and, ensure that the intern’s experience is productive.

It is the responsibility of the student to immediately contact the academic advisor should s/he believe that the agency is not fulfilling major programmatic responsibilities, or if other issues arise that are deemed to be serious by the student. While no simple solutions exist for these types of problems, the academic advisor will work with the student to remedy the situation.

Should a student fail to fulfill his/her responsibilities, the internship may be terminated. Examples of infractions which may require action are: the student not showing up for assignments; engaging in behavior deemed inappropriate by the agency; engaging in illegal or immoral behavior, as determined by the agency; or, not performing the duties as requested by the agency.
Criminal Justice UG Student Handbook

Criminal Justice Honor Code

Shippensburg University is devoted to maintaining the highest level of professionalism in the service fields, including Criminal Justice. To achieve our goal of strict ethical compliance, the standards of conduct established by Shippensburg University and articulated in the Swataney – the University student guidebook (see: http://www.ship.edu/student/), as well as this Honor Code, shall be applicable to all Criminal Justice students at Shippensburg University.

Any violation of this Honor Code as defined below may result in a disciplinary violation noted in the student’s academic record and may include a determination whether the student is fit to continue as a Criminal Justice major. Any violation of the Swataney Honor Code shall be construed to be a violation of the Criminal Justice Honor Code. Any violation of this Honor Code may also be discussed with any present or future employer who seeks a reference or recommendation from the Criminal Justice Department. The Department of Criminal Justice faculty retains the right to adjudicate and determine the appropriate sanction for violations of this Honor Code. A violation of this Honor Code in no way supersedes any disciplinary action initiated by the Shippensburg University Judicial Board. Criminal Justice students are prohibited from engaging in acts of moral turpitude and in engaging in the following conduct:

**Breaking the Law:** Drinking alcohol before attaining the legal age of 21-years-old, driving under the influence, using illegal narcotics, stimulants, or other illicit drugs, suffering a conviction (misdemeanor or felony) in a court of law for which no appeal was taken; or an appeal was taken, and subsequently denied.

**Plagiarism:** Plagiarism is your unacknowledged use of another writer’s words or specific facts or propositions or materials in your own writing without appropriate citation and attribution.

**Cheating:** Using, attempting to use, helping another student use, or sharing with another student when not authorized to do so, material, information, or study aids in the completion of any academic task, quiz, examination, homework assignment, take-home examination, paper or other academic assignment.

**Lying:** Making any false statement intentionally meant to deceive or defraud another in connection with any activity under the purview of the Criminal Justice Department.

ACJS Code of Ethics

The Criminal Justice Department faculty also adhere to the academic and ethical standards of the American Society of Criminology (ASC) and the Academy of Criminal Justice Sciences (ACJS). Students are also expected to comply with these guidelines, and can review the ACJS Code of Ethics; it is posted on the Department of Criminal Justice’s internship bulletin board (3rd Floor Shippen Hall) as well as on the website (http://www.ship.edu/Criminal_Justice/About_Us/).
Student Support Services

Office of Disability Services

Shippensburg University is committed to serving all students, including those with disabilities. The Office of Disability Services (ODS) is located in 120 and Suite 324 Horton Hall, connected to Old Main by a second floor walkway. The department coordinates accommodations and services for students with documented disabilities in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act of 2008. Under the School of Academic Programs and Services, ODS administration and staff work with other departments and University students to lay the foundation of equal educational access to otherwise qualified individuals.

Incoming students with disabilities follow the same admissions procedures and standards as established by the University’s Office of Admissions. Questions about admissions procedures are addressed in that office by contacting (717) 477-1231. However, all requests regarding eligibility for accommodations and services through the Office of Disability Services must come directly to the Horton Hall offices. Questions about appropriate accommodations and required diagnostic documentation are addressed by contacting the Director or Assistant Director of Disability Services at (717) 477-1364 x1329 or x1326. More information on classroom and testing accommodations can also be found at http://www.ship.edu/ods/.

Learning Center

The Learning Center is an academic resource center available to the Shippensburg University community. The Center is located in the lower level of Lehman Library. The Center provides tutoring, study skills assistance and other services for students, faculty, and staff. Students with learning differences and/or physical challenges can take extended time tests and work with a learning specialist. More information about the learning center is available by calling 477-1420, by email at learning@ship.edu, or on the website at http://learning.ship.edu/home. Content tutoring in Criminal Justice is also available for our students.

Career Center

Career Development Center (CDC) staff are excited to provide support to first year students, sophomores, juniors, seniors, graduate students, and alumni up to one year after graduation. Phone: (717) 477-1484. Website: www.ship.edu/career.

Counseling Services

The Counseling Center is accredited by the International Association of Counseling Services, Inc. and is located on the first floor of Wright Hall. It is open weekdays 8:30 a.m. – 5:00 p.m. More information can be obtained by calling 717-477-1481 or at http://webspace.ship.edu/counctr/.
Extracurricular Activities

Activities abound at Shippensburg University. Students are free to engage in countless academic, social, athletic and fraternal organizations and clubs during their time at Ship. A good place to start for information on these and other types of programs and activities is by visiting the University Union and Student Activities (CUB) website: http://www.ship.edu/CUB/Student_Activities/.

Undergraduate Research and Scholarship

The Undergraduate Research program is designed to provide financial support to undergraduate students for research or scholarly activities related to their program of studies to enable them to better understand the scientific process, experience discovery, develop their analytical and communication skills, and become consumers of research. This University-wide program has supported laboratory research, field activities, art projects, written works, and computer applications and is funded by the Shippensburg University Foundation. Applications for financial support to conduct research or engage in scholarly activities in the Undergraduate Research Program are invited from undergraduate students. The application must be written by the undergraduate student(s) and have the approval of a faculty member and the Department Chair. This program seeks projects that involve teams of students. For more information visit http://www.ship.edu/Public_Service/.

Our Criminal Justice students have engaged in increased research and scholarship activities in recent years, for instance, receiving funding through the Summer Undergraduate Research Experience, presenting at the Celebration of Student Research Conference, and publishing in the Shippensburg University’s Journal of Academic Writing. Examples of student research and scholarship projects and publications, as well as faculty-student collaborations, can be found on the Department’s “Brag Board” (3rd Floor Shippen Hall) and at: http://www.ship.edu/Criminal_Justice/Student_Research/.

Criminal Justice Club

The Criminal Justice Club is an organization open to all Shippensburg University students interested in the field of criminal justice and/or criminology. It seeks to provide a forum that facilitates interaction between students, faculty, program alumni, professionals employed in the field, and members of the broader community. It is committed to assist students in reaching their academic and professional goals.

Benefits of Membership

Membership brings students and the broader community together to promote awareness of criminal justice issues. Being a member of the Criminal Justice Club is a great way to get involved on campus and in the community, to help develop team building and leadership skills, and to meet other individuals interested in criminal justice issues.

Future Goals of the Organization

The Club is always looking to provide greater access to individuals in the field who can answer questions, offer their insight, and provide direction to students. By sponsoring speakers, trips,
community service activities, and by joining a national organization, we can continue to expand our networking capabilities and enhance the recognition of our Club.

The Club is looking forward to welcoming new members! If you have any questions or are interested in being a guest speaker at a Club meeting, please contact the President or one of the other officers.

**Alpha Phi Sigma (Pi Chapter)**

Founded in January 1942, Alpha Phi Sigma (APS) is the only nationally certified Criminal Justice Honor Society and it is affiliated with the Academy of Criminal Justice Sciences. In recognition of the relationships between academic performance, student leadership, and career success, the Department is proud to have established the Pi Chapter of APS at Shippensburg University. The goals of APS are:

- Honor
- Promotion of academic excellence
- Community service
- Educational leadership
- Unity

To accomplish these goals, future objectives of the local Pi Chapter include:

- Find ways to partner (or continue to partner) with local organizations to increase visibility of the organization, and most importantly, our students.
- Collaborate with faculty and other organizations (e.g., Criminal Justice Club) in activities, events, and fundraising opportunities.
- Help students build experience (resumes) by providing opportunities to work with local agencies through service learning activities, club-related events, internships, volunteer work, or other options.
- Enhance student progress in terms of academic expectations and integrity.

**Membership**

Membership to APS is open to undergraduate and graduate students of criminal justice. Per APS standards, undergraduates must meet the following basic requirements indicative of academic excellence to qualify:

- Have declared a major, minor or equivalent in a Criminal Justice or Law Field leading to a baccalaureate or graduate degree.
- Have completed at least three (3) full-time semesters or equivalent and at least four (4) of the courses must be in the Criminal Justice related field.
- Have a cumulative grade point average of 3.2 on a 4.0 scale, as well as, a 3.2 average in Criminal Justice courses or rank in the top 35% of your class.

APS members are actively pursuing activities related to strengthening campus-community relations – relations that would benefit Criminal Justice students, our Program, and the University as a whole. For example, through a small, but determined, student membership thus far, they have discussed and implemented a variety of volunteer projects and fundraising activities.
Frequently Asked Questions

In what order should I take Criminal Justice courses?

Introduction to Criminal Justice (CRJ 100) is the pre-requisite for all other Criminal Justice courses and should be taken first. Students can then schedule Policing a Democracy (CRJ 221) or Survey of Corrections (CRJ 241) the following semester. These classes may be taken during the same semester. Criminal Law and Procedure (CRJ 211) should be taken in your sophomore year. After you have completed the 200-level courses, you should schedule Theories of Crime and Crime Control (CRJ 309), followed by Research Methods (CRJ 310). Once you complete Theories of Crime and Crime Control, you may schedule Criminal Justice elective courses. The upper division courses, Race, Ethnicity, and Crime (CRJ 452) and Policy, Professionalism, and Ethics (CRJ 454) should be taken in your senior year.

What happens if I fail to earn a “C” in a Criminal Justice course?

You must earn a grade of “C” or better in all Criminal Justice core courses or you must repeat and pass them with a “C” or better before you continue taking any other Criminal Justice courses. If you receive below a “C” in any Criminal Justice elective course, you may repeat the course or substitute another Criminal Justice elective, because only “A”, “B”, or “C” grades in the Criminal Justice elective courses count towards the graduation requirement.

How do I withdraw from a class?

If you are an upperclassman (i.e., sophomore, junior, senior), you can withdraw from a course online by dropping it from your schedule. This process is similar to adding/dropping courses during class registration. If you are a freshman, you must notify your college dean's office to withdraw from a course. You may withdraw from a course during the first week of the semester with no penalty. After the first week of classes, you may withdraw from a course and receive a grade of "W" if you submit your request before the deadline to withdraw (the deadline changes each semester). If you stop attending class but do not withdraw, you will remain registered and will receive a grade of "F" for the course. You will not receive refunds or adjustments to your account if you do not officially notify the University of your withdrawal.

Before you take the action to withdraw from a course you should discuss it with your academic advisor to determine how it may impact your status as a full-time student, satisfactory academic progress for financial aid or NCAA purposes, and other key considerations.

What if I want to take summer courses back home?

If you wish to do work at another college or university for transfer credit back to Shippensburg University, you must first obtain approval of the Department Chair. In order for transfer credit to be posted to your academic record, you must have an official transcript of the work sent to your dean for final review and approval. In general, a grade of “C” or better is required for transfer credit to be accepted. The transfer credit will appear on your transcript with a grade of TR and will not be used in calculating your QPA. Transfer credit will not be awarded to replace a “D” or “F” grade earned at Shippensburg University. Once you are attending Shippensburg University full-time, no transfer credit will be given for any Criminal Justice core courses.
What will happen if I miss the first day a class meets?

If you are unable to attend the first class session of a course in which you plan to remain enrolled, you must give notice of your intended absence to the instructor, academic department secretary, or academic dean's office of that course. Failure to provide such notification may result in your name being removed from the roster by the instructor and your place in that class lost for the semester. If you do not attend the first day of class, you cannot assume, however, that you have been dropped from this class. It is your responsibility to verify your enrollment status by checking your schedule.

What should I do if I miss class?

At Shippensburg University, your participation in class is viewed as essential to the teaching/learning process. Therefore, it is expected you will miss classes infrequently and only for good reason. Each instructor shall state the course requirements including attendance expectations as part of the clearly written course information distributed at the beginning of each semester. An instructor must make provision for excused absences. However, if you elect to be absent from a class without being excused, you must be prepared to accept an evaluation for any graded activity, consistent with course requirements, which takes place at that session.

You will be held responsible for all material covered in classes. Students should provide advance notification of any absence to your instructor if possible and students should be aware that professors need NOT provide any make-up opportunity for missed quizzes, examinations, and homework or in-class assignments.

What should I do if I need a leave of absence?

If you are in good standing with a cumulative QPA of 2.0 or better, you may apply to your academic dean for a leave of absence. This would permit you to return to Shippensburg University without having to apply for readmission. Leave of absences may be granted for up to one year. If you do not return to the university within one year, you must apply for readmission. If you leave the University without notifying the Department or Dean, it may lead to permanent dismissal from the University. Remember, if you are experiencing academic or personal difficulties you are not alone and we are here to help you.

How many credits must I earn to graduate from Shippensburg University?

Regardless of your major, you must earn a minimum of 120 credits to graduate. Some majors may require more than 120 credits, and students who take developmental-level courses (e.g., 050) will complete more than 120 credits since developmental-course credits do not count toward graduation credits.

Each course is assigned a credit value that typically identifies how many hours each week the class meets. A 3-credit course meets 3 hours a week. Some courses may be 4 credits and would meet 4 hours each week. So, to graduate from SHIP, you will take around 40 courses. The 120 credits will consist of: general education courses – 48 credits; major courses – varies according to major; and, minor or free elective courses – varies by discipline.
Criminal Justice Course Descriptions

CRJ 100: Introduction to Criminal Justice (3 credits)
Provides a general overview of the Criminal Justice system, including history, current role, developments, and constitutional implications of law enforcement, describes the major agencies: police, prosecution, courts, corrections and analyzes their interdependence.

CRJ 211: Criminal Law and Procedure (3 credits)
A comprehensive study of sources, distinctions, and limitations relating to substantive and procedural criminal law; the development of the criminal law and procedure in the United States; the principles of criminal liability; the various crimes and their elements; the criteria considered in determining capacity and defenses. Emphasis is on the role of Criminal Justice personnel in the criminal law process as they perform their duties within the prescribed procedural framework. Prerequisite: CRJ 100.

CRJ 221: Policing a Democracy (3 credits)
Surveys the major trends and issues in law enforcement, including the historical and contemporary development of the police role in society. Analyzes police behavior and attitudes affecting their relationship with the community they serve, as well as the legal framework within which they operate. Prerequisite: CRJ 100.

CRJ 241: Survey of Corrections (3 credits)
Analyzes the development of correctional practices in the handling of criminals from early to modern times. Students analyze contemporary correctional organizational structures and treatment process, as well as institutional and community-based programs, practices, innovations, and problems. Prerequisite: CRJ 100.

CRJ 309: Theories of Crime and Crime Control (3 credits)
Acquaints students with the different explanations and origins of crime and society’s ultimate reaction to it from antiquity to the present. In addition to making students aware of an important area of study, the course should provide students with a broad understanding of the relationship between theory and the behavior of the Criminal Justice system agencies. Prerequisites: CRJ 100, 221, 241

CRJ 310: Research Methods (3 credits)
Provides an introduction and overview to the evaluation of information concerning criminological and criminal/juvenile justice issues. Approaching these issues from a scientific perspective, such concerns as the theory/method interaction, measurement of Criminal Justice concepts, and methods in conducting Criminal Justice/criminological research are addressed from a "consumer" point of view. Prerequisites: CRJ 100, 211, 221, 241.

CRJ 321: Criminal Investigation (3 credits)
Introduction to criminal investigation, crime scene search and recording, collection and preservation of evidence, crime scene technology, modus operandi, sources of information, interviewing and interrogation, stages of investigation, and case preparation. Prerequisite: Upper division status.

CRJ 326: Victimology: The Victim and the Law (3 credits)
Provides an introduction to the study of the role of victims in the Criminal Justice system. Focus is on defining victimization, treatment of victims in the Criminal Justice system, characteristics of victims,
explanations of victimization, and policies and practices that have been directed towards victims. 
Prerequisite: Upper division status.

CRJ 336: Introduction to Forensic Science (3 credits)
The application of science to criminal investigation. Designed to familiarize students with the process of criminal investigation and the basic principles and uses of forensic science in the American justice system. Emphasis is placed on reviewing the basic applications of biological, physical, chemical, medical, and behavioral sciences to questions of criminal investigation, evidence, and law. Prerequisite: Upper division status.

CRJ 342: Crime Prevention (3 credits)
This course is intended to present students with a working knowledge of crime prevention. The course will focus on providing students with an understanding of where and why crime patterns emerge, crime prevention techniques that can be used to intervene in those areas, and the most effective methods of evaluating those techniques. Particular attention will be paid to crime prevention theory and crime prevention methods utilized by criminal justice agencies and private security firms. Prerequisites: Minimum grade of C or better in CRJ 100, 211, 221, 241, and 309.

CRJ 345: Organization & Management of CRJ Agencies (3 credits)
Survey course on organization, administration, and management of Criminal Justice agencies. Topics covered pertain to the principles of management as they relate to the functions and activities of Criminal Justice agencies. While organizational structure is examined, emphasis on Criminal Justice operations and the contemporary theories of Criminal Justice management. Prerequisite: Upper division status.

CRJ 348: Clinical Intervention and Treatment (3 credits)
Studies the historical, philosophical, ideological, cultural, and institutional developments of correctional treatment and rehabilitation practices of the offender. Students analyze various practical and theoretical correctional treatment and rehabilitation modalities within the criminal and juvenile justice systems. Prerequisite: Upper division status.

CRJ 351: Juvenile Justice (3 credits)
Surveys the juvenile justice system of approaches and procedures concerning identification, detention, informal adjustment, adjudication, and disposition relevant to administration of justice policy, practice, and law. Prerequisite: Upper division status.

CRJ 356: Organized Crime (3 credits)
Examines roots of organized crime and its transformation from a violence-driven regional and national set of illegal enterprises to an international and technologically sophisticated set of illegal enterprises. Role of technology in controlling organized crime will be examined, as will the global features of new organized crime groups as they emerge in a wide variety of countries. Social context of organized crime will be a consistent theme throughout. Prerequisite: Upper division status.

CRJ 363: Intimate Partner Violence (3 credits)
This course will provide students with an overview of the theoretical paradigms examining the definitions of, causes of, ramifications of, and interventions for intimate partner violence. More specifically, from a criminal justice perspective we will (1) examine the nature and extent of intimate partner violence; (2) take an in-depth look at the perpetrators and victims of intimate partner violence; (3) examine theories to gain a better understanding of why these forms of violence take place; (4)
examine the criminal justice response (e.g., police, courts, corrections, juvenile justice) to intimate partner violence; and (5) examine some of the larger cultural contexts within which the varieties of abuse occur. This course recognizes that a disproportionate number of the victims are women, but that a strict feminist analysis needs to be modified to recognize abuse in same sex relationships and a growing literature on female offenders. Prerequisites: Grade of C or better in CRJ100, CRJ211, CRJ221, CRJ241, and CRJ309.

CRJ 365: White Collar Crime (3 credits)
Introduces the increasingly complex subject of crime committed by individuals whose legitimate employment provides them the opportunity for engaging in illegal activities. A variety of illegal activities will be examined as will white-collar scandals of the past and present. Relationship between the Criminal Justice system and white-collar crime will be thoroughly explored. Prerequisite: Upper division status.

CRJ 370: Mock Trial (3 credits)
Students will master the Federal Rules of Evidence (FRE) and apply them in a trial advocacy setting, either through the introduction of testimonial, documentary, or demonstrative evidence and/or by objecting to said admission of evidence. The student will perform all phases of a mock trial, from opening statements, direct, and cross-examinations (with objections), introducing evidence, jury instructions, and closing arguments. Last two weeks will be devoted to a full mock trial exercise. Prerequisite: Upper division status.

CRJ 381: Mental Health in the Criminal Justice System (3 credits)
An exploration of the intersection of the mental health and criminal justice systems in the United States. The primary theme is the deinstitutionalization movement which has resulted in the shifting of persons with mental illness from hospitals into correctional facilities. Important topics include school-to-prison pipeline (STPP), civil and outpatient commitment, police as first responders, training for law enforcement responding to crisis situations, and other efforts to decrease criminalization and stigmatization, such as Crisis Intervention Teams, Mental Health Courts, Assertive Community Treatment, and reentry strategies. Engagement and innovative policy solutions are required from students. Prerequisite: CRJ309 with a C or better.

CRJ 390/393/396/397: Selected Topics in Criminal Justice (3 credits)
Provides the opportunity for the department to offer courses in areas of departmental major interest not covered by the regular courses. Prerequisite: Upper division status.

CRJ 411: Terrorism (3 credits)
To gain a basic appreciation for understanding the response of the Criminal Justice System to the terrorism problem. Included in this course will be types of terrorism, formation, leadership, location, motives and purposes, criminality, historical and contemporary issues and research, law enforcement, judicial and correctional efforts aimed at curtailing, controlling and understanding terrorism. Prerequisite: Upper division status.

CRJ 433: Evidence Law (3 credits)
Analyzes the law and public policies which guide the introduction of evidence in court. Primary emphasis on Federal Rules of Evidence and the manner of collecting and presenting evidence consistent with the Fourth, Fifth and Sixth Amendments to the United States Constitution. Students demonstrate evidentiary foundations through in-class practicum exercises and learn to introduce, by way of witness testimony, documents, scientific and real evidence, opinion and expert testimony.
resulting in a thorough understanding of the evidentiary concepts of burden of proof, probative value, competency, relevancy, materiality, the hearsay rule and its exclusions, and privileges. Prerequisite: Upper division status.

CRJ 440: Community Corrections (3 credits)
Examines the historical development and growth of community interventions, practices, and policies with respect to individuals who violate society's legal norms. Students analyze correctional philosophy, court sentencing and sanctioning alternatives, treatment methods, and the competing goals and potential future trends of corrections. Adherence to evidence based programming and the principles of effective intervention will be consistent themes throughout. Prerequisites: CRJ100, CRJ211, CRJ221, CRJ241, and CRJ309 with a C or better.

CRJ 452: Race, Ethnicity, and Crime (3 credits)
Acquaints students with the issues regarding the role played by ethnicity/race in the American Criminal Justice system. A necessarily broad approach will be undertaken to achieve this task. The course will deal with three areas: (1) the making of laws and minorities, (2) the breaking of laws and minorities, and (3) society’s reaction to the breaking of laws and minorities. In addition to making students aware of an important area of study, the course should provide students with a broad understanding of the philosophical and practical issues revolving around crime and minorities in American society. Prerequisites: Upper division status (CRJ100, 211, 221, 241, 309, 310).

CRJ 454: Policy, Professionalism and Ethics (3 credits)
Assists students in understanding the critical issues confronting the police, courts, and corrections as Criminal Justice professionals prepare to move into the next century. The course will focus on such issues as the use of discretion in practitioner decision-making; the impact of the law on Criminal Justice agency behavior; racial and gender issues; ethical issues and dilemmas; the impact of external influences on the operation of Criminal Justice agencies; the privatization of Criminal Justice services; and the future of the American Criminal Justice system. This course will provide a knowledge base from which Criminal Justice majors can either proceed to graduate courses or enter the field. This course can be particularly useful for the student who is currently considering an internship or employment in a Criminal Justice agency. Prerequisites: Upper division status (CRJ100, 211, 221, 241, 309, 310). Note: minors may not schedule this course.

CRJ 456: Forensic Science: Evidence Analysis (3 credits)
Provides a continuation of CRJ 336. Surveys various types of physical evidence commonly encountered at a crime scene and in a crime laboratory environment. Consists of lecture and laboratory exercises including crime processing, the identification and analysis of trace evidence including hairs and fibers, fingerprints, footwear evidence, shoe and tire impressions, and tool marks. Prerequisite: CRJ 336 and Upper division status.

CRJ 461: Social Construction of Homicide (3 credits)
This course explores the nature of homicide in contemporary society of the United States and includes social theories of homicide, domestic murder, serial murder, infanticide, hate crimes, and youth gangs. An examination of the impact of drugs and alcohol, and an assessment of capital punishment as a deterrent is included. Prerequisites: CRJ 100 and completion of 200-level Criminal Justice courses.

CRJ 463: Comparative Criminal Justice (3 credits)
Provides a basic appreciation for understanding the historical, philosophical, ideological, and practical issues relevant to worldwide Criminal Justice systems. Prerequisite: Upper division status.
CRJ 464: Popular Culture, Crime and Justice (3 credits)
Examines the interrelationships between popular culture, crime, and justice. It explores the history of this linkage, the research, and the current issues. This course examines popular culture’s depictions of victims, offenders, and professionals in the Criminal Justice system. The popular culture depictions are found in print media (newspapers, magazines, and tabloids), popular literature (police and law procedures), true crime fiction, films, television, rap music, and comics. The impact of popular culture by various media is addressed through the presentation of historical and contemporary research images of crime on individuals, groups, and public policy. Prerequisite: Upper division status.

CRJ 466: Women in Criminal Justice (3 credits)
This course will present contemporary issues and trends concerning women and their interactions with the Criminal Justice system. The major themes will be: Women as Professionals; Women as Offenders; and Women as Victims. Each of these themes will be treated within the context of police, courts, and corrections. Prerequisite: Upper division status.

CRJ 471-474: Internship in Criminal Justice I - IV (3 - 12 credits)
Offers a planned program of research, observation, study, and work in selected Criminal Justice agencies representing the major components of the system. Designed to supplement classroom study with constructive participation in the Criminal Justice system of communities, of the United States, and the Commonwealth of Pennsylvania. Prerequisite: Upper division status. Minors cannot apply internship credits toward their minor requirements.

CRJ 481: Independent Study in Criminal Justice (1-3 credits)
Opportunity to pursue in-depth study on a topic or issue of personal interest under the direction and guidance of a department faculty member. Prerequisite: Upper division status.

CRJ 490/491: Selected Topics in Criminal Justice (3 credits)
Provides the opportunity for the department to offer courses in areas of departmental major interest not covered by the regular courses. Prerequisite: Upper division status.
Appendix A: Gen Ed & CRJ Major Course Planning Guide
B. S. Degree Program in Criminal Justice

GENERAL EDUCATION: (60 CREDIT HOURS)

CRJ Students should decide which classes to take in consultation with their academic advisors. Information about General Education requirements is located in the Undergraduate Student Catalog.

REQUIRED SKILLS AND COMPETENCIES: (15 Credit Hours)

___ ENG 106 Writing Intensive First Year Sem OR ENG 110 Adv Placement Writing OR ENG 101 College Writing
___ HCS 100 Intro Human Communication
___ HIS 105 World History I
___ HIS 106 World History II
___ Math (Competency) Any Category “A” Math Course is acceptable.

CATEGORIES OF KNOWLEDGE: (33 Credit Hours)

Cat. A – Logic and Numbers for Rational Thinking (3 Credits) (Dept. recommends a Computer Science Course)
___ ________________________________

Cat. B – Linguistic, Literary, Artistic and Cultural Traditions (9 Credits) (Literature Course)
___ ________________________________ (Six Credits from TWO different Humanities’ disciplines - Spanish
___ ________________________________ is recommended; however, there is no language requirement for CRJ)

Cat. C – Biological and Physical Sciences (9 Credits) (Do not take more than one course from each discipline.)
___ ________________________________
___ ________________________________
___ ________________________________

Cat. D – Political, Economic and Geographic Sciences (6 Credits)
___ PLS 100 US Government and Politics – Required
___ ________________________________

Cat. E – Social and Behavioral Sciences (6 Credits)
___ PSY 101 General Psychology – Required
___ SOC 101 Intro to Soc: Society & Diversity – Required

FREE ELECTIVES: (12 Credit Hours – must be 100 level and above. CRJ electives will not fulfill this requirement!) Only 8 Mil Sci and 3 performance credits can be counted!

___ ________________________________
___ ________________________________
___ ________________________________
___ ________________________________

Recommended Minors

Biology, Business, Chemistry, Computer Science, Ethnic Studies, Geographic Information Systems Certificate, Gerontology, Political Science, Psychology, Sociology, Spanish, Women’s Studies
Criminal Justice Program Information and Course Descriptions are located in the Undergraduate Student Catalog.

*Students are required to earn a “C” or higher in all CRJ courses in order for them to count toward graduation*

### REQUIRED CORE COURSES: (21 Credit Hours)

- CRJ 100 Introduction to Criminal Justice
- CRJ 211 Criminal Law & Procedure (*pre-requisite: CRJ 100*)
- CRJ 221 Policing A Democracy (*pre-requisite: CRJ 100*)
- CRJ 241 Survey of Corrections (*pre-requisite: CRJ 100*)
- CRJ 309 Theories of Crime and Crime Control (*pre-requisites: CRJ 100, 221, 241*)
- CRJ 310 Research Methods (*pre-requisites: CRJ 100, 211, 221, 241, 309*)
- CRJ 452 Race, Ethnicity, and Crime (*pre-requisites: CRJ 100, 211, 221, 241, 309, 310*)

### CRIMINAL JUSTICE ELECTIVES: (21 Credit Hours)

*please note these courses have several ‘required core’ pre-requisites*

- CRJ 321 Criminal Investigation
- CRJ 326 Victimology: The Victim and the Law
- CRJ 336 Introduction to Forensic Science
- CRJ 342 Crime Prevention
- CRJ 345 Org/Management of CRJ Agencies
- CRJ 348 Clinical Intervention and Treatment
- CRJ 351 Juvenile Justice
- CRJ 356 Organized Crime
- CRJ 363 Intimate Partner Violence
- CRJ 365 White Collar Crime
- CRJ 370 Mock Trial
- CRJ 381 Mental Health in the CRJ System
- CRJ 390 Selected Topics in Criminal Justice
- CRJ 393 Selected Topics in Criminal Justice
- CRJ 396 Selected Topics in Criminal Justice
- CRJ 397 Selected Topics in Criminal Justice
- CRJ 411 Terrorism
- CRJ 433 Evidence Law
- CRJ 440 Community Corrections
- CRJ 456 Forensic Science: Evidence Analysis
- CRJ 461 Social Construction of Homicide
- CRJ 463 Comparative Criminal Justice
- CRJ 464 Popular Culture, Crime and Justice
- CRJ 466 Women and Criminal Justice
- CRJ 471 Internship I*
- CRJ 472 Internship II*
- CRJ 473 Internship III*
- CRJ 474 Internship IV*
- CRJ 481 Independent Study
- CRJ 490 Selected Topics in Criminal Justice
- CRJ 491 Selected Topics in Criminal Justice
- CRJ 492 Selected Topics in Criminal Justice

*Each section of internship is worth 3 credits and equals 120 hours of agency work. Therefore, 3 credits = 120 hrs., 6 credits = 240 hrs., 9 Credits = 360 hrs., and 12 credits = 480 hrs. of work.*

### REQUIRED CAPSTONE COURSE: (3 Credit Hours)

- CRJ 454 Policy, Professionalism and Ethics (*pre-requisites: CRJ 100, 211, 221, 241, 309, 310*)

### INTERDISCIPLINARY COURSES (15 Credit Hours)

Five courses numbered 200-level and above. **CRJ electives will not fulfill this requirement!**

*Students who came in under the F ‘13 catalog may only count 2 int. courses toward their minor (see p. 20 UG Catalog)*

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Revised 5.6.15
Appendix B: CRJ Minor Course Planning Guide
CRIMINAL JUSTICE MINOR: (18 CREDIT HOURS)
CRJ Program Information and Course Descriptions are located in the UG Student Catalog.
*Students are required to earn a “C” or higher in all CRJ courses in order for them to count toward graduation*

REQUIRED CORE COURSES: (9 Credit Hours)
At least one course MUST be taken face-to-face no exceptions!

Complete the following 100-level course (3 Credit Hours):

___ * CRJ 100 Introduction to Criminal Justice

Complete TWO of the following courses at the 200-level (6 Credit Hours):

___ * CRJ 211 Criminal Law & Procedure (pre-requisite: CRJ 100)
___ * CRJ 221 Policing a Democracy (pre-requisite: CRJ 100)
___ * CRJ 241 Survey of Corrections (pre-requisite: CRJ 100)

Complete the following 300-level course (3 Credit Hours):

___ CRJ 309 Theories of Crime and Crime Control (pre-requisite: CRJ 100, 221, 241)

Complete TWO Criminal Justice elective courses at the 300 or 400 level: (6 Credit Hours)
*please note these courses have the following ‘required core’ pre-requisites (CRJ 100, CRJ 309)*

___ * CRJ 312 Criminal Investigation
___ CRJ 326 Victimology: The Victim and the Law
___ CRJ 336 Introduction to Forensic Science
___ *CRJ 342 Crime Prevention
___ *CRJ 345 Organization /Mgmt. of CRJ Agencies
___ CRJ 348 Clinical Intervention and Treatment
___ *CRJ 351 Juvenile Justice
___ CRJ 356 Organized Crime
___ CRJ 363 Intimate Partner Violence
___ CRJ 365 White Collar Crime
___ CRJ 370 Mock Trial
___ CRJ 381 Mental Health in the CRJ System
___ CRJ 390 Selected Topics in Criminal Justice
___ CRJ 393 Selected Topics in Criminal Justice
___ CRJ 396 Selected Topics in Criminal Justice
___ CRJ 397 Selected Topics in Criminal Justice
___ _______________________________
___ _______________________________
___ *CRJ 411 Terrorism
___ *CRJ 433 Evidence Law
___ *CRJ 440 Community Corrections
___ CRJ 456 For Science: Evidence Analysis
___ CRJ 461 Social Construction of Homicide
___ *CRJ 463 Comparative Criminal Justice
___ CRJ 464 Popular Culture, Crime and Justice
___ CRJ 466 Women and Criminal Justice
___ _______________________________

*This course can be offered as an online course
**Minors are NOT permitted to schedule internships!

Students who came in under the Fall 2013 or later catalog may only count 2 interdisciplinary courses toward their minor (see p. 20 UG Catalog).

Revised 5.6.15
Appendix C: Recommended Interdisciplinary Courses
# Recommended Interdisciplinary Courses

Students are advised to select five courses from the following list. Some courses are restricted to the respective department’s majors and minors but are acceptable to the Criminal Justice department.

<table>
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<tr>
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**GIS Geographic Information Systems Certificate Program**  
(12 Credits)

| GEO   | 202 | GIS I: INTRO TO GIS (Required) |
| GEO   | 363 | GIS II: INTER GIS (Required)  |
| GEO   | 339 | REMOTE SENSING                |
| GEO   | 352 | CARTOGRAPHY                   |
| GEO   | 420 | GIS III: ADV GIS              |
| GEO   | 425 | IMAGE PROCESSING              |
| GEO   | 440 | FIELD TECH IN GEOG            |
| GEO   | 441 | QUANT METHODS IN GEOG         |

*Note: If a course is restricted, the student must contact the appropriate department for permission to be added and have the appropriate department secretary schedule the course for them.*