

# **CRIMINAL JUSTICE UNDERGRADUATE STUDENT HANDBOOK**



## **Department of Criminal Justice**

**College of Education & Human Services  
Shippensburg University of Pennsylvania**

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Department of Criminal Justice  
Undergraduate Handbook

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Welcome to the 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, as well as the Commonwealth of Pennsylvania.

We have an active and exciting Criminal Justice program. Our faculty has degrees from some of the best institutions of higher education in the United States and is 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 our students.

As a department, our No. 1 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 students to take advantage of the many learning opportunities available to them, 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 this 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 Shippensburg 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.

### University Administration

#### *College of Education and Human Services*

<https://www.ship.edu/coehs/>

Dr. Jose Ricardo	Acting Dean	SPH 352	477-137	<a href="mailto:jgrica@ship.edu">jgrica@ship.edu</a>
Crissy Diehl	Dean's Administrative Assistant	SPH 352	477-1373	<a href="mailto:cediehl@ship.edu">cediehl@ship.edu</a>
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Katrina Myers	Associate Dean's Administrative Assistant	SPH 356	477-1141	<a href="mailto:kdmyers@ship.edu">kdmyers@ship.edu</a>

## The Department of Criminal Justice

### *Criminal Justice Faculty and Staff*

**Laura Beckman, Ph.D.** *Associate Professor of Criminal Justice.* SPH 313, 717-477-1763, [lobeckman@ship.edu](mailto:lobeckman@ship.edu). Ph.D., Arizona State University. Areas of Interest: courts and sentencing, criminological theory, juvenile justice, and inequality and punishment. Research Interests: issues in race, ethnicity, immigration and justice.

**Matthew D. Fetzer, Ph.D.** *Department Chair/Professor of Criminal Justice.* SPH 309, 717-477-1630, [mdfetzer@ship.edu](mailto:mdfetzer@ship.edu). Ph.D., University of Albany. Areas of Interest: research methods, statistics & quantitative methods, juvenile delinquency, homicide, hate crime, domestic violence. Research Interests: hate crime, homicide, and violent victimizations with a focus on research methodology and measurement.

**Stephanie A. Jirard, J.D.** *Professor of Criminal Justice.* SPH 307, 717-477-1142, [sajira@ship.edu](mailto:sajira@ship.edu) J.D., Boston College. Areas of interest: A former US Navy JAG Corps officer, Trial Attorney for the US Department of Justice, Assistant US Attorney, Assistant Federal Public Defender and Missouri State Public Defender. Research interests: the Constitution and capital punishment, and evidence law.

**Cynthia Koller, Ph.D.** *Associate Professor of Criminal Justice.* SPH 319, 717-477-1599, [cakoller@ship.edu](mailto:cakoller@ship.edu). Ph.D., University of Cincinnati. Areas of Interest: juvenile justice and delinquency, criminological theory, corrections, criminal justice administration and management. Research Interests: white collar crime, judicial misconduct, economic crisis and crime, juvenile delinquency.

**Arelys Madero, Ph.D.** *Associate Professor of Criminal Justice.* SPH 305, 717-477-1773, [anmadero@ship.edu](mailto:anmadero@ship.edu) Ph.D. University of Cincinnati. Areas of Interest: victimology: the victim and the law, crime prevention, policing a democracy, research methods, and upper-level elective courses. Research Interests: criminal victimization of racial/ethnic minorities and crime prevention.

**Melissa Ricketts, Ph.D.** *Professor of Criminal Justice.* SPH 311, 717-477-1550, [mlricketts@ship.edu](mailto:mlricketts@ship.edu) Ph.D., Indiana University of Pennsylvania. Areas of Interest: victimology, criminological theory testing, and advanced quantitative methods. Research Interests: fear of crime, school violence, cybercrime, and prescription drug abuse.

**Carlos Rojas, Ph.D.** *Associate Professor of Criminal Justice.* SPH 317, 717-477-1770, [cerojas@ship.edu](mailto:cerojas@ship.edu) Ph.D. University of Cincinnati. Areas of Interest: race/ethnicity, immigration and crime, criminological theories, research methods in criminal justice, policing, terrorism, and organized crime. Research Interests: the intersection of race/ethnicity, immigration, neighborhood context and cultural adaptations for criminal behavior, the etiology of crime from a social organization and cultural perspective, and environmental criminology.

**Bonnie Heming, Clerk Typist 2, CRJ Department Administrative Assistant,** SPH 321, 717-477-1558, [bgheimi@ship.edu](mailto:bgheimi@ship.edu).

## **Mission of the Department of Criminal Justice**

### ***Department Mission Statement***

The Department of Criminal Justice in the College of Education and Human Services at Shippensburg University of Pennsylvania adheres to the mission of the College and the University.

The mission of the Department 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. The faculty strives to educate students to be critical thinkers who can communicate their thoughts effectively in oral and written form, as well as to instill 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. The curriculum is guided by the following needs: critical analysis, effective communication (oral and written), comprehensive knowledge of the field of Criminal Justice (both theoretical and practical), and exposure to human and cultural diversity issues, ethical problem solving, and technology.

### ***Department 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 pressing. Therefore, the Department of Criminal Justice has developed specific goals for its undergraduate program:

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.

### ***Department 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.

## 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 Student Handbook <https://ship.campusgroups.com/sga/swataney-student-handbook/> 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 (or graduate school) which 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 used 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 or misleading statements intentionally meant to deceive or defraud another in connection with any activity under the purview of the university or the Criminal Justice Department.



## **Student Planning Guide Bachelor of Science Degree Program in Criminal Justice**

### ***Purpose of the Student Planning Guide and Academic Advising***

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

### ***Student Email Account***

Every registered student is assigned a campus Email account. Before sending or receiving messages, you must first activate the account. Activation and use of your email account is the primary avenue of electronic communication with the university, faculty, and your advisor. You should check your email daily to ensure that you do not miss important announcements regarding your classes. Information regarding activation and use of email accounts can be found on your Shippensburg University student information page.

### ***Admission to the Department of Criminal Justice***

The Department of Criminal Justice is an academic unit within the College of Education and Human Services. Students applying to Shippensburg University desiring to become Criminal Justice majors must possess at least a 2.5 high school grade point average and must undergo a competitive screening process in order to be officially accepted into the program.

### ***Requirements for Graduation***

Please see the Appendix for the CRJ major course planning sheets based on initial term of enrollment 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 your 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 grade point average of **at least** 2.0 for the total program of courses
- A quality point average of **at least** 2.0 for the academic major

In order to receive a Bachelor's Degree in CRJ from Shippensburg University, you must:

- Complete a minimum of 45 credit hours of coursework at Shippensburg University
- Thirty 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

## *Course Repeat Policy*

### *Required CRJ Core Courses*

According to University policy, students may repeat any course six (6) times. 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 core course in the series until a “C” grade is achieved in the repeated course. Any CRJ courses currently scheduled for the following semester that require the failed course as a pre-requisite will be dropped and the failed course will be rescheduled.

### *Required CRJ 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 CRJ elective credits which will preclude their graduation.

### *Transfer Credits*

All transfer students will receive a transcript evaluation with a list of credits and course equivalencies from the Registrar’s or Dean’s Office once they enroll as full-time students in Criminal Justice at Shippensburg University. **As a full-time student in Criminal Justice, if you choose to take one of our ‘required core’ courses (i.e., CRJ 100, 221, 241, 261, 309, 310, 452, 454) at other campuses prior to transfer, be aware they might only transfer in as a CRJ elective.** These courses might **NOT** transfer in to our ‘required core’ courses; consult with the Registrar’s Office or your advisor if issues arise. Any other credits sought to be transferred once the student is a full-time Criminal Justice student requires prior approval by the Department Chair.

### *Scheduling Courses via D2L Brightspace*

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 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.

### *Summer Online Courses*

The CRJ Department offers various online courses during the two 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: <https://www.ship.edu/summer/> for more information or to register for summer online courses. Summer face- to-face course offerings may be available in other academic Departments. Scheduling summer courses is accomplished online through D2L Brightspace.

### ***Winter Term - Distance Education Courses over the December Break***

If the Department offers Introduction to Criminal Justice through the Office of Extended Studies over the winter holiday break, the class is open to all majors. Criminal Justice students are free to take other CRJ courses as well as courses from other academic disciplines.

### ***Comprehensive Senior Exam***

In Race, Ethnicity, and Crime (CRJ 452), 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 to assess course content and meet ACJS certifications standards.

## **Enhancing the Criminal Justice Bachelor's Degree**

### ***Additional Major***

Some students express interest in obtaining a second major in addition to their primary major in Criminal Justice. Students wishing to pursue two majors must declare this intention in order to have the additional major posted to their academic records. Students considering a second major must contact the Dean and Department Chair of their primary major as to the procedure to be followed. Students who opt for two majors shall be required to complete the required courses for each major. Only two 3-credit courses may be double counted toward both majors. Some of the second majors that have been selected by Criminal Justice majors include:

- Anthropology
- Biology
- Business
- Chemistry
- Computer Science
- Political Science
- Psychology
- Social Work
- Sociology
- Spanish

### ***Declaring a Minor***

Declaring an academic minor is a method of enriching your educational experience in a field outside your major discipline. Many Criminal Justice students opt for a minor in a related field. Most minors consist of 18 credit hours. There are approximately thirty minors offered at SHIP, each having specific requirements. Please refer to the SU Undergraduate Catalog for additional information, available at:

[https://www.ship.edu/catalog/undergraduate\\_catalog](https://www.ship.edu/catalog/undergraduate_catalog).

### ***Certificate in Victimology and Victims Services***

With every criminal event there are two main parties involved - the offender and the victim. However, much of the criminal justice system and the field of criminology focus predominantly on the offender. As a result, this leaves many students with very little knowledge of how crime impacts those who experience it. Why are some people more likely to become victimized? What type of impact does victimization have? What does our system do to help crime victims? In order to help shed light on these and many other questions, students have the opportunity to engage in a field of study that focuses specifically on victimization by participating in the Certificate in Victimology and Victims Services (VVS) program. The VVS Certificate program consists of 12 credit hours of victimology-related coursework, passing each course with a "C" or higher. For further details visit the website at: [https://www.ship.edu/criminal\\_justice/Minors\\_Certificates/](https://www.ship.edu/criminal_justice/Minors_Certificates/). Please see the Appendix for the VVS course planning sheet.

### ***4 + 1 Program in Criminal Justice***

Well-qualified criminal justice students can complete a Master's in Criminal Justice in two additional semesters and one summer of enrollment beyond their B.S. program. Interested students apply to the program during their junior year, after accumulating 75 credits, and admission to the program would require a Shippensburg

University grade point average of 3.2 overall. Students seeking to enroll in the program must also formally commit to completing at least three credits of a criminal justice internship prior to their fourth year. For more information, please contact the Department Chair and they will refer you to the 4+1 Coordinator.

### ***Undergraduate Research Grant Program***

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 understand better 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. Undergraduate students are encouraged to submit applications for independent research to be conducted during the academic year and summer months. In addition, they are encouraged to write and publish papers describing their research and to submit proposals for presentation at national, regional and international conferences. For more information visit [https://www.ship.edu/Student\\_Research/Funding\\_Alert/](https://www.ship.edu/Student_Research/Funding_Alert/).

### ***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 credit hours. The purpose of the Criminal Justice internship is to provide you 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, you must work 40 hours, i.e., 3 credits = 120 hours; 6 credits = 240 hours; 9 credits = 360 hours; and 12 credits = 480 hours.

The internship program is designed to enhance your academic experience through a planned program of observation, study, and participation in a selected Criminal Justice agency. The primary purpose of the program is to broaden the educational experience of students by giving them an opportunity to work with practitioners in the field.

***\*To be eligible for an internship, students must have completed 60 credit hours of course work and have a 2.0 QPA. Visit [https://www.ship.edu/criminal\\_justice/internship/](https://www.ship.edu/criminal_justice/internship/) for the most up-to-date internship information and requirements.***

## **Commitment to Ethical Practice of the College of Education and Human Services**

The professions of Counseling and College Student Personnel, Criminal Justice, Educational Leadership and Special Education, Exercise Science, Military Science, Teacher Education, and Social Work and 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:

1. Honoring, and dignifying ourselves and others
2. Valuing differences among and between us
3. Advocating for and acting to attain social justice
4. Using discretion vested in the privileges of our positions appropriately
5. Performing our jobs at the highest standard
6. Upholding the trust of those with whom we work
7. 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.



## *Shippensburg University's Criminal Justice Club*

### **Mission of the Criminal Justice Club**

The Criminal Justice Club is an organization open to all SU students who are interested in the field of criminal justice and/or criminology. We seek to provide a forum that facilitates interaction between students, faculty, program alumni, professionals employed in the field, and members of the broader community. We are 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. The Club is a student-facilitated organization, operated based on student interest.

#### *Who can join the Club?*

Anyone who is interested in Criminal Justice related issues can join the club.

#### *How much does it cost to join?*

Membership in the Criminal Justice club is free.

#### *How often do they meet?*

Meetings are typically held twice a month. Specific dates/times/locations vary.

Semester updates and meeting dates are posted in the Shippen Hall bulletin board. You can also visit the Facebook page at: <https://www.facebook.com/groups/366751430017882/about/>

### **Activities**

The Criminal Justice Club engages in a variety of activities. Here are some examples:

- Guest speakers from various agencies: FBI, Pennsylvania State Police, Abraxas, Pennsylvania Department of Probation and Parole.
- Field trips: Carlisle Police Department, Franklin County Prison, Crime and Punishment Museum in Washington, D.C.
- CPR training and certification seminar for CJ students.
- Fundraisers (Club t-shirts and sweatshirts).

### **Community Service**

- Donated non-perishable food items to the Campus Spiritual Center and Kathy's Place.
- Assisted with the Criminal Justice Department's Advising Blitz.
- Collected money for Women in Need (WIN).

To join the CRJ Club, go to Campus Groups and click join [https://ship.campusgroups.com/cjc/club\\_signup](https://ship.campusgroups.com/cjc/club_signup)



## ***Criminal Justice Honor Society*** ***ALPHA PHI SIGMA***

### **What is Alpha Phi Sigma?**

Alpha Phi Sigma is the only nationally recognized honor society for criminal justice. Founded in 1942, Alpha Phi Sigma has grown to over 550 chapters at colleges and universities in 50 states in the U.S. and Canada.

### **Mission**

The mission of Alpha Phi Sigma is to promote analytical thinking, rigorous scholarship, and lifelong learning; to keep abreast of the advances in scientific research; to elevate the ethical standards of the criminal justice professions; and to sustain in the public mind the benefits and necessity of education and professional training.

The goals of Alpha Phi Sigma are to promote **Academic Excellence, Leadership, Service, & Unity.**

### **Why Join?**

- Enjoy numerous academic and professional benefits along with scholarship and award opportunities.
- Leadership development and networking, including an Annual APS Conference.
- Membership meets one of the requirements for entrance at the GS-7 level in numerous professional and technical occupations in the Federal government.
- Upon joining, members receive a certificate, pin, and card. Special regalia to wear at graduation is available.
- An official publication “*The Docket*” and training opportunities accessible to members only.

### **DISTINGUISHING CREDENTIALS**



Alpha Phi Sigma meets the highest standards of the Association of College Honor Societies and is fully accredited.



The Academy of Criminal Justice Sciences (ACJS) granted Alpha Phi Sigma affiliate status in 1975. Alpha Phi Sigma is proud to have ACJS as a sponsor of the annual Alpha Phi Sigma conferences.

To join, please contact the Faculty Advisor, Dr. Arelys Madero at [anmadero@ship.edu](mailto:anmadero@ship.edu)



## **Academic & Social Improvement Services**

### **Career Center**

The Career Center provides support to Shippensburg University undergraduate and graduate students, alumni up to one year post-graduation, faculty, staff, families, and employers and organizations. The center offers a comprehensive range of services to all the populations it serves. Phone: (717) 477-1484. Website: <https://career.ship.edu/>

### **Counseling Services**

The University Counseling Center (UCC) provides individual, couples, and group counseling; crisis intervention; and psychiatric services for undergraduate and graduate students. UCC offices are located on the ground floor of Naugle Hall within the Wellness Center. To schedule an initial appointment, call the University Counseling Center at 717-477-1481, Monday - Friday, 8:30am - 5:00pm. Website: [https://www.ship.edu/counseling\\_center/](https://www.ship.edu/counseling_center/)

### **Learning Center**

The Learning Center is the university's primary academic resource center and is available to all Ship students. The goal at the Learning Center is to help students develop skills and strategies that will enable them to become independent, active learners. The Learning Center provides a variety of tutoring services, and can help you study for an exam, learn better study skills, or improve your writing skills. Tutors at the Learning Center are well-trained and know how to help you succeed. Whether you feel you need extra help or just want to extend your learning in a social environment, the Learning Center can help. More information about the learning center is available by calling 477-1420, by Email at: [learning@ship.edu](mailto:learning@ship.edu) or on the website at <http://learning.ship.edu/home/>

### **Fraternity & Sorority Life**

The fraternities and sororities at Shippensburg University are part of a diverse and unique community of over 500 students and 26 organizations. More information about the Office of Fraternity & Sorority Life is available by calling 717-477-1848, by email at [resmit@ship.edu](mailto:resmit@ship.edu) or on the website at <http://www.ship.edu/greeks/>

### **Multicultural Student Affairs**

Multicultural Student Affairs (MSA), located in Gilbert Hall 100, is a student-centered office that assists groups such as the African-American Organization, Minority Affairs, the Latino Student Organization, Cultural Differences Committee, and others with program development and implementation. The office serves as a liaison in areas such as financial aid, residence life, career development, and academic departments. The office works to improve the quality of life for all students enrolled at the University and can be reached at <http://www.ship.edu/msa/> or 717-477-1616.

### **S.A.F.E (Students Advocating for Equality)**

S.A.F.E (Students Advocating for Equality) is a student-run group to advocate for acceptance of the LGBTQ+ community and awareness of the issues that impact them. They hold meeting throughout the semester in the PAGE Center (CUB 231/232)

## **Shippensburg University Athletics**

Shippensburg University (SU) intercollegiate athletics provides opportunities for participation in an environment that encourages the achievement of athletic excellence and the ideals of sportsmanship. The Department of Athletics is committed to maintaining a proper balance between athletics and academics where the physical, emotional, and social well-being of the student-athlete is of primary concern. For more information, call 717-477-1711 or <http://www.shipraiders.com/>

## **PAGE Center (Pride and Gender Equity Center)**

Formerly known as the Pride and Women's Center. They were combined in the Spring of 2022 and are now located in CUB 231/232. The center offers a focal point in making the institution an inclusive and equitable environment for all university community members, including LGBTQIA2S+ students, trans/cis women, trans/cis men, & nonbinary students. They host a variety of programs, peer-run support groups, speakers, educational trainings, referrals, Free contraceptives, menstrual hygiene items, and pregnancy tests. If you have any questions about the PAGE Center call 717-477-1291 or email [page@ship.edu](mailto:page@ship.edu)

## **Office of Inclusion, Belonging, and Social Equity**

The Office of Inclusion, Belonging, and Social Equity ensures equal opportunity and access to education employment and contract opportunities for all persons, including students, faculty, staff, and administrators. The university will make every effort to provide these opportunities to all personal regardless of race, religion, sex, national origin, ancestry, age, sexual orientation, gender identity, gender expression, marital status, disability, or veteran status. They are located in Old Main 200 and can be reached via email at [socialequity@ship.edu](mailto:socialequity@ship.edu) or via phone (717- 477-1161).

## **Office of Accessibility Resources**

Shippensburg University is committed to serving all students, including students with disabilities. The Office of Accessibility Resources 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. The Office of Accessibility Resources works with other departments and university students to lay the foundation of equal educational access to otherwise qualified individuals. Additionally, the office works in conjunction with the Human Resources Office to provide accommodations to university faculty and staff with documented disabilities. For all inquiries or to schedule an appointment, visit <https://www.ship.edu/about/offices/oar/> or call 717-477-1364, contact by email at [oar@ship.edu](mailto:oar@ship.edu)

## Frequently Asked Questions

### *How do I declare a CRJ major/minor?\**

To declare a major or change from one major at the University into another you must meet certain criteria. Majors at Shippensburg are classified as either “impacted” or “non-impacted.” Students wanting to declare or change to a “non-impacted” major may submit a request form at any time during the semester. The change is subject to the approval of the dean of the college in which the new or intended major is located following a review of your academic record prior to the request.

Criminal Justice has limited enrollment. Your first step is to obtain, complete, and submit a change of major from your major department within the **first three weeks of the semester**. The major department will contact you regarding 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 registration. Acceptance into any major program at Shippensburg University is based upon space availability and specified GPA requirements.

Minors may also be “impacted” or “non-impacted.” In order to add/change a minor, the change of major/minor form must be completed and returned to the department within which the desired minor is located.

***\*The CRJ Department is currently accepting change of major and minor requests at any time during the semester. Visit the Registrar’s website at: [https://www.ship.edu/registrar/declaration\\_of\\_study/](https://www.ship.edu/registrar/declaration_of_study/) for more details on how to declare.***

### *What are the requirements to become a CRJ major/minor?*

New incoming freshmen and transfer students (if criteria below is met) may declare criminal justice as their major prior to beginning classes at Shippensburg University. Currently enrolled students wishing to declare or change their major to criminal justice must complete the change of major/minor form and return it to the department within the **first three weeks of the semester**.

To declare Criminal Justice as a major, students must have a 2.60 QPA. Once students begin attending Shippensburg University, all major coursework must be completed at Shippensburg University.

To declare Criminal Justice as a minor, students must have a 2.5 QPA. Further, at least 50 percent of the minor must consist of coursework completed at Shippensburg University.

### *In what order should I take CRJ 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 261) 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) in the sequence.

### ***What happens if I fail to earn a “C” in a CRJ 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, 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 if prior to Fall 2018 admit; 45 credits after Fall 2018*)
- Major Courses - varies according to major
- Minor or free elective courses - varies

***How do I obtain a degree audit?***

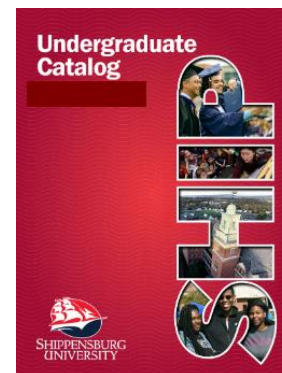
A degree audit (graduation check) is completed to ensure that you have taken the correct courses in order to graduate. At a minimum, a degree audit should be done in the first semester following your transfer to Shippensburg University and again during your second semester of your junior year to make sure you have taken the appropriate courses to graduate. You can access your degree audit at any time through your *mySHIP* login portal.

## Important Documents and Websites



**ATTENTION:** Rules and regulations regarding the **Student Code of Conduct** are listed in Swataney, the Student Handbook, accessible at: <https://ship.campusgroups.com/sga/swataney-student-handbook/>

To view Major Requirements, Course Descriptions, and University policies, go to the **Undergraduate Catalog**, accessible at <https://catalog.ship.edu/index.php?catoid=12>



### *University Offices*

Office of Financial Aid	OM 101	477-1131	<a href="mailto:finaid@ship.edu">finaid@ship.edu</a>
Ezra Lehman Library	ELML	477-1461	<a href="http://ask.library.ship.edu/q.php">http://ask.library.ship.edu/q.php</a>
Office of Student Accounts	OM 100	477-1211	<a href="mailto:studentaccts@ship.edu">studentaccts@ship.edu</a>
Office of the Registrar	OM 111	477-1381	<a href="mailto:registr@ship.edu">registr@ship.edu</a>

## **Department of Criminal Justice Description of Courses**

### **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 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 with a minimum grade of C

### **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 with a minimum grade of C.

### **CRJ 261: 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 with a minimum grade of C.

### **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. Prerequisite: CRJ 100, CRJ 221, and CRJ 241 CRJ 100 with a minimum grade of C.

### **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. Prerequisite: CRJ 309 with a minimum grade of C.

## **CRIMINAL JUSTICE ELECTIVES (21 Credits)**

*Students must complete Prerequisite courses: Grade of C or better in CRJ 100, CRJ 221, CRJ 241, CRJ 261 and CRJ 309 or 310*

### **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.

### **CRJ 324: Sexual Offenses and Offenders (3 credits)**

Sexual offenses are a specific type of offending that most citizens are aware of either through personal experience, the experiences of others, through media coverage or from word of mouth. For the purposes of this course, we will examine multiple types of sexual offending, victims and offenders, short and long-term ramifications of sexual offenses, and the legal consequences of committing a sexual offense.

### **CRJ 326 Vicimology: The Victim and the Law (3 credits)**

An introduction to the study of victims and the Criminal Justice system with a focus on defining victimization, treatment of victims, characteristics of victim-offender typologies, domestic violence, sexual assault, restitution, compensation, shared responsibility, and the victim rights movement. Approved elective for Disabilities Studies Minors with Departmental permission.

### **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.

### **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.

### **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.

### **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.



**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.

**CRJ 363: Intimate Partner Violence**

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

**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.

**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.

**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.

**CRJ 383:** An exploration of the intersection of immigration and the criminal justice system in the United States. Includes the history of immigration and treatment of immigration in the United States; the myths surrounding immigration and crime; the development and evolution of civil and criminal immigration law and procedure; the components and sources of crimmigration; immigration enforcement, federal court processing of immigration cases, and immigration detention and corrections; and assessment and analysis of structure, policy, practice, and issues regarding immigration and criminal justice.

**CRJ 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.

**CRJ 398: Selected Topics in Victimology (3 credits)**

Provides the opportunity for the department to offer courses in areas of victimology interest not covered by the regular courses.

**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.

**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.

**CRJ 440: Community Corrections**

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. This course is available for graduate credit.

**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 race, (2) the breaking of laws and race, and (3) society's reaction to the breaking of laws and race. 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 race in American society. Approved elective for Ethnic Studies Minors with Departmental permission. Prerequisite: CRJ 100, CRJ 221, CRJ 241, CRJ 261, CRJ 309, and CRJ 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.

Prerequisite: CRJ 100, CRJ 221, CRJ 241, CRJ 261, CRJ 309, CRJ 310, and CRJ 452.

**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.

**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.

**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.

**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.

**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.

**CRJ 469: Victim Treatment and Services (3 credits)**

This course introduces students to the dynamic and often controversial field of advocacy, treatment, and services for crime victims, ranging from protective services to therapeutic treatment of victims and survivors. Specific emphasis will be placed on the criminal justice and juvenile justice systems' ability to prevent and help victims recover from serious violent crime. Further, students will be introduced to the processes currently utilized by criminal justice and social service agencies to engage, investigate, and provide support services for victims and their families

**CRJ 471/472: Internship in Criminal Justice (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, the United States, and the Commonwealth of Pennsylvania. Prerequisite(s): CRJ 309 with minimum grade of C or CRJ 310 with minimum grade of C and permission of department.

**CRJ 481: Independent Study (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.

## **Appendix**

### ***Course Planning Sheets***

**Bachelor's Degree in Criminal Justice  
Minor in Criminal Justice  
Certificate in Victimology and Victim Services**

# BACHELOR OF SCIENCE IN CRIMINAL JUSTICE

## REQUIREMENTS FOR GRADUATION



Students Beginning Fall 2018 - PRESENT

### 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 in the Undergraduate Student Catalog.

#### FOUNDATIONAL SKILLS AND COMPETENCIES (15 CREDIT HOURS)

	Grade	In-Progress
UNIV 101: First Year Seminar		
ENG 114: Academic Writing OR ENG 115: Advanced Placement Writing		
HCS 100: Intro to Human Communication		
HIS 105: Historical Foundations of Global Cultures		
Quantitative (Competency): MAT 105, 107, 111, 117, 181, 211, OR 217		

#### CATEGORIES OF KNOWLEDGE & UNDERSTANDING (30 CREDIT HOURS)

	Grade	In-Progress
<b>NOTE: NO MORE THAN TWO COURSES FROM THE SAME DISCIPLINE (E.G., BIOLOGY, ART, SPANISH) CAN BE COUNTED</b>		
<b>Interconnections (9 Credits)</b>		
Diversity (At Least 3 Credits)	PSY 101: General Psychology (Required)	
Global Perspective (At Least 3 Credits)		
Foreign Language OR 2nd Course from Above Categories		
<b>Citizenship &amp; Responsibility (6 Credits)</b>		
Citizenship	PLS 100: US Government & Politics (Required)	
Critical Reasoning	SOC 101: Intro to Sociology – Society & Diversity (Required)	
<b>Natural World &amp; Technology (9 Credits)</b>		
Natural World Course 1		
Natural World Course 2		
Technology OR 3rd Natural World Course		
<b>Creativity &amp; Expression (6 Credits)</b>		
Literature (At Least 3 Credits)		
Arts, Creative, OR 2 <sup>nd</sup> Literature Course		

#### FREE ELECTIVES (15 CREDIT HOURS – 100 level & above non-CRJ courses)

	Grade	In-Progress
<b>NOTE: ONLY 3 CREDITS OF PERFORMANCE CREDITS CAN BE UTILIZED (E.G., MARCHING BAND, CHOIR, ETC.)</b>		
Course 1		
Course 2		
Course 3		
Course 4		
Course 5		
Additional Course (If Necessary)		

# CRIMINAL JUSTICE PROGRAM REQUIREMENTS (45 CREDIT HOURS)

Criminal Justice Program Information and Course Descriptions are in the Undergraduate Student Catalog. Students are required to earn a "C" or higher in all CRJ courses before they count toward graduation.

## REQUIRED CORE COURSES (21 CREDIT HOURS)

	Grade	In-Progress
CRJ 100: Introduction to Criminal Justice		
CRJ 221: Policing A Democracy ( <i>prerequisite: CRJ 100</i> )		
CRJ 241: Survey of Corrections ( <i>prerequisite: CRJ 100</i> )		
CRJ 261: Criminal Law & Procedure ( <i>prerequisite: CRJ 100</i> )		
CRJ 309: Theories of Crime and Crime Control ( <i>prerequisite: CRJ 100, 221, 241</i> )		
CRJ 310: Research Methods ( <i>prerequisite: CRJ 100, 221, 241, 261, 309</i> )		
CRJ 452: Race, Ethnicity, and Crime ( <i>prerequisite: CRJ 100, 221, 241, 261, 309, 310</i> )		

## CRIMINAL JUSTICE CAPSTONE COURSE (3 CREDIT HOURS)

	Grade	In-Progress
CRJ 454: Policy, Professionalism, & Ethics ( <i>pre-requisite: CRJ 100, 221, 241, 261, 309, 310, 452</i> )		

## CRIMINAL JUSTICE ELECTIVES (21 CREDIT HOURS)

**NOTE: STUDENTS MUST COMPLETE PREREQUISITE COURSES (CRJ 100, 221, 241, 261, & 309) BEFORE TAKING CRJ ELECTIVES**

Courses	Grade	In-Progress	Courses	Grade	In-Progress
CRJ 321: Criminal Investigation			CRJ 411: Terrorism		
CRJ 324: Sexual Offenses and Offenders			CRJ 433: Evidence Law		
CRJ 326: Victimology: The Victim and the Law			CRJ 440: Community Corrections		
CRJ 336: Introduction to Forensic Science			CRJ 456: Forensic Science-Evidence Analysis		
CRJ 342: Crime Prevention			CRJ 461: Social Construction of Homicide		
CRJ 345: Organization/Management of CJ Agencies			CRJ 463: Comparative Criminal Justice		
CRJ 351: Juvenile Justice			CRJ 464: Popular Culture, Crime and Justice		
CRJ 356: Organized Crime			CRJ 466: Women & Criminal Justice		
CRJ 363: Intimate Partner Violence			CRJ 469: Victim Treatment & Services		
CRJ 365: White Collar Crime			CRJ 471: Internship I		
CRJ 370: Mock Trial			CRJ 472: Internship II		
CRJ 377: Hate Crime			CRJ 481: Independent Study		
CRJ 381: Mental Health & the CRJ System					
CRJ 383: Immigration and Criminal Justice.			CRJ Transfer Credit		
CRJ 396: Selected Topics			CRJ Transfer Credit		
CRJ 397: Selected Topics			CRJ Transfer Credit		
CRJ 398: Selected Topics in Victimology			CRJ Transfer Credit		
			CRJ Transfer Credit		

**NOTE: EACH SECTION OF INTERNSHIP IS WORTH 3 CREDITS AND EQUALS 120 HOURS OF AGENCY WORK (3 CREDITS = 120 HRS., 6 CREDITS = 240 HRS., 9 CREDITS = 360 HRS., AND 12 CREDITS = 480 HRS. OF WORK).**

## INTERDISCIPLINARY COURSES (15 CREDIT HOURS – 200 level & above non-CRJ)

	Grade	In-Progress
Course 1		
Course 2		
Course 3		
Course 4		
Course 5		

# BACHELOR OF SCIENCE IN CRIMINAL JUSTICE

## REQUIREMENTS FOR GRADUATION



*Pre Fall 2018*

### 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 in the Undergraduate Student Catalog.**

#### REQUIRED SKILLS AND COMPETENCIES (15 CREDIT HOURS)

	Grade	In-Progress
ENG 114: WIFYS <b>OR</b> ENG 115: Advanced Placement Writing		
HCS 100: Intro to Human Communication		
HIS 105: Historical Foundations of Global Cultures/World History I		
HIS 106: Thinking Historically in a Global Age/World History II		
Math (Competency) Any Category "A" Math Course is acceptable.		

#### CATEGORIES OF KNOWLEDGE (33 CREDIT HOURS)

**NOTE: ONLY ONE COURSE FROM EACH DISCIPLINE (E.G., BIOLOGY, ART, SPANISH) CAN BE UTILIZED FOR EACH CATEGORY (I.E., A - E)**

##### Category A: Logic & Numbers for Rational Thinking (3 Credits)

	Grade	In-Progress
Course 1		

##### Category B: Linguistic, Literary, Artistic and Cultural Traditions (9 Credits)

	Grade	In-Progress
Literature Course		
Humanities Course 1		
Humanities Course 2		

##### Category C: Biological and Physical Sciences (9 Credits)

	Grade	In-Progress
Course 1		
Course 2		
Course 3		

##### Category D: Political, Economic, and Geographic Sciences (6 Credits)

	Grade	In-Progress
Course 1	PLS 100: US Government & Politics (Required)	
Course 2		

##### Category E: Social and Behavioral Sciences (6 Credits)

	Grade	In-Progress
Course 1	PSY 101: General Psychology (Required)	
Course 2	SOC 101: Intro to Sociology – Society & Diversity (Required)	

#### FREE ELECTIVES (12 CREDIT HOURS – 100 level & above non-CRJ courses)

**NOTE: ONLY 3 CREDITS OF PERFORMANCE CREDITS CAN BE UTILIZED (E.G., MARCHING BAND, CHOIR, ETC.)**

	Grade	In-Progress
Course 1		
Course 2		
Course 3		
Course 4		
Additional Course		

# CRIMINAL JUSTICE PROGRAM REQUIREMENTS (45 CREDIT HOURS)

**Criminal Justice Program Information and Course Descriptions are in the Undergraduate Student Catalog. Students are required to earn a “C” or higher in all CRJ courses before they count toward graduation.**

<b>REQUIRED CORE COURSES (21 CREDIT HOURS)</b>		Grade	In-Progress		
CRJ 100: Introduction to Criminal Justice					
CRJ 221: Policing A Democracy ( <i>prerequisite: CRJ 100</i> )					
CRJ 241: Survey of Corrections ( <i>prerequisite: CRJ 100</i> )					
CRJ 261: Criminal Law & Procedure ( <i>prerequisite: CRJ 100</i> )					
CRJ 309: Theories of Crime and Crime Control ( <i>prerequisite: CRJ 100, 221, 241</i> )					
CRJ 310: Research Methods ( <i>prerequisite: CRJ 100, 221, 241, 261, 309</i> )					
CRJ 452: Race, Ethnicity, and Crime ( <i>prerequisite: CRJ 100, 221, 241, 261, 309, 310</i> )					
<b>CRIMINAL JUSTICE CAPSTONE COURSE (3 CREDIT HOURS)</b>		Grade	In-Progress		
CRJ 454: Policy, Professionalism, & Ethics ( <i>pre-requisite: CRJ 100, 221, 241, 261, 309, 310</i> )					
<b>CRIMINAL JUSTICE ELECTIVES (21 CREDIT HOURS)</b>					
<b>NOTE: STUDENTS MUST COMPLETE PREREQUISITE COURSES (CRJ 100, 221, 241, 261 &amp; 309) BEFORE TAKING CRJ ELECTIVES</b>					
Courses	Grade	In-Progress	Courses	Grade	In-Progress
CRJ 321: Criminal Investigation			CRJ 440: Community Corrections		
CRJ 326: Victimology: The Victim and the Law			CRJ 456: Forensic Science-Evidence Analysis		
CRJ 336: Introduction to Forensic Science			CRJ 461: Social Construction of Homicide		
CRJ 342: Crime Prevention			CRJ 463: Comparative Criminal Justice		
CRJ 345: Organization/Management of CJ Agencies			CRJ 464: Popular Culture, Crime and Justice		
CRJ 351: Juvenile Justice			CRJ 466: Women & Criminal Justice		
CRJ 356: Organized Crime			CRJ 469: Victim Treatment & Services		
CRJ 363: Intimate Partner Violence			CRJ 471: Internship I		
CRJ 365: White Collar Crime			CRJ 472: Internship II		
CRJ 370: Mock Trial			CRJ 473: Internship III		
CRJ 381: Mental Health & the CRJ System			CRJ 474: Internship IV		
CRJ 396: Selected Topics			CRJ 481: Independent Study		
CRJ 397: Selected Topics			CRJ Transfer Credit		
CRJ 398: Selected Topics in Victimology			CRJ Transfer Credit		
CRJ 411: Terrorism			CRJ Transfer Credit		
CRJ 433: Evidence Law			CRJ Transfer Credit		
<b>NOTE: EACH SECTION OF INTERNSHIP IS WORTH 3 CREDITS AND EQUALS 120 HOURS OF AGENCY WORK (3 CREDITS = 120 HRS., 6 CREDITS = 240 HRS., 9 CREDITS = 360 HRS., AND 12 CREDITS = 480 HRS. OF WORK).</b>					
<b>INTERDISCIPLINARY COURSES (15 CREDIT HOURS – 200 level &amp; above non-CRJ)</b>		Grade	In-Progress		
Course 1					
Course 2					
Course 3					
Course 4					
Course 5					



# MINOR IN CRIMINAL JUSTICE REQUIREMENTS FOR COMPLETION



## CRIMINAL JUSTICE MINOR REQUIREMENTS (18 CREDIT HOURS)

Criminal Justice Program Information and Course Descriptions are in the Undergraduate Student Catalog. Students are required to earn a "C" or higher in all CRJ courses before they count toward graduation.

### REQUIRED CORE COURSES (12 CREDIT HOURS)

Grade

In-Progress

**NOTES: CRJ 100 AND CRJ 309 ARE REQUIRED; SELECT TWO (2) 200-LEVEL COURSES; AT LEAST ONE REQUIRED CORE COURSE MUST BE TAKEN FACE-TO-FACE AT SHIPPENSBURG UNIVERSITY.**

CRJ 100: Introduction to Criminal Justice

CRJ 221: Policing A Democracy (*prerequisite: CRJ 100*)

CRJ 241: Survey of Corrections (*prerequisite: CRJ 100*)

CRJ 261: Criminal Law and Procedure (*prerequisite: CRJ 100*)

CRJ 309: Theories of Crime and Crime Control (*prerequisite: CRJ 100, 221, 241*)

### CRIMINAL JUSTICE ELECTIVES (6 CREDIT HOURS)

Grade

In-Progress

**NOTE: STUDENTS MUST COMPLETE PREREQUISITE COURSES (CRJ 100, CRJ 309 AND TWO 200-LEVEL) BEFORE TAKING CRJ ELECTIVES. ELECTIVE COURSES MAY BE COMPLETED ONLINE DURING THE SUMMER AND WINTER TERMS IF AVAILABLE.**

CRJ 321: Criminal Investigation

CRJ 324 Sexual Offenses and Offenders

CRJ 326: Victimology: The Victim & the Law

CRJ 336: Introduction to Forensic Science

CRJ 342: Crime Prevention

CRJ 345: Organization/Management of CJ Agencies

CRJ 351: Juvenile Justice

CRJ 356: Organized Crime

CRJ 363: Intimate Partner Violence

CRJ 365: White Collar Crime

CRJ 370: Mock Trial

CRJ 377: Hate Crime

CRJ 381: Mental Health & the CRJ System

CRJ 383: Immigration and Criminal Justice

CRJ 396: Selected Topics

CRJ 397: Selected Topics

CRJ 398: Selected Topics in Victimology

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 & Criminal Justice

CRJ 469: Victim Treatment & Services

CRJ Transfer Credit

CRJ Transfer Credit

# VICTIMOLOGY & VICTIM SERVICES CERTIFICATE

## REQUIREMENTS FOR COMPLETION



### CERTIFICATE REQUIREMENTS (12 CREDIT HOURS)

Criminal Justice Program Information and Course Descriptions are in the Undergraduate Student Catalog. Students are required to earn a "C" or higher in all CRJ courses before they count toward graduation.

#### REQUIRED CORE COURSES (6 CREDIT HOURS)

Grade

In-Progress

**NOTE: AT LEAST ONE COURSE MUST BE TAKEN FACE-TO-FACE AT SHIPPENSBURG UNIVERSITY.**

CRJ 326: Victimology: The Victim & the Law

CRJ 469: Victim Treatment & Services\*

#### CRIMINAL JUSTICE ELECTIVES (6 CREDIT HOURS)

Grade

In-Progress

**NOTE: CRJ MAJORS AND MINORS MUST COMPLETE PREREQUISITE COURSES (CRJ 100, 221, 241, & 309) BEFORE TAKING CRJ ELECTIVES. SOME ELECTIVE COURSES MAY BE COMPLETED ONLINE DURING THE SUMMER AND WINTER TERMS.**

CRJ 324 Sexual Offenses and Offenders

CRJ 342: Crime Prevention

CRJ 363: Intimate Partner Violence

CRJ 377: Hate Crime

CRJ 381: Mental Health & the CRJ System

CRJ 398: Selected Topics in Victimology

CRJ 461: Social Construction of Homicide

CRJ 463: Comparative Criminal Justice

CRJ 466: Women & Criminal Justice

CRJ 471: Criminal Justice Internship I

**NOTE: EACH SECTION OF INTERNSHIP IS WORTH 3 CREDITS AND EQUALS 120 HOURS OF AGENCY WORK. INTERNSHIP CREDIT REQUIRES PRIOR DEPARTMENT APPROVAL AND ONLY VICTIMIZATION/VICTIM SERVICES AGENCIES AND/OR POSITIONS WILL BE CONSIDERED FOR CERTIFICATION REQUIREMENTS. \*CRJ 469 IS OFFERED ONCE A YEAR; STUDENTS ARE URGED TO PLAN ACCORDINGLY TO ALLOW TIMELY COMPLETION.**

6.23.22