

# John Jay College of Criminal Justice

THE CITY UNIVERSITY OF NEW YORK

GRADUATE BULLETIN

2004—2006



## IMPORTANT NOTICE OF POSSIBLE CHANGES

The Board of Trustees of The City University of New York reserves the right to make changes of any nature in the academic programs and requirements of The City University of New York and its constituent colleges. All programs, requirements, and courses are subject to termination or change without advance notice. Tuition and fees set forth in this publication are similarly subject to change by the Board of Trustees of The City University of New York.

Many of these changes may have been made after this bulletin had been published and subsequently could not be incorporated. For the most up-to-date version of the John Jay College Graduate Bulletin, please click on "Academics" at the John Jay College web site located at [www.jjay.cuny.edu](http://www.jjay.cuny.edu).

### Course Offerings and Availability

All courses listed in this bulletin are scheduled to be offered during the 2004-2006 academic year, except as otherwise noted. Dates indicated for course offerings are dependent upon sufficient student registration, availability of faculty, and financial constraints. For the most up-to-date listings of course availability, please consult the Schedule of Classes.

### Security

The Department of Campus Safety and Security responds to emergencies and problems. The telephone numbers of the security desks, which are staffed at all times, are:

Tenth Avenue Building: (212) 237-8266      North Hall: (212) 237-8740      555 West 57th Street: (212) 237-8700

### Emergency Closing

In the event of a serious snowstorm or other emergencies that might cause closing of the College, the following radio stations provide necessary information.

WABC 770 AM	WMCA 570 AM
WBLS 107.5 FM	WNYC 830 AM / 93.9 FM
WCBS 880 AM / 101. FM	WOR 710 AM
WINS 1010 AM	WQXR 1560 AM / 96.3 FM
WLIB 1190 AM	



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*President:* Jennifer Rabb

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BROOKLYN COLLEGE, Founded 1930

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*President:* James L. Muyskens

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KINGSBOROUGH COMMUNITY COLLEGE, Founded 1963

*President:* Byron N. McClenney

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*President:* Robert L. Hampton

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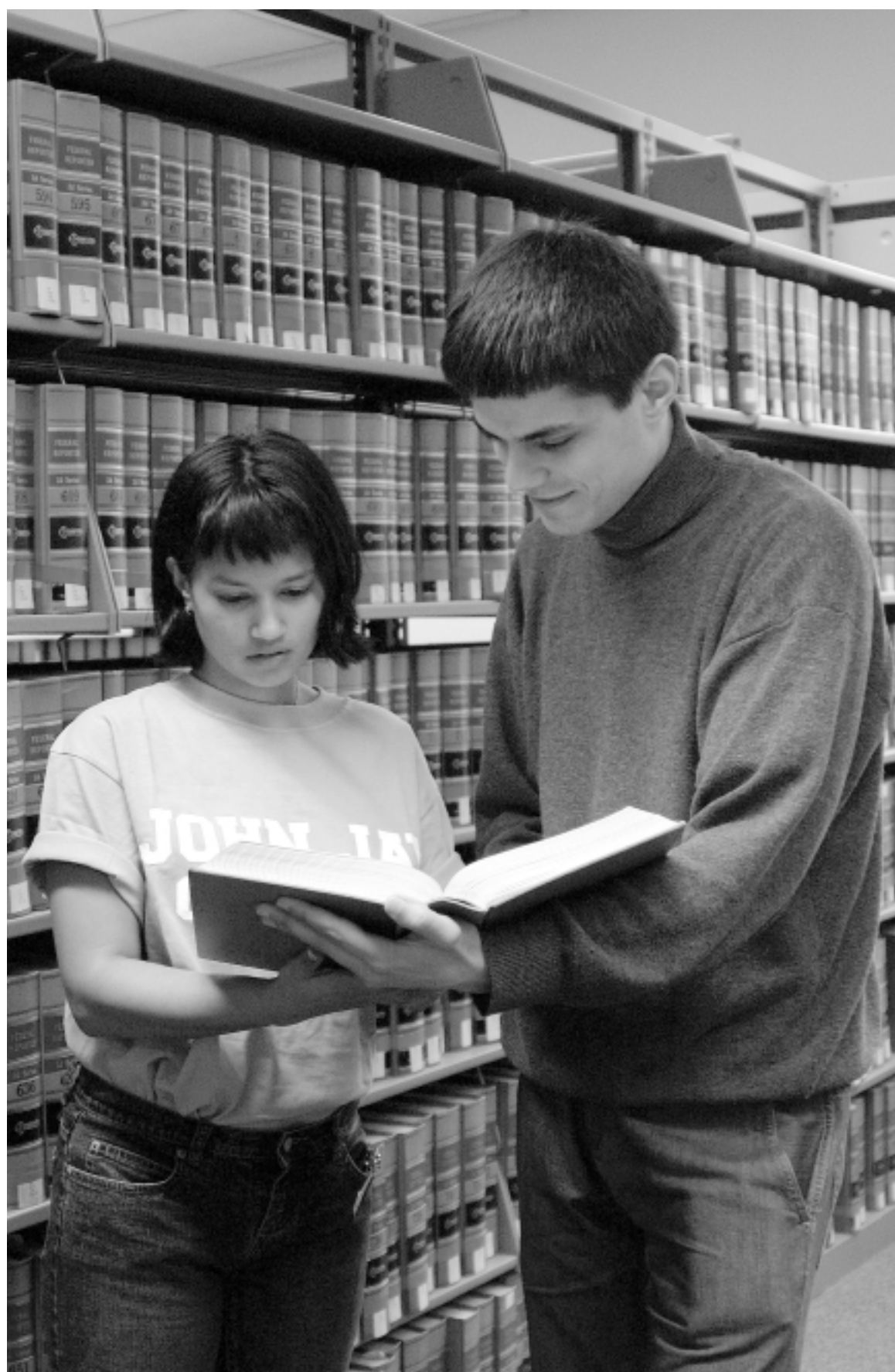
THE SOPHIE DAVIS SCHOOL OF BIOMEDICAL EDUCATION, Founded 1984

*President:* Stanford A. Roman, Jr.

CITY UNIVERSITY SCHOOL OF LAW AT QUEENS COLLEGE, Founded 1973

*Dean:* Kristin Booth Glen







# *John Jay College of Criminal Justice*

## THE COLLEGE MISSION

John Jay College of Criminal Justice of The City University of New York is a liberal arts college dedicated to education, research, and service in the fields of criminal justice, fire science, and related areas of public safety and public service. It strives to endow students with the skills of critical thinking and effective communication; the perspective and moral judgment that result from liberal studies; the capacity for personal and social growth and creative problem solving that results from the ability to acquire and evaluate information; the ability to navigate advanced technological systems; and the awareness of the diverse cultural, historical, economic, and political forces that shape our society. The College is dedicated to fostering an academic environment, to promoting the highest quality of undergraduate and graduate study, and to promoting and protecting academic freedom, to promoting scholarship and encouraging research, especially in areas related to criminal justice and public service. The breadth and diversity of scholarship at the College reflect our continuing commitment to innovative analyses, interdisciplinary approaches and global perspectives. The College offers its students a curriculum that balances the arts, sciences and humanities with professional studies. It serves the community by developing graduates who have the intellectual acuity, moral commitment, and professional competence to confront the challenges of crime, justice and public safety in a free society. It seeks to inspire students, faculty, and staff to the highest ideals of citizenship and public service.

### ■ Origins

John Jay College of Criminal Justice is the embodiment of a new concept in higher education. As the second half of the twentieth century began to unfold, civic leaders and the New York City Police Department became increasingly aware of the growing complexity of police work, not only in the internal administration and operation of the department, but also in the ongoing relations between police and the community. A response to these concerns was the establishment in 1954 of a Police Science Program, which emphasized a strong liberal arts program as the basis of a sound police education, at what was then the Baruch School of Business and Public Administration of City College.

Over the next years, the program attracted increasingly larger numbers of students. By 1964, a special committee convened by the Board of Higher Education noted that “the education of the law enforcement officer, like the education of a



teacher, must provide that freeing of the mind which is the essence of a liberal arts education,” and recommended the establishment of an independent degree-granting school of police science under the sole jurisdiction of the Board of Higher Education. The College of Police Science of The City University of New York was thus established, and in September 1965 it admitted its first class of students.

Within a year, it became clear that the name assigned to the College did not adequately describe its character. In recognition of the objectives of broad education for law enforcement officers, professional training for those engaged in the process of criminal justice, development of leadership, and emphasis on professional achievements in public service, the College was renamed John Jay College of Criminal Justice, in honor of the first Chief Justice of the United States Supreme Court.

### ■ John Jay (1745–1829)

John Jay was born in New York City into a family descended from early Dutch settlers and French Huguenots who had come to the New World to escape religious persecution. After graduating from King’s College at the age of nineteen, he was apprenticed to an attorney in the city. Four years later, he was admitted to the bar and established a practice in which he specialized in civil litigation in New York City, Westchester, and Dutchess County courts.

Throughout his subsequent career as lawyer, public servant, and diplomat, John Jay was renowned for his punctilious attention to legal issues. A typical example is his crucial *Address to the People of Great Britain*, written in 1774 when he was a delegate to the First Continental Congress, in which he stressed the legality of the colonists’ political position. A reluctant revolutionary at first, he went on to play a major role in the legal organization of the government of his home state and in the formation of the new nation. He drafted the constitution of New York State (1777) and served as the state’s first chief justice (1777–78). In the sphere of national and international affairs, he was elected president of the Continental Congress (1778), appointed minister to the Spanish court (1779) and member of the American Peace Commission to Paris to negotiate the peace treaty with Great Britain (1782–82), elected Secretary for Foreign Affairs (1784–89), and named Chief Justice of the United States Supreme Court by President George Washington (1789–95). As governor of New York (1795–1801), he reformed the state’s penal code by abolishing flogging and restricting the death penalty to such high crimes as treason and murder, and he recommended the establishment of a penitentiary for the employment and reform of criminals.

A member of his class and of his time, John Jay owned slaves. However, during an unscheduled landing in Martinique on his journey to Spain he encountered the full force of the brutality of plantation slavery. Soon after his return to the United States, while serving as the nation’s Secretary for Foreign Affairs, he became president of the newly formed Society for Promoting the Manumission of Slaves. While governor of New York, he promoted the introduction of a bill for the gradual abolition of slavery, which was defeated by a vote of 32–30. His belief in freedom was carried on by one of his sons, who became a leading pamphleteer in the antislavery movement.

John Jay’s judicial positions, political career, and humanitarian concerns underscore the decision to connect his name with a college devoted to the study and practice of law enforcement, criminal justice, and public service.

### ■ History and Organization of the College

Originally housed at the New York City Police Academy, the College soon developed an acute need for more space. In the spring of 1967, a move to a building on Park Avenue South provided larger quarters for students and faculty. By 1970, a growing population of both students and faculty led to the leasing of additional space. Even this expansion was inadequate, and in 1970 a site near Lincoln Center was selected as a permanent home for the College, the present North Hall at 445 West 59th Street. As time for the move to the new quarters approached, it became



clear that this new building alone would not suffice, and additional space nearby, at 444 West 56th Street, became South Hall. In the summer of 1973, the College moved into these buildings which provided classrooms, laboratories, studios, library, offices, study areas, physical fitness, and sports facilities.

Continuous growth in the number of students, programs, and services produced new needs for more space. In 1985, the College acquired a new facility across from North Hall at 899 Tenth Avenue, between 58th and 59th Streets. The Tenth Avenue Building, which began service in September 1988, houses a more spacious library, a new performing arts theater, new lecture halls, and a greater variety of classrooms and seminar areas. It also provides complete physical education and sports facilities, including an NCAA regulation-size swimming pool, a sophisticated cardiovascular fitness center, two full-size gymnasiums, racquetball courts, and a running track. In recognition of the College's continued growth and progress, the New York State legislature and Governor have approved a five-year capital budget of \$352 million for the College in order to expand its facilities. Upon completion the College will have one continuous campus.

John Jay College is accredited by the Middle States Association of Colleges and Secondary Schools and is a member of the Council of Graduate Schools in the United States. The College is an institutional member of the National Association of Schools of Public Affairs and Administration (NASPAA). Additionally, John Jay programs are registered by the New York State Education Department. Inquiries regarding this registration may be addressed to the New York State Education Department, Office of Higher Education and the Professions, Cultural Education Center, Room 5B28, Albany, New York 12230 (518) 474-5851.

The College is administered by its President and four Vice Presidents: the Provost and Senior Vice President for Academic Affairs; the Vice President for Institutional Advancement and Community Services; the Vice President for Student Development and the Vice President for Administrative Affairs. The following are among the offices that report to the President and Vice Presidents: the Office of the Associate Provost; the Office of the Dean for Admissions, Registration and Financial Services; the Office of Business Services; the Office of the Dean of Graduate Studies and Research; the Office of the Dean for Special Programs; the Office of Public Relations; and the Division of Student Development. Nineteen academic departments administer the College's instructional programs and offerings.

### ■ Student Body

The College serves as the most significant teaching and training center in the New York metropolitan area for the continuing education of members of the uniformed services and employees of government agencies responsible for criminal justice, fire safety, and other public services.

The College has an annual enrollment of approximately 13,000 students, among whom approximately 1700 study for the master's degree and close to 200 pursue the doctorate in criminal justice and the doctorate in forensic psychology, both offered under the jurisdiction of the Graduate School of The City University of New York. The College attracts a large number of law enforcement personnel and firefighters as well as traditional, pre-career undergraduate students.

## THE CITY UNIVERSITY OF NEW YORK

The City University of New York is a public institution comprising senior colleges, community colleges, a graduate center, a law school, and an affiliated medical school. The University dates from 1847, when the needs of the city for free higher education were first met by the establishment of the Free Academy—now City College—as the result of a public referendum. In 1961, through state legislation, the seven municipal colleges then administered by the Board of



Higher Education became The City University of New York, governed by a Board of Trustees.

In order to provide maximum opportunity, The City University of New York has developed the largest university-sponsored program in the nation to enable disadvantaged high school youth to enter and remain in college, first through the College Discovery Program, through Operation SEEK (Search for Education, Elevation and Knowledge), and then through the Open Admissions policy introduced in 1970. The University is committed to both access and excellence with educational programs of the highest distinction.

Master's degree programs are offered by the senior colleges and the Graduate School and University Center. The University Doctoral Program offers the Ph.D. degree in many academic disciplines. The doctoral faculty is composed of scholars on the faculties of the senior colleges and those holding University appointments.

## UNDERGRADUATE AND GRADUATE PROGRAMS

### ■ Undergraduate Programs

John Jay College offers baccalaureate degrees—the bachelor of arts and the bachelor of science—in majors that focus on criminal justice, police studies, correctional studies, criminal justice administration, criminology, deviant behavior, government, international criminal justice, judicial studies, justice studies, public administration, legal studies, fire science, fire and emergency service, forensic psychology, forensic science, security management, and computer information systems applied to criminal justice and public administration. The associate in science degree is offered in criminal justice, correction administration, police studies, and security management.

In addition to its majors, the College offers a variety of programs that permit students to concentrate on particular aspects of a field of study, among which are African-American Studies, Addiction Studies, Dispute Resolution, Puerto Rican/Latin American Studies, and Women's and Gender Studies. An extensive internship program combines classroom instruction with supervised practical experience in government agencies and private organizations.

All these offerings are described in detail in the undergraduate bulletin. For additional information, contact the Office of the Associate Provost, Room 634, Tenth Avenue Building (212-237-8960).

### ■ Graduate Programs

John Jay College offers six master's degree programs. The College also houses the doctoral program in criminal justice and the doctoral program in forensic psychology under the auspices of the Graduate School of The City University of New York. Degrees at the master's level are Master of Arts in Criminal Justice and Master of Arts in Forensic Psychology; Master of Public Administration; Master of Science in Forensic Computing, Master of Science in Forensic Science and Master of Science in Protection Management.

All these offerings are described in detail in this graduate bulletin. For additional information, contact the Office of Graduate Studies, Room 411, Tenth Avenue Building (212-237-8423).

## THE LLOYD GEORGE SEALY LIBRARY

The Lloyd George Sealy Library's holdings of more than 440,000 books, periodicals, microforms, and digital collections demonstrate the effect of a continuing program of support for the curricular and educational aims of the College. While all the disciplines that constitute the basis of a liberal arts collection are well represented, the main strength lies in the social sciences, criminal justice, public administration, fire science, forensic science, forensic psychology, and related



fields. Resources in these areas are extensive and support the research needs of students, faculty, and criminal justice agency personnel. There is also a significant body of material dealing with alcoholism and substance abuse. Electronic information resources, including the full texts of journals, newspapers, and court cases, are available on networked computers and from home and supplement the traditional collections.

The Library holds a number of unique research collections directly related to the central mission of the College. Trial transcripts of the New York criminal courts dating from the 1890s through 1927 provide a rich source for the study of history, sociology, and law; an extensive collection of police department annual reports from all over the United States invites quantitative and comparative studies. There are also personal papers of individuals who have made significant contributions in fields of concern to the College, such as Graham Knowles, Lewis Lawes, Flora Schreiber, Robert Martinson, and Richard Dugdale, as well as archives of social, political, and investigative agencies. Purchases, gifts, and bequests steadily add to these collections.

The Library occupies dramatic and spacious quarters on the first two floors of the Tenth Avenue Building. Networked computers with access to the online catalogue and the Internet are located on the Library's upper level, along with a classroom equipped with hands-on instruction in all of these electronic resources. Specialized reference librarians are available to assist Sealy Library users with research questions or with using the data bases. Circulation and reserve services are located at the entry level; the reference collections and services and administrative offices are on the upper level. The circulating collection, arranged in open stacks to encourage browsing, is housed on both levels.

For additional information, contact the reference desk on the second level of the Tenth Avenue Building (212-237-8246).

## CENTERS AND INSTITUTES

### ■ **The Center for International Human Rights**

The Center for International Human Rights was established in 2001 with a mandate to study the main challenges to the promotion and protection of internationally recognized human rights norms; analyze and assess the intersections between human rights violations and international crimes; investigate genocide historically and in the contemporary world; and devise educational programs aimed at increasing public awareness of these norms. The Center is currently developing two major research projects. The first project focuses on accountability in war. The second will study the protective regime of children in situations of armed conflict.

For additional information concerning the Center, contact Professor George Andreopoulos, Room 601-03, 555 West 57th Street, (212-237-8314).

### ■ **The Center on Terrorism**

The Center on Terrorism promotes research, reflection and conversation on issues relating to terrorism. Its mandate is to study terrorism in ways that are appropriate to a university but to seek as well to make that knowledge serve useful public purposes. The Center supports a number of research projects, including an ongoing interview study of the World Trade Center Disaster; another on the psychology of fundamentalism; and a project with colleagues in the Department of Law and Police Science on counter-terrorism training procedures in police departments in New York and throughout Europe. The Center collaborates with the Office of Graduate Studies in offering a certificate in terrorism studies at the master's level. Finally, the Center hosts a number of programs, including seminars for faculty and students, as well as larger public events. Such a blend of scholarship, curricular activities, and programs that reach



students, faculty, and the public give the Center on Terrorism a unique role in fulfilling the College's mission. For additional information concerning the Center on Terrorism, contact Professor Charles B. Strozier, Room 601, 555 West 57th Street (212-237-8432).

#### ■ **The Criminal Justice Center**

The Criminal Justice Center was established in 1975 in response to the need for a bridge between the academic community and a variety of practitioner needs. The Center serves criminal justice agencies by providing a variety of seminars, workshops, and training programs and by conducting evaluations and studies of criminal justice operations and issues. The Center is the site of the Regional Training Center for the New York/New Jersey HIDTA (High Intensity Drug Trafficking Area) and serves as a Regional Training Facility for the New York Office of the FBI. The Security Management Institute, which provides training, professional development, and consultation services for the private security industry, is also housed at the Center. A regularly updated Security Technology Laboratory is maintained for use in various programs. The Center's Director serves as the technical assistance coordinator for the federally funded New York State Regional Community Policing Institute (NYSRCPI). The Center is involved with school safety and security issues, grades K-12 as well as at the university and college level. Center activities also include matters dealing with investigative techniques, international security, counter terrorism and hostage negotiation. The Criminal Justice Center is authorized by the New York State Division of Criminal Justice Services to provide peace officer training and as a security guard training school.

For additional information, contact Dr. Robert J. Loudon, Director, 555 West 57th Street, (212) 237-8638, FAX (212) 237-8637, e-mail: [cjcsmitr@jjay.cuny.edu](mailto:cjcsmitr@jjay.cuny.edu).

#### ■ **The Criminal Justice Research and Evaluation Center**

The Criminal Justice Research and Evaluation Center provides training, research, technical assistance, and evaluation to agencies working on projects related to crime prevention and control. The Center's evaluation approach focuses on capacity building and a systems approach to ongoing program development. Among the organizations the Center has worked with are: Inwood Community Prevention Services, United Neighborhood Houses, The New York Community Trust, The Ford Foundation, The Department of Justice's Office of Juvenile Justice Delinquency Prevention, The Center for Substance Abuse Prevention of the Federal Department of Health and Human Services and the New York State Department of Court Administration.

For additional information concerning the Center, contact Jack Trinco, Room 605, 555 West 57th Street (212-237-8643).

#### ■ **The Institute for Criminal Justice Ethics**

The Institute for Criminal Justice Ethics was established to foster greater concern for ethical issues among practitioners and scholars in the criminal justice field. Through its diverse programs it serves both as a national clearinghouse for information and as a stimulus to research and publication. It seeks to encourage increased sensitivity to the necessity of ethical behavior among those who enforce our system of criminal justice and to foster consideration of moral issues in the education of criminal justice professionals. The Institute publishes *Criminal Justice Ethics*, a semiannual journal, sponsors and publishes the proceedings of scholarly conferences, hosts a website, and assists in ethically-oriented graduate research projects.

For information about the Institute, contact Professor John Kleinig, Executive Director, Room 422/22, Tenth Avenue Building (212-237-8415) or visit the web page at <http://www.lib.jjay.cuny.edu/cje>.



### ■ **The Institute on Alcohol and Substance Abuse**

The Institute on Alcohol and Substance Abuse was founded to further the knowledge in the addictions through education, training, and research. To achieve these goals, the Institute collaborates with University faculty, as well as, city and state officials to assist in policy and program development in addiction treatment, intervention, and prevention. The Institute offers a variety of programs, including the Addiction Studies Program which prepares students for the New York State Credential in Alcoholism and Substance Abuse Counseling (CASAC); seminars, workshops, and conferences for professionals in the field and related fields; the CUNY Substance Abuse Prevention Program; and the CUNY Parent Leadership Project.

For additional information, contact Dr. Roberta Blotner, Director, Institute on Alcohol and Substance Abuse, Room 623, Tenth Avenue Building (212-237-8556).

### ■ **The Stephen E. Smith Center for Cyber Crime**

The Stephen E. Smith Center for Cyber Crime was established in 2000 to help create an environment to effectively address the problems related to electronic crime. The Center brings training and education to financial, corporate, law enforcement and academic institutions to prevent, detect, and respond to electronic criminal conduct.

For additional information about The Stephen E. Smith Center for Cyber Crime, call (212) 237-8428.

### ■ **The City University of New York Dispute Resolution Consortium**

John Jay College of Criminal Justice houses The City University of New York Dispute Resolution Consortium (CUNY DRC), a university-based academic center which serves as a comprehensive coordinating mechanism to advance research and innovative program development throughout the CUNY system as well as the New York City metropolitan area. The CUNY DRC was established in 1993 with funding provided by The City University of New York and the William and Flora Hewlett Foundation. Since its inception, the CUNY DRC has organized conferences and training programs, provided technical assistance, conducted research, produced research working papers, regularly hosted visitors from around the world, published a biannual newsletter and maintained a listserv and an extensive database of those interested in dispute resolution in New York City.

Over the years, the CUNY DRC has amassed an outstanding track record in addressing all kinds of difficult issues using a variety of innovative formats including dialogues, town meetings, mediation, and related informal dispute resolution processes. It has specialized in fostering constructive inter-group relations including dialogues between cops and kids among culturally diverse groups.

Of particular note is the CUNY DRC's "Make Talk Work" initiative which is designed to increase public awareness and education about dispute resolution processes, tools and techniques used to communicate more effectively and manage differences proactively. This ground-breaking initiative includes training workshops conducted by recognized trainers, a variety of special projects, monthly city-wide meetings for scholars and practitioners in dispute resolution, and a vibrant website which features resource materials devoted to understanding and enhancing the dispute resolution field in New York City.

For additional information about the CUNY Dispute Resolution Consortium, contact Dr. Maria Volpe or Michelle Melendez at John Jay College of Criminal Justice, Room 520, 899 Tenth Avenue, New York, New York 10019 (212-237-8692); e-mail: [dispute@jjay.cuny.edu](mailto:dispute@jjay.cuny.edu) or go to

<http://johnjay.jjay.cuny.edu/dispute>.



## ALUMNI ASSOCIATION

The John Jay College Alumni Association provides a vital link of communication for all graduates of the College. Through its publication, *John Jay Informer*, special events, and programs, the Association keeps alumni informed and involved in the services and activities of the College.

Alumni Association members receive valuable benefits and services that assist graduates on a personal and professional level. This includes a seminar series covering important topics such as Personal Financial Planning, special lectures on critical criminal justice and public policy issues, and receptions featuring leading area criminal justice officials where graduates can network with colleagues.

Association members are eligible for discounts on auto and home insurance, off-Broadway shows and college publications, like *Law Enforcement News*. In conjunction with the Office of Career Services, members are also offered special career assistance and counseling services including workshops on job interviewing. Membership dues and contributions fund merit-based scholarships, books for the Lloyd George Sealy Library, tutoring labs and other special student and program needs.

For additional information about the Association, contact the Office of Alumni Affairs, Room 532, Tenth Avenue Building (212-484-1103).

## OFFICE OF INSTITUTIONAL ADVANCEMENT AND COMMUNITY SERVICES

The Office of Institutional Advancement and Community Services oversees a diverse set of responsibilities which, in common, concern the College's relationship with the outside world. A primary emphasis is the development and promotion of the College's professional education and training programs. In addition, the office is responsible for communication with the general public, the media, government agencies, corporate and political leaders, on a local, national, and international level.

The Office of Institutional Advancement and Community Services promotes the College as an important and effective place to study, receive specialized training, conduct research, teach and pursue professional development. This plays an important role in student and faculty recruitment. Maintaining public visibility also enhances legislative, interagency, public, as well as, corporate support for the College's programs. The John Jay College Foundation and the Alumni Association are also housed in the Office of Institutional Advancement and Community Services.

For additional information, contact the Office of Institutional Advancement and Community Services, Room 623, Tenth Avenue Building (212-237-8626).

### ■ Office of Public Relations

This office is responsible for advancing, projecting, and promoting the College's programs, achievements, activities, and resources. This is accomplished by working with the media, government officials, community groups, potential financial donors, and alumni through the pursuit of publicity opportunities, the organization of special events, and the development of appropriate promotional publications.

The Office of Public Relations responds to and generates media requests for expert commentary from College faculty and staff. This activity positions John Jay College as a major force in shaping criminal justice public policy, and is a mechanism to create greater public awareness and intellectual discourse regarding important criminal justice issues.

For information about the College, its programs, activities, and facilities, contact the Office of Public Relations, Room 623, Tenth Avenue Building (212-237-8645).



### ■ ***Law Enforcement News***

John Jay College established *Law Enforcement News* in 1975 and since that time it has served as an adjunct to the mission of the College by disseminating critical and complex information in a timely way and by providing a national link between police agencies and the academic and research communities. Published monthly, *Law Enforcement News* reports on innovations and problems in the field. John Jay students qualify for a 50 percent discount on prepaid subscriptions.

For additional information, contact Ms. Marie Rosen, Publisher, Room 608, 555 West 57th Street (212-237-8442).

### ■ **The Fire Science Institute**

Through its educational and training programs, the Fire Science Institute serves the needs of researchers and educators as well as professionals in the firefighting field. Activities of the Institute have included training and education programs for private and public agencies, such as the Fire Safety Directors Program for high rise buildings, hotels, and hospitals; originating the first Fire Cadet Program for the New York City Fire Department, integrating college students into the fire service; arson-related programs such as Juvenile Firesetter for the Bureau of Fire Investigation; and training and educational programs for health and safety instructors of the New York State Professional Firefighters and the Uniformed Fire Officers Association of New York City. In addition, the Institute has established itself as a certification agency for a variety of specialists and officials.

For additional information concerning the Institute, contact Mrs. Victoria Abbott-Pitcavage, Director, Room 610, 555 West 57th Street, (212-237-8650), e-mail: [vabbott@hera.jjay.cuny.edu](mailto:vabbott@hera.jjay.cuny.edu).

## SPECIAL PROGRAMS

The Office of Special Programs is responsible for the design and implementation of innovative courses of study that meet the changing needs of public agencies. For information concerning any of the programs listed below, contact the Office of Special Programs, Room 632, Tenth Avenue Building (212-237-8655).

### ■ **Managing Situations Involving Emotionally Disturbed Persons**

In operation since 1984, this program provides academic and experiential training for police and other law enforcement personnel to develop further their skills in working safely and effectively with emotionally disturbed clients. The course focuses on ways of assessing mental disorders and drug reactions, and explores, through simulations and role-play, the communication and emergency intervention techniques that are used to manage emotionally disturbed persons. The course has been offered primarily for police officers who are members of specialized Emergency Service or Hostage Negotiation Units.

### ■ **Human Dignity and the Police**

Immediately following its development in 1992, the Human Dignity and the Police course was offered under United States Department of State sponsorship in over a dozen Central American, South American, and Caribbean countries. The course was enthusiastically received and in a number of countries, both its content and teaching-learning approach was incorporated into police academy training. The Human Dignity and the Police course has, in ensuing years, been offered to hundreds of New York City police cadets and to New York City Police Department and New York City Department of Correction training academy personnel.

Since 1995, this course has also been part of the United States government's International Law Enforcement Academy (ILEA) curriculum at its various branches, e.g., at ILEA in Budapest, Hungary (serving police from Russia and



the newly independent states of Central and Eastern Europe); at ILEA South (serving police from Central American and Caribbean countries); at ILEA Bangkok, Thailand (serving police from South East Asia); and at ILEA Gaborone, Botswana (serving police from the nations of Africa).

In addition, groups of regional police commanders from Bosnia have taken the Human Dignity course and it has also been offered to hundreds of American police officers serving as United Nations peacekeeping monitors in Bosnia and Haiti.

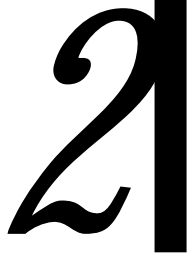
■ **Police and Peace Officer Training Programs**

John Jay offers the New York State certified Basic Police Officer and Peace Officer Training course for agencies that include: Amtrak and Conrail Police, the New York City Department of Buildings, the New York City Department of Homeless Services, and the New York City Department of Transportation. Trainees must be members of agencies that employ police or peace officers in order to participate in these certification programs.

■ **Certified Emergency Medical Technician Training Programs**

Courses related to emergency medical services are offered through this program, including the New York State Certification Course for Basic Emergency Medical Technician, State Certified EMT Refresher Courses, Certified First Aid courses, Certified First Responder Defibrillation and CPR programs for individuals and groups. These programs are open to the public as well as to police officers and firefighters.





# *Admission and Registration*

Graduate application forms may be obtained in person at the College Office of Graduate Admissions or by mail or telephone. The John Jay College Office of Graduate Admissions is located in Room 4205, 445 West 59th Street, New York, New York 10019 (212-237-8863), or complete the on-line application found on the College Home Page located at: [www.jjay.cuny.edu](http://www.jjay.cuny.edu).

John Jay College is authorized under federal law to enroll foreign students. All applicants must meet the academic requirements outlined below. Prospective students who wish to meet with an admissions counselor to discuss graduate programs should telephone the Office of Graduate Admissions (212-237-8863) to schedule an appointment.

## **REQUIREMENTS FOR ADMISSION**

### ■ **General Requirements**

The Graduate Admissions Office of John Jay College of Criminal Justice and individual graduate program directors make the admissions decision, which is based on an evaluation of the overall academic potential of applicants. Many factors are considered to assess this potential. Applicants should submit all documentation that will allow the Graduate Admissions Office and program directors to evaluate their unique record of accomplishments and leadership ability. Students may apply before obtaining the baccalaureate degree, but they must have received the undergraduate degree prior to commencing graduate study.

#### **All applicants must submit:**

- Transcripts of undergraduate and other graduate course work
- Three letters of recommendation
- A personal statement of approximately 300 words giving reasons for wanting to pursue graduate study

**Applicants to the forensic computing, forensic psychology and forensic science programs must also submit:**

- Scores on the aptitude test of the Graduate Record Examination (GRE).

For information and arrangements to take the test, applicants may write to the Admissions Office, obtain information via the internet at [www.gre.org](http://www.gre.org) or contact the Educational Testing Service at 1-800-473-2255.

**Applicants to the criminal justice, public administration and protection management programs whose prior academic experience is below a B average are encouraged to supplement their applications with standardized test scores**



such as the GRE, GMAT, and the LSAT. Applicants may also submit information about work experience, internships, or volunteer activities.

Applicants who have not studied in English-speaking countries are required to take the Test of English as a Foreign Language (TOEFL), administered by the Educational Testing Service, Princeton, New Jersey 08540.

### ■ Special Requirements

1. A knowledge of statistics is required of all M.A., M.S., and M.P.A. candidates with the exception of the M.S. in Protection Management. An undergraduate course in statistics is a specific prerequisite for Criminal Justice 715, Public Administration 715, and Psychology 715. A student who begins graduate work without an undergraduate course in statistics will be considered to have a deficiency which should be removed in the student's first year of graduate work by the satisfactory completion of Statistics 250 or an equivalent course approved by the program director or by demonstration of proficiency through a qualifying examination. No graduate credit is given for meeting this requirement. Statistics 250 can be taken on a pass/fail basis (see pages 41–42.)
2. For matriculation in the program leading to the Master of Public Administration degree, at least eighteen hours of undergraduate work in the social sciences are required.
3. For matriculation in the program leading to the Master of Arts in Forensic Psychology, a minimum of twenty-four hours in the social sciences is required, at least eighteen hours of which must have been in psychology, including Experimental Psychology and Statistical Methods or their equivalents. (Students may be accepted as conditional matriculants while they are completing the latter two courses at the undergraduate level.) A deficiency in Experimental Psychology can be remedied by taking Psychology 311, which also can be taken on a pass/fail basis.
4. The Master of Science in Forensic Science is designed for students who possess the equivalent of a baccalaureate degree in forensic science, chemistry, or a related scientific field. At a minimum, applicants for the Master of Science in Forensic Science should have successfully completed the following undergraduate course work: one year of general chemistry, one year of organic chemistry, one year of calculus, one year of physics, one semester of biochemistry, and one semester of physical chemistry.
5. Forensic computing students may be from any undergraduate discipline but should have attained the requisite computer science and mathematical background to pursue graduate training in computing. This background includes undergraduate computer science coursework in data structures and algorithms, an object oriented computing language, and operating system fundamentals, as well as a year of calculus and a mathematics course in probability and statistics.

### ■ Admission Status

There are three categories of graduate students—matriculated, matriculated-with-conditions, and non-degree.

An applicant may be admitted to graduate work without regard to residence or citizenship under one of these three categories.

1. Fully matriculated students: those who have fulfilled all general and special admissions requirements.
2. Matriculated-with-conditions: students whose undergraduate training is deficient, but who have otherwise qualified for admission. For example, students wishing to enroll in the Master of Public Administration Program might not have the required 18 credits of undergraduate work in the social sciences. Such deficiencies must be removed upon completion of not more than 15 credits of graduate work.
3. Non-degree: students may be accepted for one semester on a non-matriculated basis, according to space availability. Students in this category must apply for matriculation during their first semester of attendance.



## APPLICATION PROCEDURES

Application forms for admission to the graduate program and three forms for letters of recommendation can be obtained from:

Office of Graduate Admissions  
John Jay College of Criminal Justice  
445 West 59th Street, Room 4205  
New York, New York 10019

Applications may also be downloaded from the John Jay College website at [www.jjay.cuny.edu](http://www.jjay.cuny.edu) (click on *Graduate Admission and Registration*.)

Completed applications are to be submitted to the same address before June 30 for fall admission and before December 1 for spring admission. The forensic science program and the forensic computing program admit students in the fall semester only. Applications are to include:

1. a formal application for admission (including an essay);
2. three letters of recommendation from professors, or, if appropriate, from supervisors personally acquainted with the applicant's proven or potential capacity for academic achievement;
3. an official transcript issued and mailed directly from each college or university attended by the applicant;
4. scores from the Aptitude Test of the Graduate Record Examination for applicants to the forensic psychology and forensic science programs. International students must submit scores from the Test of English as a Foreign Language (TOEFL).
5. a request for transfer of credits, where applicable;
6. the application fee of \$50.

Applications received after the deadline will be processed. However, there is no guarantee that admissions decisions regarding late applicants will be made in time to permit immediate enrollment. Applicants are thus strongly encouraged to apply as early as possible and before the deadline has passed.

### ■ Reactivation

Reactivation of an application for admission by students who have been admitted but have failed to register for classes will proceed as follows: no fee will be charged for reactivation requests for the next semester. After one semester, students must pay the \$50 admission fee, and must have their record reevaluated. Applicants may not request more than two reactivations. Deadlines for students reapplying are the same as those for new applicants. Reactivated applications will be subject to any changes in the admissions requirements.

### ■ Transfer of Credits

Matriculated students may apply for up to 12 transfer credits for prior graduate work at accredited colleges provided the courses were completed with a grade of B or higher within an appropriate time preceding the time of application. Courses taken more than seven (7) years preceding the time of graduate application for admission will be accepted only in exceptional circumstances.

All transfer credits must be approved by the appropriate graduate program director and the Dean for Admissions, Registration and Financial Services. Credit for courses taken on permit at other colleges of The City University will be included in the 12 credits available for transfer. Students may receive transfer credits for courses used toward a completed master's degree. Students who completed graduate course(s) while undergraduate students may receive transfer credits if these course(s) were not utilized to fulfill baccalaureate degree requirements. A request for transfer of credit should be filed during the first semester a student is in attendance in the graduate program. Forms are available in the Office of the Registrar, Room 4113, North Hall.



### ■ External Credit

Upon approval of the Office of Graduate Studies and the Registrar's Office, matriculated students may be granted up to 3 credits for completion of nonacademic credit training programs external to John Jay College of Criminal Justice. These credits are included within the 12 transfer credits permitted for matriculated students, i.e., students may transfer no more than 12 credits, including up to 3 "external" credits toward their master's degree. Determination of the acceptability of external course work for master's degree credit shall be made by the appropriate graduate program director in consultation with the Dean of Graduate Studies and Research and the Dean for Admissions, Registration and Financial Services and based upon substantial documentation. Please note that graduate credit for non-academic training is rarely given.

### ■ Application for Change of Degree

Matriculated students who wish to change either their degree objective or their specialization within a degree are required to file an application in the Office of the Registrar prior to registration. Students wishing to change programs will have their qualifications for the new program evaluated by the program director whose approval is required.

Matriculated students who have been dismissed from a graduate program may not reapply to the program from which they have been dismissed. They cannot apply to another graduate program until one year has passed from the date of dismissal.

A fee of \$10 is charged for a change of degree. There is no charge for a change of specialization within a degree.

## REGISTRATION

### ■ General Procedures

Generally, continuing students may register using the telephone registration system or online at <http://johnjay.jjay.cuny.edu/registrar/registrar/esims.html>. New graduate students must attend an orientation immediately preceding the semester when they begin their studies. The date, time, and location of the orientation are stated in the Schedule of Classes. A fee of \$15 is charged for late registration. Tuition and fees are payable at the time of registration. All registration is subject to the limits of course availability and to sufficiency of enrollment. New students may have the option of using online registration depending on the date they were admitted. Otherwise, they must register in person at arena registration.

The Schedule of Classes, listing class meeting hours and instructors, is available in preceding spring for the fall semester and in early November for the spring semester in the Office of the Registrar. This booklet, which is a supplement to the graduate bulletin, also contains registration and enrollment policies and procedures. The entire class schedule can also be accessed online at [www.jjay.cuny.edu](http://www.jjay.cuny.edu).

Students are reminded that outstanding financial obligations and John Jay College Library or CUNY Interlibrary fines must be cleared before registration. Students may be barred from registration and/or receiving their degree until these obligations are fulfilled.

### ■ Immunization Requirements

Public Health Law 2165 requires that all students who attend colleges in New York State and who were born on or after January 1, 1957, present proof of immunity against measles, mumps, and rubella. Acceptable proof of immunization must include one or more of the following:



1. a record of two doses of measles vaccine and one dose each of mumps and rubella vaccine
2. the results of blood tests showing positive immunity
3. a medical waiver or exemption
4. a veteran's waiver

Please note that each dose of measles vaccine must have been administered at least twenty-eight days apart. Unless designated as live vaccines, acceptable doses of measles vaccines are from 1/1/68 and after, mumps and rubella from 1/1/69 and after. All vaccines must have been administered after the student's first birthday to be acceptable. Free immunizations are available at the New York City Department of Health and Mental Hygiene or at John Jay College at scheduled times. For more information, please call the John Jay College Health Office at 212-237-8052.

All students are required to submit documentation of immunization to the College Health Office, Room 2308, North Hall. Transfer students must bring their records from a previous school.

Students must have received one measles, one mumps and one rubella vaccine in order to register. Students have 30 days to complete the second measles requirement or they will receive WA, administrative withdrawal grades for all courses. Once the semester has ended, all WA grades will remain on a student's permanent record.

### ***Meningitis Requirement***

In July 2003 Governor George E. Pataki enacted a new public health law requiring all college students to receive information about meningitis disease and vaccine availability. Students must sign a reply form with the date that they have been vaccinated for meningitis within the last 10 years or check that they have received information about the disease and have chosen not to be vaccinated. The form must be brought or faxed to the Health Office. For more information and a reply form, please visit the "Health Office" website under *John Jay College Students* at [www.jjay.cuny.edu](http://www.jjay.cuny.edu).

### ■ **Permit Students**

Effective Fall 2004, all City University of New York permit students must apply via the ePermit system at [www.cuny.edu](http://www.cuny.edu). John Jay College graduate students wishing to enroll in courses at other colleges of The City University of New York may do so with the permission of the appropriate graduate program director or the Dean of Graduate Studies and Research and the appropriate authority at the other institution. These courses, upon satisfactory completion, will be credited toward the degree. Grades received for graduate courses at other colleges are computed in the student's grade point average.

Students from other colleges of The City University wishing to enroll in graduate courses at John Jay may do so on recommendation of their college and with the approval of the Dean of Graduate Studies and Research or the Dean for Admissions, Registration and Financial Services. At the time of registration, they must file a statement from the registrar of their college certifying to their matriculation in the graduate program and giving them permission to pursue specific graduate courses at John Jay.

### ■ **Independent Study**

In addition to engaging in formal course work, graduate students may enroll in an independent study which consists of student initiated projects, and directed readings related to their specific master's program and under the direction of a faculty mentor. Independent study enables students to pursue a specialized topic and assists in achieving competence in self-directed learning. Students are limited to one independent study course (3 credits) during their graduate program. To register for an independent study course a student must have completed 12 graduate credits with a minimum index of 3.30 and obtained the approval of a full-time faculty member who will serve as mentor. Students must



also complete the Independent Study Request Form which is available in the Registrar's Office and the Office of Graduate Studies.

### ■ **Late Registration**

Students who register for courses at late registration are responsible for all work assigned from the beginning of the term; they are also subject to the instructor's attendance policy, beginning with the first class meeting of the semester. Syllabi may be reviewed in the Office of Graduate Studies, enabling late registrants to purchase texts and complete first- and second-week assignments.

### ■ **Resignation and Change of Program**

A student who is unable to meet attendance or course requirements may, by written application, request permission to resign from a course. Appropriate forms are available in the Office of the Registrar.

Before the first day of the semester and during the Program Adjustment Period (the first three weeks of the semester), all resignations will be processed in accordance with the College's change of program procedures under which courses may be dropped and added. Refunds will be made according to the refund schedule listed on page 19.

Beginning with the fourth week and continuing through the tenth week of the semester, students may resign without academic penalty by filing an Application for Resignation in the Office of the Registrar, signed by the instructor or the Dean of Graduate Studies and Research. The final date of this period is published in the College Calendar each semester.

Requests to resign after the tenth week must be filed in the Office of the Registrar and must include the signature of the instructor as well as medical, occupational, psychological, or other appropriate documentation. Such resignations must be approved by the Dean for Admissions, Registration and Financial Services. If approval is denied and the student does not complete the course in question, he or she receives a grade of WU which is the equivalent of an F.

In rare circumstances, students can apply for a retroactive resignation from courses taken in a previous semester. However, such resignation must be for all courses taken in that semester and must be based on special hardships, substantiated by appropriate documentation. Under no circumstances will a retroactive resignation from an entire semester be allowed more than once in a student's graduate course of study. Applications for retroactive resignation may be obtained at the Office of the Registrar.

All resignations are subject to final authorization by the Registrar or by the Dean for Admissions, Registration and Financial Services.

## **GRADUATE LECTURE SERIES**

The Office of Graduate Studies and the Student Activities Association sponsor a series of graduate lectures each semester. The six graduate programs rotate responsibility for themes and speakers. Graduate students who attend may obtain a total of three credits toward degree requirements by attending the series on a regular basis for three semesters. Students must submit a ten to twelve page report of high quality at the end of each semester's series to the program director hosting that series. Students will not receive credit for participation in a semester's lecture series if they submit an unacceptable report during that semester.

Credit for the Graduate Lecture Series is counted as part of the 12 credits allowed in transfer credits. For further information, contact the Office of Graduate Studies (212-237-8418).





## SUMMER SESSION

Summer Session provides a limited number of courses for students who wish to enroll. Although the semester is condensed to a session that meets from early June to late July, summer courses are equivalent in content, credit, and classroom time to the courses offered during the regular academic year. Students are generally limited to taking two courses. Requests to take more than two courses must be submitted to the Dean of Graduate Studies and Research.

Students enrolled in summer session are eligible to take advantage of a variety of College services as well as John Jay's state-of-the-art Cardiovascular Fitness Center and athletic facilities.

The Summer Schedule of Classes is usually available for distribution after the spring break. For additional information concerning Summer Session, contact the Office of Graduate Studies, Room 411, Tenth Avenue Building (212-237-8423).



# 3

# Tuition and Fees

## TUITION

Tuition rates for graduate students are established by the Board of Trustees of The City University of New York. All fees and tuition charges listed in this bulletin and in any registration materials issued by the College are subject to change without prior notice by action of the Board of Trustees of The City University of New York.

In the event of any increase in fees or tuition charges, payments already made to the College will be treated as partial payment. Students will be notified of the additional amount due and the time and method of payment. Students who have not paid all fees and tuition by the time indicated will not be considered registered and will not be admitted to classes.

■ **Current Rate Schedule**

**New York State Residents**

Full-time Student.....\$2,720 per semester  
(12 credits)

Part-time Student.....\$230 per credit hour  
(fewer than 12 credits)  
plus \$65 for each additional contact hour in excess of credit hours

**Out-of-State Residents.....**\$425 per credit hour  
plus \$85 for each additional contact hour in excess of credit hours

**Note:** A New York State resident student is one who has had his or her principal place of abode in the State of New York for a period of at least twelve consecutive months immediately preceding the first day of classes for the semester in which the residency determination is made. Such student must state his or her intention to permanently live and maintain his or her principal abode in New York State. The College may require appropriate documentation to verify residency status.

## TUITION REFUNDS

Formal application for a refund must be made to the Office of the Registrar. The date on which the application is filed is considered to be the official date of withdrawal. Students should allow approximately eight weeks for refund checks to be processed and mailed.

■ **Resignations**

In the case of resignation from a course or courses during the semester the following rate schedule applies:



Resignation filed with the Office of the Registrar before the first day of classes.....	100 percent reduction in tuition liability
Resignation filed within the first week of classes.....	75 percent reduction in tuition liability
Resignation filed within the second week of classes.....	50 percent reduction in tuition liability
Resignation filed within the third week of classes.....	25 percent reduction in tuition liability
Resignation filed after the third week of classes.....	no reduction in tuition liability

The Summer Session refund schedule is listed in the Summer Session Schedule.

#### ■ **Administrative Cancellations**

Students are entitled to full refunds in the event that courses are withdrawn or registration is canceled by the College.

#### ■ **Outstanding Debts to the College**

Students with outstanding debts to the College may not register for a succeeding semester until the debts are cleared. Personal checks in payment of delinquent accounts will not be accepted during the registration period.

#### ■ **Returned Check Policy**

Checks returned unpaid to the College by a financial institution, no matter the amount or reason for the return, will automatically incur a \$15.00 reprocessing fee in addition to the original obligation. The Bursar will attempt to notify the student or former student who submitted the returned check to provide information on making payment. Full payment must be made within two weeks of the date of the check being returned to the College. Failure to meet this deadline will result in an additional \$15.00 Late Payment Service Fee and, in some cases, that account being turned over to the College's collection attorneys for appropriate action. The Bursar will not accept checks in payment of tuition or fees, even if the student wishes to use someone else's check.

If the financial institution supplies a letter to the College admitting error on its part, the student will have his/her check writing privileges restored.

A student who fails to pay tuition or other obligations will be denied access to his/her records and will be prevented from registering in the future.

## **FEES**

#### ■ **Consolidated Fee**

All students per semester/session..... \$5.00

#### ■ **Student Activity Fee**

Full- and part-time students per semester/session.....\$30.35

#### ■ **Technology Fee**

Full-time students per semester/session.....\$75.00

Part-time students per semester/session.....\$37.50

#### ■ **Miscellaneous Fees**

Payment of the following fees must be made either by check or money order.

Application for Admission \$50.00

Certificate of Graduation \$15.00  
(for lost diploma)

Change of Degree \$10.00

Change of Program \$10.00

Duplicate I.D. \$5.00

Late Registration \$15.00

Maintenance of Matriculation

New York State Resident \$630.00



Out-of-State Resident	\$1070.00
Payment Reprocessing	\$15.00
Reactivation of Application for Admission	\$50.00
Readmission	\$10.00
Thesis Binding (two copies)	\$30.00
Transcript of Record	\$4.00



# 4

## *Financial Aid*

Financial aid is available to matriculated students in the form of grants, loans, and part-time student employment (Federal Work Study). *Grants* provide funds that do not have to be repaid. *Loans* must be repaid in regular installments over a prescribed period of time. *Federal Work Study* consists of part-time employment, either on campus or in an outside agency, obtained through the Office of Student Financial Services.

The Office of Student Financial Services is located in Room 3400, 445 West 59th Street, New York, New York 10019 (212-237-8151). The Office is open Monday, Thursday, and Friday from 9:00 AM to 5:00 PM; on Tuesday and Wednesday from 9:00 AM to 7:00 PM. When classes are not in session, the Office closes at 5:00 PM each day.

The City University of New York uses the Free Application for Federal Student Aid (FAFSA). This application is available throughout the country. A student need only complete the form with the CUNY John Jay Federal ID number (002693) to apply for aid. All information will then be sent to the College electronically. Students also have the option of filing their FAFSA on the WEB. The WEB address is: [www.fafsa.ed.gov/](http://www.fafsa.ed.gov/). The advantage of filing on the WEB is that the FAFSA is processed in two weeks instead of the normal six weeks.

### GRANTS

#### ■ TAP (Tuition Assistance Program)

A New York State tuition grant program available to state residents who are full-time matriculated students. Awards which range from \$50 to \$275 per semester, vary according to financial ability and can be used solely to pay the cost of tuition.

#### ■ Veterans Benefits: Montgomery G.I. Bill-Active Duty (Chapter 30)

Under Chapter 30, individuals who entered military service on or after July 1, 1985 and had their basic military pay reduced by \$100 per month for the first twelve months of service are generally eligible. Active duty for three years or two years active plus four years in the Selective Reserve or National Guard entitles an individual to \$900 per month basic benefits for thirty-six months or the equivalent in part-time training. All questions regarding Veterans Benefits should be directed to the Office of Student Financial Services.



### ■ **Veterans Benefits: Montgomery G.I. Bill–Selective Reserve (Chapter 106)**

Under Chapter 106, individuals who are satisfactorily participating in required training or who are fulfilling an obligated service of not less than six years in the Selective Reserve are eligible for benefits. Eligible reservists are entitled to a maximum of thirty-six months of educational assistance based on full-time training, or the equivalent in part-time training. Benefits for full-time study are \$272 per month. Questions regarding Veterans Benefits may be directed to the Office of Student Financial Services.

## **LOANS**

### ■ **Federal Perkins Loan**

This is a low-interest (presently 5 percent) federal loan made available through the College to matriculated students enrolled at least half-time. Loans are awarded according to need and repayment begins nine months after graduation or termination of college attendance.

### ■ **Federal Direct Stafford/Ford Loan Program (Subsidized and Unsubsidized)**

A low interest loan program that helps students meet the cost of a graduate education, the Direct Loan Program allows students to borrow money directly from the federal government. Students who are matriculated in degree-granting programs and are registered for at least six credits per semester are eligible. Students must begin repayment within six months after graduation or termination of college attendance and have a maximum of ten years in which to pay the borrowed funds under the Standard Repayment Plan. There is also the Extended Repayment Plan which allows loan repayment to be extended over a period from twelve to thirty years. Other options are the Graduated Repayment Plan in which payments are lower at first and increase every two years, and the Income Contingent Repayment Plan which bases annual payments on the Annual Gross Income (AGI) and the total amount of Direct Loans. The annual interest rate is variable, but will not exceed 8.25 percent; federal regulations require the deduction of a 3 percent origination fee from the face value of each loan. Graduate students may borrow \$8500 each year. The aggregate total that may be borrowed through this program is \$65,500. (This total would also include any undergraduate Direct or Stafford loans.)

### ■ **Federal Direct Unsubsidized Stafford/Ford Loan Program**

These loans are available to graduate students who need additional funds. The loans are available directly from the federal government. Students may borrow up to \$10,000 per academic year. An origination fee of 3 percent of the loan amount is deducted from the amount borrowed. The interest rate, which is variable, changes once a year, but will never exceed 8.25 percent. Two repayment options for interest are available. Students may begin repayment while still attending school by paying the interest, with repayment of the principal deferred until after graduation or termination of attendance. Or, interest may be added to the principal, with repayment of the principal and interest deferred until after graduation or termination of attendance. The aggregate total that may be borrowed from this program is \$138,000 including undergraduate loans.

### ■ **Alternative Loans**

These are private lender loans for students who may not be eligible for Federal Direct Student Loans or for students who are eligible and need additional funds to help meet additional educational expenses including tuition and housing. The amount that a student may borrow is limited to the “cost of attendance” as determined by federal approved standard budgets. Students who are non-matriculated or who are registered for less than six credits may also apply. All applicants are



subject to credit review or may require a co-signer. Students who do not have eligible citizenship status for federal financial aid may borrow an alternative loan if they have a co-signer with eligible citizenship status.

## **WORK STUDY**

### ■ **Federal Work Study**

This is a federal financial aid program through which a full-time or part-time matriculated student who can demonstrate financial need is provided with a part-time job either on or off campus. Students are limited to working twenty hours a week while the College is in session, but they may work up to thirty-five hours a week during vacation periods with permission of the Office of Student Financial Services. The hourly pay rate ranges from \$7.00 to \$10.00 and is determined by the Office of Student Financial Services based on a combination of the job location (on or off campus), the description of the job, and the student's year in college.

## **APPLICATION PROCEDURES**

Applications for financial aid must be filed each year. Students should apply as soon as the new applications are available, which is usually in January. Applications must be completed immediately and mailed to the student aid processing center. Online access for filing applications is also available in early January. The online address is [www.fafsa.ed.gov/](http://www.fafsa.ed.gov/). Students will receive a reply when their application is processed. If there are problems with inconsistent data, insufficient data, Social Security number, citizenship, Immigration and Naturalization status, or Selective Service status, the student will be notified by a separate letter and must come to the Office of Student Financial Services to make any adjustments. If a student is selected for a process called verification, a letter will also be sent and proof of income must be furnished and a verification sheet must be completed. In most instances, a signed copy of the student's and/or parent's previous year's Federal Income Tax Return is sufficient to complete the verification process.

Students who wish to apply for a Direct Loan must first file a FAFSA application and a Federal Direct Loan Request Form. First time applicants must also complete a Direct Loan Entrance Counseling at [www.dlsonline.com](http://www.dlsonline.com) and a Master Promissory Note at <http://dlenote.gov>. It is necessary to have a PIN number to sign the promissory note. Students must sign up for a PIN at [www.pin.ed.gov](http://www.pin.ed.gov). Links to all loan websites are available on the John Jay College Homepage under *Financial Aid*.

## **AMS MONTHLY PAYMENT PLAN**

The City University of New York and John Jay College have developed a monthly payment plan to help students finance their education. This is the Academic Management Services (AMS) Monthly Payment Plan. Under this plan students pay their tuition in monthly installments. There is no interest, no finance charges, only a low annual enrollment fee. Information is available in the Office of Student Financial Services or AMS may be called directly at 1-800-635-0120.

## **ACADEMIC REQUIREMENTS FOR FINANCIAL AID**

There are academic standards that must be maintained for continued receipt of aid. At present, there are two sets of requirements, one for TAP (Tuition Assis-



tance Program), and another for Title IV aid, which includes Federal Work Study, Perkins Loan, and Direct Loans.

■ **Academic Qualifications for TAP**

The academic guidelines are divided into two areas: Program Pursuit and Rate of Progress. Students must follow both sets of rules in order to receive a TAP award each semester.

***Program Pursuit***

Program Pursuit requires that all students complete a certain number of courses each semester. A course is considered completed when a grade of A, A-, B+, B, B-, C+, C, C-, P (Passing) F (Failing) is awarded at the end of the semester. Grades of W (Withdrawal) or IN (Incomplete) indicate that a course has not been completed.

Students who are receiving a first or second semester TAP award must complete at least 50 percent (6 credits or the equivalent) of a full-time load in order to receive a TAP award for the next semester. Students who are receiving a third or fourth semester award must complete at least 75 percent (9 credits or the equivalent) of a full-time load in order to receive a TAP award for the following semester. Students who are receiving a fifth through eighth payment must complete a full-time load (12 credits or the equivalent) in order to receive the next TAP payment. (Note: Students who have received four semesters of TAP awards as undergraduates must complete a minimum of 12 credits per semester in order to be eligible for the next TAP award.)

Before withdrawing from any course, students should see a Financial Aid counselor in order to learn what effect the withdrawal will have on the next TAP award.

***Rate of Progress***

The Rate of Progress rules are in addition to the Program Pursuit rules. Students must follow both sets of rules in order to receive a TAP award each semester. Rate of Progress requires that a student earn (pass) a certain number of credits before receiving each TAP award. In addition, students must also maintain a certain grade point average (GPA). The academic requirements for each award are as follows:

Payment	Credits	GPA	Payment	Credits	GPA
1st	0	0	5th	30	3.00
2nd	6	2.00	6th	45	3.00
3rd	12	2.50	7th	60	3.00
4th	21	2.75	8th	75	3.00

■ **Title IV Financial Aid Rules**

In order to be making satisfactory academic progress toward a degree, for purposes of receipt of Title IV Federal Student Aid, a graduate student must at least meet the GPA required for good academic standing at the institution (3.0). The student must also:

1. Accumulate credits toward the degree greater than or equal to two-thirds the cumulative credits attempted at the institution, and
2. Not have attempted more than 150 percent of the credits required normally for the completion of the degree.

Students will be measured against the satisfactory academic progress standard at the end of the spring term to determine eligibility for the receipt of Title IV student financial assistance for the upcoming year.



## ■ Financial Aid Waiver

Students who believe they are unable to meet the academic standards because of extenuating circumstances may request a waiver from the regulations in order to receive their next financial aid payment. Waivers are granted through the Financial Aid Waiver Committee. Information on how to submit a request to this committee is available in the Office of Student Financial Services.

## ■ Federal Financial Aid Regulations on Students who Withdraw from All Courses

As part of the Higher Education Amendments of 1998, Congress passed provisions governing what happens to a student's federal financial assistance if a student completely withdraws from school in any semester. The policy covers all federal loan programs, including Federal Perkins Loan and Federal Direct Loans, but does not affect Federal Work Study.

In general, the law assumes that a student "earns" federal financial aid awards directly in proportion to the number of days of the term the student attends classes. If a student completely withdraws from school during a term, the school must calculate according to a specific formula the portion of the total scheduled financial assistance the student has earned and is therefore entitled to receive up to that point in time. If a student receives (or the College receives on the student's behalf), more assistance than the student has earned, the unearned excess funds must be returned to the Department of Education. If, on the other hand, the student receives (or the College receives on the student's behalf) less assistance than has been earned, the student may be able to receive those additional funds.

The portion of federal grants and loans a student is entitled to receive is calculated on a percentage basis by comparing the total number of days in the semester to the number of days the student completed before withdrawing from classes. For example, if a student completes 30 percent of the semester, the student earns 30 percent of the assistance he/she was originally scheduled to receive. This means that 70 percent of the scheduled awards remain unearned and must be returned to the federal government.

Once a student has completed more than 60 percent of the semester, the student can be said to have earned all (100 percent) of his/her assistance. **If a student completely withdraws (either officially or unofficially) before this point, the student may have to return any unearned federal monies that may have already been disbursed.**

If a student has received excess funds that must be returned, the College shares with the student the responsibility of returning those excess funds. The College portion of the excess funds to be returned is equal to the lesser of

- the entire amount of the excess funds, or
- the student's total tuition and fee charges multiplied by the percentage of unearned funds.

If the College is not required to return all the excess funds, the student must return the remaining amount. Any loan funds that a student must return must be repaid according to the terms of the student's promissory note. If a student must return any grant funds, the law provides that the amount to be repaid is to be reduced by 50 percent. This means that the student only has to return half of any excess funds he/she receives.

Any amount that a student has to return is considered a federal grant overpayment. The student must either return that amount in full or make satisfactory arrangements with either the College or the Department of Education to repay the amount. The student must complete these arrangements within forty-five days of the date of the College's notifying him/her of the student's overpayment status or risk losing eligibility for further federal financial assistance.







# 5

## *Student Services*

### **DIVISION OF STUDENT DEVELOPMENT**

#### ■ **Counseling**

The Department of Counseling and Communication Skills offers a complete range of counseling and referral services concerning academic and personal problems. Counseling services provide opportunities for the personal, social, and intellectual growth of students. All students are urged to acquaint themselves with the counseling services early in their college careers.

Among the services offered by the Department are vocational counseling and planning for careers. Vocational testing is available to students on request after discussion with a counselor. Counselors will also recommend appropriate methods for exploring vocational interests. Counselors also provide psychological support for individuals experiencing personal problems.

Counseling services are entirely without charge, and all meetings are confidential. Appointments may be made with the Counseling Information Office in person (Room 3140, North Hall) or by telephone (212-237-8111). Walk-in counseling is available on a first-come, first-served basis. However, appointments are encouraged for longer visits with the counseling staff.

#### ■ **Children's Center**

The Children's Center of John Jay College, Inc. enrolls children between the ages of six months and four years. The Center is open Monday through Thursday, 8:00 AM to 6:30 PM when classes are in session, fall and spring semesters, with shorter summer hours set in May of each year. The Center offers an educational program in a warm, caring, and comfortable environment. Matriculated undergraduate students have priority; graduate students and nonmatriculated students are accommodated on a space-available basis. There is a modest fee per child per semester. Further information and applications may be obtained at the Children's Center, Room 1500, North Hall (212-237-8310).

#### ■ **Evening Students Services**

Students who attend the College primarily or exclusively during the evening hours are provided with administrative, counseling, and other necessary College services. Counselors are available Tuesday and Wednesday evenings until 7:00 PM. Evening hours of the various service offices are included in the Schedule of Classes.



## ■ Health Services

The College Health Office staff supervise the immunization program required by the State of New York. Students must present evidence of vaccination against measles, mumps, and rubella in order to register for classes. Immunizations are offered for free on campus, at scheduled dates throughout the year. The Department of Health also operates a free clinic, the Fort Greene Health Center, located at 295 Flatbush Avenue Extension, Brooklyn, where measles, mumps and rubella shots are administered twice a week. The clinic opens Mondays and Fridays at 8:30 AM, with a limited supply of immunizations available. For further information, please call the Immunization Hotline at (212) 676-2273. In addition to measles, mumps and rubella, a new public health law requires that all students taking six credits or more must receive information about meningitis and return a reply form. For more information, see the Health Department's website at [www.jjay.cuny.edu](http://www.jjay.cuny.edu) (Click on "Health Office" under the heading *John Jay Students*).

The Health Office has pamphlets and brochures on a wide range of health issues; information on the CUNY-sponsored health insurance program, and an available dental plan. In case of a medical emergency, the Security Office should be notified (212-237-8888) and an ambulance will be provided (Fast Care service of St. Luke's-Roosevelt Hospital). In case of injury during travel to or from the College, or during an off-campus activity sponsored and supervised by the College, students should obtain needed medical attention. The incident should then be reported to the College Health Office (212-237-8052). The Health Officer will assist students in the completion of appropriate accident insurance claim forms and explain the limitations of the insurance policy.

Outreach activities sponsored by the Health Office take place throughout the year and include the Spring Wellness Fair, a two-day event in April with participants from both inside the College and numerous community health organizations.

The College's Health Officer is a registered nurse who, after a health assessment, can provide health counseling, low cost clinic referrals, basic first aid, blood pressure checks, and blood sugar checks. The Health Office has a separate room where students may rest if they are not feeling well. Information on child health insurance and family health insurance is also available. For further information on health services available, come to the College Health Office, Room 2308, North Hall.

## ■ Services for Students with Disabilities

John Jay College is committed to making its facilities and academic programs accessible to students with disabilities. In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, the College provides equal and readily accessible physical facilities and support services to help students with disabilities realize their academic potential.

The Office of Services for Students with Disabilities, a unit of the Division of Student Development, offers individual counseling, support groups, priority registration, orientation, special testing accommodations, tutoring, readers, note-takers, interpreters, special adaptive equipment, and other support services for students with disabilities. To obtain services or additional information, contact Mr. Matthew McGee, Room 3511, North Hall (212-237-8031).

# CAREER DEVELOPMENT SERVICES

## ■ Office of Career Advising

The Office of Career Advising equips students with the skills needed to assure their job placement readiness and provides accurate and timely information as to the requirements needed for placement into full- and part-time employment.



The Office also functions as a resource and reference service in all matters concerning student career planning.

Each December, a two-day Graduate/Professional School Career Fair is held on campus, which is attended by representatives of criminal justice and public administration agencies, private corporations, nonprofit foundations, graduate schools, and law schools. In April, the Office sponsors an annual Job Fair for all students; the Fair focuses on agencies or firms that are actively soliciting applications. Many organizations use these occasions to meet prospective employees who will have the unique educational background provided by John Jay College.

Individual and group counseling sessions that focus on the preparation of résumés, the exploration of career education, job readiness, interviewing skills, and career change are also available.

The Office of Career Advising is located in Room 3137, North Hall. For additional information, contact Mr. Thomas Doyle, Administrative Associate for the Office of Career Advising at (212)237-8755, e-mail: [tdoyle@jjay.cuny.edu](mailto:tdoyle@jjay.cuny.edu).

#### ■ **The Job Assistance Office**

The Job Assistance Office (JAO) aids students in their search for employment through various career development initiatives. The JAO provides John Jay College students with a variety of job openings for city, state, and federal agencies and private companies within the tri-state area, as well as, across the country. Interested students must present a validated John Jay College I.D. card or alumni card in order to gain access to these postings. The job listings are continually updated to provide students with accurate and current information. Every job announcement is date-stamped so students must take the initiative in a timely manner when applying for these open and competitive positions.

Moreover, through its Résumé Referral Service (RRS), the JAO offers students the opportunity to have their résumé mailed to prospective employers as the job announcements, which are received on a daily basis, come in. Students must first register with the Résumé Referral Service in Room 3138, North Hall. The RRS only accepts student résumés that have been proofread and edited by the student and approved by a Career Development Specialist. For additional information, stop by Room 3138, North Hall or call (212) 237-8754.

#### ■ **The College Opportunity to Prepare for Employment (COPE) Program**

The COPE Program is a joint initiative of The City University of New York (CUNY) and the City of New York Human Resources Administration (HRA) Office of Employment Services (OES).

The purpose of the COPE Program is to provide comprehensive support and counseling to students receiving public assistance so that they may successfully complete their college program and obtain gainful employment. To that end, program participants are offered employment counseling, job placement assistance, academic advisement, and academic success and professional development workshops. Additionally, COPE provides job placement assistance to certain student parents who are at or below 200 percent of the federal poverty level. Finally, COPE acts as a liaison between students and the following HRA agencies: the Income Support Centers, the Begin Centers, the Agency for Child Development (ACD), and OES.

For additional information, contact Ms. Heather Berridge-Manning (212- 237-8018) or stop by Rooms 3215 or 3137, North Hall.

#### ■ **The Professional Development Program (PDP)**

The Professional Development Program (PDP) is an innovative plan which has been designed to enhance the professional skills of the John Jay College student body. PDP is aimed at informing students about the proper protocol, etiquette, attire, and social skills required to succeed in the work force. Students must be supplied with this knowledge if they are to successfully compete for positions of



leadership and if they are to maintain these positions once they have been achieved. PDP's goal is to provide this guidance through small group workshops and interactive computer career preparation. All John Jay students are encouraged to register and take advantage of the services offered through this program.

PDP maintains a Computer Lab in the Career Development Services Unit (Room 3300-A North Hall). Students may walk-in to utilize the computers. PDP's computers may be used to conduct job searches via the World Wide Web. In addition, students may use them to type résumés, cover letters or any documents which are job-search related.

Each semester, PDP conducts a series of workshops. These workshops often include such topics as professional etiquette, interview skills, workplace skills, or résumé and cover letter preparation. Workshops are advertised on bulletin boards throughout John Jay, and are offered to students on a registration-only basis. For additional information regarding PDP, contact Mr. Paul Wyatt at (212) 237-8871.

#### ■ **CUNY Counseling Assistantship Program (CUNYCAP)**

CUNYCAP affords recent CUNY graduates, who have earned a baccalaureate degree the opportunity to gain valuable work experience in various student service-oriented positions throughout CUNY. Students must be enrolled in a master's degree-granting program in a CUNY or a non-CUNY school. Furthermore, students enrolled in a CUNY graduate program receive a tuition reimbursement of up to six (6) graduate credits per semester at the New York resident rate for a total of three (3) years.

CUNYCAP positions are highly competitive and involve a very selective interviewing process. Thus, students should conduct themselves accordingly on interviews, dressing professionally, having their résumé available and employing good interviewing skills. In interviewing a CUNYCAP applicant, supervisors look for the same successful job search skills as any other business or agency hiring personnel.

For additional information about CUNYCAP, contact Paul Wyatt, Room 3300A, North Hall, (212) 237-8871, [e-mail: pawyatt@jjay.cuny.edu](mailto:pawyatt@jjay.cuny.edu).

## **ACADEMIC ADVISEMENT**

Students are encouraged to consult regularly with their program director and members of the faculty regarding course and program requirements, academic progress, and plans for study in graduate and professional schools. They may also contact the Dean of Graduate Studies and Research, Room 411, Tenth Avenue Building (212-237-8623). In addition to consultation with their instructors, students are urged to utilize the advisement services listed below.

#### ■ **Law School Advising**

John Jay College students and alumni considering law school have a wide variety of services available: printed handouts, a library of current catalogs, a regularly updated bulletin board outside Room 3144, North Hall, individual or group counseling, assistance with the application process, an LSAT prep course for the June and October tests, and workshops on the LSAT writing sample. In addition, each semester the Faculty Senate sponsors a seminar with a panel of speakers including alumni who are current law students. By attending the Annual Law Forum, open houses, and other law-related events, the two law school advisors maintain an ongoing relationship with law schools.



## ACADEMIC FACILITIES AND SERVICES

### ■ Instructional Technology Support Services

Instructional Technology Support Services, located in Room 1310, North Hall, serves as the open-access computing facility for all currently enrolled undergraduate and graduate students. It supports a wide range of software applications, programming languages, tutorial software and course-related programs as well as access to the Internet and to the World Wide Web. Manuals and user documentation are available, and consultants are on-hand to provide technical assistance and to answer user questions.

The Department also supports the College's e-training program, course and departmental web pages, and is a leader in piloting new technologies for campus use. "Hands-on" workshops in software applications, WWW technology, and computer maintenance are held each semester for faculty, staff and students. A current workshop schedule may be found on the College home page at <http://www.jjay.cuny.edu> in the *Home Pages* section under "Instructional Technology Support Services."

ITSS also houses the Cisco Local Academy which provides continuing education programs in networking, security, and wireless technologies. Instructional Technology Support Services is open day and evening hours from Monday to Thursday each week and during the day on Friday and Saturday. For additional information, call (212) 237-8047 or e-mail: [itss@jjay.cuny.edu](mailto:itss@jjay.cuny.edu).

### ■ Graduate Student Center

Graduate students may utilize the Graduate Student Center, located in Room 410 of the Tenth Avenue Building, adjacent to the Office of Graduate Studies. The Center contains a lounge and a computer lab exclusively for graduate student use. The Center is open Monday to Thursday, from 8:00 AM to 9:00 PM; it is open Friday from 8:00 AM to 5:00 PM.

### ■ Bookstore

The John Jay College community is served by a campus Barnes & Noble Bookstore, located on the first floor of North Hall. In Fall 2004, it will relocate to the Westport Building (Tenth Avenue between 55th and 56th Streets). Textbooks and other readings assigned by the faculty are obtained here; used textbooks are also available. Reference books, general reading matter in hard and soft covers, and popular paperbacks may be purchased, frequently at reduced prices. Gift items, sportswear, and school supplies are also for sale.

The bookstore is open Monday through Thursday from 9:00 AM to 7:00 PM, and on Friday from 10:00 AM to 3:00 PM. During the first two weeks of each semester, hours are extended: until 9:00 PM. Monday through Thursday; until 3:00 PM on Friday; and is closed on Saturday and Sunday. During Summer Session the bookstore is open Monday through Thursday from 10:00 AM to 5:00 PM, and is closed on Friday. Hours are extended during the first week of classes.

MasterCard and VISA are accepted, as well as personal checks with the proper identification. For further information, communicate with the manager, Room 1412 North Hall (212-237-8743).

### ■ ESL Resources Center

The ESL Resources Center provides instructional support to non-native English speaking students. It offers one-on-one sessions, conferencing, Computer Assisted Language Learning (CALL) workshops, and distance learning modules. Students are requested to make appointments and sign up for these sessions. Instruction is related to English language development and for the most part, focuses on writing. Approximately sixty workshops are offered during the academic year ranging from sentence structure to preparing research papers.



The Center utilizes the expertise of professional instructors degreed in ESL who annually participate in national and international conferences.

The Center also provides testing and placement services for incoming non-native English speaking students in order to determine their level of proficiency and recommend the course students should take. Professional advice is provided to students on how to better approach the learning of academic English in a second language context.

The Center offers workshops to faculty and staff related to the techniques in teaching with language-sensitive material and a number of other areas related to teaching the linguistically diverse population of the College. Faculty may consult the Director of the ESL Resource Center for further information.

The Center is located in Room 1201, North Hall. For additional information concerning the Center, contact Dr. Nydia Flores, Director (212-237-8041) or Kate Szur, Assistant Director (212-237-8231).

### ■ Writing Center

The Writing Center provides tutoring to all undergraduate and graduate students enrolled in the College. Trained tutors work with students on an individual basis and in small groups. In addition to attending to rules of grammar, and style, the Center emphasizes such skills as formulating a thesis, organizing ideas, documenting APA style and revising a paper. State of the art computers, grammar software, and a small specialized library of books on writing are available. Students may be referred to the Center by members of the faculty, or they may arrange tutoring sessions on their own initiative. Throughout the year the Writing Center also offers a number of skill and writing oriented workshops conducted by faculty and staff. These workshops are open to all students.

The Writing Center is located in Room 2450, North Hall. For additional information, contact Professor Livia Katz, Director, Room 2450, North Hall (212-237-8659) or visit the Writing Center web page at <http://web.jjay.cuny.edu/~writing/>.

## STUDENT ACTIVITIES

The three components of student activities at the College are the Student Activities Corporation, the Student Council, and the Office of Student Activities and Campus Life.

### ■ Student Activities Corporation

The John Jay College Student Activities Corporation is composed of six students, three faculty members, three administrators, and a chairperson appointed by the President of the College. The Corporation apportions the income from the Student Activity Fee. (For the rate schedule of the Student Activity Fee, see page 19.)

### ■ Student Council

The Student Council is composed of twenty-four members: an Executive Board consisting of a president, vice president, secretary, and treasurer, and four representatives each from the graduate, senior, junior, sophomore, and freshman classes. Six Council members also serve on the Student Activities Corporation. The Student Council is responsible for disbursing the Council funds and club funds derived from the Student Activity Fee, as well as the additional funds allocated to Media/Yearbook from the budget of the Student Activities Corporation.

Student Council elections take place in the spring semester, and new officers are sworn in early in June. The Student Council election is supervised by the Student Government's Judicial Board. This Board, which consists of five student members, is appointed by the Student Council and the board of directors of the Student Activities Corporation. In addition to conducting elections, the Judicial



Board also certifies student organizations and hears charges of impeachment against Student Council officials.

A copy of the Student Government Charter is published in the Appendix of this graduate bulletin.

### ■ Office of Student Activities and Campus Life

Student activities at the College are supported by the income provided by the Student Activity Fee and are coordinated through the Office of Student Activities and Campus Life, Room 1106, North Hall (212-237-8698).

#### ***Programming***

The Student Activities Office assists campus groups in planning, developing, and organizing extracurricular activities. The programs enrich the total college experience by enabling students to meet people of diverse backgrounds and interests. Through their participation, students are encouraged to develop talents and leadership abilities while serving the College and the community.

The Student Activities Office organizes free film series, parties, day trips, fairs, and workshops. It coordinates lectures, social occasions, and cultural presentations for over thirty-eight student organizations and provides information about campus meetings and events through its weekly publication, *The Condenser*. It administers a student computer typing room, in which computers and electric typewriters are available Monday through Friday, and provides opportunities for students to attend Broadway productions and other events.

#### ***Student Clubs***

Over thirty-eight student organizations offer the College community educational, social, and recreational opportunities through a variety of meetings, films, concerts, and lectures.

Student organizations at the College include *academic clubs*: Computer Science Association, Debate Club, Dispute Resolution Club, Economics Club, Forensic Psychology Society, Forensic Science Society, Law Society, Public Administration Society, Society of Toxicology; *cultural clubs*: African Students Association, Caribbean Club, Dominican Students Association, Emerald Society, Guyanese Club, Haitian Students Society, Latino Diversity Club, Organization of Black Students; *media clubs*: LEX Review, Theatrical Players, Big Apple Broadcasting Society (WJJC); *social clubs*: AIDS Awareness Club, Bodybuilding Club, College Democrats of John Jay, Dance Troupe, Fashion Club, Fire Arms Training Society, Lambda Lesbian and Gay Student Association, Law Enforcement Training Society, Martial Arts Society, Political Awareness Club, Security Management Society, Seekers Christian Fellowship, Student Orientation Society, Student Parent Club, Voices United for God, Wellness Resource Network, Women's Awareness Club, World United Society.

The establishment of the eligibility of clubs and their governance is set forth in Section 9 of the Charter of the Student Government, a copy of which is published in the Appendix of this graduate bulletin, available through the John Jay College Office of Graduate Admissions, 445 West 59th Street, New York, New York 10019, (212) 237-8866. More information and a complete listing of all student clubs are available in the Office of Student Activities and Campus Life, Room 1106, North Hall (212-237-8698).

## **ATHLETICS, RECREATION AND INTRAMURALS**

Through the Department of Physical Education and Athletics, John Jay College offers undergraduate courses in physical fitness, health education, stress management, and several courses addressing the special physical fitness needs of law enforcement and public service students, promotes programs in varsity athletics,



recreation, and intramurals, and maintains a fully equipped cardiovascular fitness center and NCAA regulation swimming pool.

### ■ **Athletics Program**

Under the nickname “Bloodhounds,” twelve intercollegiate teams currently take the field representing John Jay College. Fall sports include men’s soccer, women’s volleyball, men’s and women’s cross country, and women’s tennis. Men’s and women’s varsity basketball, women’s varsity basketball, co-ed rifle, and women’s swimming comprise the winter sports. In the spring, sports include baseball, softball, and men’s tennis. All sports are supported by student activity fees.

The College is a Division III member of the National Collegiate Athletic Association, adheres to all its rules, and is dedicated to the principles of fair play in athletic competition and equitable treatment of men and women. Bloodhound teams compete in the City University of New York Athletic Conference (CUNYAC), the Eastern College Athletic Conference (ECAC), and the Mid-Atlantic Rifle Conference.

The Department adheres to all rules of the National Collegiate Athletic Association Division III and is dedicated to the principles of sportsmanship, ethical conduct, gender equity and nondiscrimination as outlined in the NCAA Constitution, Article 2.

Full-time undergraduate and graduate students wishing to participate in intercollegiate athletics must be in good academic standing as defined by the College and should contact the Associate Athletics Director, Room 421, Tenth Avenue Building (212-237-8395) to sign up for a team.

### ■ **Cardiovascular Fitness Center**

In the Cardiovascular Fitness Center the College offers a unique facility that is available to all students who wish to improve their physical fitness. Each participant follows an individually prescribed exercise program which is evaluated periodically. Medical clearance is required for participation. All forms and further information may be obtained from the Cardiovascular Fitness Center, Room 601, Tenth Avenue Building (212-237-8633) or online at [www.jjay.cuny.edu](http://www.jjay.cuny.edu).

### ■ **Recreation and Intramurals Program**

The recreation and intramural activities provided by the Department of Physical Education and Athletics are an integral part of life at the College. These activities are supported by student activity fees. The gymnasium, pool, racquetball courts, jogging track, and outdoor tennis court are open many hours each week for freeplay basketball, volleyball, soccer, swimming, racquetball, and tennis and are also used for a variety of intramurals competitions in those sports plus body building, power lifting, and triathlon contests.

The recreation and intramurals program is open to all members of the John Jay College student body upon presentation of a valid college ID card. For additional information, events schedules, and court reservations, visit the third floor Equipment Room in the Tenth Avenue Building, call 212-237-8367 or go online to [www.jjay.cuny.edu](http://www.jjay.cuny.edu).

*The Department of Physical Education and Athletics strongly advises all students, faculty and staff interested in athletics, recreation, intramurals, or physical education courses to have a medical checkup prior to participation. Medical clearance is required for participation in intercollegiate athletics and the Cardiovascular Fitness Center.*



## THEATER AND THE ARTS

### ■ Arts

The College offers a rich and diversified program in music and the visual arts. Concerts featuring renowned performers, exhibitions of paintings, drawings, sculpture, photography, and mixed media shown in the College galleries are among the varied presentations.

In its afternoon concert series the College has presented a diverse array of internationally known soloists, many of whom appear regularly with the Lincoln Center Chamber Music Society, the New York Philharmonic Orchestra, and the New York City Opera. Fine chamber music ensembles, such as the Annapolis Brass Quintet, the Western Wind Vocal Ensemble, and the Apollo Chamber Orchestra, have also been major features of the concert series. Musical artists have included the late jazz innovators Teddy Wilson and Zoot Sims, the Cleftones of early Rock fame, gospel singer Pearl Williams-Jones, and operatic performer Willard White.

The John Jay Gallery is committed to presenting bodies of work by artists from a wide array of cultural traditions. Some are emerging artists, others established. Shows are usually solo exhibitions one month in length. Now open twelve months of the year, the Gallery devotes December and May to exhibitions by the College's undergraduate studio art students. Exhibitions in the John Jay Gallery have included the following artists: Muhsana Ali, Cindy Ho, Anna Kuo, Despo Magoni, Richard K. Miller, Delilah Montoya, Annie Nash, Susan Newmark, Armand Ortiz, Sophie Rivera, Miriam Romais, Tara Sabharwal, Edwine Seymour, Chie Shiamura, and Mary Ting.

For information on concerts and exhibitions, contact the Department of Art, Music, and Philosophy, Room 325, Tenth Avenue Building (212-237-8325), and the Office of Student Activities and Campus Life, Room 1105, North Hall (212-237-8698).

### ■ Theater

John Jay College offers its students a variety of venues for participation in theatre and play production, as well as access to nearby Lincoln Center and the Broadway Theatre.

The theater program involving student actors dates back to the earliest days of the College. Theatrical productions with criminal justice themes, such as Kafka's *The Trial* and Sidney Kingsley's *Detective Story* have been recognized by major New York critics. Other student productions have included important plays in the world drama repertoire ranging from Greek tragedy to plays by contemporary playwrights. Among these have been *Oedipus Rex*, *The Merchant of Venice*, *Marat Sade*, *The Bald Soprano*, *Short Eyes*, *Equus*, *For Colored Girls* . . . and *Crimes of the Heart*. Such musicals as *Godspell* and Brecht's *Happy End* have drawn high praise from students and the general community. Major departmental productions are mounted in the College's state-of-the-art theater located in the Tenth Avenue Building.

In recent years the Department of Speech, Theatre and Media Studies' productions have been featured in the Kennedy Center American College Theatre Festival. Departmental shows have won accolades from Festival adjudicators and students have been invited to perform and attend workshops at regional Kennedy Center American College Theatre Festivals.

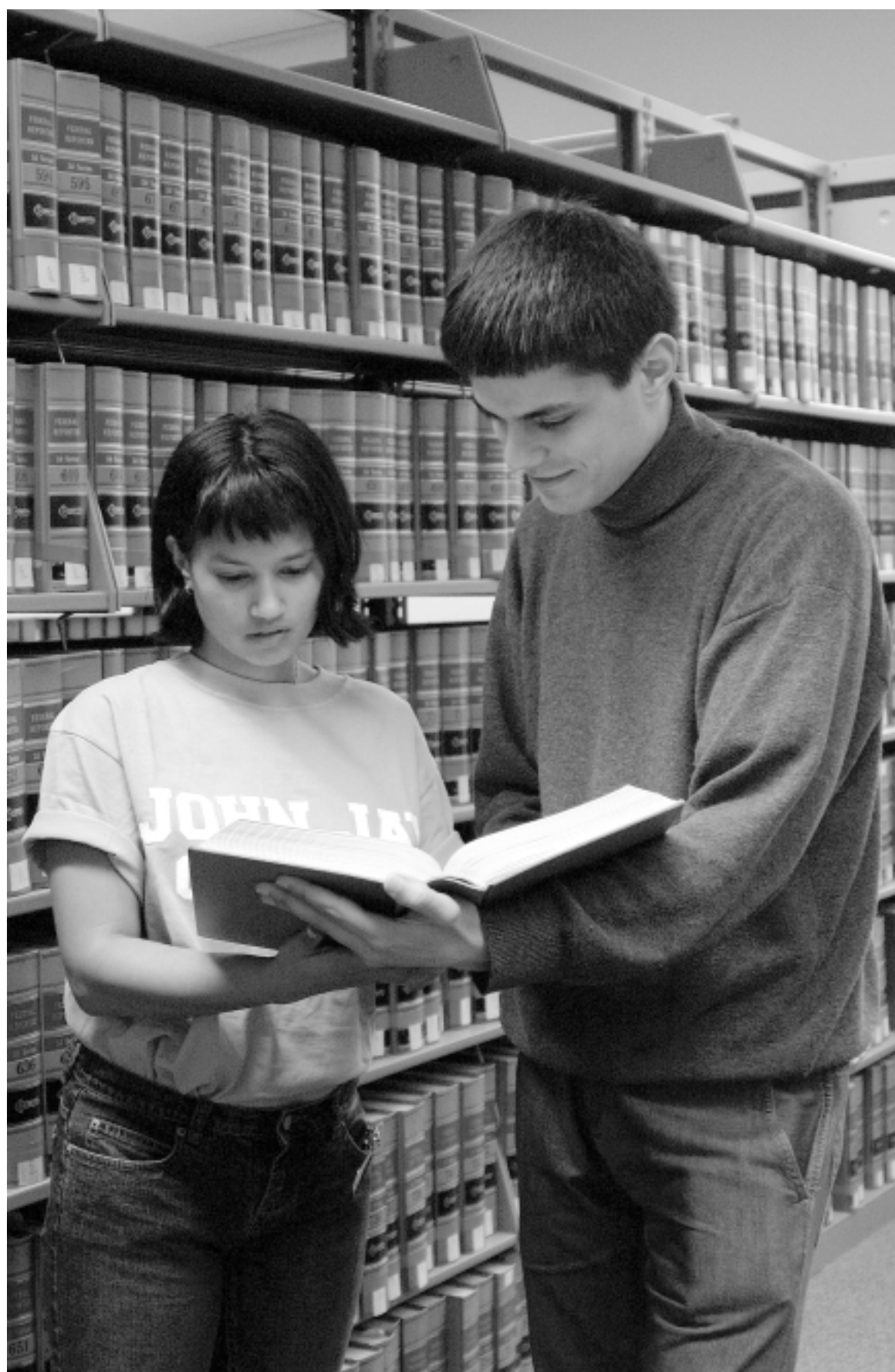
The Department of Speech, Theatre, and Media Studies is also home to the Interactive Sociodrama Ensemble which serves the college community by mounting improvised student plays dramatizing important contemporary social issues such as date rape and domestic abuse.

Many departmental productions have involved close collaboration with student clubs, the student theatrical group (John Jay Players), and Women's Studies.

Readers Theatre productions and public readings of student plays complement the major offerings, giving beginning actors more opportunities to perform.

For information on performances, contact the Department of Speech, Theatre, and Media Studies, Room 336, Tenth Avenue Building (212-237-8363).







# 6

## *Academic Standards*

### GENERAL INFORMATION

#### ■ **Student Responsibilities**

Students are responsible for fulfilling all admission, program, degree and graduation requirements. They are responsible for adhering to College deadlines, attendance dates, and rules and regulations published in this graduate bulletin. Students are also responsible for knowing and abiding by the College regulations that appear in other official publications and those posted on the bulletin board of the Office of the Registrar.

#### *Change of Address*

Students must notify the Office of the Registrar of any change of address by filing an official Change of Address form. Failure to submit this form may result in the loss or delay in delivery of important correspondence.

#### ■ **Enforcement and Appeal**

The Dean of Graduate Studies and Research is responsible for enforcing all academic rules. Appeals from enforcement of rules and regulations should be addressed to the Dean of Graduate Studies and Research.

### GENERAL REGULATIONS

#### ■ **Credit Load**

Full-time graduate students normally register for 12 credits per semester; part-time students normally take 6 credits per semester. Students employed full-time are advised to limit themselves to no more than 6 credits per semester. Students matriculated-with-conditions are expected to take 6 credits per semester. In exceptional circumstances, students may exceed or fall short of these limits with the permission of a graduate program director or the Dean of Graduate Studies and Research.

No student may register for more than 60 graduate credits during their graduate course of study at John Jay without the approval of the Dean of Graduate Studies and Research and the Dean for Admissions, Registration and Financial Services and then may only register for courses needed for graduation. In addition, no student may register for more than 15 credits in a given semester without the approval of the Dean of Graduate Studies and Research.



### ■ Time Limit

All master's degree requirements in a specific program must be completed within eight years of the date of entrance into that program. A student may refrain from matriculating for no more than four semesters within this eight-year period. Any exceptions to this rule must be based on very compelling extenuating circumstances and must be approved by the Dean of Graduate Studies and Research or the Dean for Admissions, Registration and Financial Services.

### ■ Class Attendance

Class attendance and participation are factors in assessing student performance. Faculty will advise students at the beginning of the semester of attendance requirements.

### ■ Readmission

A student in good standing, i.e., with a GPA above 3.0, who has not registered for one or more semesters is required to file an application for readmission at least one month before the beginning of the registration period. If the application is approved, the student will receive registration instructions. A readmission fee of \$10.00 is payable only by check or money order. Readmitted students may be subject to changes in curricular requirements instituted since their last term of attendance.

### ■ Maintenance of Matriculation

Students not taking courses should register to maintain matriculation (MAM 791) in order to remain on the active rolls of John Jay.

Students must register for courses, or maintain matriculation status, in the semester in which they file for and obtain their degree.

Students who fail to register for courses or for maintenance of matriculation will be required to file an Application for Readmission at least one month prior to the start of the semester for which they plan to return.

In order to comply with Board reporting and funding requirements, all maintenance of matriculation fees must be received by the end of the second week of classes.

### ■ College Policy on Plagiarism

Plagiarism is the presentation of someone else's ideas, words, or artistic, scientific, or technical work as one's own creation. Using the ideas or work of another is permissible only when the original author is identified. Paraphrasing and summarizing, as well as direct quotations, require citations to the original source.

Plagiarism may be intentional or unintentional. *Lack of dishonest intent does not necessarily absolve a student of responsibility for plagiarism.*

It is the student's responsibility to recognize the difference between statements that are common knowledge (which do not require documentation) and restatements of the ideas of others. Paraphrasing, summarizing, and direct quotation are acceptable forms of restatement, as long as the source is cited.

Students who are unsure how and when to provide documentation are advised to consult with their instructors. The Library has free guides designed to help students with problems of documentation.

### ■ College Policy on Cheating

Students are prohibited from using books, notes, and other reference materials during examinations except as specifically authorized by the instructor. Students may not copy other students' examination papers, have others take examinations for them, substitute examination booklets, submit papers written by others, or engage in other forms of academic dishonesty. An instructor who determines that such violation has occurred may follow the options stated below.



## ■ Resolving Allegations of Cheating and Plagiarism

Allegations of cheating may be referred to the Vice President for Student Development to be handled under the Student Disciplinary Procedures in Article 15 of the Bylaws of the CUNY Board of Trustees, copies of which are available in the Library. Plagiarism may be either an academic infraction or a disciplinary infraction depending on the nature of the allegation. The key factor in determining whether an allegation of plagiarism should be treated as an academic or disciplinary matter is whether resolution of the issue involves primarily a question of fact or primarily a question of professional academic judgment (i.e., a judgment involving the professor's expertise, or a subjective evaluation of the student's work product, or both). For example, whether a student did, in fact, plagiarize from another source frequently involves primarily a question of fact. In such circumstances, the matter may be referred to the Vice President for Student Development for the initiation of a disciplinary hearing.

However, the primary issue in a plagiarism case frequently is whether the ideas and/or language expressed by a student were original or were the ideas of another. In such cases, the matter is more properly characterized as academic, for which the faculty member should award a grade appropriate to the circumstances.

Sometimes, whether a question of fact or an academic judgment is at issue is not clear. When a faculty member is not certain whether a particular case of plagiarism ought to be treated as a disciplinary infraction or an academic infraction, the faculty member should consult with the Vice President for Student Development. If the Vice President determines that the matter is disciplinary, the matter will be handled as a disciplinary violation under Article 15 of the Bylaws of the Board of Trustees. If it is determined that the matter is academic, the Vice President will refer the matter back to the faculty member, and the College's established procedures in terms of grading and appeals will be followed.

In some instances of plagiarism, a faculty member may wish to impose a grade reduction penalty to a student as well as seek the imposition of one of the penalties that may be authorized only by a disciplinary committee convened pursuant to Article 15 of the Bylaws, such as disciplinary probation, long term suspension, or exclusion. Where the faculty member refers a case to the Vice President for Student Development for referral to a Judicial Committee, the faculty member must hold the grade in abeyance until the Judicial Committee has determined whether the student is guilty or innocent of the charges. After the Judicial Committee has rendered its decision, a grade that is consistent with the findings of the committee may be awarded by the faculty member.

## ■ Student Appeals in Questions of Academic Honesty

If a student has been penalized for cheating or plagiarizing, he or she has a right to appeal an academic sanction to the Dean of Graduate Studies and Research who will appoint a three-member subcommittee of the Committee on Graduate Studies to hear the appeal. Generally, such appeals are filed on the issues of whether (a) plagiarism did in fact occur; and/or (b) the imposition of such sanction is grossly disproportionate to the offense involved. A presumption strongly favoring proportionality shall attach to the appeal and the burden of proof lies with the student. In the case of the imposition of disciplinary sanctions, the appropriate rules, regulations and bylaws of the Board of Trustees concerning student discipline are followed. Appeals regarding disciplinary sanctions imposed by the Judicial Committee can be made to the President of the College.



## GRADES

### ■ Grades

Grades for courses that have been completed through the final examination are as follows:

Grade	Numerical Value	Explanation
A	4.0	Outstanding
A–	3.7	Excellent
B+	3.3	Very Good
B	3.0	Good
B–	2.7	Marginal
C+	2.3	Non Satisfactory
C	2.0	Poor
C–	1.7	Very Poor
F	0.0	Failure
P	—	Pass
IN	—	Incomplete

Please note that no grade can be eliminated from a grade point average by retaking a course.

### ■ Dismissal and Probation

Graduate students must maintain a 3.0 average. All student transcripts are reviewed after each semester. A student whose grade point average falls below 3.0 is subject to dismissal or probation. Those placed on probation should discuss their standing with their program director or the Dean of Graduate Studies and Research.

### ■ Change of Final Grade

Application for a change of grade assigned by a member of the faculty may be made at any time within one year from the end of the semester in which the course was taken. This request may be made either by the student or the instructor. The procedures outlined below apply to the change of grades of A, A–, B+, B, B–, C+, C, C–, and F.

#### ***Application for Change of Final Grade***

To appeal a final grade, a student should first meet with the faculty member to discuss the final grade. If the instructor agrees that the grade should be changed, he or she can make the change on the appropriate forms provided by the Registrar's Office. These forms must then be countersigned by the Dean of Graduate Studies and Research and returned to the Registrar's Office for entry on the student's record.

#### ***Appeal for Change of Final Grade***

In the event that the faculty member reaffirms the final grade, students who question the grade should see their program director. If this does not resolve matters, students have a right to appeal to the Dean of Graduate Studies and Research who will appoint a three-member subcommittee of the Committee on Graduate Studies to hear the appeal. The faculty member will be notified of the appeal and will be requested to respond in writing to the Committee on Graduate Studies. The appeal should include reasons for the request for change of grade and any supporting documentation. It is the responsibility of the student to provide sufficient copies of the appeal, as requested, fourteen days prior to the scheduled hearing date. The student and faculty member have the right to make a brief presentation before the subcommittee. The decision of the full subcommittee, if unanimous, is final and will be communicated in writing, by the Dean



of Graduate Studies and Research, to the student, the faculty member, the Dean for Admissions, Registration and Financial Services, and the subcommittee. If the decision is not unanimous, either party may appeal to the Committee on Graduate Studies whose decision will be final.

## ■ Grades for Courses not Completed

### ***Grade of F***

F grade is used for students who have been doing unsatisfactory work and who resign from a course after the tenth week of the semester. (For the exact date in any given semester, please see “Last Day to Resign Without Academic Penalty” in the Academic Calendar on the John Jay website: [www.jjay.cuny.edu](http://www.jjay.cuny.edu).) This grade may also be awarded for excessive absences, or for very unsatisfactory work, or for student withdrawal without official approval. The grade of F on the graduate level cannot be eliminated by retaking the course and remains permanently a part of the student’s grade point average. However, if the F grade has been received for a course which is part of the degree required program, the student must nevertheless retake the course.

### ***Grade of IN (Incomplete)***

IN is given in lieu of a grade only in exceptional circumstances for students who have been doing satisfactory work and have been unable to complete course requirements. Students who receive an Incomplete must fulfill their academic obligation within one calendar year of the end of the semester in which the grade of Incomplete is given. In extraordinary circumstances and with the approval of the Dean of Graduate Studies and Research, or the Dean for Admissions, Registration, and Financial Services the time limit may be extended one additional year. Incompletes unresolved in the above-mentioned time period become permanent entries in students’ records as an Incomplete (no-credit) and may not be changed thereafter. A maximum of three grades of Incomplete may be converted to regular grades during the course of a student’s enrollment in graduate studies at John Jay College. In rare circumstances, more than three grades of Incomplete may be converted to regular grades with the approval of the Dean of Graduate Studies and Research or the Dean for Admissions, Registration and Financial Services.

Incomplete grades which are not resolved within the above-mentioned time period become permanent incompletes. Such grades will not be counted in the student grade point average. No credit is awarded for Incompletes that have not been appropriately resolved.

*Resolving the grade of IN through make-up examinations.* The procedure outlined here is initiated when a student has received the grade of IN because of absence from a final examination.

All make-up final examinations given after the completion of the semester are processed and administered by the Office of the Registrar. The scheduled date for make-up examinations is published in the College Calendar. Students must submit applications at least two weeks prior to the examination date. Applications require the written authorization of the course instructor and must be accompanied by the required fee. Students are required to present their College I.D.’s for admission to make-up examinations.

### ***Grade of W (Withdrawal)***

This grade indicates withdrawal with permission of the Registrar while students are doing satisfactory work. Normally this can be done only through the tenth week of the semester. This withdrawal is without academic prejudice.



### ■ Pass/Fail Option

Graduate students taking undergraduate courses to remedy deficiencies, such as Statistics 250 or Psychology 311, may take them on a pass/fail basis. Application for the Pass/Fail Option must be made at the Office of the Registrar before the conclusion of the second week of classes or at the end of the first week of classes in Summer Session. Once granted, this option is irrevocable. Grades received for a Pass/Fail Option are not computed in the grade point average.

### ■ Grade Point Average

The grade point average is computed by multiplying the numerical value of grades A, A-, B+, B, B-, C+, C-, and F (see page 42) with the number of credits of each course, which yields the number of quality points. The number of quality points is then divided by the total number of accumulated credits to yield the grade point average.

## RETENTION STANDARDS

Students must maintain an overall average of B or better in their courses. If they fail to maintain a cumulative scholastic index of 3.0, they may be dismissed.

If, after completing 12 credits, matriculants-with-conditions achieve an overall average of B or better, and have met all other admissions requirements, they become matriculants and are considered degree candidates.

### ■ Graduation

#### ***Requirements***

Candidates for graduation must have all degree requirements completed by the end of the semester they plan to graduate. An Incomplete grade in a course will result in removal from the list of graduates. Students will also be barred from graduation if they have outstanding Lloyd George Sealy Library or CUNY Interlibrary fines.

#### ***Application***

An application for graduation must be filed in the Office of the Registrar according to the date listed in the Graduate Calendar. This application may be obtained in the Office of the Registrar. If the degree is not completed in that semester, a new application for graduation must be filed in the Office of the Registrar.

#### ***Diploma***

The diploma is granted only upon graduation and will not be replaced. To assure the integrity of the document, the College will under no circumstances issue a duplicate of a lost original. In the event of loss or damage to a diploma, the College will supply, upon proper documentation and the payment of a fee to cover the cost, a Certificate of Graduation to serve as a legal substitute for the original diploma.

### ■ Commencement

Participation in the annual spring commencement ceremony is accorded students who have been awarded the master's degree the previous August or February and students who are certified by the Registrar's Office to complete their degree requirements by the end of the spring semester. *Students planning to receive their degrees at the end of the summer session may not participate in the commencement held the previous spring. Rather, they may take part in the commencement held the following spring.*



# 7

## ***Honors, Awards, and Scholarships***

### **HONORS**

#### ■ **Dean's List**

To qualify for the Dean's List a graduate student must have completed 12 credits earned during one academic year (including the preceding summer) and maintained a 3.70 grade point average. For example, to be on the Dean's List in Fall 2004, course work would include Summer 2003, Fall 2003 and Spring 2004. Eligibility is coordinated through the offices of the Dean of Graduate Studies and Research, the Vice President for Student Development, and the Dean for Admissions, Registration and Financial Services. Graduate students placed on the Dean's List will have an appropriate notation made on their Permanent Record Card in the Office of the Registrar.

### **HONOR SOCIETIES**

#### ■ **Nu Gamma Sigma**

Local Chapter of Lambda Alpha Epsilon,  
The National Honorary Society for Criminal Justice

In 1980 John Jay College of Criminal Justice, under the auspices of the American Criminal Justice Association, established a chapter of Lambda Alpha Epsilon, the National Honorary Society for Criminal Justice. The Honorary Society provides students who have distinguished themselves academically at John Jay with an opportunity to expand their involvement in the criminal justice system. Selection for membership is based on the student's academic record in the junior year and thereafter. Students with a cumulative grade point average of 3.1 or higher in their junior year are eligible for selection. Membership is open to undergraduate and graduate students as well as to qualified alumni. For additional information, contact Professor Christopher Morse, Department of Law, Police Science and Criminal Justice Administration (212-237-8408).

#### ■ **Pi Alpha Alpha**

National Honorary Society for  
Public Affairs and Administration

In 1977 John Jay College, under the auspices of the National Association of



Schools of Public Affairs and Administration (NASPAA), established a chapter of Pi Alpha Alpha, the National Honorary Society for Public Affairs and Administration. The Honorary Society encourages scholarship and accomplishment among students and practitioners of public affairs and administration, promotes advancement of education and scholarship in the art and science of public affairs and administration, and fosters integrity and creative performance in the conduct of governmental and related public service operations. Selection for membership is based on the student's academic record and faculty recommendations. For additional information, contact Professor Marilyn Rubin, Director of the Master of Public Administration Program (212-237-8091).

#### ■ **Psi Chi**

National Honorary Society for Psychology

A chapter of Psi Chi was established at John Jay College of Criminal Justice in May 1974. Selection for membership is based upon the student's academic record in psychology (with a minimum of 12 credits), as well as the overall class standing. Membership is open to undergraduate and graduate students, as well as to faculty members in the Department of Psychology. For additional information, contact Professor Charles Reid, Department of Psychology (212-237-8782).

## **AWARDS**

#### ■ **The Claude E. Hawley Memorial Award**

The Claude E. Hawley Memorial Award is granted annually in memory of Claude E. Hawley, Dean of Graduate Studies (1967-69), Dean of the College (1969-71), and Vice President of the College (1971). His diversified career included his exceptional contributions to the College as a professor and administrator, as well as a holder of high office in military, government, business, educational, and national professional public administration organizations. The award is presented to the graduate student who has achieved outstanding academic distinction, as demonstrated by a master's thesis or other scholarly academic achievement.

#### ■ **The Graduate Student Service Award**

The Graduate Student Service Award is given to a graduate student who has exhibited a strong service record.

#### ■ **Jerome Metzner Graduate Award**

The Jerome Metzner Graduate Award is presented to a student for superior academic performance in the Master of Science in Forensic Science Program.

#### ■ **The Robert S. Morrow Prize**

The Robert S. Morrow Prize, in honor of Robert S. Morrow, Professor of Psychology at John Jay College from 1972 to 1982 and the first Coordinator of the Forensic Psychology Master's Degree Program, is awarded to a graduate student in Forensic Psychology who has demonstrated outstanding academic ability.

#### ■ **The Arthur Niederhoffer Memorial Fellowship**

The Arthur Niederhoffer Memorial Fellowship honors Dr. Arthur Niederhoffer, professor of sociology at John Jay College (1967-81), distinguished scholar, and author of *Behind the Shield*, a classic text in its field. It is awarded annually to one or more students enrolled in the Doctoral Program in Criminal Justice.



■ **The Elaine Noel Service Award**

The Elaine Noel Service Award is given every year to a graduating (undergraduate or graduate) student in psychology who has made a special contribution to the psychology program. The award is given in memory of Elaine Noel for her contributions during the many years she served as secretary in the Department of Psychology.

■ **The Carl M. Schreiber Memorial Award**

The Carl M. Schreiber Memorial Award is donated annually by Ms. Jennie S. Gisses, retired Associate Registrar, in memory of her brother. The award is presented to the graduating student with the highest grade point average in the Master of Public Administration Program.

## SCHOLARSHIPS

■ **Alumni Association Police Officer Scholarships**

One scholarship is given each academic year to a New York City Police Department officer who has been admitted to any one of John Jay College's master's degree programs. The award is for the full cost of tuition for two courses per semester taken over a three-year period. It is given to a deserving officer with an outstanding undergraduate record and a clear sense of purpose for using graduate education to enhance law enforcement effectiveness. For additional information, contact the Office of Graduate Studies (212-237-8423).

■ **The John A. Reisenbach Master's Scholarships**

These scholarships are given in memory of John A. Reisenbach, a young advertising executive, who was murdered in July 1990 on Jane Street in the West Village while he made a telephone call. The scholarships are for graduate students in the Master's Degree Programs in Criminal Justice, Forensic Science, or Forensic Psychology. To be eligible, students must have completed between 9 and 12 graduate credits and have attained a 3.5 grade point average. An additional requirement is a commitment to work in the New York City area after graduation to make the city a safer, more secure place. For additional information, contact the Office of Graduate Studies (212-237-8423).

■ **Counter-Terrorism Studies Graduate Scholarship**

In honor of the many John Jay College alumni who died in the September 11 attacks, the John Jay College Alumni Association has established the Counter-Terrorism Studies Graduate Scholarship. This scholarship will also support advanced academic studies that promote better understanding of terrorism, strategies for countering it, and policies for preventing it.

To be eligible, students must have completed between 12 and 18 John Jay College graduate credits by the end of the Spring 2002 semester and have attained a 3.5 graduate grade point average. Recipients will be awarded \$1000 per semester to defray the costs of two courses, until graduation. One student will be selected every academic year. For additional information, contact the John Jay College Alumni Association (212-237-8548).

■ **Research Incentive Scholarships for BA/MA Students**

Fifteen one-time awards in the amount of \$2000 will be granted to BA/MA students who have completed 120 credits with the highest grade point averages. Awards will be based on the cumulative grade point average and participation in a research project. The research project must be approved by the College IRB (original study or under the direction of a faculty member or doctoral student). The first half of the award is presented solely on academic merit and the second half of the award is presented on completion of a research project. Applications



must be returned to the Office of Scholarship Services, Room 2502, North Hall by December 15.

■ **Gary Boccia Memorial Scholarship**

This scholarship of \$500 is awarded prior to each fall semester to a forensic science major who exemplifies perseverance and dedication to the completion of his/her degree and to the pursuit of a career in forensic science. It is applicable to tuition as set by the University.

■ **Graduate Scholarship**

The purpose of the Graduate Scholarship is to encourage and support one student in each of the five graduate programs to excel academically. Students who have completed 18–24 credits with the highest grade point average and show the most academic promise will be eligible. Applicants must be full-time matriculated students and are required to write a one-paragraph statement explaining how they will use the scholarship. Applicants must also file an application, which is available in Room 2502, North Hall. One scholarship is awarded in September to a recipient in each of the five graduate programs in the amount of \$500 each.

■ **Graduate Study Research Incentive Scholarships**

Eighteen one-time research awards in the amount of \$2,000 will be granted to graduate students who have completed 18 graduate credits. Awards will be distributed based on cumulative grade point average and participation in a research project (when applicable, the research project must be approved by the College IRB) that has been approved by a faculty member. Six scholarships are awarded to students in the forensic psychology program; five to students in criminal justice; four to students in public administration; two to students in forensic science and one award to a student in the protection management program. Applications must be returned to the Office of Scholarship Services, Room 2502, North Hall by December 15th.

■ **International Student Award**

One award in the amount of \$2,000 will be presented to an international graduate student who has completed undergraduate work at John Jay College and is entering the master's program with highest grade point average. Applications must be returned to the Office of Scholarship Services, Room 2502, North Hall by December 15th.

■ **The Malcolm/King Leadership Award**

John Jay College of Criminal Justice has established the Malcolm/King Leadership Award in honor of Dr. Martin Luther King and Malcolm X. The purpose of this award in the amount of \$500–\$1,000 is to encourage graduate and undergraduate students, who are majoring in criminal justice to pursue careers in the social sciences, to engage in social activism, to strive for academic excellence and to foster an awareness of the many social issues which affect the communities in which they live, work and go to school. Graduate students must have completed 12 credits with a grade point average of 3.5. Applicants must be taking or have successfully completed three ethnic studies courses. In addition, a 350–500 word essay on a pre-selected topic is required. For more information, contact the Department of African-American Studies in Room 3225, North Hall.

■ **The Thurgood Marshall Scholarship**

The Thurgood Marshall Scholarship has been established by John Jay College and is administered by the Office of Student Activities. These scholarships have been established to encourage graduate and undergraduate students to pursue legal studies, to engage in political and legal activism, to strive for academic excellence, and to foster an awareness of the issues faced by poor and minority people in the criminal justice system. These scholarships are awarded each fall



and only registered matriculated students are eligible to apply. Graduate students must have completed 12 credits with a minimum grade point average of 3.2. In addition, applicants must have successfully completed, or are currently enrolled in at least one graduate ethnic studies course or law course concentrating on the plight of minority and or disadvantaged people in the criminal justice system. Full-time students receive \$1,000 and part-time students receive \$500 scholarship awards. Applications are available in Room 2502, North Hall.

■ **MBJ Scholarship for Students with Disabilities**

Mr. Joaquin Vasques of MBJ Food Services established this scholarship with matching funds from Student Government to encourage and recognize students who have overcome the challenges of their disabilities. Applicants must be matriculated and registered with the Office for Individuals with Disabilities. The scholarship is awarded in two installments of \$375 each at the beginning of the fall and spring semesters to one graduate student.



# 8

## *Doctoral Program in Criminal Justice*

The Doctoral Program in Criminal Justice of The City University of New York is located at John Jay College. It offers an interdisciplinary education in the fields of criminal justice, criminology and forensic science. It combines theory, empirical research, and normative analysis. Through a well-integrated core curriculum, students are rigorously trained in social science methods, research design, statistics, and information retrieval. They are also given firm grounding in criminological theory, criminal law, criminal procedure, organizational behavior, public policy analysis, and the psychology of criminal justice.

The following specializations are offered: criminology and deviance, forensic psychology, law and philosophy, and public policy and organizational behavior. Specializations can also be tailor-made with the advice of a faculty mentor.

A special program in forensic science includes courses on criminalistics, spectroscopy, toxicology, serology, and genetic-marker identification. State-of-the-art equipment is available for such training. Students specializing in forensic science also take law and policy courses given in the regular criminal justice system.

Doctoral education culminates in a dissertation in the area of a student's interest. Recent topics have included: serial murderers, money laundering, police dispatcher stress, citizen crime patrols, and parole revocation.

Faculty of the Doctoral Program in Criminal Justice represent a wide range of academic disciplines—anthropology, history, law, philosophy, political science, public administration, psychology, and sociology. The forensic science specialization is taught by professors of biology, biochemistry, and chemistry. While most classes in the program are held at John Jay College, students may also avail themselves of the vast array of faculty and courses in other related doctoral programs of The Graduate School and University Center.

The Ph.D. Program is open to full-time and part-time students, with most courses offered in the late afternoon or evening. Individuals currently employed in criminal justice and related fields are encouraged to apply.

For additional information about the Doctoral Program in Criminal Justice and application instructions, please visit the program's web page:

<http://web.jjay.cuny.edu/~crjphd>. Ms. Christina Czechowicz, the Associate Director for the Criminal Justice Ph.D. Program, may be reached at [chrisc@jjay.cuny.edu](mailto:chrisc@jjay.cuny.edu) or by telephone at (212) 237-8419.

For additional information about the Forensic Science Subprogram, please contact either Dr. Peter DeForest at [PRD4n6@aol.com](mailto:PRD4n6@aol.com) (212-237-8899) or Dr. Thomas Kubic, [tkubic@jjay.cuny.edu](mailto:tkubic@jjay.cuny.edu) (212-237-8891).



# ***Doctoral Program in Forensic Psychology***

The Doctoral Program in Forensic Psychology of The City University of New York is located at John Jay College of Criminal Justice. This is a new doctoral subprogram within CUNY's Ph.D. Program in Psychology. This program has been approved by both The City University of New York and the New York State Education Department as a licensure-eligible doctoral program.

The Doctoral Program in Forensic Psychology endorses the scientist-practitioner model of doctoral education in psychology. This model has been adopted widely by Ph.D. programs in clinical psychology nationwide. It places equal emphasis on both research training as well as clinical preparation. The program will educate students both to provide professional psychological services to and within the law enforcement field and the criminal and civil justice systems and to contribute to the development of knowledge in the field.

The educational goals of this program are derived from the scientist-practitioner model and are as follows: (1) to prepare students to develop and conduct independent research in the field of forensic psychology (2) to prepare students to assume academic positions and leading roles in forensic psychology (3) to prepare students to practice forensic psychology within and in response to the needs of the legal system, including conducting psychosocial interventions in forensic settings, performing forensic psychological assessments, and serving as consultants and experts to the courts, law enforcement, correctional agencies, and the legal system generally and (4) to provide students a critical perspective on the legal system and to enable them to develop and analyze psychologically informed public policy relevant to legal settings.

The faculty of the Doctoral Program in Forensic Psychology represent a wide range of academic disciplines, specializations, and areas of expertise within criminal and civil forensic psychology.

For additional information about the Doctoral Program in Forensic Psychology, contact Ms. Lucy Silva, Doctoral Program in Forensic Psychology, John Jay College of Criminal Justice, 445 West 59th Street, New York, New York 10019 (212-237-8434).







# 9

## *Graduate Degrees Offered*

The graduate program at John Jay consists of six degrees at the master's level—criminal justice, public administration, forensic computing, forensic psychology, forensic science, and protection management. These master's programs are designed to complement the baccalaureate program and to enhance the academic and professional body of knowledge in the criminal justice field and its areas of specialization. Each program is intended to meet the special needs of pre-career, in-career and second career students. These needs can best be met by more advanced and specialized study and, for some, experiential learning germane to the field.

The graduate program serves these same occupations which are equally concerned with improving the quality of public service, to developing effective working relationships with public, quasi public, and community agencies, and encouraging appropriate research. The graduate program has a direct involvement in developments related to public service educational needs.

### **THE MASTER OF ARTS IN CRIMINAL JUSTICE**

The Master of Arts in Criminal Justice, central to the mission of John Jay College of Criminal Justice, educates criminal justice professionals and prepares candidates for further advanced graduate work and scholarship.

The program serves four types of students:

1. those who wish to obtain a terminal master's degree as a credential for entry into the criminal justice professions;
2. those who are employed in the criminal justice system and who wish to acquire job related knowledge or broaden their perspectives;
3. those who are already employed in the criminal justice system and who seek to teach at the community college level or to obtain a post in some other area of the system;
4. those who are interested in an academic career in higher education and who wish to obtain a master's degree before entering a doctoral program.

The master's program consists of a general survey of the field with courses in research methods, the causes of crime, social control of deviant behavior, and analyses of the police, courts and correctional systems. Opportunities to take additional courses in various subareas such as drug abuse and terrorism abound.

Criminal justice, including police science, is a rapidly expanding field of academic study and professional practice. In addition to concerns about the training and development of existing personnel in the criminal justice system and its



various components, more positions are being created in the field than there are educated and trained personnel to fill them.

For information on the Doctoral Program in Criminal Justice please see page 48.

## THE MASTER OF PUBLIC ADMINISTRATION

The Master of Public Administration Program at John Jay College of Criminal Justice is a policy and management program that prepares students for public service careers in government agencies, especially in the uniformed and protective services, justice organizations, international and military organizations, and inspection and oversight agencies. The program seeks to inspire students to the highest ideals of citizenship and public service, and serves federal, state, and local agencies by developing graduates who bring to the public work force the intellectual acuity, moral commitment, and professional competence to confront the challenges of justice, public safety, and public service. The Master of Public Administration Program is accredited by the National Association of Schools of Public Affairs and Administration.

The curriculum offers students the opportunity to acquire professional and political knowledge and skills, together with consideration of ethical issues, necessary for effective public service. Concentrations are offered in the following fields: Management and Operations, Human Resources Management, Criminal Justice Policy and Administration, Court Administration, Emergency Management, Urban Affairs, and Law and Public Management.

### ■ The MPA-Inspector General Program

The traditional Master of Public Administration Program prepares students for public service *within* agencies as managers, analysts, and policy specialists. The Master of Public Administration-Inspector General Program prepares students to apply the core disciplines and perspectives of public administration from an *oversight* perspective. Graduates will be prepared for careers involving the assessment of performance of public agencies and as managers in public and not-for-profit organizations with auditing, oversight, and investigative responsibilities. The 42-credit curriculum is similar to that of the MPA Program with greater emphasis on auditing and accounting in the core curriculum and with concentrations related to inspection and oversight: Investigation and Operational Inspection, Fiscal Policy Analysis and Oversight, Organizational Performance Assessment, and Regulatory and Political Oversight.

### ■ Special Feature of Both Programs

The Master of Public Administration Programs are also offered through an extension program at the campus of the United States Military Academy at West Point which is north of the New York metropolitan area. Military personnel and their family members, as well as civilians, are eligible to attend courses at this location. For further information about this program, contact Ms. Diana Neff (845-446-5959) or Professor Diane Hartmus (212-237-8043).

## THE MASTER OF SCIENCE IN FORENSIC COMPUTING

The forensic computing program integrates criminal justice studies with computer sciences and computer forensic training. Graduates will possess the knowledge to conduct and manage forensic investigations involving digital devices and electronic crime. They will also have the knowledge to help organizations to protect computer systems. As the problems of investigating computer crime and securing computers are ever changing, graduates will be imbued with the leadership skills necessary for taking the initiative when confronted with new challenges. Graduates of the program are expected to serve as leaders in the



field, capable of training others in the latest forensic computing methods, guiding and consulting on cyber crime investigations and computer security, solving new problems as they emerge, and continually building on their existing level of expertise in order to keep their knowledge and skills current.

## **THE MASTER OF ARTS IN FORENSIC PSYCHOLOGY**

The program in forensic psychology is designed to train practitioners to provide psychological services to, and within, the criminal and civil justice systems as well as to prepare students for doctoral study in psychology. The program focuses on the understanding, evaluation, and treatment of adult and juvenile offenders, as well as the victims of crime and domestic violence. The program covers psychology and the legal system, psychology of criminal behavior, the role of the psychologist in the courtroom, psychological profiling, terrorism, and jury research. Through the curriculum students are provided with an advanced understanding of psychological development and psychopathology, personality assessment, psychotherapeutic techniques, and research methods.

For information on the Doctoral Program in Forensic Psychology please see page 49.

## **MASTER OF SCIENCE IN FORENSIC SCIENCE**

The program in forensic science is designed to provide advanced education for scientists, administrators, directors, and other professionals currently employed in crime laboratories, medical examiners' offices, and in such related areas as public safety, arson investigation, and environmental protection. The program also prepares people who are interested in entering such careers. Drawing from the areas of the biological sciences, physics, chemistry, and law, the program involves the mastery of techniques for the laboratory and the courts. The curriculum meets an urgent national need for broadly trained forensic scientists.

## **MASTER OF SCIENCE IN PROTECTION MANAGEMENT**

The Master of Science in Protection Management Program provides advanced professional education in theory, design, management, and operation of fire, security protection, and emergency management systems. Programs and procedures, and their practical application, are explored in a variety of public, commercial, and residential settings.

## **BACCALAUREATE/MASTER'S DEGREE PROGRAM**

The Baccalaureate/Master's Degree Program (BA/MA) provides academically advanced students the opportunity to simultaneously pursue the baccalaureate and master's degrees. It is available to students studying criminal justice, forensic psychology, and public administration. The number of undergraduate electives and courses in the major are reduced for BA/MA candidates thus enabling them to begin graduate courses once they have fulfilled the college general education requirements and some of the requirements of their major. Graduate courses then fulfill certain undergraduate requirements.

Students receive both the bachelor's and master's degrees upon completion of the requirements of their program. The BA/MA Program in Criminal Justice requires either 128 credits and a master's thesis, or 134 credits and the passing of a comprehensive examination. The BA/MA Programs in Forensic Psychology and Public Administration each require the completion of 134 credits. For each of these programs, the entire graduate course of study must be completed (see



program requirements below). Students who are interested in the BA/MA Program are encouraged to meet with the BA/MA Director early in their academic career.

To be eligible for admission, students must complete 60 credits (including the college general education requirements) and have earned a 3.5 or better grade point average (GPA). This is a **minimum** requirement for eligibility and does not guarantee acceptance into the program. Students are required to maintain the 3.5 GPA to remain in the BA/MA Program. Students whose GPAs fall below the 3.5 level will not be able to receive the graduate degree even if they have completed sufficient credits. Applicants must also submit a personal statement indicating why they are seeking admission, a recommendation from a faculty member, and a writing sample that is representative of their research/writing skills. Applications are reviewed each fall for spring admission and each spring for fall admission. Further application instructions are available through the BA/MA website accessed through the John Jay College Home Page ([www.jja.cuny.edu](http://www.jja.cuny.edu)).

Transfer students must first establish the 3.5 GPA, for one semester (12 credits) at John Jay College, prior to applying to the BA/MA Program. However, students transferring from colleges with an articulation agreement with John Jay College will be considered for admission to the BA/MA Program based on their GPA at the home college. The list of colleges with an articulation agreement with John Jay College is available on the BA/MA website. Updated information about the BA/MA Program will be posted periodically on the website.

■ **Combined degree program requirements:**

Baccalaureate/Master's Programs	Credits
1. M.A. in Criminal Justice	30–36 credits
B.A. in Criminal Justice	
B.S. in Criminal Justice	
B.S. in Criminal Justice Administration and Planning	
B.S. in Police Studies	
2. M.A. (Forensic Psychology)	39 credits
B.A. in Forensic Psychology	
3. M.P.A. (Public Administration)	42 credits
B.S. in Criminal Justice Administration and Planning	
B.A. in Public Administration	

For additional information, contact Professor Matthew Johnson, Director of the BA/MA Program, Room 2125, North Hall (212–237–8772),  
e-mail: [mjohnson@jjay.cuny.edu](mailto:mjohnson@jjay.cuny.edu).

**ADMINISTRATION OF THE GRADUATE PROGRAM**

The Dean of Graduate Studies and Research is the principal administrative officer of the graduate program and chairs the Committee on Graduate Studies. This committee consists of the following members: the Dean of Graduate Studies and Research, chair; the Dean of Students; the Dean for Admissions and Registration; the Graduate Program Directors; the B.A./M.A. Director; the Chief Librarian; and two graduate students appointed by the Student Council.

The Committee is responsible for establishing general policy for the graduate programs, subject to review by the College Council. The Committee has primary responsibility for admissions, curriculum, degree requirements, course



and standing matters, periodic evaluation of the graduate program, and for other areas of immediate and long-range importance to the quality and growth of graduate study. The Committee is also responsible for advising on all matters relating to graduate student honors, prizes, scholarships, and awards.

Because of their interdisciplinary character, the graduate programs are not administered by individual departments. Instead, each program is administered by a graduate program director. The directors are also the academic and professional advisors on course requirements, scholarship issues, theses problems and the selection of the thesis advisor, opportunities for advanced graduate work, and career opportunities and requirements.

Students may also seek advice, guidance, and help from the Dean of Graduate Studies and Research, Room 411, Tenth Avenue Building (212-237-8422).







## GENERAL REQUIREMENTS

### ■ Degree Requirements

An average of B (3.0 index) is required for graduation. All credits and other degree requirements must be completed within eight years. For the number of credits and specific requirements, refer to each program description.

### ■ Enrollment in Courses Outside One's Program

Graduate students are permitted to take up to two graduate courses outside their program if they receive the permission of their program director and the program director of the other program. No approval is needed if the courses in another program are listed in the graduate bulletin as appropriate options to fulfill a specialization within a student's own program.

### ■ Thesis

The option of writing a master's thesis is available in the criminal justice, forensic psychology and forensic science programs. Students in programs which offer the thesis option are required to complete a total of 30 to 39 credits, including the appropriate Prospectus Seminar 791 course, e.g., FOS 791, CRJ 791 or PSY 791. Criminal justice students must have earned a grade of at least A- in Criminal Justice 715 to be eligible for the thesis option. Permission of the instructor teaching the prospectus seminar in criminal justice or forensic psychology is required in order for a student to pursue the thesis option. Successful completion of 791 occurs when the student's prospectus has been approved and a thesis advisor has been identified. In the semester in which the thesis will be completed, students must register for MAM 791 (Thesis Preparation M/M) if they are taking no other courses. Upon completion of the approved thesis, students will be eligible to receive a master's degree.

An original and one copy of an approved thesis and a receipt from the Business Office for the binding fee shall be submitted to the Library. There is no thesis option in the MPA Program, although those who successfully complete the MPA comprehensive examination and who have at least a 3.7 average after completing all course work may also write a thesis as an honors option.

### ■ Provisions for the Thesis and Non-Thesis Options

Some programs offer a thesis option and others do not. Students who do not have a thesis option or choose not to do one are required to pursue the appropriate alternative as follows:

#### ***A. Master of Public Administration***

All students are required to take the comprehensive examination, which consists of a preliminary examination, taken following completion of PAD 700, PAD 702 and PAD 705 (within the first 15 credits of course work) and a capstone exami-



nation, which is taken following the completion of 30 credits of course work. The examination requirement is described within the bulletin section on degree requirements for the program.

***B. Master of Arts in Criminal Justice***

In the Criminal Justice Program students may choose to take the criminal justice comprehensive examination and complete 36 credits of course work.

***C. Master of Science in Forensic Computing***

For students without professional experience in law enforcement or significant organizational experience, a professional practicum (FCM 780) will serve as a capstone for the program by providing practical experience working on criminal investigations with law enforcement agencies or computer security projects with public agencies and private corporations.

***D. Master of Arts in Forensic Psychology***

In the Forensic Psychology Program students may take an externship consisting of a minimum of 400 hours in an appropriate psychological setting under the supervision of a licensed psychologist or other trained mental health professional approved by the program director.

***E. Master of Science in Forensic Science***

All students are required to write a thesis. There are no alternatives.

***F. Master of Science in Protection Management***

All students must either take a one-part comprehensive examination, composed of the core knowledge of the curriculum, to be administered twice annually, or complete PMT 752, which entails completion of a major research paper.

■ **The Comprehensive Examination**

The comprehensive examinations in criminal justice, protection management and public administration are administered twice during the academic year. Each comprehensive examination covers the core requirements of the program in which it is given. The examinations are not given during the summer semester. Procedures and grading guidelines for the comprehensive examinations are available from graduate program directors.

■ **The Criminal Justice Comprehensive Review Course**

To meet the needs of students preparing for the criminal justice examination, the Criminal Justice Program offers a one-semester, three-credit Comprehensive Review Course. The course is an elective. Students receive three credits and a grade determined by the student's score on the comprehensive examination. The Review Course is not required, but recommended. If a student fails the comprehensive examination three times, the student will not receive a degree from the program in which the student is enrolled.

■ **The Criminal Justice Comprehensive Examination for Students Without the Review Course**

Students are eligible to take the comprehensive examination if they will have completed 30 credits during the semester in which the examination is taken. Students not registered for the Comprehensive Review Course must communicate with the instructor of the Review Course at least two weeks prior to the last day of classes in order to arrange to take the comprehensive examination.

■ **Retaking the Comprehensive Examination**

A student is allowed two successive attempts at passing the comprehensive



examination. A student who has failed the examination twice may be dismissed from the program or may, at the discretion of the program director, under unusual circumstances, be permitted to take the examination a third time provided a plan of study has been approved by the appropriate graduate program director.

■ **Baccalaureate/Master’s Program and the Thesis Alternative**

BA/MA students in the Criminal Justice Program who choose to complete the alternative to the thesis requirement for their master’s degree must complete a total of 134 credits, 36 of which must be graduate credits. BA/MA students in the Public Administration Program must complete 134 credits, 42 of which must be graduate credits. BA/MA students in the Forensic Psychology Program must complete 134 credits, 39 of which must be graduate credits. (See Baccalaureate/Master’s Degree Program, pages 53–54.)

**MASTER OF ARTS IN CRIMINAL JUSTICE**

*Program Co-Directors:* Professors William Heffernan and Joshua Freilich

The course requirements for the Master of Arts in Criminal Justice are 30–36 credits, depending on whether the thesis or the alternative to the thesis is selected.

**Credits**

**CORE REQUIREMENTS**

Subtotal: 15

- Criminal Justice 710–711. Issues in Criminal Justice\*
- Criminal Justice 715. Research Design and Methods\*
- Criminal Justice 716. Using Computers in Social Research
- Criminal Justice 730. Policy Analysis in Criminal Justice

\* Students must complete Criminal Justice 710, 711, and 715 within their first 15 credits of courses.

**ELECTIVES**

Subtotal: 12–21

All students must complete the 15 core credits listed above. Each student must also take from 12 to 21 credits in elective courses (depending on whether the thesis or comprehensive examination track is followed) in order to obtain the master’s degree. Electives may be selected from any of the graduate courses offered at John Jay, subject to the approval of the graduate program director.

Students who choose the master’s thesis track must complete a total of 30 credits of course work (15 core, 12 elective, plus three for the thesis prospectus). The thesis option is only available to students who received a grade of A or A– in CRJ 715. Pursuit of the thesis also requires permission of the program director. Students who choose the comprehensive examination track must take 36 credits of course work and must pass the comprehensive examination. The Comprehensive Review Course is recommended but not required for students planning to take the examination. (If CRJ 793 is taken for credit, 18 additional credits of electives are needed. If CRJ 793 is not taken, 21 credits of electives are needed.)

**SPECIALIZATIONS**

Each student must specialize in one of eight areas by taking a total of nine credits within the specialization selected. *The specialization lists provided below are not intended to be exhaustive.* The program directors have discretion to accept courses other than those noted below in determining whether a student has satisfied the specialization requirement. Students should, however, consult with one of the program directors *before* taking a course for specialization credit



when that course has not been noted in the list of courses for the student's specialization.

Experimental courses in the 800-level series can be used to fulfill a specialization requirement with the approval of the program director. Dual specializations are permissible if the student has fulfilled the requirements of both specializations.

### **Criminology and Deviance**

Criminal Justice 701. The Sociology of Crime  
Criminal Justice 712. Sex Crimes  
Criminal Justice 713. White Collar Crime  
Criminal Justice 714. Social Aspects of Alcohol and Drug Use  
Criminal Justice 744. Terrorism and Politics  
Criminal Justice 746. Terrorism and Apocalyptic Violence  
Criminal Justice 766. Sociology of Delinquency  
Criminal Justice 769. Deviant Behavior  
Criminal Justice 770. Advanced Criminology  
Criminal Justice 772. Treatment of the Offender  
Criminal Justice 778. Victimology  
Psychology 701. Psychology of Criminal Behavior  
Psychology 704. Epidemiology of Deviant Behavior

### **Specialization in Criminal Law and Procedure**

Criminal Justice 708. Law, Evidence, and Ethics  
Criminal Justice 725. Capital Punishment  
Criminal Justice 732. United States Constitutional Law  
Criminal Justice 733. The Constitution and Criminal Justice  
Criminal Justice 734. Criminal Law  
Criminal Justice 736. Seminar in Civil Rights and Civil Liberties  
Criminal Justice 754/Public Administration 754. Investigative Techniques  
Public Administration 741. Administrative Law and Regulation  
Public Administration 760. Court Administration

### **Specialization in Police Administration**

Criminal Justice 739. Crime Mapping  
Criminal Justice 751. Crime Scene Investigation  
Criminal Justice 756. Problems in Police Administration  
Criminal Justice 757. The Police and the Community  
Criminal Justice 754/Public Administration 754. Investigative Techniques  
Criminal Justice 759. Comparative Police Administration  
Criminal Justice 760. History of Police Administration  
Criminal Justice 761. Youth Crime and Delinquency Control

### **Specialization in Correction Administration**

Criminal Justice 703. Advanced Penology  
Criminal Justice 704. Probation and Parole: Theory and Practice  
Criminal Justice 728. Problems in Contemporary Corrections  
Criminal Justice 749. Punishment and Responsibility  
Criminal Justice 761. Youth Crime and Delinquency Control

### **Specialization in Computer Applications in Criminal Justice**

Criminal Justice 720/Public Administration 720. Computer Programming for Management and Analysis  
Criminal Justice 739. Crime Mapping  
Criminal Justice 747/Public Administration 747. Computer Applications in Public Policy and Management  
Criminal Justice 750/Public Administration 750. Security of Information and Technology  
Public Administration 711. Operations Research



### **Specialization in the Study of Drug and Alcohol Abuse**

Criminal Justice 714. Social Aspects of Alcohol and Drug Use  
Criminal Justice 729. Drugs, Crime and the Criminal Justice System  
Criminal Justice 775. Evaluation and Monitoring of Alcoholism Treatment Programs  
Criminal Justice 776. Sociological Perspectives on Alcoholism  
Criminal Justice 777. Alcohol Abuse and the Family

### **Specialization in Investigative Techniques**

Criminal Justice 708. Law, Evidence and Ethics  
Criminal Justice 733. The Constitution and Criminal Justice  
Criminal Justice 739. Crime Mapping  
Criminal Justice 751. Crime Scene Investigation  
Criminal Justice 754/Public Administration 754. Investigative Techniques

### **Specialization in Juvenile Justice**

Criminal Justice 704. Probation and Parole  
Criminal Justice 729. Drugs, Crime, and the Criminal Justice System  
Criminal Justice 761. Youth Crime and Delinquency Control  
Criminal Justice 766. The Sociology of Delinquency  
Psychology 716. Psychology and Treatment of the Juvenile Offender

Total: 30–36

## **MASTER OF PUBLIC ADMINISTRATION**

*Program Director:* Professor Marilyn Rubin

### **REQUIREMENTS**

Students enrolled in the Master of Public Administration Program are required to complete 42 course credits. Students are also required to pass a preliminary examination and a capstone examination. The preliminary examination includes material associated with PAD 700, PAD 702, and PAD 705. Students are required to register for these three foundation courses within their first 15 credits of course work, and to take the preliminary examination no later than the end of the semester following completion of the three courses. The capstone examination includes material associated with PAD 715, PAD 743 and PAD 751. Students become eligible to take the capstone examination once they have taken the preliminary examination if they will have completed 30 credits by the end of the semester in which the capstone examination is taken. Both the preliminary and the capstone examinations are given twice during the academic year, once in the spring and once in the fall. Fall examinations are administered in early October; spring examinations are administered in early March.

*Additional information.* Students who enrolled for the first time at the College in September 2002 or thereafter must complete the program in the form presented here. Students who enrolled prior to that date and who have maintained matriculation, may choose the form shown here or the version of the program in place at their time of enrollment.

### **Credits**

#### **I. FOUNDATION COURSES**

Subtotal: 21

Public Administration 700. Public Administration  
Public Administration 702. Human Resources Management  
Public Administration 704. Economic Principles for Public Administration  
Public Administration 705. Organization Theory and Management



Public Administration 739. The Political Setting of Public Administration  
Public Administration 743. Public Sector Financial Management  
Public Administration 751. Concepts and Cases in Public Policy and Management

Students with an undergraduate public administration major may request a waiver of PAD 700 from the program director.

Students who have completed courses in both microeconomics and macroeconomics with a grade of B or better at the undergraduate or graduate level may request a waiver of PAD 704 from the program director.

A course cannot be used to satisfy both a foundation requirement and a specialization requirement.

## **II. RESEARCH METHODS AND QUANTITATIVE SKILLS** Subtotal: 6

The student must complete a course from each of the following two categories. A student may not use a course completed to fulfill this section to satisfy requirements in Section III, Specialization and Elective Courses.

### **Research Methods**

Public Administration 715. Research Methods in Public Administration

### **Computer Applications and Quantitative Methods**

*Select one of the following courses*

\* Public Administration 747. Computer Applications in Public Policy and Administration I

\* Public Administration 770. Computer Applications in Public Policy and Administration II

\* Public Administration 713. Management of Information and Technology

\* There is no prerequisite for either PAD 770 or for PAD 713. However, computer skills and experience are assumed for both PAD 770 and PAD 713. Students with less skill and experience are strongly advised to take PAD 747.

## **III. SPECIALIZATION AND ELECTIVE COURSES** Subtotal: 15

Students should declare their specialization upon completing 12 credits. Except where otherwise noted, students must complete three courses associated with a specific specialization and two additional elective courses selected from courses in their particular specialization or from courses in other specializations in the MPA Program or the MPA-Inspector General Program, or as approved by the program director. These two additional courses may include PAD 780 (Field Work) and PAD 800 courses as approved by the program director. Dual specializations are permissible if the student has fulfilled the requirements of both specializations. Students seeking a specialization other than those described in this bulletin should consult with the program director.

### **Management and Operations**

This concentration prepares students to assume supervisory and managerial responsibilities in operational services. The specialization has two required courses.

Public Administration 712. Management Systems and Techniques in the Public Sector *(Required)*

Public Administration 714. Organizational Performance Assessment *(Required)*

Public Administration 716. Cases in Productive Public Management

Public Administration 745. Program Development and Evaluation

Public Administration 746. Comparative Public Administration

Public Administration 748. Project Management



Public Administration 718 . International Public Policy and Administration  
Public Administration 719. Delivery Systems in Justice and Urban Services  
Public Administration 713. Management of Information and Technology  
Public Administration 770. Computer Applications in Public Policy and Administration II

### **Human Resources Management**

This concentration prepares the student to assume supervisory and administrative responsibilities involving personnel management. The specialization has two required courses.

Public Administration 703. Human Resources Management and Administrative Effectiveness (*Required*)

Public Administration 710. The Law of Public Employment (*Required*)

Public Administration 707. Advanced Issues in Human Resources Management

Public Administration 708. Labor Relations in the Public Sector

Public Administration 745. Program Development and Evaluation

Public Administration 758. Ethics for Public Administrators

Public Administration 718. International Public Policy and Administration

Public Administration 713. Management of Information and Technology

### **Criminal Justice Policy and Administration**

This concentration prepares students for responsibilities involving policy making and administration in criminal justice agencies. The specialization has two required courses. Overall, three courses, including the two required courses, must be selected from the following list. Two additional courses are to be selected from the following list or from any of the specialization courses in the MPA Program or the MPA-Inspector General Program, or from any of the courses listed under specializations in the Master of Arts Program in Criminal Justice.

Public Administration 719. Delivery Systems in Justice and Urban Services (*Required*)

Criminal Justice 730/Public Administration 730. Policy Analysis in Criminal Justice (*Required*) (*Prerequisite: PAD 715 or CRJ 715*)

Criminal Justice 704. Probation and Parole

Criminal Justice 728. Problems in Contemporary Corrections

Criminal Justice 736. Seminar in Civil Rights and Civil Liberties

Criminal Justice 741. An Economic Analysis of Crime

Criminal Justice 756. Problems in Police Administration

Criminal Justice 757. The Police and the Community

Criminal Justice 761. Youth Crime and Delinquency Control

Criminal Justice 750/Public Administration 750. Security of Information and Technology

Public Administration 745. Program Development and Evaluation

Public Administration 758. Ethics for Public Administrators

Public Administration 760. Court Administration

Public Administration 770. Computer Applications in Public Policy and Administration II

Protection Management 711. Planning and Strategy for Emergency Response

Protection Management 781. Risk Analysis and Loss Prevention

### **Court Administration**

This concentration prepares students for responsibilities involving policy making and administration in the courts. Additional materials on the specialization are available from the Specialization Coordinator.

Public Administration 760. Judicial Administration (*Required*)

Public Administration 710. The Law of Public Employment



Criminal Justice 735. Politics of the Judicial Process  
Public Administration 713. Management of Information and Technology  
Public Administration 741. Administrative Law and Regulation  
Public Administration 745. Program Development and Evaluation  
Public Administration 761. Contemporary Issues in Court Administration

Students may fulfill requirements for this specialization with up to six credits of law courses in civil and criminal procedures.

### **Emergency Management**

This concentration prepares students for careers in emergency management. The concentration is designed to emphasize technology and business continuity planning, building design issues and terrorism. The concentration has three required courses.

Protection Management 711. Introduction to Emergency Management  
*(Required)*  
Protection Management 763. Emergency Management: Preparedness and Response *(Required)*  
Protection Management 760. Emergency Management: Mitigation and Recovery *(Required)*  
Protection Management 761. Technology in Emergency Management  
Protection Management 762. Business Continuity Planning  
Protection Management 781. Risk Analysis and Loss Prevention  
Fire Protection Management 703. Analysis of Building and Fire Codes  
Fire Protection Management 712. Fire Detection and Protection Systems  
Fire Protection Management 751. Contemporary Fire Protection Issues  
Public Administration 748. Project Management

### **Urban Affairs**

Courses in this specialization are taken at the Department of Urban Affairs and Planning at Hunter College, The City University of New York. Courses should be selected in consultation with a faculty advisor from each program. The Urban Affairs courses at Hunter College cover topics such as urban development, social and economic analysis, and problem solving in urban and community settings.

### **Law and Public Management**

Courses in this specialization may be taken at CUNY Law School at Queens College, The City University of New York, or at other law schools offering comparable courses. Students must apply to, and be accepted at, law school while enrolled in the MPA Program, and complete their specialization while attending law school. Subject to the approval of the program director, 12 credits of law courses concerning legal research, civil and criminal procedure, and public institutions and the law, may be transferred for credit. Students must also pass both parts of the MPA comprehensive examinations and fulfill remaining requirements for the MPA degree. Students who have completed law school course work prior to enrollment in the MPA Program may apply to the program director to transfer up to 12 credits from law school toward this concentration.

Total: 42



# MASTER OF PUBLIC ADMINISTRATION-INSPECTOR GENERAL PROGRAM

*Program Director:* Professor Warren Benton

## REQUIREMENTS

Students enrolled in the Master of Public Administration-Inspector General Program are required to complete 42 course credits. Students are also required to pass a preliminary examination and a capstone examination. The preliminary examination includes material associated with PAD 700, PAD 702, and PAD 705. Students are required to register for these three foundation courses within their first 15 credits of course work, and to take the preliminary examination no later than the end of the semester following completion of the three courses. The capstone examination includes material associated with PAD 715, PAD 751, PAD 740 and PAD 742. Students are eligible to take the capstone examination once they have taken the preliminary examination and if they will have completed 30 credits by the end of the semester in which the capstone examination is taken. Both the preliminary and capstone examinations are given twice during the academic year, once in the spring and once in the fall. Fall examinations are administered in early October; spring examinations are administered in early March.

*Additional information.* Students who enrolled for the first time at the College in September 2002 or thereafter must complete the program in the form presented in this bulletin. Students who enrolled prior to that date and who have maintained matriculation, may choose the form shown here or the version of the program in place at their time of enrollment.

## Credits

### I. FOUNDATION COURSES

Subtotal: 21

Public Administration 700. Public Administration  
Public Administration 702. Human Resources Management  
Public Administration 705. Organization Theory and Management  
Public Administration 740. Public Sector Inspection and Oversight  
Public Administration 742. Public Sector Accounting and Auditing  
(Prerequisite: PAD 740)  
Public Administration 751. Concepts and Cases in Public Policy and Management  
Public Administration 758. Ethics for Public Administrators

Students with an undergraduate public administration major and a grade point average (GPA) of 3.0 or better may request a waiver of PAD 700 from the program director.

A course cannot be used to satisfy a foundation requirement and a specialization requirement.

### II. RESEARCH METHODS AND QUANTITATIVE SKILLS

Subtotal: 6

The student must complete a course from each of the following two categories. A student may not use a course completed to fulfill this section to satisfy Section III, Specialization and Elective Courses.

#### Research Methods

Public Administration 715. Research Methods in Public Administration

#### Computer Applications and Quantitative Methods

Criminal Justice 747/Public Administration 747. Computer Applications in Public Policy and Administration I



\* Public Administration 770. Computer Applications in Public Policy and Administration II

\* Public Administration 713. Management of Information and Technology

\* There is no course prerequisite for either PAD 770 or for PAD 713. However, computer skills and experience are assumed for both PAD 770 and PAD 713. Students with less skill and experience are strongly advised to take PAD 747.

### **III. SPECIALIZATION AND ELECTIVE COURSES**

Subtotal: 15

Students should declare their specialization upon the completion of 12 credits. Students must complete three courses associated with a specific specialization and two additional elective courses selected from courses in their particular specialization or from courses in other specializations in the MPA Program or the MPA-Inspector General Program or as approved by the program director. These two additional courses may include PAD 780 (Field Work) and PAD 800 courses as approved by the program director. Dual specializations are permissible if the student has fulfilled the requirements of both specializations.

#### **Investigation and Operational Inspection**

This concentration prepares students for responsibilities involving the investigation and inspection of individual and organization conduct and performance in public agencies, with an emphasis on fraud, waste, and abuse. The specialization has two required courses.

Criminal Justice 754/Public Administration 754. Investigative Techniques  
(*Required*)

Public Administration 701. Fraud, Abuse, Waste, and Corruption (*Required*)

Public Administration 706. Bureaupathology

Public Administration 710. The Law of Public Employment

Public Administration 745. Program Development and Evaluation

Public Administration 749. Public Sector Accounting and Auditing II

(*Prerequisite: PAD 742*)

Criminal Justice 739. Crime Mapping

Criminal Justice 751. Crime Scene Investigation

#### **Fiscal Policy Analysis and Oversight**

This concentration prepares students for professional careers in agencies responsible for fiscal oversight of public agencies and governmental jurisdictions. The concentration has one required course.

Public Administration 743. Public Sector Finance (*Required*)

Public Administration 744. Capital and Operational Budgeting

Public Administration 704. Economics for Public Administrators

Public Administration 718. International Public Policy and Administration

Public Administration 745. Program Development and Evaluation

Public Administration 770. Computer Applications in Public Policy and Administration II

Public Administration 749. Public Sector Accounting and Auditing II

(*Prerequisite: PAD 742*)

#### **Organizational Performance Assessment**

This specialization prepares students to assess and evaluate the performance of public agencies. The concentration is particularly appropriate for students interested in professional careers in performance auditing agencies. The concentration has two required courses.

Public Administration 745. Program Development and Evaluation (*Required*)

Public Administration 714. Organizational Performance Assessment (*Required*)



Public Administration 706. Bureaupathology  
 Public Administration 770. Computer Applications in Public Policy and Administration II  
 Public Administration 749. Public Sector Accounting and Auditing II  
*(Prerequisite: PAD 742)*

### **Regulatory and Political Oversight**

This specialization prepares students for professional careers associated with oversight of, and by, regulatory agencies, non-profit organizations, oversight boards, municipal councils and state legislatures. The concentration has two required courses.

Public Administration 701. Fraud, Abuse, Waste, and Corruption *(Required)*  
 Public Administration 714. Organizational Performance Assessment *(Required)*  
 Public Administration 731. Oversight by Independent, Regulatory, and Political Authorities  
 Public Administration 706. Bureaupathology  
 Public Administration 746. Comparative Public Administration  
 Public Administration 718. International Public Policy and Administration  
 Public Administration 739. The Political Setting of Public Administration  
 Public Administration 741. Administrative Law and Regulation  
 Public Administration 745. Program Development and Evaluation  
 Public Administration 749. Public Sector Accounting and Auditing II  
*(Prerequisite: PAD 742)*

Total: 42

## **MASTER OF ARTS IN FORENSIC PSYCHOLOGY**

*Program Director:* Professor James Wulach

All new matriculants in the M.A. Program in Forensic Psychology are required to complete 39 credits. This includes 36 credits of course work plus 3 credits for an externship of 400 hours or the thesis prospectus/thesis. The Forensic Psychology Program does not have a comprehensive examination.

### **Credits**

### **REQUIRED COURSES**

Subtotal: 21

Psychology 700. Psychology and the Law  
 Psychology 715. Research Design and Methods  
 Psychology 745. Psychopathology

*Select two courses:*

Psychology 751. Personality Assessment I: Intelligence and Cognition  
 Psychology 752. Personality Assessment II: Projective Techniques  
 Psychology 753. Personality Assessment III: Objective Personality Assessment

*Select one course:*

Psychology 731. Developmental Psychology  
 Psychology 741. Advanced Psychology of Personality

*Select one course:*

Psychology 760. Key Concepts in Psychotherapy  
 Psychology 761. Clinical Interviewing



## **FORENSIC PSYCHOLOGY ELECTIVES**

Subtotal: 9–15

All psychology courses numbered 800–899 also satisfy forensic psychology elective distribution requirements.

Psychology 701. Psychology of Criminal Behavior  
Psychology 703. Violence and Aggression  
Psychology 705. Psychology of the Victim  
Psychology 707/Criminal Justice 707. Treatment and Rehabilitation of the Offender  
Psychology 708. Crisis Intervention and Short-term Treatment  
Psychology 714. Psychology and Treatment of Alcoholism and Substance Abuse  
Psychology 716. Psychology and Treatment of the Juvenile Offender  
Psychology 718. Social Science Evidence in Court  
Psychology 720. Social Psychology and the Legal System  
Psychology 722. The Evaluation and Treatment of Sex Offenders  
Psychology 726. Psychology of Policing  
Psychology 727. The Psychology of Eyewitness Identification  
Psychology 729. The Psychology of Terrorism  
Psychology 730. Ethical Issues in Forensic Psychology  
Psychology 734. Criminal Psychological Assessment  
Psychology 742. Family Violence and Disputes  
Psychology 754. Psychological Evaluation, Consultation and Testimony in the Criminal Justice System  
Psychology 764. Hypnosis, Psychology and the Law  
Psychology 766. Psychological Profiling of the Homicidal Offender  
Psychology 779. Introduction to Neuropsychology  
\*Psychology 791. Forensic Psychology Prospectus Seminar

## **GENERAL PSYCHOLOGY ELECTIVES AND COGNATE COURSES\***

Subtotal: 0–6

Psychology 728. Social Psychopathology  
Psychology 731. Developmental Psychology  
Psychology 737. Descriptive and Statistical Data Analysis in Psychology  
Psychology 738. Advanced Research Methods  
Psychology 741. Advanced Psychology of Personality  
Psychology 747. The Treatment and Prevention of Childhood Psychopathology  
Psychology 760. Key Concepts in Psychotherapy  
Psychology 761. Clinical Interviewing  
Psychology 763. Behavior Modification and Learning Theory

\* Students may substitute any additional required course or forensic psychology elective for cognates. They may also substitute appropriate courses offered in any John Jay College graduate program.

In addition to the above requirements, students must complete either a master's thesis in forensic psychology or an externship (400 hours of Field Work) in forensic psychology.

## **THESIS TRACK (36 credits plus 3–credit Thesis Prospectus)**

Students who choose to complete their degree by writing a master's thesis must complete 36 credits of course work as indicated and Forensic Psychology Prospectus Seminar (PSY 791). Students must obtain approval from a full-time faculty mentor serving as a thesis sponsor and permission of the program director before enrolling in the Prospectus Seminar.

Enrollment in PSY 791 also requires an A or A– in the following three courses, except with permission of the Director of the MA Program: Research Design and Methods (PSY 715), Descriptive and Statistical Data Analysis in Psychology (PSY 737), and Advanced Research Methods (PSY 738). Students



hoping to complete the Thesis Track should enroll in Psychology 715 in their first semester, and the two additional thesis preparation courses during their second semester.

**\* EXTERNSHIP TRACK (36 credits plus 3 credits of Field Work)**  
Students who choose to complete their degree by the alternative to the thesis, the externship, must complete 36 credits of course work as indicated, plus 3 credits of Field Work in Psychology (Psychology 780).

**EXTERNSHIP/THESIS COMBINATION [39 credits including 3-credit Thesis Prospectus (Psychology 791) and 3 credits of Field Work in Psychology (Psychology 780)]**

Students may opt to do both a thesis and field work by taking Psychology 780 and Psychology 791. To do so, they must fulfill all the requirements for the thesis and take Field Work in Psychology. Psychology 791 will count as a forensic psychology elective in that case.

Total: 39

## MASTER OF SCIENCE IN FORENSIC COMPUTING

*Program Co-Directors:* Professor Samuel Graff and Professor Richard Lovely

The Master of Science in Forensic Computing provides an integrated graduate course of study in criminal justice and forensic computing. It is intended for students who have the equivalent of an undergraduate core computer science background. At a minimum, applicants for the Master of Science in Forensic Computing should have successfully completed the equivalent of the following undergraduate course work or have comparable experience: two semesters in object oriented programming, one semester in data structures (stacks, queues, linked lists and trees), one semester in algorithms (searching and sorting), one semester in operating systems fundamentals, two semesters of calculus, and one semester in calculus-based statistics and probability. Students must take the general Graduate Record Examination prior to admission. Program requirements consist of 39 credit hours, with a qualifying exam.

### Credits

#### REQUIRED COURSES

Subtotal: 15

##### Electronic Crime and Investigation

Criminal Justice 708. Law, Evidence and Ethics  
Criminal Justice 710. Issues in Criminal Justice, I  
Criminal Justice 727. Cybercriminology  
Criminal Justice 753. Investigating Cybercrime  
Criminal Justice 750/Public Administration 750. Security of Information and Technology

##### Core Computing

Subtotal: 9

Forensic Computing 700. Theoretical Foundations of Computing  
Forensic Computing 710. Architecture of Secure Operating Systems  
Forensic Computing 742. Network Security

##### Computer Forensics and Security

Subtotal: 9

Forensic Computing 740. Data Communications and Forensics Security  
Forensic Computing 745. Network Forensics  
Forensic Computing 760. Forensic Management of Digital Evidence



<b>Graduate Elective</b> <i>Select one course from any in the John Jay College graduate curriculum</i>	Subtotal: 3
<b>Capstone Seminar</b> <i>(One required)</i> Forensic Computing 780. Capstone Seminar and Field Work Forensic Computing 791. Forensic Computing Prospectus Seminar	Subtotal: 3
	Total: 39

## MASTER OF SCIENCE IN FORENSIC SCIENCE

*Program Director:* Professor Peter R. De Forest

The master's program offers the possibility of broad specialization in one of two areas of forensic science: criminalistics or forensic toxicology. Opportunities for additional specialization within these two areas are facilitated from among electives offered periodically at John Jay College or (with permission) at the CUNY Graduate School and University Center.

Program requirements consist of 30 credit hours. Core courses provide the student with the knowledge and skills required of crime laboratory analysts; elective courses, coupled with research experience, provide training in more specialized areas such as questioned documents, or forensic serology, or molecular biology.

### Credits

#### REQUIRED COURSES

<b>Criminalistics Track</b> Forensic Science 710. Advanced Criminalistics I Forensic Science 711. Advanced Criminalistics II Forensic Science 721. Advanced Instrumental Analysis I Forensic Science 722. Advanced Instrumental Analysis II Forensic Science 723. Analytical Toxicology	Subtotal: 15
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<b>Toxicology Track</b> Forensic Science 703. Forensic Pharmacology Forensic Science 710. Advanced Criminalistics I Forensic Science 721. Advanced Instrumental Analysis I Forensic Science 722. Advanced Instrumental Analysis II Forensic Science 723. Analytical Toxicology	Subtotal: 15
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<b>ELECTIVES</b> Up to 12 credits of appropriate electives from other courses in the field.	Subtotal: 12
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<b>THESIS</b> Students taking the thesis must complete Forensic Science 791: Prospectus Seminar	Subtotal: 3
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Total: 30



# MASTER OF SCIENCE IN PROTECTION MANAGEMENT

*Program Director:* Professor Peter Mameli

The Master of Science in Protection Management provides advanced professional education in the theory, design, management, and operation of fire, security, and emergency protection systems, programs, and procedures, in public, commercial, and residential settings. The program requires 36–39 credits of course work. Depending upon the work experience and educational background of the student, one course may be waived from the degree requirements. Students will specialize in fire protection, security management, or emergency management.

All students must either take a one-part comprehensive examination, composed of the core knowledge of the curriculum, to be administered twice annually, or complete PMT 752, which entails completion of a major research paper.

*Additional information.* Students who enrolled for the first time at the College in September 2002 or thereafter must complete the program in the form presented here. Students enrolled in the Fire Protection Management Program prior to that date and who have maintained matriculation may choose the version of either the Protection Management Program or the Fire Protection Management Program, in place at their time of enrollment.

## Credits

### I. REQUIRED FOUNDATION COURSES

Subtotal: 15

Protection Management 701. Introduction to Protection Management Systems  
Protection Management 711. Introduction to Emergency Management  
Protection Management 712. Theory and Design of Automated Fire Extinguishing Systems  
Protection Management 740. Safety and Security in the Built Environment  
Protection Management 781. Risk Analysis and Loss Prevention

### II. REQUIRED MANAGEMENT AND ANALYTIC COURSES

Subtotal: 12

Public Administration 702. Human Resources Management  
Public Administration 705. Organization Theory and Management  
Public Administration 744. Capital and Operational Budgeting  
Public Administration 715. Research Methods in Public Administration or Public Administration 770. Quantitative Methods for Decision Makers

### III. CONCENTRATIONS

Subtotal: 9

*Complete three courses from a selected concentration*

#### A. Security Management

*Select three courses*

Criminal Justice 750 /Public Administration 750. Security of Information and Technology  
Criminal Justice 754 /Public Administration 754. Investigative Techniques  
Protection Management 753. Theory and Design of Security Systems  
Protection Management 754. Contemporary Issues in Security Management



**B. Fire Protection Management**

*Select three courses*

Fire Protection Management 700. Introduction to Fire Protection

Fire Protection Management 703. Analysis of Building and Fire Codes

Fire Protection Management 751. Contemporary Fire Protection Issues

**C. Emergency Management**

*Select three courses*

Protection Management 760. Emergency Management: Mitigation and Recovery

Protection Management 761. Technology in Emergency Management

Protection Management 791. Emergency Management: Planning and Response

Protection Management 762. Business Continuity Planning

**IV. ELECTIVES**

Subtotal: 3

*Select one course*

Psychology 723. Communication, Persuasion, and Attitudes

Protection Management 752. Advanced Seminar in Protection Systems (by permission of instructor)

Criminal Justice 708. Law, Evidence, and Ethics

Criminal Justice 713. White Collar Crime

Criminal Justice 716. Using Computers in Social Research

Criminal Justice 747/Public Administration 747. Computer Applications in Public Policy and Management

Public Administration 741. Administrative Law and Regulation

Approved electives include all protection management courses not required under the concentration, or other courses by permission of the program director.

Total: 36–39



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## *Graduate Course Offerings*

### **NOTES:**

1. Graduate courses that are cross-listed (e.g. CRJ/PAD 754: Investigative Techniques, also listed as PAD /CRJ 754) are actually the same course.
2. STATISTICS: A knowledge of statistics is a prerequisite for CRJ 715 or PSY 715 or PAD 715, one of which is required of all M.A. and M.P.A. candidates. Graduate students without a background in statistics must either take an undergraduate statistics course at John Jay or elsewhere (pass/fail) or pass a qualifying examination administered by the program director.
3. Additional graduate courses in virtually every discipline are available to John Jay students at the other senior colleges of The City University of New York. Students should consult the graduate bulletins of the City, Hunter, Brooklyn, Queens, Baruch, and Lehman Colleges and the bulletin of the Graduate School and University Center.
4. 800-level courses are offered on an experimental basis.

The following courses are expected to be offered during the 2004–2006 academic years. However, students should note that course offerings are dependent upon sufficient student registration, availability of faculty, and financial constraints.

### **CRIMINAL JUSTICE**

#### **CRJ 701. Sociology of Crime**

Analyzes the social origins of criminal behavior and the impact of crime on society. Examines the various categories of deviant, delinquent, and criminal behaviors, and explores attempts to control such behavior socially and legally. Focuses on connections between social institutions, social problems, and illegal activities, and the response of the public to the threat of crime. 30 hours plus conferences, 3 credits. (Offered Fall 2004.)

#### **CRJ 703. Advanced Penology**

Looks at the development of ideologies pertaining to the punishment of offenders. Explores the rationales for imprisonment, including deterrence, retribution, incapacitation, and rehabilitation. Delves into alternatives to incarceration and evaluates recommendations for penal reform. Prerequisites: An undergraduate course in both criminology and penology, or permission of the instructor. 30 hours plus conferences, 3 credits. (Offered Fall 2005.)

#### **CRJ 704. Probation and Parole**

Examines the rationales for and the methods of supervising convicted offenders within communities. Considers problems arising in presentence investigations, case-load assignments, providing support ser-

vices and facilities, revocation hearings, predicting future behavior, and coordinating with other social control agencies. Prerequisite: An undergraduate course in criminology, or permission of the instructor. 30 hours plus conferences, 3 credits. (Offered Spring 2005.)

#### **CRJ 708. Law, Evidence, and Ethics**

Examines the rules of evidence followed in criminal investigation, criminal trials and administrative proceedings. Pays special attention to the methods and ethical obligations of government agents assigned to gather evidence. 30 hours plus conferences, 3 credits. (Offered fall semesters.)

#### **CRJ 710. Issues in Criminal Justice, 1st Term**

Begins an overview of the operations and problems of the criminal justice system. Examines crime statistics, the causes of crime, and other issues of concern to criminologists. Highlights the role of the courts and the legal constraints derived from the Constitution on arrest, prosecution, and conviction. 30 hours plus conferences, 3 credits. (Offered every semester.)

#### **CRJ 711. Issues in Criminal Justice, 2nd Term**

Continues the overview of the criminal justice system. Focuses on the police and other law enforcement agencies, and the process of arrest. Explores issues in corrections, especially imprisonment and alternatives to incarceration, including probation and parole. 30 hours plus conferences, 3 credits. (Offered every



semester.)

### **CRJ 712. Sex Crimes**

Develops a sociological and legal understanding of sex crimes. Addresses the theoretical explanations for sexual offending and the policies mandating treatment for offenders living in the community. Analyzes legislation related to sex offenders and the constitutional legitimacy of this legislation. Examines the difficulty in balancing rights of the offenders and rights of the community, and what forms of community protection are viable for these offenders. 30 hours plus conferences, 3 credits. (Offered Fall 2004.)

### **CRJ 713. White Collar Crime**

Employs both the social science and legal approaches to examine crime committed by corporations as well as by individuals who wear "white collars"; covers how such crimes are socially defined, who commits them, who is victimized by them, which social contexts promote them and how society responds to them. 30 hours plus conferences, 3 credits. (Offered Spring 2005.)

### **CRJ 714. Social Aspects of Alcohol and Drug Use**

Explores the social dynamics of alcohol, narcotics, and other types of drug use and abuse. Examines research into the causes, epidemiology, and effects of use and abuse. Surveys the laws controlling psychoactive substances and the strategies designed to discourage experimentation, recreational use, and addiction. Investigates the effectiveness of current prevention and treatment programs. 30 hours plus conferences, 3 credits. (Offered Fall 2005.)

### **CRJ 715. Research Design and Methods**

Presents the nature of the research process and guidelines for formulating research questions and testable hypotheses. Reviews the methods of operationalizing variables and indicators, and collecting data, including designing experiments and carrying out surveys. Explains data analysis strategies leading to a written report. Prerequisite: An undergraduate course in statistics, or its equivalent with permission of the program director. Substitution: PAD 715 with permission of the program director. 30 hours plus conferences, 3 credits. (Offered every semester.)

### **CRJ 716. Using Computers in Social Research**

Introduces the use of software programs to search for relationships and patterns in data sets, and to calculate the statistics needed to draw interpretations and conclusions in research reports. Prerequisite: Criminal Justice 715: Research Design and Methods. 30 hours plus conferences, 3 credits. (Offered every semester.)

### **CRJ 725. Capital Punishment: Legal and Social Science Perspectives**

Examines the controversies surrounding capital pun-

ishment from two different interdisciplinary perspectives. Explores major issues and areas of concern that are theoretical, philosophical, and empirical. Reviews the pro's and con's of executing offenders and re-creates the contemporary public debate for the students' benefit. 30 hours plus conferences, 3 credits. (Offered Spring 2006.)

### **CRJ 727. Cybercriminology**

An exploration of the links between computers, deviance, and social control. This will include analysis of the technological, social, and geo-political context from which cybercrime and information warfare have emerged and the nature, extent and causes of digital deviance, such as hacking and cyber-terrorism. Societal and political reactions to cybercrime are considered, as are social policy questions of privacy and freedom on the Internet. Prerequisite: Criminal Justice 710. 30 hours plus conferences, 3 credits. (Offered spring semesters and Fall 2005.)

### **CRJ 728. Problems in Contemporary Corrections**

Analyzes selected problems currently confronting corrections professionals in both institutional and community settings. Considers issues such as overcrowding, excessive costs, ineffective programs, corruption, brutality, escapes, inmate violence and uprisings, and corrections officer professionalism. 30 hours plus conferences, 3 credits. (Offered Fall 2004.)

### **CRJ 729. Drugs, Crime and the Criminal Justice System**

Focuses on the nature and scope of the relationship between drugs (including alcohol) and crime and violence, and the effect of drug legislation on the criminal justice system. Examines literature on the drugs-crime relationship and explores various approaches to collecting data. 30 hours plus conferences, 3 credits. (Offered Spring 2005.)

### **CRJ 730. Policy Analysis in Criminal Justice**

Offers an introduction to policy analysis and criminal justice planning. Explains how to assess proposals intended to solve problems encountered in policing, adjudication, and corrections. Prerequisite: Criminal Justice 715 or Public Administration 715. 30 hours plus conferences, 3 credits. (Offered every semester.)

### **CRJ 733. The Constitution and Criminal Justice**

Provides an intensive review of recent landmark Supreme Court decisions that interpret Constitutional guarantees and limit government actions. Examines problems of reconciling individual rights with societal concerns about safety and crime prevention. 30 hours plus conferences, 3 credits. (Offered Spring 2006.)

### **CRJ 734. Criminal Law**

Considers selected issues in substantive criminal law, including the bases of culpability, burdens of proof,



evidentiary standards, rationales for punishment, and defenses such as justification, insanity, and duress. 30 hours plus conferences, 3 credits. (Offered Fall 2004.)

**CRJ 736. Seminar in Civil Rights and Civil Liberties**

Analyzes the conflicting group interests which arise around issues such as freedom of speech and assembly, church-state relations, and equal treatment before the law for members of minority groups. 30 hours plus conferences, 3 credits. (Offered Spring 2005.)

**CRJ 738. Perspectives on Race and Crime in America**

Examines the controversies between race and crime in America, now and in the past. Discusses the competing definitions of race, crime, and violence. Investigates the legacy of slavery and the impact of restrictive immigration laws. 30 hours plus conferences, 3 credits. (Offered Spring 2006.)

**CRJ 739. Crime Mapping**

Explores the theory and practice of crime mapping. Demonstrates how mapping of crime patterns can assist in the explanation of crime. Illustrates how this understanding is vital for designing and implementing effective programs of crime prevention, problem solving and community policing. Discusses the major theories of criminal events which are crucial for interpreting crime patterns. Introduces state-of-the-art mapping techniques and provides experience in the use of mapping software. 30 hours plus conferences, 3 credits. (Offered Fall 2004.)

**CRJ 744. Terrorism and Politics**

Discusses the history of terrorism, especially since the French Revolution; its evolving definition and how it relates to state violence; and its protean contemporary forms. Examines topics including the attacks on the World Trade Center, Middle Eastern terrorism from the Palestinian Hamas movement and Israeli religious violence to state terrorism in countries such as Iraq; right-wing terrorism in this country (Oklahoma City); the case of Shoko Asahara's fanatical Japanese group, Aum Shinrikyo; and the specific threat of terrorists using weapons of mass destruction. Develops a global perspective in raising comparative questions about terrorism. 30 hours plus conferences, 3 credits. (Offered Fall 2004.)

**CRJ 746. Terrorism and Apocalyptic Violence**

Examines the new, apocalyptic or world-ending violence that reached American shores in its most tragic form on September 11, 2001. Discusses the history of apocalyptic movements (such as the Crusades); of violent cultic groups from the Middle Ages to the contemporary world (such as Jim Jones); of fundamentalism in the major religions of the world and how and why it so often gets connected to terrorism; and

of the way nuclear, biological, and chemical weapons have changed our psychological landscape. 30 hours plus conferences, 3 credits. (Offered Spring 2005.)

**CRJ/PAD 747. Computer Applications in Public Policy and Management**

Focuses on the role of quantitative skills in decision making and operations with substantial emphasis on the use of the computer as such a tool. Examines the impact of computers on organizations and employees. Surveys the concepts and techniques associated with computer-aided decision making and management. Presents cases that apply quantitative skills to problem-solving and policy-making. 30 hours plus conferences, 3 credits. (Offered every semester.)

**CRJ 749. Punishment and Responsibility**

Concentrates on questions of personal blame and individual, moral and legal accountability. Reviews the implications for criminal and civil liability of key concepts such as free will, voluntary action, omission, negligence, recklessness, compulsion, insanity, and excuse. Seeks guidance from penal and civil codes, judicial decisions, legal doctrines, and philosophical perspectives. 30 hours plus conferences, 3 credits. (Offered Spring 2005.)

**CRJ/PAD 750. Security of Information and Technology**

Surveys organizational responses to situations that compromise the integrity of information and technology. Reviews the legal basis for privacy and security of information and related technology. Presents methods and procedures for assessment of risk, and examines strategies for mitigation of risk involving operational procedure, software and hardware, and building systems. 30 hours plus conferences, 3 credits. (Offered every semester.)

**CRJ 751. Crime Scene Investigation**

Analyzes issues related to the investigation of crime scenes. Reviews the legal rules, derived from the Fourth Amendment and the laws of evidence, that investigators must master in order to maintain the legal integrity of the crime scene search and that of any evidence seized during the crime scene investigation. Examines, in depth, the scientific principles and procedures essential to thorough, effective handling of physical evidence at a crime scene investigation. Discusses specific types of evidence including fingerprints, firearms evidence, arson evidence, and DNA evidence. 30 hours plus conferences, 3 credits. (Offered Spring 2005.)

**CRJ 753. Investigating Cybercrime**

Study of the legal, ethical, and organizational issues, as well as investigative techniques associated with forensic computing cases. The various organizational models used in computer crime investigations and transnational cooperation are considered.



Prerequisites: Criminal Justice 708 and Criminal Justice 727. 30 hours plus conferences, 3 credits. (Offered Fall 2005.)

### **CRJ/PAD 754. Investigative Techniques**

Focuses on the discovery and documentation of corrupt practices in politics and administration. Provides an overview of the public employee's obligations and rights and of the laws and regulations governing criminal investigations. Illustrates themes with case studies of white collar crimes and scandals involving public officials. 30 hours plus conferences, 3 credits.

### **CRJ/PAD 755. Writing for Management**

Designed to develop the writing skills needed for public service and administration as well as for graduate-level seminars. Training and practice in management correspondence, proposals, directives, reports, abstracts, and job applications. 30 hours plus conferences, 3 credits. (Offered every semester.)

### **CRJ 756. Problems in Police Administration**

Considers the major issues confronting administrators of large urban police departments, such as professionalism, recruitment, selection, training, deployment, innovation, evaluation, and charges of brutality, inefficiency, and corruption. 30 hours plus conferences, 3 credits. (Offered Fall 2004.)

### **CRJ 759. Comparative Police Administration**

Compares and contrasts law enforcement in the United States with police systems in selected countries. Notes similarities and differences in administration, organization, principal functions, and objectives. Considers the nature of governmental control and oversight, and the relationship between the police and the public. 30 hours plus conferences, 3 credits. (Offered every semester.)

### **CRJ 760. History of Police Administration**

Traces the development of the police from the early 1800s up to the present. Identifies the theoretical perspectives, events, innovative leaders, court decisions, and organizations that have shaped police administration. 30 hours plus conferences, 3 credits. (Offered Spring 2006.)

### **CRJ 761. Youth Crime and Delinquency Control**

Studies the social conditions that generate delinquency and the legal practices intended to control it. Pays special attention to the interaction of the police and adolescents. 30 hours plus conferences, 3 credits. (Offered Fall 2005.)

### **CRJ 766. Sociology of Delinquency**

Reviews the role-violating and law breaking of youth by focusing on factors such as age, sex, class, and social role, and on social forces such as urbanism, socialization, bureaucratization, and inter-generational conflict. Examines recurring conflicts, includ-

ing deviance vs. conformity, rites of passage vs. individual rights, alienation vs. commitment, confrontation vs. cooptation, and passivity vs. violence. 30 hours plus conferences, 3 credits. (Offered Spring 2005.)

### **CRJ 768. Law and Society**

Examines the legal system from a sociological point of view. Looks at careers and stratification within the legal profession, the growth of bureaucratic regulations, the expanding role of the courts, and the use of law to bring about change. Compares legal systems and criminal justice operations in different societies. 30 hours plus conferences, 3 credits. (Contact program director for course frequency.)

### **CRJ 769. Deviant Behavior**

Examines the variety of ways in which deviance is defined, sustained, responded to, tolerated, controlled, and suppressed. Explores contemporary deviant subcultures centering on drug taking, sexual behavior, and gang membership. Traces tendencies towards deviance vs. conformity back to social structures, social processes, and differential law enforcement. 30 hours plus conferences, 3 credits. (Contact program director for course frequency.)

### **CRJ 770. Advanced Criminology**

Examines the historical development of criminological theories. Considers biological, psychological, and sociological explanations for illegal activities. Reviews key themes of classical, positivist and critical criminology. 30 hours plus conferences, 3 credits. (Offered Fall 2005.)

### **CRJ 778. Victimology**

Examines patterns and trends in victimization. Identifies the categories of people facing the greatest risks and assesses victim-blaming arguments invoking facilitation, precipitation, and provocation. Analyzes the handling of street crime victims by the criminal, treatment, empowerment in decision making, restitution, and compensation. 30 hours plus conferences, 3 credits. (Offered Fall 2005.)

### **CRJ 779. The Female Offender in Western Society**

Presents theories and research findings that view female criminality as a problem distinct from male criminality. Explores the treatment of female suspects, defendants, and convicts by criminal justice officials and agencies. 30 hours plus conferences, 3 credits. (Offered Fall 2004.)



**CRJ/PAD 780-781. Field Work**

Provides a supervised placement in an appropriate agency reinforced by a weekly seminar on campus. Integrates the internship experience with the discipline's literature assigned for classroom discussion. Examines the similarities and differences between internship positions at group seminars. Offers a variety of patterns of involvement, in terms of hours, location, and nature of responsibility and work. Requires 150 hours per semester, including seminar sessions. 30 hours plus conferences, 3 credits. (Offered every semester.)

**CRJ 791. Criminal Justice Thesis Prospectus Seminar**

Assists in the identification and delineation of researchable topics with suggestions for appropriate methodologies. Reviews the process of writing scholarly and research reports, library research, and documentation styles for those who have chosen the thesis option to complete the requirements for the master's degree. Leads to the development of a thesis prospectus. Prerequisite: A grade of A or A- in Criminal Justice 715 (Research Design and Methods), and permission of the program director. Upon completion of Criminal Justice 791, register for Thesis 791. 30 hours plus conferences, 3 credits. (Offered every semester.)

**CRJ 793. Comprehensive Review**

Presents a series of weekly guest faculty lecturers who review the key concepts and major areas of criminal justice. Provides the recommended (but not required) preparation for the end of the term comprehensive examination for those who have chosen the exam option to complete the requirements for the master's degree. Prerequisite: Completion of 30 credits of graduate course work. 30 hours plus conferences, 3 credits. (Offered every semester.)

**Course offerings not anticipated, 2004-2006:**

CRJ 702. Police in a Political System  
 CRJ/PSY 707. Treatment and Rehabilitation of the Offender  
 CRJ/PSY 709. Forensic Psychology and the Community Mental Health System  
 CRJ 717. Readings in Research  
 CRJ/PAD 720. Computer Programming for Management and Analysis  
 CRJ 721. Urban Anthropology  
 CRJ 722. Political Anthropology  
 CRJ 723. Anthropology and the Abnormal  
 CRJ 724. Comparative Social Organization  
 CRJ 726. The Anthropology of Law and Conflict  
 CRJ 731. Theories of Law, Order, and Justice  
 CRJ 732. United States Constitutional Law  
 CRJ 735. Politics of the Judicial Process  
 CRJ 737. Political Parties and Pressure Groups  
 CRJ 740. Discretion in the Administration of Justice

CRJ 742. Police Ethics  
 CRJ/PSY 743. Culture and Personality  
 CRJ 745. The Legal Aspects of Undercover Activity  
 CRJ 748. Philosophy of Law  
 CRJ 749. Punishment and Responsibility  
 CRJ 757. The Police and the Community  
 CRJ 762. Modern Sociological Ideas  
 CRJ 763. Public Sector Bureaucracies  
 CRJ 764. Intergroup Relations  
 CRJ 765. Social Movements: Revolution and Terrorism  
 CRJ 767. The Urban Community  
 CRJ 771. Problems of Criminal Justice  
 CRJ 772. Treatment of the Offender  
 CRJ. 773. Dispute Resolution: Critical Issues  
 CRJ 774. Immigration and Crime  
 CRJ 775. Evaluation and Monitoring of Alcoholism Treatment Programs  
 CRJ 776. Sociological Perspectives on Alcoholism  
 CRJ 777. Alcohol Abuse and the Family

**FORENSIC COMPUTING****FCM 700. Theoretical Foundations of Computing Security**

The theoretical foundations of computing and systems analysis are discussed. Topics include combinatorial and counting methods, graph theory, recurrence relations, theory of computation, and complexity analysis. Examples concerning the modeling and analysis of networks, routing protocols, scheduling problems, and algorithm and software complexity are used to illustrate the principles involved. Prerequisites: Mathematics 241-242, Mathematics 271-272, Mathematics 373, Mathematics 375, and Mathematics 377 or the equivalent. 30 hours plus conferences, 3 credits. (Offered fall semesters.)

**FCM 710. Architecture of Secure Operating Systems**

The design, implementation and administration of modern operating systems are reviewed. Topics covered include concurrent execution, process and memory management, local and networked file systems. Security models, access control mechanisms and security enhanced versions of current operating systems are discussed. Prerequisites: Mathematics 241-242, Mathematics 271-272, Mathematics 373, Mathematics 375, Mathematics 377 or the equivalent. 30 hours plus conferences, 3 credits. (Offered spring semesters.)

**FCM 740. Data Communications and Forensic Security**

Study of the problems of securing, monitoring, and investigating the content of private data communications. Issues considered include such topics as securing and monitoring private data exchanges over the



Internet or between systems, vulnerabilities of communications protocols and media, cryptography, and steganography. Prerequisites: Forensic Computing 700, Forensic Computing 710, and Forensic Computing 742. 30 hours plus conferences, 3 credits. (Offered Spring 2006.)

#### **FCM 742. Network Security**

Fundamentals of computer networks and distributed processing. Network security policy, risk assessment and management, and protocols for secure network infrastructures are emphasized. Prerequisites: Mathematics 241–242, Mathematics 271–272, Mathematics 373, Mathematics 375, Mathematics 377 or the equivalent. 30 hours plus conferences, 3 credits. (Offered fall semesters.)

#### **FCM 745. Network Forensics**

Concerns the forensic security issues related to access to data stored on computer systems and the transmission of data between systems. Topics include detecting and monitoring intrusions of networks and systems, authentication protocols, viruses and worms, and management of intrusion response teams. The course includes laboratory work such as attack and defend exercises. Prerequisites: Forensic Computing 700, Forensic Computing 710, and Forensic Computing 742. 30 hours plus conferences, 3 credits. (Offered Fall 2005.)

#### **FCM 760. Forensic Management of Digital Evidence**

Students are introduced to information systems used in forensic computing and the methods for analyzing the information exposed by these systems. Emphasis will be on technology permitting the retrieval, preservation, and analysis of computer data which might be used in potential legal cases. Among the topics studied are evidence collection and preservation, data copying, data warehousing and data mining, probability and statistics method, classification, prediction, and cluster analysis. Prerequisites: Forensic Computing 700, Forensic Computing 710 and Forensic Computing 745. 30 hours plus conferences, 3 credits. (Offered spring semesters.)

#### **FCM 780. Capstone Seminar and Field Work**

Supervised field work on a forensic computing case or a computer security problem, sometimes with the participation of program faculty. The field work is complemented with a biweekly seminar corporate partner of the graduate program. Students are assigned to work with either an agency or corporate partner of the graduate program. Prerequisites: Successful completion of Criminal Justice 753, Forensic Computing 760, and the forensic computing qualifying examination. 200 hours per semester with biweekly seminar, 3 credits. (Offered Spring 2006.)

#### **FCM 791. Forensic Computing Prospectus Seminar**

Assists in the identification and delineation of researchable topics. Provides an introduction to scholarly and research report writing, library research, and documentation styles and techniques. Development

by the end of the semester of a thesis prospectus. Prerequisite: Permission of the program director. 30 hours plus conferences, 3 credits. (Offered Fall 2005.)

## **FORENSIC SCIENCE**

#### **FOS 703. Forensic Pharmacology**

Basic principles of pharmacology and toxicology of prescription drugs and common drugs of abuse such as antidepressants, stimulants, sedative hypnotics, narcotics, marijuana, cocaine, as well as, chemicals such as alcohol, carbon monoxide, cyanide, and designer drugs. Analysis of these drugs and chemicals in a variety of biological specimens to determine the extent of overdose or the cause of death using methods such as chromatography, spectrophotometry, fluorimetry, and immunoassays. Prerequisites: course work necessary for admission to Master of Science in Forensic Science Program. 2 hours lecture, 5 hours laboratory per week, 3 credits. (Offered fall semesters.)

#### **FOS 710. Advanced Criminalistics I**

A review of the fundamental techniques used in the analysis and evaluation of physical evidence; microtechniques and special subjects of topical interest. 2 hours lecture, 3 hours laboratory per week, 3 credits. (Offered fall semesters.)

#### **FOS 711. Advanced Criminalistics II**

Concepts and techniques in the analysis of biological evidence using noninstrumental methods. Prerequisite: Forensic Science 710. 2 hours lecture, 3 hours laboratory per week, 3 credits. (Offered spring semesters.)

#### **FOS 721. Advanced Instrumental Analysis I**

An introduction to the use of chemical instrumentation spectrophotometric techniques to the analyses of physical evidence materials of forensic import. The course includes lectures and problem sessions and has a critical portion of laboratory sessions. At the conclusion of the course, the successful student will understand the fundamental use and operation of certain types of chemical instrumentation and their application to forensic analytic problems. He will also be able to choose the proper technique to successfully analyze a material and increase his knowledge and understanding of the analytical approach and interpretation of quantitative data. The lectures include the descriptions of various instruments including their designs, theory of operation and the fundamental science on which they are based. Applications of these instruments to forensic samples will be discussed. This course is concentrated on electronic and vibrational spectra, although other instrumentation topics will be covered. 2 hours lecture, 3 hours laboratory per week, 3 credits. (Offered fall semesters.)



### **FOS 722. Advanced Instrumental Analysis II**

An introduction to the use of chemical instrumentation separation techniques to the analyses of physical evidence materials of forensic import. The course includes lectures and problem sessions and has a critical portion of laboratory sessions. The lectures include the descriptions of various instruments including their designs, the theory of operations and the fundamental science on which they are based. Applications of these instruments to forensic samples will be discussed. This course is concentrated on chromatography and other separation techniques. 2 hours lecture, 3 hours laboratory per week, 3 credits. (Offered spring semesters.)

### **FOS 723. Analytical Toxicology**

Biochemical activity of poisons and drugs. Identification of barbiturates, alkaloids, amphetamines, tranquilizers, and other drugs of forensic interest. Isolation of the above drugs from organic fluids and tissues. Prerequisites: Forensic Science 710 and Forensic Science 721 or permission of the instructor. 2 hours lecture, 3 hours laboratory per week, 3 credits. (Offered every semester.)

### **FOS 730. Molecular Biology for Forensic Scientists**

Many advances in molecular biology have taken place in recent years. Analytical procedures used to study DNA have been developed for genetic research, clinical studies, and for use in paternity determinations. Topics covered in this course will include a review of the molecular organization of cells, basic genetic mechanisms and control of gene expression, DNA structure, replication, transcription and translation, transposons, retroviruses, gene regulation in development, restriction endonucleases and their function in recombinant DNA and forensic applications. 30 hours plus conferences, 3 credits. (Offered every semester.)

### **FOS 780-781. Field Work in Forensic Science**

Supervised field work experience in appropriate institutional setting. A variety of patterns of involvement is available, varying in terms of hours of work, location, nature of assignment, etc. 400 hours per semester, including weekly seminar. 3 credits per semester. (Offered every semester.)

### **FOS 791. Forensic Science Prospectus Seminar**

Introduction to scholarly and research report writing, library research, and documentation styles and techniques. Development by the end of the semester of a thesis prospectus. Students who intend to complete their degree requirements by writing a thesis should register for MAM 791 upon completion of this course. Prerequisite: Permission of the program director. 3 credits. (Offered every semester.)

### **Course offerings not anticipated, 2004-2006:**

FOS 702. Computers in Analytical Chemistry  
FOS 713. Industrial and Environmental Toxicology  
FOS 750. Immunology  
FOS 751. Advanced Problems in Forensic Immunology  
FOS 792-793. Forensic Science Laboratory Research Tutorial I and II

## **PROTECTION MANAGEMENT**

### **FPM 700. Introduction to Fire Protection**

This course will focus on developing basic fire protection and suppression concepts. Students will examine the principles instrumental in providing safety from fire in a structural and nonstructural environment. This course will focus on the nation's fire problems, human behavior at fires, laws regulating fire safety, the nature of fuels, fire extinguishing agents and hazards. 30 hours plus conferences, 3 credits. (Offered fall semesters.)

### **FPM 703. Analysis of Building and Fire Codes**

An examination of the purpose, origin, and enforcement of building codes in various sections of our country. Zoning regulations, appeal procedures, and local laws applicable to building codes and their impact on fire protection will be reviewed. This course is intended to enable a manager in a state or municipal agency to understand the process of code development and enforcement as well as estimate the cost and time required to develop, implement, and enforce a building code. For those in the private sector, the course will provide an understanding of the background and purpose of codes necessary in the planning, construction, and management of commercial and industrial properties. 30 hours plus conferences, 3 credits. (Offered spring semesters.)

### **FPM 712. Theory and Design of Automated Fire Extinguishing Systems**

Introduces the theory and design of automated fire extinguishing systems and their role in the detection and suppression of smoke and fire. Examines the interaction between such systems and building codes and construction technologies. 30 hours plus conferences, 3 credits. (Offered every semester.)

### **FPM 751. Contemporary Fire Protection Issues**

This course will focus on developing skills in the management of fire protection, suppression, and prevention. Students will be afforded the opportunity to analyze fire protection problems that develop as a result of living in a technologically complex environment. The course specifically addresses current fire protection management developments, needs, and issues. 30 hours plus conferences, 3 credits. (Offered spring semesters.)



**PMT 701. Protection Management Systems**

Develops and integrates theory and principles common to the design and implementation of systems—broadly defined—for the protection of people and property in public, commercial and residential settings from loss associated with fire, casualty, disruption and crime. Reviews and integrates the historical, theoretical, managerial, and technological bases for the fields associated with protection management: security management and fire protection management. Reviews security design issues and technologies applicable to structural and nonstructural environments. Examines alternative roles and structures for protection management in public, private, and independent sector organizations, and their relationships to law enforcement organizations. 30 hours plus conferences, 3 credits. (Offered fall semesters.)

**PMT 711. Introduction to Emergency Management**

Examines the theory and practice of strategic and operational planning for emergency response. Reviews the principles associated with evaluation of risk and the formulation of prevention programs. Identifies the issues and policy responses necessary to achieve coordination of agencies and collaboration with appropriate private resources. Cases and scenarios will be examined to apply these concepts in practice. 30 hours plus conferences, 3 credits. (Offered every semester.)

**PMT 740. Safety and Security in the Built Environment**

Reviews the concepts and technologies associated with building systems, the requirements imposed on designs and systems by national, regional, and local building codes. Introduces the principal technologies associated with alarm, detection, and communication systems, and their applications to promote security and safety in buildings, and reviews the elements of operations plans to implement and maintain such systems. 30 hours plus conferences, 3 credits. (Offered every semester.)

**PMT 753. Theory and Design of Security Systems**

Examines the theory, research literature, and professional practice associated with the design and implementation of security procedures, programs and systems. Reviews methods and techniques associated with communication and surveillance, supervision and control of movement, and operational surveillance and supervision of environments. Emphasizes the development of plans and operational programs based on the comprehensive assessment of risk, including the design of operational procedures and appropriate training of staff. Examines law enforcement implications of security systems. 30 hours plus conferences, 3 credits. (Offered every semester.)

**PMT 754. Contemporary Issues in Security Management**

Examines contemporary security risks and explores theoretical, technological and operational responses in public, commercial and residential settings. Emphasizes current research from situational crime prevention. Analyzes cases from a perspective that integrates security management with related managerial operations. Students will develop skills in risk assessment and problem identification, and in the formulation and analysis of appropriate responses. Prerequisite: Protection Management 753. 30 hours plus conferences, 3 credits. (Offered every semester.)

**PMT 760. Emergency Management: Mitigation and Recovery**

This course is an investigation of existing organizations and evolving organizations and their initiatives to improve disaster mitigation and recovery in the public and private sectors. This course examines the role of international and national organizations in accomplishing disaster mitigation and recovery operations. Review of case studies of emergency management mitigation and recovery to reveal successes and lessons for future events are undertaken. The course will also describe Presidential disaster declarations from a U.S. perspective and discuss examples of losses avoided through community mitigation efforts. Impacts of recovery regimes will also be explored at the organizational and community level. Prerequisite: Protection Management 711. 30 hours plus conferences, 3 credits. (Offered fall semesters.)

**PMT 761. Technology and Emergency Management**

This course will explore the role of technology in organizational and community emergency management. As technology develops in the areas of computers and communications, new means for informing emergency management practice emerge. Specific objectives of this course are to document the extent and nature of technology and its use in emergency management; demonstrate technology applications; examine problems in the implementation of technology in emergency management; and clarify strategies for addressing issues and problems in emergency management. The course will review and assess key technologies through a combination of case studies, directed research, and hands-on application. Prerequisite: Protection Management 711. 30 hours plus conferences, 3 credits. (Offered spring semesters.)

**PMT 762. Emergency Management: Business Continuity Planning**

Introduces the theory of business continuity planning. The course will discuss the development of plans and their essential components. Emphasis is on identification and implementation of the appropriate



recovery organization, goals, objectives, and strategies in the organizational environment. The course will include exercises on development of business continuity plans, case studies of successful plans, and coordination of plans with local government response organizations. Software resources will be considered to plan and manage the continuity process. Prerequisite: Protection Management 711. 30 hours plus conferences, 3 credits. (Offered spring semesters.)

### **PMT 781. Risk Analysis and Loss Prevention**

Introduces the theory and practice of risk management, as applied to the security and safety of persons and property. Examines the management of risk associated with a range of conditions and events, including fire, building systems, crime and terrorism, security deficiencies, worker safety, hazardous and toxic materials, disasters and emergencies. Considers analytical software applications in the risk analysis process. 30 hours plus conferences, 3 credits. (Offered fall semesters.)

### **PMT 792. Emergency Management: Planning and Response**

This course will focus on the concepts of disaster planning and response from a governmental perspective. The organizational aspects of emergency management and its position within local government will be discussed from both national and local perspectives. The principles of risk identification and communication, management and coordination of resources, and public education will be examined. Attention will also be paid to planning and exercises involving public and private resources. Information technology will be explored to assess risks and plan for warning and response needs. Prerequisite: Protection Management 711. 30 hours plus conferences, 3 credits. (Offered fall semesters.)

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## **PSYCHOLOGY**

### **PSY 700. Psychology and the Law**

Reviews the various areas, and ways, in which psychology interacts with the law and, in particular, the criminal justice system. Explores topics such as psychological and psychiatric testimony; civil commitment; the rights of mental patients; competency to stand trial; the insanity defense; the antisocial personality; child custody disputes and determinations; the psychology of the courtroom; and legal rules and regulations governing the practice of psychology. Considers the utility and the limitations of psychological expertise in relation to the legal system. 30 hours plus conferences, 3 credits. (Offered every semester.)

### **PSY 701. Psychology of Criminal Behavior**

Focuses on the major psychological theories of criminal

and aggressive behavior. Viewpoints from cognitive, psychodynamic, psychoanalytic, behavioral, social learning, descriptive and developmental psychologists are discussed and compared with current psychodiagnostic classification systems. Case examples are used to illustrate the various theories. If time permits, selected specialized topics may be considered including alcohol and crime; sex crimes; juvenile delinquency; and women and crime. Suggested prerequisite: Psychology 745. 30 hours plus conferences, 3 credits. (Offered every semester.)

### **PSY 703. Violence and Aggression**

Critical evaluation and examination of violence and aggression, their origins and determinants, and their impact on the individual and society. Application to the field of forensic psychology will be emphasized through the liberal use of clinical and research material. 30 hours plus conferences, 3 credits. (Offered every semester.)

### **PSY 705. Psychology of the Victim**

Presents an intensive study, both theoretical and clinical, of the victim. Concentrates on community attitudes towards victims, the interaction of the victim with the criminal justice system, and programs for psychological rehabilitation of the victim. 30 hours plus conferences, 3 credits. (Offered every semester.)

### **PSY/CRJ 707. Treatment and Rehabilitation of the Offender**

Reviews the wide gamut of approaches to the treatment and rehabilitation of offenders in the context of the various goals of offender dispositions. Surveys the contexts of offender treatment through the criminal justice system, with particular emphasis on prisons, jails, halfway houses, and special treatment programs. Debates issues such as mandatory versus voluntary treatment, confidentiality, and the agency and the individual as client. Reviews the range of therapeutic and other interventions utilized in dealing with offender populations, with attention to evaluations of their effectiveness. 30 hours plus conferences, 3 credits. (Offered every semester.)

### **PSY 708. Crisis Intervention and Short-term Treatment**

Considers crisis intervention as a system for dealing with emotional upheavals with particular application to such police problems as dealing with family disputes, suicides, hostage situations, and conflicts of police personnel. Approaches to short-term psychotherapy utilize case studies and field trips, as appropriate. Prerequisite: Psychology 745 is recommended. 30 hours plus conferences, 3 credits. (Offered every semester.)

### **PSY 714. Psychology and Treatment of Alcoholism and Substance Abuse**

Examines psychotherapeutic principles for treating



alcoholism and substance abuse. Techniques for assessment are outlined. Current treatment models are reviewed. The special issues of psychotherapy for alcoholics and substance abusers, including transference/countertransference problems, forming the treatment alliance, and concurrent psychiatric illness are the major topics of the course. 30 hours plus conferences, 3 credits. (Offered every semester.)

#### **PSY 715. Research Design and Methods**

Presents the nature of the research process and guidelines for formulating researchable questions and testable hypotheses. Reviews the methods of operationalizing variables and indicators, and collecting data, including designing experiments and carrying out surveys. Explains data analysis strategies leading to a written report. Prerequisite: An undergraduate course in statistics, or its equivalent with permission of the program director. 30 hours plus conferences, 3 credits. (Offered every semester.)

#### **PSY 716. Psychology and Treatment of the Juvenile Offender**

Addresses the psychological factors leading to the causes, assessment, classification, and treatment of juvenile delinquency. Examines both psychodynamic and developmental approaches, emphasizing neurotic, constitutional and psychopathological factors contributing to delinquency. Reviews the major psychological treatment approaches, with relevant case studies presented for illustrative detail. Analyzes legal and institutional responses to juvenile crime from the perspective of learning theory and developmental psychology. Discusses the role of the psychologist in the juvenile justice system. 30 hours plus conferences, 3 credits. (Offered every semester.)

#### **PSY 718. Social Science Evidence in Court**

This course will focus on the ways in which social science information is being used in court. The course will examine the empirical issues raised in criminal law, tort law, trademark law, etc. The use, misuse, and nonuse of social science information in court will be considered. 30 hours plus conferences, 3 credits. (Offered Fall 2005.)

#### **PSY 720. Social Psychology and the Legal System**

Applies social psychological knowledge to the criminal and civil justice systems. Places special focus on topics such as social psychology of justice institutions, environmental psychology, socialization into roles and identity, collective behavior, research on juries, attitude formation and change, and criminal identification. 30 hours plus conferences, 3 credits. (Offered every semester.)

#### **PSY 722. The Evaluation and Treatment of Sex Offenders**

This course will focus on the dilemmas facing psy-

chologists in evaluating and treating sex offenders. Students will learn about the assessment and treatment of interpersonal and intrapsychic dynamics of such offenders. This will include such issues as the common cognitive distortions used by offenders, deviant arousal patterns, risk assessment, and relapse prevention techniques. 30 hours plus conferences, 3 credits. (Offered fall semesters.)

#### **PSY 726. Psychology of Policing**

The focus of the course is on using psychological principles, research, and clinical experience to gain an in-depth understanding of important topics within the field of policing including: the personality of police officers, police stress, police suicide, police selection, psychological treatment techniques, and services to police officers and agencies. 30 hours plus conferences, 3 credits. (Offered fall semesters.)

#### **PSY 727. The Psychology of Eyewitness Identification**

Examines selected recent and current psychological research on eyewitness performance including research on the effects of witness and crime characteristics. Particular emphasis is given to the impact on witness errors of police identification procedures such as methods of foil selection; mugshots, show-ups, photoarrays and lineups, and alternative methods for presenting lineups to witnesses. Attention is also given to the strengths and weaknesses of alternative eyewitness research methods including laboratory and field experiments and archival studies. 30 hours plus conferences, 3 credits. (Offered Spring 2005.)

#### **PSY 729. The Psychology of Terrorism**

This course will consider the definition and various forms of terrorism, as well as the strengths and weaknesses of terrorism typologies. Various forms of political, religious, and cultural terrorism will be examined, as well as their causes. Learning theory, psychodynamic theory, and other psychological constructs will be considered for their salience in helping to reach an understanding of terrorism from a psychological perspective. 30 hours plus conferences, 3 credits. (Offered fall semesters.)

#### **PSY 730. Ethical Issues in Forensic Psychology**

Forensic and clinical psychologists encounter ethical conflicts and dilemmas when called upon to function in the legal system either as evaluators or as expert witnesses. This seminar will focus on ethical, legal, and professional controversies, methods for analyzing these ethical dilemmas, and attempts to resolve such conflicts. Areas to be considered include: role of the expert witness; standards of practice in forensic psychology; addressing the "ultimate issue"; protecting the constitutional rights of criminal defendants; evaluating competency to be executed; confidentiality and duty to protect; right to refuse and consent to treatment; psychological research and the role of Amicus



Curiae briefs; and the forensic psychologist versus the media. 30 hours plus conferences, 3 credits. (Offered every semester.)

### **PSY 731. Developmental Psychology**

Critical analysis of psychological development throughout the life span. Both cognitive and personality development will be considered from various theoretical perspectives as well as from empirical findings. Particular attention will be paid to the development of aggression in various life stages. 30 hours plus conferences, 3 credits. (Offered every semester.)

### **PSY 734. Criminal Psychological Assessment**

This course will review relevant issues in criminal forensic assessment and consider current forensic assessment instruments. Topics will include the assessment of risk, criminal competency, mental state at the time of offense, psychopathy, and malingering. Students will learn to administer, score, and interpret selected forensic assessment instruments. 30 hours plus conferences, 3 credits. (Offered spring semesters.)

### **PSY 737. Descriptive and Statistical Data Analysis in Psychology**

This course introduces the use of computer software to manage and manipulate data sets, produce descriptive statistics, graphs, or other output that appropriately summarize patterns and relationships in the data, and produce inferential statistics that appropriately test hypotheses and support substantive interpretations and conclusions. Inferential statistics include bivariate and multivariate models. Prerequisite: An undergraduate statistics course. 30 hours plus conferences, 3 credits. (Offered every semester.)

### **PSY 738. Advanced Research Methods**

This course addresses advanced issues in conducting research in forensic psychology, including experimental and non-experimental research design and methods, theory development and the conceptualization of research problems, the formation of testable hypotheses and the use of statistics, operationalizing and measuring variables, ethical issues, analysis and interpretation of findings, and the development of a research proposal. These issues will be considered in the context of readings and presentations related to current forensic psychology faculty research. 30 hours plus conferences, 3 credits. (Offered spring semesters.)

### **PSY 741. Advanced Psychology of Personality**

Critically examines and compares the major personality theories of the twentieth century. Readings from original sources emphasize scientific research generated by the theories of Freud, Jung, Adler, Horney, Fromm, Sullivan, Allport, Rogers, and Lewin. 30

hours plus conferences, 3 credits. (Offered every semester.)

### **PSY 742. Family Violence and Disputes**

Explores the psychopathology and psychological dynamics of child abuse, spouse abuse, incest, and other forms of intrafamilial violence that frequently come to the attention of the legal system. 30 hours plus conferences, 3 credits. (Offered every semester.)

### **PSY 745. Psychopathology**

Evaluates the theoretical and practical considerations involved in the etiology, symptomatology, and dynamics of personality deviation and emotional disorder. Provides an intensive study of case material appearing in the psychological literature. 30 hours plus conferences, 3 credits. (Offered every semester.)

### **PSY 751. Personality Assessment I: Intelligence and Cognition**

Provides practical experience in the evaluation of cognitive and intellectual functioning in children, adolescents, and adults. Focuses on the administration, scoring and interpretation of instruments such as the WAIS-R, the WISC-R, the WPPSI, and the Stanford Binet. Discusses general issues such as the nature of human intelligence and its measurement with explicit linkage to issues in forensic psychology. 30 hours plus conferences, 3 credits. (Offered every semester.)

### **PSY 752. Personality Assessment II: Projective Techniques**

Provides advanced experience in the administration and interpretation of projective techniques such as the Rorschach, TAT, figure drawings, etc. Surveys the scientific literature relating to projective measures on personality. 30 hours plus conferences, 3 credits. (Offered every semester.)

### **PSY 753. Personality Assessment III: Objective Personality Assessment**

Provides advanced experience in the administration and interpretation of objective personality tests such as the MMPI, MCMI, CPI, etc. Surveys the literature regarding the development and validity of objective measures of personality. Forensic applications of objective personality measures are discussed. 30 hours plus conferences, 3 credits. (Offered every semester.)

### **PSY 754. Psychological Evaluation, Consultation and Testimony in the Criminal Justice System**

Develops the capacity of students to perform those psychological evaluations that are most frequently requested of forensic psychologists and enables the student to present the results of such evaluations in a lucid and useful fashion. Focuses on detailed interpretations of representative psychological test protocols and case histories. Topics include competency to stand trial; criminal insanity defenses; presentencing



evaluations; dangerousness; assessment of police candidates; job disability and fitness to return to full-duty status; malingering; and forensic hypnosis. Lays special emphasis on ethical standards as they relate to confidentiality, selection of testing procedures, and responsibilities to the "client" as well as the role of the psychologist as a consultant to attorneys, judges, and criminal justice personnel. Prerequisites: Psychology 700 or the equivalent; Psychology 751; 752, or 753. 30 hours plus conferences 3 credits. (Offered fall semesters.)

### **PSY 760. Key Concepts in Psychotherapy**

Examines the process of psychotherapy by focusing on such central issues as the therapeutic alliance; transference; resistance; clarification and confrontation; interpretation; and termination. Emphasizes in particular the study of psychotherapy with persons suffering from character disorders, narcissistic and borderline personalities, whose difficulties are of interest to the forensic psychologist. 30 hours plus conferences, 3 credits. (Offered every semester.)

### **PSY 761. Clinical Interviewing**

Centers on the clinical interview as a means of gathering relevant life data, defining problems, and resolving conflicts. Surveys the theory and use of the interview particularly as related to various counseling theories. Prerequisite: Completion of or current registration in Psychology 745 is recommended. 30 hours plus conferences and practicum, 3 credits. (Offered every semester.)

### **PSY 766. Psychological Profiles of the Homicidal Offender**

The goal of this course is to acquaint the student with the varying psychological profiles, levels of motivation, and prognoses of the homicidal offender. Homicide will be studied, not as a unitary event, but as a complex behavior with differing phenomenology, psychopathology and dynamics. In addition to the study of typologies, theories and research, a major focus throughout will be on criminal profiling through presentation of case material and applying case findings to further the understanding of murder. 30 hours plus conferences, 3 credits. (Offered every semester.)

### **PSY 779. Introduction to Neuropsychology**

Surveys the field of neuropsychology, including its relevant philosophical underpinnings, its place within traditional and forensic settings, and practical applications in the areas of assessment and rehabilitation of brain injury. This introduction examines brain-behavior correlates, psychological tests employed in the evaluation of nervous system trauma, and the common syndromes affiliated with such injury. 30 hours plus conferences, 3 credits. (Offered spring semesters.)

### **PSY 780. Field Work in Psychology**

Provides supervised experience assisting psychologists in the assessment, management, and treatment of patients. Students work in an applied institutional setting, such as a prison, special treatment clinic, hospital, or rehabilitation setting. Training includes interviewing and taking case histories, observations, staff and case conferences. For students specializing in juvenile care, this field work course provides supervision and experience with emotionally disturbed pre-delinquent and delinquent children in institutional, school, and community settings. Develops skills in evaluation and treatment of such youths. Field work training is supplemented by conferences with a faculty advisor. Prerequisites: Completion of a minimum of 12 graduate credits in psychology and permission of the program director in the M.A. Forensic Psychology Program. 400 hours including weekly seminars with adjunct clinical faculty, 3 credits. (Offered every semester.)

### **PSY 791. Prospectus Seminar**

Assists students in the identification and delineation of researchable topics with suggestions for appropriate methodologies. Acquaints students with the process of writing scholarly and research reports; library research; and documentation styles and techniques, leading to the development of a thesis prospectus by the end of the semester. Prerequisites Enrollment in PSY 791 also requires an A or A- in the following three courses, except with permission of the Director of the MA Program: Research Design and Methods (PSY 715), Descriptive and Statistical Data Analysis in Psychology (PSY 737), and Advanced Research Methods (PSY 738). 30 hours plus conferences, 3 credits. (Offered every semester.)

### **Course offerings not anticipated, 2004-2006:**

PSY 704. Epidemiology of Deviant Behavior  
PSY/CRJ 709. Forensic Psychology and the

Community Mental Health System

PSY 723. Communication, Persuasion and Attitudes

PSY/PAD 725. Culture and Personality

PSY 728. Social Psychopathology

PSY 747. The Treatment and Prevention of  
Childhood Psychopathology

PSY 765. Group Dynamics and Group Treatment

PSY 763. Behavior Modification and Learning

Theory

PSY 764. Hypnosis, Psychology and the Law

## **PUBLIC ADMINISTRATION**

### **PAD 700. Public Administration**

Examines the field of public administration. Defines the scope and content of public administration and the relationship of public administration to other dis-



ciplines. Provides political, economic, cultural, and historical perspectives on the field and introduces current issues facing the profession. Sets forth the literature of the field and the inventory of skills that students must master in order to complete the MPA Program. 30 hours plus conferences, 3 credits. (Offered every semester.)

**PAD 701. Fraud, Abuse, Waste and Corruption**

Focuses on the nature and prevalence of fraud, abuse, waste, and corruption in public, quasi-public, and not-for-profit programs and organizations. Includes political, economic, legal and philosophical perspectives on these problems. Examines approaches to investigating, monitoring, deterring, and controlling these phenomena. 30 hours plus conferences, 3 credits. (Offered every semester.)

**PAD 702. Human Resources Management**

Surveys public sector personnel planning and management. Examines job design and classification, recruitment, selection, career development, employee evaluation, and compensation. Introduces the concepts of merit principles, affirmative action, equal opportunity as important conceptual frameworks for public managers. Explores how individual worker's perceptions, motivation, learning, creativity, as well as interpersonal conflicts on the job, help determine the effectiveness of personnel policies. 30 hours plus conferences, 3 credits. (Offered every semester.)

**PAD 703. Human Resources Management and Administrative Effectiveness**

Surveys the relationship between worker productivity and personnel/management/labor relations policies in the public sector. Examines the workplace application of theories of human resource management. Relates the impact of different human resource management plans on innovation, productivity, and labor relations in the workplace. Studies the role administrative leadership plays in building an effective and satisfied workforce. Prerequisite: Public Administration 702. 30 hours plus conferences, 3 credits. (Offered every semester.)

**PAD 704. Economics for Public Administrators**

Examines the interaction between the economic environment and public administration. Reviews basic economic principles and methods. Introduces macroeconomic analysis—the relationship between the government's fiscal and monetary policy and employment, inflation, and growth. Provides a grounding in microeconomics—the application of economic principles to analyze the decision making of organizations, government policy makers, and individuals. 30 hours plus conferences, 3 credits. (Offered every semester.)

**PAD 705. Organization Theory and Management**

Examines organizational structure using formal, informal, and systems models. Applies the models to the analysis of organizational processes and operations including decision making, communication, leadership, control, and change. Considers how size, technology, task, and other structural characteristics affect overall organizational performance. 30 hours plus conferences, 3 credits. (Offered every semester.)

**PAD 706. Bureaupathology**

Explores corruption, waste, favoritism, excessive secrecy, arbitrary, and illegal exercises of power and other "pathologies" of bureaucracies. Examines the organizational situations and social contexts conducive to departures from the laws, rules and regulations that define the formal mission of an agency. Considers the remedial and preventative actions available to elected officials, organizational managers, line employees and clients, customers, and citizens. 30 hours plus conferences, 3 credits. (Offered every semester.)

**PAD 707. Advanced Issues in Personnel Management**

Examines current issues and problems in public sector human resources management. Draws from an agenda that includes: civil service systems and alternatives, equal employment opportunity, affirmative action, public employee organizations, comparable-worth and other job analyses, pensions and fringe-benefits, career-ladders, mentoring, the validity of performance evaluation and entrance examinations. Permits an in-depth examination of selected issues introduced in the required Human Resources Management course. Prerequisite: Public Administration 702. 30 hours plus conferences, 3 credits. (Offered every semester.)

**PAD 710. Law of Public Employment**

Focuses on selected topics in the law relating to public employment. Examines the right to organize, the determination of bargaining units, the scope of bargaining, legal prohibitions and sanctions against strikes and job actions, due process rights of employees facing disciplinary charges, civil liability of public employees, and standards of ethics and disclosure. Prerequisite: Public Administration 702. 30 hours plus conferences, 3 credits. (Contact program director for course frequency.)

**PAD 712. Management Systems and Techniques in the Public Sector**

Surveys the application of systems analysis to the management of organizations. Addresses systems theory, information theory, network analysis, and cost-benefit analysis. Examines the principles of information collection, utilization and management. Details the development and maintenance of management



information systems. Introduces critical path method, project management, forecasting and budgeting as techniques of decision making, planning and control. Prerequisite: Public Administration 705 or permission of the program director. 30 hours plus conferences, 3 credits. (Offered spring semesters.)

**PAD 714. Organizational Performance Assessment**

Examines the concept of productivity and its application in the management and evaluation of public organizations. Addresses work-process analysis, input and output measurement, improved worker skills and motivation, and management innovation as avenues to improved productivity. Views the role of productivity in labor-management relations, and considers how productivity goals relate to other societal goals. Prerequisites: Public Administration 700 or Public Administration 705 or permission of the program director. 30 hours plus conferences, 3 credits. (Offered fall semesters.)

**PAD 715. Research Methods in Public Administration**

Examines the logic and techniques of research, evaluation, and quantitative analysis in public administration. Introduces the concepts of measurement and data collection, approaches to the presentation of quantitative information, and designs for policy research and operational analysis. Prerequisite: Statistics 250 or a similar undergraduate course. Substitution: Criminal Justice 715 with permission of the program director. 30 hours plus conferences, 3 credits. (Offered every semester)

**PAD 716. Cases in Productive Public Management**

Relates actual productivity programs to conceptual models of productivity and recommended productivity techniques. Examines cases involving productivity measurement, jurisdiction-wide efforts to monitor and manage productivity efforts, the effect of capital investment and technological advance on productivity, and the participation of employee organizations in productivity investment programs. Prerequisite: Public Administration 714 or permission of the program director. 30 hours plus conferences, 3 credits. (Offered every semester.)

**PAD 739. The Political Setting of Public Administration**

Analyzes policy orientation with a special focus on politics, decision-making and the role played by the mass media. Studies the relationships among administrative agencies, political executives, legislators, pressure groups, and other interested parties such as contractors and issue-oriented political action groups. Requires students to identify and explain the motives, goals, tactics, and strategies of the parties involved in major policy issues. 30 hours plus conferences, 3 credits. (Offered every semester.)

**PAD 740. Public Sector Inspection and Oversight**

Surveys the role and function of inspection and oversight in the public and not-for-profit sectors. Introduces the techniques of internal investigation, policy oversight, and operational auditing. Addresses fraud prevention, and the auditor-agency relationship. 30 hours plus conferences, 3 credits. (Offered every semester.)

**PAD 741. Administrative Law and Regulation**

Analyzes the authority of administrative agencies in the United States. Addresses the delegation of legislative authority to administrators, the procedural requirements imposed on administrative rule-making, the rights of clients and citizens affected by the exercise of administrative authority. Studies the formal relationship between the legislature, government executives and regulatory agencies, as well as the judicial review of administrative agencies. Prerequisite: Public Administration 700 or permission of the program director. 30 hours plus conferences, 3 credits. (Contact program director for course frequency.)

**PAD 742. Public Sector Accounting and Auditing**

Introduces the principles of accounting and the techniques of auditing for governmental and not-for-profit agencies. Reviews GAAP (Generally Accepted Accounting Principles), summary financial statements, and financial audit guidelines. Addresses accounting reform and electronic auditing. Prerequisite: Public Administration 740. 30 hours plus conferences, 3 credits. (Offered every semester.)

**PAD 743. Public Sector Finance**

Focuses on the executive-budget as the central decision-making process in modern government. Reviews the economic policy embodied in the federal government's overall revenue, expenditure and borrowing decisions. Examines the public finance principles that apply to revenue raising, borrowing authority, capital and operating budget, and the distinct fiscal responsibilities of city, state and federal governments. Prerequisite: Public Administration 700 or permission of the Director. 30 hours plus conferences, 3 credits. (Offered every semester.)

**PAD 744. Capital and Operational Budgeting**

Reviews concepts, processes and techniques of budget planning, preparation, presentation, authorization, administration, and control. Focuses on problems associated with the management of capital budgets. 30 hours plus conferences, 3 credits. (Offered every semester.)

**PAD 745. Program Development and Evaluation**

Views systematically the role of evaluation in program creation, implementation and impact. Develops criteria, benchmarks and measures to assess the accountability, efficiency, and effectiveness of a program.



Involves students in the design, administration and presentation of an evaluation study. Prerequisites: Public Administration 700 and Public Administration 715 or Criminal Justice 715. 30 hours plus conferences, 3 credits. (Offered every semester.)

**PAD/CRJ 747. Computer Applications in Public Policy and Management**

Focuses on the role of quantitative tools in decision making and operations. Examines the impact of computers on organizations and employees. Surveys the concepts and techniques associated with computer-aided decision making and management. Presents cases in which students apply computer and quantitative skills to problem-solving and policy-making. 30 hours plus conferences, 3 credits. (Offered every semester.)

**PAD 748. Project Management**

Explores the management of major one-time tasks—a special event, emergency response, large scale investigation of study. Examines the special managerial tools and studies as well as the challenges, that apply to managing one-time assignments, particularly where teams are involved. 30 hours plus conferences, 3 credits. (Offered spring semesters.)

**PAD/CRJ 750. Security of Information and Technology**

Surveys organizational responses to risk associated with the integrity of information and technology. Reviews the legal basis for privacy and security of information. Presents methods and procedures for the assessment of risk, and examines strategies for mitigation of risk involving operational procedure, software and hardware. 30 hours plus conferences, 3 credits. (Offered every semester.)

**PAD 751. Concepts and Cases in Public Policy and Management**

Focuses on policy-making and problem-solving in the public sector, with an emphasis on normative and qualitative approaches. Explores agency goal setting and action decisions as a response to the political context of public management. Examines in depth various decision-making cases and links them to a critical examination of various decision-models and theories. Prerequisites: Public Administration 700, Public Administration 702, Public Administration 705 and Public Administration 715. 30 hours plus conferences, 3 credits. (Offered every semester.)

**PAD/CRJ 755. Writing for Management**

Designed to develop the writing skills needed for public service and administration as well as for graduate-level seminars. Training and practice in management correspondence, proposals, directives, reports, abstracts, and job applications. 30 hours plus conferences, 3 credits. (Offered every semester.)

**PAD 758. Ethics for Public Administrators**

Explores the role of ethics in the public service. Identifies and analyzes ethical issues through the use of case studies and critical incidents. Examines codes of ethics and other policies designed to guarantee that public officials and employees faithfully discharge their duties and fulfill their fiduciary obligations to the public. 30 hours plus conferences, 3 credits. (Offered every semester.)

**PAD 760. Court Administration**

Examines the management of judicial processes in the United States. Reviews the constitutional status of the judiciary, the operation of the judiciary within the criminal justice system, and the role played by courts in civil disputes. Explores the strategic and logistical problems facing the court system and the existing mechanisms for addressing these problems. Considers the efficiency and effectiveness consequences of recent innovations in arraignment, calendaring, and judicial assignments. Prerequisite: Public Administration 700. 30 hours plus conferences, 3 credits. (Offered spring semesters.)

**PAD 761. Contemporary Issues in Court Administration**

Explores court administration as a field of scholarly inquiry. Examines the historical, theoretical, and practical implications of current and emerging economic, cultural, managerial, and organizational issues in the field. Applies policy analysis and problem solving skills in the assessment of issues. 30 hours plus conferences, 3 credits. (Contact program director for course frequency.)

**PAD 770. Computer Applications in Public Policy and Administration II**

Applies economic models to public policy decisions. Reviews econometric modeling, cost-benefit analysis, and input-output models. Prerequisites: Public Administration 704 and Public Administration 715. 30 hours plus conferences, 3 credits. (Offered fall semesters.)

**PAD/CRJ 780-781. Field Work**

Provides a supervised placement in an appropriate agency, reinforced by a weekly seminar on campus. Integrates the student's field experience with the discipline's literature assigned for classroom discussion. Interesting and exciting work experiences relevant to both public administration and criminal justice are available each semester. Offers a variety of involvement in terms of hours, location, and nature of responsibility and work. Cross-listed with criminal justice. Requires 150 hours per semester including seminar sessions. 3 credits. (Offered every semester.)



# Appendix

## RULES AND REGULATIONS FOR THE MAINTENANCE OF PUBLIC ORDER PURSUANT TO ARTICLE 129A OF THE EDUCATION LAW

The tradition of the University as a sanctuary of academic freedom and center of informed discussion is an honored one, to be guarded vigilantly. The basic significance of that sanctuary lies in the protection of intellectual freedom: the rights of professors to teach, of scholars to engage in the advancement of knowledge, of students to learn and to express their views free from external pressures or interference. These freedoms can flourish only in an atmosphere of mutual respect, civility, and trust among teachers and students, only when members of the University community are willing to accept self-restraint and reciprocity as the conditions upon which they share in its intellectual autonomy.

Academic freedom and the sanctuary of the University campus extend to all who share these aims and responsibilities. They cannot be invoked by those who would subordinate intellectual freedom to political ends, or who violate the norms of conduct established to protect that freedom. Against such offenders the University has the right, and indeed the obligation, to defend itself. We accordingly announce the following rules and regulations to be in effect at each of our colleges which are to be administered in accordance with the requirements of due process as provided in the Bylaws of The City University of New York.

With respect to enforcement of these rules and regulations, we note that the Bylaws of the Board provide that:

THE PRESIDENT, with respect to his educational unit, shall:

a. Have the affirmative responsibility of conserving and enhancing the educational standards of the college and schools under his jurisdiction;

b. Be the adviser and executive agent of the Board and of his respective College Committee and as such shall have the immediate supervision with full discretionary power in carrying into effect the Bylaws, resolutions, and policies of the Board, the lawful resolutions of the several faculties;

c. Exercise general superintendence over the concerns, officers, employees, and students of his or her educational unit.

### I. Rules

1. A member of the academic community shall not intentionally obstruct and/or forcibly prevent others from the exercise of their rights. Nor shall he interfere with the institution's educational processes or facilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational, and community services.

2. Individuals are liable for failure to comply with lawful directions issued by representatives of the University/college when they are acting in their official capacities. Members of the academic community are required to show their identification cards when requested to do so by an official of the college.

3. Unauthorized occupancy of University/college facilities or blocking access to or from such areas is prohibited. Permission from appropriate college authorities must be obtained for removal, relocation, and use of University/college equipment and/or supplies.

4. Theft from or damage to University/college premises or property, or theft or damage to property of any person on University/college premises is prohibited.

5. Each member of the academic community or an invited guest has the right to advocate his position without having to fear abuse—physical, verbal, or otherwise—from others supporting conflicting points of view. Members of the academic community and other persons on the college grounds shall not use language or take actions reasonably likely to provoke or encourage physical violence by demonstrators, those demonstrated against, or spectators.

6. Action may be taken against any and all persons who have no legitimate reason for their presence on any campus within the University/college, or whose presence on any such campus obstructs and/or forcibly prevents others from the exercise of their rights, or interferes with the institution's educational processes or facilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational, and community services.

7. Disorderly or indecent conduct on University/college-owned or controlled property is prohibited.

8. No individual shall have in his possession a rifle, shotgun, or firearm or knowingly have in his possession any other dangerous instrument or material that can be used to inflict bodily harm on an individual or damage upon a building or the

grounds of the University/college without the written authorization of such educational institution. Nor shall any individual have in his or her possession any other instrument or material which can be used and is intended to inflict bodily harm on an individual or damage upon a building or the grounds of the University/college.

9. Any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization is prohibited.

10. The unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or other controlled substances by University students or employees on University/college premises, or as part of any University/college activities is prohibited. Employees of the University must also notify the College Personnel Director of any criminal drug statute conviction for a violation occurring in the workplace not later than five (5) days after such conviction.

11. The unlawful possession, use, or distribution of alcohol by students or employees on University/college premises or as part of any University/college activities is prohibited.

### II. Penalties

1. Any student engaging in any manner of conduct prohibited under substantive Rules 1 to 11 shall be subject to the following range of sanctions as hereafter defined below: admonition, warning, censure, disciplinary probation, restitution, suspension, expulsions, ejection and/or arrest by the civil authorities.

2. Any tenured or nontenured faculty member or classified or other member of the instructional or member of the classified staff engaging in any manner in conduct prohibited under substantive Rules 1 to 11 shall be subject to the following range of penalties: warning, censure, restitution, fine not exceeding those permitted by law or by the Bylaws of The City University of New York, or suspension with/without pay pending a hearing before an appropriate college authority, dismissal after a hearing, ejection, and/or arrest by the civil authorities, and, for engaging in any manner in conduct prohibited under Substantive Rule 10, may, in the alternative, be required to participate satisfactorily in an appropriately licensed drug treatment or rehabilitation program. A tenured or nontenured faculty member, or other member of the instructional staff, or member of the classified staff charged with engaging in any manner in conduct prohibited under



Substantive Rules 1-11 shall be entitled to be treated in accordance with applicable provisions of the Education Law or the Civil Service Law, or the applicable collective bargaining agreement, or the Bylaws or written policies of The City University of New York.

3. Any visitor, licensee, or invitee engaging in any manner in conduct prohibited under substantive Rules 1 to 11 shall be subject to ejection and/or arrest by the civil authorities.

4. Any organization which authorizes the conduct prohibited under substantive Rules 1 to 11 shall have its permission to operate on campus rescinded.

Penalties 1 to 4 shall be in addition to any other penalty provided by law or by The City University Trustees.

### Sanctions Defined

A. *Admonition.* An oral statement to the offender that he has violated University rules.

B. *Warning.* Notice to the offender, orally or in writing, that continuation or repetition of the wrongful conduct, within a period of time stated in the warning, may cause far more severe disciplinary action.

C. *Censure.* Written reprimand for violation of specified regulation, including the possibility of more severe disciplinary sanction in the event of conviction for the violation of any University regulation within a period stated in the letter of reprimand.

D. *Disciplinary Probation.* Exclusion from participation in privileges or extra-curricular University activities as set forth in the notice of disciplinary probation for a specified period of time.

E. *Restitution.* Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

F. *Suspension.* Exclusion from classes and other privileges as set forth in the notice of suspension for a definite period of time.

G. *Expulsion.* Termination of student status for an indefinite period. The conditions of readmission, if any is permitted, shall be stated in the order of expulsion.

H. *Complaint to Civil Authorities.*

I. *Ejection.*

A true copy of resolution adopted by the Board of Trustees of The City University of New York on June 23, 1969, as amended on October 27, 1980, May 22, 1989, and June 25, 1990.

## NEW YORK STATE EDUCATION LAW Section 224-a

Students unable because of religious beliefs to attend classes on certain days:

1. No person shall be expelled or be refused admission as a student to an institution of higher education for the reason

that he or she is unable, because of his or her religious beliefs, to attend classes or to participate in any examination, study or work requirements on a particular day or days.

2. Any student in an institution of higher education who is unable, because of his or her religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study or work requirements.

3. It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school, because of his or her religious beliefs, an equivalent opportunity to make up any examination, study or work requirements which he or she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to the said student such equivalent opportunity.

4. If classes, examinations, study or work requirements are held on Friday after four o'clock post meridian or on Saturday, similar or makeup classes, examinations, study or work requirements shall be made available on other days, where it is possible and practicable to do so. No special fees shall be charged to the student for these classes, examinations, study or work requirements held on other days.

5. In effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials of each institution of higher education to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student availing himself or herself of the provisions of this section.

6. Any student who is aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with the provisions of this section shall be entitled to maintain an action or proceeding in the Supreme Court of the county in which such institution of higher education is located for the enforcement of his or her rights under this section.

7. As used in this section, the term "institution of higher education" shall mean schools under the control of the Board of Trustees of The State University of New York or of the Board of Trustees of The City University of New York or any community college.

## RECORDS POLICY

The Federal Education Rights and Privacy Act of 1974 and regulations pursuant thereto grant each student the following rights:

1. To be advised of the types of student records and the information contained therein which are maintained by the College;

2. To be advised of the name and position of the official responsible for the maintenance of each type of record, the persons who have access to these records, and the purposes for which they have access;

3. To be advised of the policies of the College for reviewing and expunging those records;

4. To be advised of the procedures granting access to one's own student records;

5. To be advised of the procedures for challenging the content of one's own student records;

6. To be advised of the cost, if any, which will be charged for reproducing copies of one's own student records;

7. To be advised of all other rights and requirements for the Federal Education Rights and Privacy Act of 1974 and the regulations promulgated thereunder.

The following categories of information concerning present and former students may, except as indicated below, be made available to the general public: name, attendance dates, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, and the most recent previous education agency or institution attended by the student.

Any student or former student may require that any or all of the above information not be released without his or her prior written consent by completion of a form available in the Office of the Registrar.

Members of the student body who desire information on records and data maintained on students should consult with the Office of the Vice President for Student Development, Room 3124, North Hall (212-237-8100).

Complaints concerning alleged failures by the College to comply with the requirements of the Federal Education Rights and Privacy Act of 1974 should be addressed to the Office of the Vice President for Student Development.

## NONDISCRIMINATION POLICY

John Jay College of Criminal Justice is an Equal Opportunity and Affirmative Action Institution. The College does not discriminate on the basis of race, color, national or ethnic origin, religion, age, sex, sexual orientation, transgender, disability, genetic predisposition or carrier status, alienage or citizenship, veteran, marital status or military status in its student admissions, employment, access to programs, and administration of educational policies. The College encourages prompt and equitable settlement of all complaints and grievances of discrimination through both informal and formal grievance procedures.

Ms. Farris Forsythe is the College Affirmative Action Officer and Coordinator for Title IX, which prohibits sex discrimination in federally assisted educational programs and Coordinator for the Age Discrimination Act, which prohibits age discrimination in federally assisted education programs. Her office is located at Room 3110 North Hall and her telephone number is (212-237-8122).

Ms. Forsythe is also the College Coordinator for the Americans with Disabilities Act and Section 504 of the



Rehabilitation Act of 1973, which prohibit discrimination on the basis of disability.

## DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURES

John Jay College of Criminal Justice encourages prompt and equitable resolution of all complaints and grievances alleging discrimination.

The College has adopted informal and formal procedures available to all members of the college community, who allege action(s) relating to discrimination on the basis of race/color, religion, national origin, disability, sex, sexual orientation, alienage, veteran, marital status, military status or age. The complaint procedure is initiated by filing a written complaint. Complaints should be addressed to:

Farris Forsythe  
Affirmative Action Officer  
445 West 59th Street, Room 3110N  
New York, New York 10019  
(212) 237-8122

### Informal Complaint Procedures

Individuals are encouraged to discuss and/or to report, any acts felt to be discriminatory in nature directly to the Affirmative Action Officer. Subsequent to the filing of a written complaint, all attempts will be made to resolve the issue informally within ten (10) working days, with the goal of reaching a solution satisfactory to both the complainant and the College.

### Formal Complaint Procedures

#### Students and Employees

If the individual finds the informal resolution of his/her complaint unsatisfactory, his or her complaint shall be heard by a complaint panel appointed by the Vice President for Student Development. The panel shall consist of at least three members, two from the current Affirmative Action Committee and one student.

Complaints are initiated by filing a Discrimination Complaint form with the Affirmative Action Officer, within sixty (60) days of the alleged incident. The Affirmative Action Officer shall provide assistance in filing the complaint to any person who needs a reasonable accommodation to enable him/her to file the complaint.

Individuals covered by collective bargaining units should contact their union representative immediately to file a formal grievance.

If the complaint is not resolved informally, then within ten (10) working days after receipt of the Discrimination Complaint Form, the parties involved shall be notified of the date and place of a hearing. The hearing shall be conducted at John Jay College, and the date of the hearing shall not be less than ten (10), nor more than thirty (30) days after the Notice of Hearing is mailed.

The burden of proof shall be on the complainant to prove the claim of discrimination by a preponderance of the evidence.

Once the panel has rendered its decision, the Affirmative Action Officer shall notify the Vice President for Student Development and the President of the College of the panel's recommendations, which shall set forth the conclusion(s) reached by the panel, the reasons for the decision(s), and recommendation of any corrective action deemed necessary and appropriate.

The President and the Vice President shall review the panel's findings, and shall have five (5) working days to amend any of the panel's recommendations. Upon presidential approval, the Affirmative Action Officer shall send, in writing, notification of the panel's decision and all actions to be taken with respect to the complaint.

The Affirmative Action Officer shall maintain the files and records of all complaints leading to discrimination.

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While the College cannot offer a promise of confidentiality, every effort will be made to conduct the review in a manner that is confidential as possible under the circumstances.

The complainant's right to a prompt and equitable resolution of the complaint filed in accordance with this grievance procedure shall not be impaired by that person's pursuit of other remedies available from city, state, or federal agencies.

A complainant shall not be reprimanded nor discriminated against in any way for initiating a complaint or grievance.

## SECTION 504 OF THE REHABILITATION ACT OF 1973 AND THE AMERICANS WITH DISABILITIES ACT OF 1990

In accordance with Section 504 of the Rehabilitation Act of 1973, "The Civil Rights Act" for the people with disabilities and the Americans with Disabilities Act of 1990, the College adheres to the law that states in part that:

"No otherwise qualified individual... shall, solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance."

John Jay College offers programs and services to students and employees to ensure that individuals with disabilities are not excluded from academic programs, support services, and any other activities sponsored by the College, solely on the basis of disability.

Ms. Farris Forsythe is the College Section 504/ADA Compliance Officer. Her office is located at Room 3110 North Hall and her telephone number is (212) 237-8122.

## TITLE IX

In accordance with the requirements of Title IX of the Education Amendments of 1972 and the implementing federal regula-

tions, John Jay College firmly supports a policy of non-discrimination on the basis of sex in the operation of its educational programs and activities. Federal requirements for non-discrimination on the basis of sex include the College's personnel practices, as well as admission to the programs and activities offered at the College. Ms. Farris Forsythe serves as the Affirmative Action Officer and Title IX Coordinator. Under the direction of the President, she has responsibility for the monitoring of Title IX regulations and their implementation. Any questions regarding Title IX issues and/or complaints should be directed to Ms. Forsythe, Room 3110 North Hall (212) 237-8122.

## THE CITY UNIVERSITY OF NEW YORK POLICY AGAINST SEXUAL HARASSMENT

### Policy Statement

It is the policy of The City University of New York to promote a cooperative work and academic environment in which there exists mutual respect for all University students, faculty, and staff. Harassment of employees or students based upon sex is inconsistent with this objective and contrary to the University policy of equal employment and academic opportunity without regard to age, sex, sexual orientation, alienage or citizenship, religion, race, color, national or ethnic origin, handicap, veteran, marital status, or military status. Sexual harassment is illegal under federal, state, and city laws, and will not be tolerated within the University.

The University, through its colleges, will disseminate this policy and take other steps to educate the University community about sexual harassment. The University will establish procedures to ensure that investigations of allegations of sexual harassment are conducted in a manner that is prompt, fair, thorough, and as confidential as possible under the circumstances, and that appropriate corrective and/or disciplinary action is taken as warranted by the circumstances when sexual harassment is determined to have occurred. Members of the University community who believe themselves to be aggrieved under this policy are strongly encouraged to report the allegations of sexual harassment as promptly as possible. Delay in making a complaint of sexual harassment may make it more difficult for the college to investigate the allegations.

### A. Prohibited Conduct

It is a violation of University policy for any member of the University community to engage in sexual harassment or to retaliate against any member of the University community for raising an allegation of sexual harassment, for filing a complaint alleging sexual harassment, or for participating in any proceeding to determine if sexual harassment has occurred.

### B. Definition of Sexual Harassment

For purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other oral or written communications or physical conduct of a sexual nature when:



(1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing;

(2) submission or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting such individual; or

(3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or abusive work or academic environment.

Sexual harassment can occur between individuals of different sexes or of the same sex. Although sexual harassment most often exploits a relationship between individuals of unequal power (such as between faculty/staff member and student, supervisor and employee, or tenured and untenured faculty members), it may also occur between individuals of equal power (such as between fellow students or co-workers), or in some circumstances even where it appears that the harasser has less power than the individual harassed (for example, a student sexually harassing a faculty member). A lack of intent to harass may be relevant to, but will not be determinative of, whether sexual harassment has occurred.

### C. Examples of Sexual Harassment

Sexual harassment may take different forms. Using a person's response to a request for sexual favors as a basis for an academic or employment decision is one form of sexual harassment. Examples of this type of sexual harassment (known as *quid pro quo* harassment) include, but are not limited to, the following:

- requesting or demanding sexual favors in exchange for employment or academic opportunities (such as hiring, promotions, grades, or recommendations);

- submitting unfair or inaccurate job or academic evaluations or grades, or denying training, promotion, or access to any other employment or academic opportunity, because sexual advances have been rejected.

Other types of unwelcome conduct of a sexual nature can also constitute sexual harassment, if sufficiently severe or pervasive that the target does find, and a reasonable person would find, that an intimidating, hostile or abusive work or academic environment has been created. Examples of this kind of sexual harassment (known as *hostile environment* harassment) include, but are not limited to, the following:

- sexual comments, teasing, or jokes

- sexual slurs, demeaning epithets, derogatory statements or other verbal abuse;

- graphic or sexually suggestive comments about an individual's attire or body;

- inquiries or discussions about sexual activities;

- pressure to accept social invitations, to meet privately, to date, or to have sexual relations;

- sexually suggestive letters or other written materials;

- sexually touching, brushing up against another in a sexual manner, graphic or sexually suggestive gestures, cornering, pinching, grabbing, kissing, or fondling;

- coerced sexual intercourse or sexual assault.

### D. Consensual Relationships

Amorous, dating, or sexual relationships that might be appropriate in other circumstances have inherent dangers when they occur between a faculty member, supervisor, or other member of the University community and any person for whom he or she has a professional responsibility. These dangers can include: that a student or employee may feel coerced into an unwanted relationship because he or she feels that refusal to enter into the relationship will adversely affect his or her education or employment; that conflicts of interest may arise when a faculty member, supervisor, or other member of the University community is required to evaluate the work or make personnel or academic decisions with respect to an individual with whom he or she is having a romantic relationship; that students or employees may perceive that a fellow student or co-worker who is involved in a romantic relationship will receive an unfair advantage; and that if the relationship ends in a way that is not amicable, either or both of the parties may wish to take action to injure the other party.

Faculty members, supervisors, and other members of the University community who have professional responsibility for other individuals, accordingly, should be aware that any romantic or sexual involvement with a student or employee for whom they have such a responsibility may raise questions as to the mutuality of the relationship and may lead to charges of sexual harassment. For the reasons stated above, such relationships are strongly discouraged.

For purposes of this section, an individual has "professional responsibility" for another individual at the University if he or she performs functions including, but not limited to, teaching, counseling, grading, advising, evaluating, hiring, supervising, or making decisions or recommendations that confer benefits such as promotions, financial aid or awards or other remuneration, or that may impact upon other academic or employment opportunities.

### E. Academic Freedom

This policy shall not be interpreted so as to constitute interference with academic freedom.

### F. False and Malicious Accusations

Members of the University community who make false and malicious complaints of sexual harassment, as opposed to complaints which, even if erroneous, are made in good faith, will be subject to disciplinary action.

### G. Procedures

The University shall develop procedures to implement this policy. The President of each constituent college of the University, the Deputy Chancellor at the Central Office, and the Dean of the Law School shall have ultimate responsibility for overseeing compliance with this policy at his or her respective unit of the University. In addition, each dean, director, department chairperson, executive officer, administrator, or other person with supervisory responsibility shall be required to report any complaint of sexual harassment to an individual or individuals to be designated in the procedures. All members of the University community are required to cooperate in any investigation of a sexual harassment complaint.

### H. Enforcement

There is a range of corrective actions and penalties available to the University for violations of this policy. Students, faculty, or staff who are found, following applicable disciplinary proceedings, to have violated this policy are subject to various penalties, including termination of employment and permanent dismissal from the University.

## SEXUAL HARASSMENT COMMITTEE

Name	Phone
Farris Forsythe 3110, North Hall <i>Committee Coordinator</i>	(212) 237-8122
Heather Berridge 3134, North Hall	237-8018
Kwando Kinshasa 3219, North Hall	237-8759
Marva Lilly 3214, North Hall	237-8117
Rubie Malone 633, Tenth Avenue Building <i>Deputy Coordinator</i>	237-8171
Brian Murphy 530, Tenth Ave. Bldg.	237-8521
Yvonne Purdie 612B, 555 West 57th Street	237-8554
Ivette Rivera 3400, North Hall	237-8162
Maria Volpe 2109, North Hall	237-8693
Paul Wyatt 3300A, North Hall	237-8871
Darryl Westcott-Marshall 432, Tenth Avenue Building	237-8304



## PROCEDURES FOR IMPLEMENTATION OF THE CITY UNIVERSITY'S POLICY AGAINST SEXUAL HARASSMENT

The following are procedures for the implementation of the Policy Against Sexual Harassment of The City University of New York (hereinafter "Policy"):

### 1. Responsibilities of the Presidents

The President of each constituent college of The City University of New York, the Deputy Chancellor at the Central Office, and the Dean of the Law School (hereinafter "Presidents" and "colleges") are responsible for overseeing compliance with the implementation of the Policy. Each President shall:

a. Appoint and provide for appropriate training to a Sexual Harassment Committee to be available to students and employees who wish to make complaints of sexual harassment. The structure of the Committee and respective responsibilities of the various Committee members are set forth in paragraph 2 below.

b. Appoint and provide for appropriate training to a Sexual Harassment Education Committee to be responsible for educating the college community about sexual harassment, through printed materials, workshops, and the like.

c. Disseminate the Policy Against Sexual Harassment, including the names, titles, telephone numbers, and office locations of college Committee members, annually to all students and employees. It is recommended that such information be included in student, faculty, and staff handbooks and newsletters.

d. Submit annually to the Chancellor, or his/her designee, a report regarding sexual harassment, including a summary of the educational activities undertaken at the college during the year and a summary of the number of complaints filed and the general outcomes thereof. An annual summary report will also be provided to the Board of Trustees.

### 2. Structure and Responsibilities of the Sexual Harassment Committee

a. The Committee shall consist of a Coordinator, a Deputy Coordinator, and six to ten additional members, all of whom shall be appointed by and serve at the pleasure of the President. The President must include among that number two instructional staff members selected by the College-wide Personnel and Budget (P & B) Committee, or equivalent personnel committee, from among a list of four to six instructional staff member nominees submitted to it by the President. It is strongly recommended that the President select one of these two Committee members as the Deputy Coordinator. Further, it is strongly recommended that the Committee reflect the diversity of the college, be composed of faculty, administrators, staff, and students, with the college Affirmative Action Officer serving as coordinator.

b. All members of the Committee shall be available to receive complaints of sexual harassment from any member of the college community, to explain the University complaint procedures, and refer individuals to appropriate resources. All

Committee members have an obligation to maintain confidentiality to the fullest extent possible.

d. The Coordinator is responsible for reviewing all complaints of sexual harassment; and for making efforts to resolve those complaints informally, if possible. When informal resolution is not possible, the Coordinator and Deputy Coordinator shall fully investigate the complaint; and the Coordinator shall report to the President (and Chief Student Affairs Officer, if the accused is a student) the results of the investigation. The Deputy Coordinator may also assume responsibility for the informal resolution of complaints, as assigned by the Coordinator. Other Committee members may assist in the informal resolution or investigation of a complaint to the extent directed by the Coordinator or Deputy Coordinator.

d. In the event that the Coordinator is unavailable, the functions of the Coordinator shall be performed by the Deputy Coordinator.

e. In the event that the complainant, the accused, or a third party believes that any member of the Committee, including the Coordinator or Deputy Coordinator, has a conflict of interest or for some other reason should not participate in the informal resolution or investigation of a particular complaint, he or she may ask the Coordinator not to allow the Committee member (including the Coordinator him or herself) to participate. Alternatively, the individual raising the issue may ask the President to direct that a particular Committee member not be involved in the informal resolution or investigation of a particular complaint.

### 3. Confidentiality

The privacy of the individuals who bring complaints of sexual harassment, who are accused of sexual harassment, or who are otherwise involved in the complaint process should be respected, and information obtained in connection with the bringing, investigation, or resolution of complaints should be handled as confidentially as possible. It is not possible, however, to guarantee absolute confidentiality and no such promises should be made of any member of the Committee or other University employee who may be involved in the complaint process.

### 4. Making a Complaint of Sexual Harassment

Any member of the University community may report allegations of sexual harassment to any member of the Committee. Employees who are covered by collective bargaining agreements may either use their contractual grievance procedures, within the time limits provided in those agreements, to report allegations of sexual harassment, or, they may report such allegations directly to a member of the Committee as provided in these procedures. Members of the University community who believe themselves to be aggrieved under the policy are strongly encouraged to report the allegations of sexual harassment as promptly as possible. Delay in making a complaint may make it more difficult for the college to investigate the allegations.

### 5. Responsibilities of Supervisors

a. Each dean, director, department chairperson, executive officer, administrator, or other person with supervisory responsibility (hereinafter "supervisor") is responsible within his or her area of jurisdiction for the implementation of the policy and must report to the Coordinator any complaint of sexual harassment made to him or her and any other incidents of sexual harassment of which he or she becomes aware or reasonably believes to exist. Having reported such complaint or incident to the Coordinator, the supervisor should keep it confidential and not disclose it further, except as necessary during the complaint process.

b. Each supervisor shall arrange for the posting, in his or her area, of the University Policy Against Sexual Harassment; the names, titles, telephone numbers, and office locations of the college Committee members; and any other materials provided to him or her by the Sexual Harassment Committee for posting.

### 6. Responsibilities of the University Community-At-Large

Members of the University community who become aware of allegations of sexual harassment should encourage the aggrieved individual to report the alleged harassment to a member of the Committee.

### 7. Informal Resolution of Sexual Harassment Complaints

a. Any member of the Committee who receives a complaint of sexual harassment shall promptly advise the Coordinator, or, in his or her absence, the Deputy Coordinator of the complaint. Once the Coordinator becomes aware of a complaint of sexual harassment, either through a member of the Committee or through another source, he or she shall conduct a preliminary investigation and make efforts, whenever possible, to resolve the complaint informally, *i.e.*, by an arrangement that is acceptable to the complainant, the accused, and the college. Examples of informal resolutions include, but are not limited to:

-arranging for a workshop on sexual harassment to be conducted for the unit, division, or department in which the sexual harassment is alleged to have occurred;

- having a supervisor or a member of the Panel speak to the accused regarding the allegations of sexual harassment and counsel the accused as to appropriate behavior;

-arranging for a meeting between the complainant and the accused, with a third party present, to discuss and resolve the allegations;

-having the accused write a letter of apology.

Whenever possible, an informal resolution should be acknowledged in writing, signed by the complainant. The accused should also be asked to sign such an acknowledgment.

b. If no informal resolution of a complaint is achieved following the preliminary investigation, the Coordinator and the Deputy Coordinator shall conduct a formal investigation of the complaint. It is recognized, however, that complaints may be resolved by mutual agreement of the



complainant, the accused, and the college at any time in process.

## 8. Investigations of Sexual Harassment Complaints

While the investigation of sexual harassment complaints may vary depending upon the nature of each case, it is recommended that an investigation include the following, to the extent feasible:

a. The Coordinator and the Deputy Coordinator should interview the complainant. The complainant may request that the Committee member to whom he or she originally brought the complaint be present at the interview.

b. The complainant should be informed that an investigation is being commenced, that interviews of the accused and possibly other people will be conducted, and that the President (or the Chief Student Affairs Officer, if the accused is a student) will determine what action, if any, to take after the investigation is completed. A written statement, signed and dated by the complainant, should be obtained, which sets forth the particulars of the complaint, including dates and places, as well as the impact of the alleged harassment. The complainant should also be asked for the names of potential witnesses or others who may have relevant information.

c. The Coordinator and the Deputy Coordinator should interview the accused. The accused should be advised that a complaint of sexual harassment has been received, that an investigation has begun, which may include interviews with third parties, and that the President (or the Chief Student Affairs Officer, if the accused is a student) will determine what action, if any, to take after the investigation is completed. The accused should be advised of the nature of the allegations against him or her and be given an opportunity to respond. A written statement, signed and dated by the accused, should be obtained, which sets forth his or her response to the allegations. The accused should also be asked for the names of potential witnesses or others who may have relevant information. In addition, the accused should be advised that any sexual harassment of or other retaliation against the complainant or others is prohibited and, if engaged in, will subject the accused to severe discipline, up to and including termination of employment or, if the accused is a student, permanent dismissal from the University. An accused employee who is covered by a collective bargaining agreement may, upon request, consult with a union representative and have a union representative present during the interview.

d. In addition to interviews with the complainant, the accused, and those persons named by them, it should be determined whether there are others who may have relevant information regarding the events in question and whether there is documentary evidence which may be relevant to the complaint. Whenever possible, written statements signed and dated by each person interviewed should be obtained. Persons interviewed should be advised that information related to the complaint should be kept confidential and not disclosed further, except as necessary during the complaint process. Consultation with other members of the Committee may also be sought during, or

at the completion of, the investigation, as deemed appropriate by the Coordinator.

e. In the event that a complaint is anonymous, the complaint should be investigated as thoroughly as possible under the circumstances.

f. While some complaints of sexual harassment may require extensive investigation, whenever possible, the investigation of most complaints should be completed within 60 days of the receipt of the complaint.

## 9. Action Following Investigation of Sexual Harassment Complaints

a. Promptly following the completion of the investigation, the Coordinator shall make a report of the findings to the President. In the event that the accused is a student, the Coordinator shall also submit the report to the Chief Student Affairs Officer.

b. Following the receipt of the report, the President (or the Chief Student Affairs Officer, if the accused is a student), shall promptly take such action as he or she deems necessary and proper to correct the effects of or to prevent further harm to an affected party or others similarly situated, including commencing action to discipline the accused under applicable University Bylaws or collective bargaining agreements. In addition to initiating disciplinary proceedings, corrective action may include, but is not limited to, transferring a student to another class section, transferring an employee, or granting a benefit wrongfully withheld.

c. The complainant and the accused should be apprised of action taken as the result of the complaint.

## 10. Immediate Preventive Action

The President can, in extreme cases, take whatever action is appropriate to protect the college community.

## 11. False Complaints

In the event that the Coordinator concludes that a complainant made a complaint of sexual harassment with knowledge that the allegations were false, the Coordinator shall state this conclusion in his or her report. The failure to substantiate a sexual harassment complaint, however, is not in and of itself sufficient to demonstrate that a complaint was false.

## 12. Records and Reports

a. The Coordinator shall keep the President informed regarding complaints of sexual harassment and shall provide the information necessary to prepare the annual report to the Chancellor referenced above in paragraph 1 (d).

b. Records regarding complaints of sexual harassment shall be maintained in a secure location.

## 13. Applicability of Procedures

a. These Procedures are applicable to all of the colleges of the University. The Hunter College Campus Schools may make modifications to these procedures, subject to approval by the University, as appropriate to address the special needs of their elementary and high school students.

b. These procedures are intended to provide guidance to the Presidents and Committee members for implementing the University policy against sexual harassment; these procedures do not create any rights or privileges on the part of any others.

14. The President may, in his or her discretion, appoint more than two members of the instructional staff to the Panel. Only two such members need be appointed through the P & B selection process; any additional instructional staff members may be appointed directly by the President.

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## REGULATIONS GOVERNING ALCOHOLIC BEVERAGES ON NEW YORK STATE CAMPUSES

The New York State legislature has amended the Alcohol Beverage Control Law, raising the minimum age for sale, purchase, and distribution of alcoholic beverages.

### Legal Minimum Purchase Age

No person shall sell, deliver, or give away or cause or permit to be sold, delivered, or given away any alcoholic beverage to any person, actually or apparently, under the age of twenty-one years.

### Selling or Giving Alcohol to an Intoxicated Person

No person shall sell, deliver, give away, permit, or procure to be sold, delivered, or given away any alcoholic beverages to any intoxicated person or any person under the influence of alcohol.

### Using False I.D.'s

Any person under twenty-one (21) years of age who is found to have presented or offered false or fraudulent written identification of age for the purpose of purchasing or attempting to purchase alcoholic beverages may be faced with probation for a period not exceeding one year and may in addition receive a fine not exceeding \$100. Article 129A of the New York State Education Law applies on the John Jay campus.

### Rules Governing the Consumption of Alcohol on Campus

Students wishing to consume alcoholic beverages on campus are advised that they must:

1. Obtain a gold validation sticker at the time of registration from the Department of Public Safety and Security Services; or
2. Have in their possession two (2) proofs of age.

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## THE CITY UNIVERSITY OF NEW YORK POLICY REGULATING SMOKING

Smoking is not permitted indoors on any City University campus.



## THE CITY UNIVERSITY OF NEW YORK POLICY ON DRUG, TOBACCO AND ALCOHOL EDUCATION

### I. Standards of Conduct

The City University of New York is a caring community committed to promoting the physical, intellectual, social, and ethical development of all individuals. The inappropriate use of alcohol and other drugs threaten the health and safety of students, employees, their families, fellow students, the general public, and adversely impairs performance. In addition to promoting health, safety and a positive learning and working environment, The City University is committed to preventing alcohol and other drug-related problems among all members of the University community.

The unlawful manufacture, possession, distribution, dispensation, possession or use of alcohol or other drugs by anyone, either on University property or at University-sponsored activities, is prohibited. Any person who is determined to have violated this policy will be subject to intervention by City University officials (See the following description of University sanctions.)

As a condition of employment, an employee of The City University must notify his or her supervisor if he or she is convicted of a drug-related offense involving the workplace within 5 days of conviction. Pursuant to the Drug-Free Workplace Act of 1988, 34 CFR S 85.635, the University is then required to notify the appropriate granting or contracting federal agency within 10 days of receiving notice of any such conviction.

These standards of conduct and policies are consistent with the City University's desire to promote health and safety and are in accordance with the requirements of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. The University will continue its efforts to maintain an environment free from the unlawful possession, use and distribution of alcohol and other drugs.

### II. Health Risks Associated With Abuse of Alcohol and Use of Tobacco

#### Alcohol

Alcohol (ethanol) is toxic to the human body. It is a central nervous system depressant which slows bodily functions such as heart rate, pulse, and respiration. Taken in large quantities, it progressively causes intoxication, sedation, unconsciousness and even death, if consumed in large amounts. Alcoholics can often consume large quantities of alcohol without appearing to be drunk or uncontrolled. Nevertheless, alcoholism causes severe emotional, physical, and psychological damage. Prolonged heavy drinking can damage various organs, resulting in disorders such as cirrhosis of the liver, heart disease, pancreatitis, and cancer. It can also lead to gastrointestinal irritation (nausea, diarrhea, gastritis, ulcers), malnutrition, sexual dysfunctions, high blood pressure, lowered resistance to disease, and possible irreversible brain and nervous system

damage. Alcoholism also leads to a wide variety of problems involving one's emotional, family, work, and social life.

#### Tobacco

The Department of Health and Human Services, the American Psychiatric Association and the World Health Organization have determined that nicotine, the chief component of tobacco, is a highly addictive drug. Forty-nine years ago the first report of the Surgeon General of the United States was issued on the impact of tobacco use on health. This 1964 report presented stark conclusions: that cigarette smoking causes lung cancer and is the most important cause of chronic bronchitis. The report linked tobacco smoking with emphysema and other forms of cancer. The health hazards of tobacco use are now well documented and directly linked to the death of an estimated 390,000 Americans a year.

Recent studies have shown that exposure to environmental tobacco smoke is associated with the occurrence of many diseases, such as lung cancer and heart disease in nonsmokers and low birthrate in the offspring of smokers. Because environmental tobacco smoke represents one of the strongest sources of indoor air contaminants in buildings where smoking is permitted, The City University has adopted a policy that prohibits smoking inside all University facilities (buildings). College presidents are free to impose a total ban on smoking on their grounds or provide for limited smoking areas outside of buildings, a set distance from a building's entrance.

### III. Federal and State Sanctions for Unlawful Use of Alcohol and Drugs

Both federal and New York State law make it a criminal offense to manufacture, distribute, dispense or possess with intent to manufacture, distribute, dispense or simply possess a controlled substance, including marijuana. 21 U.S.C. §801, et seq.; New York State Penal Law & 220, 221; New York State Public Health Law, & 3306. The sanctions for violation of these laws depend upon the particular offense and depend upon aggravating factors such as the type and quantity of drugs involved. Sanctions range from monetary fines and community service to imprisonment.

Below are some additional and important New York State laws regarding the unlawful use of alcohol, tobacco, and other drugs:

- Appearing in public under the influence of narcotics or a drug other than alcohol to the degree that he or she may endanger himself or herself or other persons or property, or annoy persons in his vicinity is a violation, punishable by fine and imprisonment up to 15 days.
- Giving or selling an alcoholic beverage to a person less than 21 years is a Class A misdemeanor punishable by a sentence of imprisonment up to one year. New York State Penal Law 260.20.
- Any person who operates a motor vehicle while intoxicated or while his or her ability to operate such vehicle is impaired by the consumption of alcohol or by drugs, is subject to suspension or revocation of driving privileges in the state, monetary fines up to \$1000, and imprisonment up to one year. New York State Vehicle Traffic Law 1192.

- Selling tobacco products to any person under the age of 18 is a Class B misdemeanor and punishable by imprisonment up to three months. New York State Penal Law, 260.21 (3).

### IV. Institutional Sanctions

#### Sanctions—Students

Students are expected to comply with the Rules of Conduct published and distributed by the college. Any student found in violation of University policy may be subject to disciplinary action. Sanctions may include admonition, warning, censure, disciplinary probation, restitution, suspension, expulsion, ejection and arrest by civil authorities. The Chief Student Affairs Officer may take disciplinary action or recommend that a student meet with a counselor for appropriate referral or assistance through self-help organizations or other outside intervention agencies. A member of the instructional staff may refer any student who is experiencing difficulty with alcohol or illicit drugs to any Student Affairs Officer or to an appropriate Counseling and Advisement Center. Students should be encouraged to seek assistance directly from the available resources when necessary.

#### Sanctions—Employees

Employees found in violation of the Standards of Conduct may be subject to penalties under the Henderson Rules and discipline under the provisions of their union contract. Sanctions that may be imposed include, in addition to those found in the various contracts, verified attendance and successful participation in a drug/alcohol assistance program.

## INSTITUTIONAL COMPLAINT PROCESS

Section 494C(j) of the Higher Education Act of 1965, as amended, provides that a student, faculty member, or any other person who believes he or she has been aggrieved by an institution of higher education has the right to file a written complaint.

In New York State, a complaint may be filed by any person with reason to believe that an institution has acted contrary to its published standards or conditions or that conditions at the institution appear to jeopardize the quality of the institution's instructional programs or the general welfare of its students. Any person who believes that he or she has been aggrieved by an institution on or after May 4, 1994, may file a written complaint with the Department within three years of the alleged incident.

#### How to File a Complaint

1. The person should first try to resolve the complaint directly with the institution by following the internal complaint procedures provided by the institution. An institution of higher education is required to publish its internal complaint procedure in a primary information document such as the catalog or student handbook. (The Department suggests that the complainant keep copies of all correspondence with the institution.)



2. If a person is unable to resolve the complaint with the institution or believes that the institution has not properly addressed the concerns, he or she may send a letter or telephone the Postsecondary Complaint Registry to request a complaint form. Please telephone (212) 951-6493 or write to:

New York State Education  
Department  
Postsecondary Complaint Registry  
One Park Avenue, 6th Floor  
New York, NY 10016

3. The Postsecondary Complaint Registry Form should be completed, signed, and sent to the above address. The completed form should indicate the resolution being sought and any efforts that have been made to resolve the complaint through the institution's internal complaint processes. Copies of all relevant documents should be included.

4. After receiving the completed form, the Department will notify the complainant of its receipt and make any necessary request for further information. When appropriate, the Department will also advise the institution that a complaint has been made and, when appropriate, the nature of the complaint. The complainant will also be notified of the name of the evaluator assigned to address the specific complaint. The evaluator may contact the complainant for additional information.

5. The Department will make every effort to address and resolve complaints within ninety days from receipt of the complaint form.

### Complaint Resolution

Some complaints may fall within the jurisdiction of an agency or organization other than the State Education Department. These complaints will be referred to the entity with appropriate jurisdiction. When a complaint concerns a matter that falls solely within the jurisdiction of the institution of higher education, the complainant will be notified and the Department will refer the complaint to the institution in question and request that the matter receive a review and a response.

Upon conclusion of the Department's complaint review or upon a disposition of the complaint by referral to another agency or organization, or to the institution of higher education, the Department will issue a written notice to the complainant describing the resolution of the complaint. The complainant may contact the Department evaluator directly for follow-up information or for additional assistance.

## RETENTION, GRADUATION, AND JOB PLACEMENT

Information regarding graduation and persistence rates is available in the Office of the Dean for Admissions and Registration, Room 4113 North Hall.

## THE CONSTITUTION OF THE JOHN JAY COLLEGE OF CRIMINAL JUSTICE FACULTY SENATE

### PREAMBLE

The Faculty of John Jay College of Criminal Justice, having been entrusted by the bylaws of The City University of New York with responsibility for policy relating to admission and retention of students, health and scholarship standards, attendance, curriculum, awarding of college credit, granting of degrees, and the conduct of educational affairs customarily cared for by a college faculty, hereby establishes the John Jay College of Criminal Justice Faculty Senate in order to provide a formal means of representing faculty concerns to the administration of the College and the University and to and to provide a democratic forum for the deliberation of such matters and other matters upon which deliberation by the academic community may contribute to the well being of the University and the society which sustains it and looks to it for enlightenment.

### Article I: Powers of the John Jay College Faculty Senate

The John Jay College Faculty Senate shall serve as one of the bodies of the College in the shaping of academic and educational policies. The John Jay Faculty Senate shall concern itself with matters of teaching, scholarship, research and any and all other matters related to faculty concerns as part of the educational mission of John Jay College. The Faculty Senate, acting through resolutions voted upon, shall be considered the voice of the faculty when making recommendations to the College Council, to administrative officials, or to other components of the College and the University, consistent with CUNY bylaws, the Professional Staff Congress contract and academic freedom.

### Article II: Representation of the John Jay College Faculty Senate

The John Jay College Faculty Senate shall be composed of those faculty members elected to the John Jay College Council, 13 full-time faculty members elected at large, and four adjunct faculty members elected at large. Faculty members may be self nominated or nominated by any other faculty member.

No member of the faculty shall serve simultaneously as an at-large member of the Faculty Senate and as a member of the College Council except for the at-large faculty representatives on the College Council who shall be elected by the Faculty Senate from among the at-large members of the Faculty Senate. This election shall take place in May after elections to the Senate have taken place and the Senate has been convened. The term of office shall be for one year.

Election to the Faculty Senate for at-large positions shall take place in the spring prior to elections for Departmental representatives to the College Council. Only full-time faculty members may vote for full-time faculty nominees. Only adjunct faculty may vote for adjunct nominees. The term of office shall begin in May after the new Senate has been elected and shall be for one year.

The Senate may declare a vacancy in membership or in an office of the Senate by adopting a resolution to that effect if a member resigns, can no longer serve, no longer meets the requirements for membership or for cause. A member may resign from the Senate by submitting notice in writing to the President of the Senate. A motion to declare a vacancy must be passed by a two-thirds vote of members present and voting at a meeting of the Senate. After declaring a vacancy, the Senate shall determine what action, if any, is to be taken to fill the vacancy, except that a vacancy in the office of the President shall be filled by succession of the Vice President to the office of the President.

### Article III: Voting and Participation

Each member of the John Jay College Faculty Senate shall have one vote on official matters. Motions shall be deemed to have been passed, or not passed, in accordance with Robert's Rules of Order, Revised.

All meetings shall be open to all members of the teaching faculty. Any member of the teaching faculty may speak at a meeting, although voting is limited to members of the Senate. Other members of the College or University community, as well as any other persons, may attend a meeting of the Senate and participate in discussions only by invitation of the Senate or its Executive Committee.

### Article IV: Officers of the John Jay College Faculty Senate

The officers of the John Jay College Faculty Senate shall be as follows:

1. President. The President shall preside at all meetings. In the event that a President is unable to complete a term, the Senate shall determine by vote that the office is vacant and thereupon the Vice President shall succeed automatically to the office of President.

2. Vice President. The Vice President shall assume the duties of the President in presiding over the Senate when the President is not present or when the President yields in order to participate in discussion on a motion. If the Vice President is unable to complete a term or succeeds to the office of the President, the Senate shall elect a new Vice President.

3. Recording Secretary(ies). The Recording Secretary(ies) shall record and transmit the minutes of all meetings of the Faculty Senate to the Corresponding Secretary for distribution.

4. Corresponding Secretary. The Corresponding Secretary shall distribute minutes of Senate meetings, forward official correspondence of the President and of Senate committees, receive copies of official committee reports from committee secretaries, and maintain archives of minutes, committee records and correspondence.

5. Officers-At-Large. Two (2) Officers-At-Large shall assist the other executive officers in the execution of their responsibilities.

All officers shall be elected in May after the new Senators have been elected and the Senate has been convened. Their terms of office shall be for one year.



## Article V: Executive Committee

The Executive Committee shall consist of the officers of the Senate. The Executive Committee shall determine when meetings of the Senate are to be held in accordance with Article VI. The Executive Committee shall receive agenda items from members of the faculty and shall establish the priority of agenda items. The Executive Committee may recommend limiting discussion, subject to approval by a vote of the Senate. The agenda may be revised at any time upon a motion from the floor and an affirmative vote at a meeting of the Senate.

## Article VI: Regular and Special Meetings

The Faculty Senate shall meet every month of the fall and spring semesters. Additional meetings or any other changes in schedule may take place upon the recommendation of the Executive Committee of the Senate.

## Article VII: Committees

The Faculty Senate shall create committees which are necessary to advance the activities of the Senate. Standing or ad hoc committees may be established, as needed. Members of standing committees shall annually be self-nominated or nominated by a member of the Senate, and the Executive Committee shall then recommend to the Senate membership slates for election by the full Senate. The Executive Committee shall designate Chairs for all committees. Each committee shall elect its own Assistant Chairperson and Recording Secretary, as it deems necessary. All committees shall have members of the Executive Committee as liaisons.

A committee may act upon items referred to it by the Senate as a whole, by the Executive Committee or by any member of the faculty. All committees shall report directly to the Senate as a whole, providing reports and offering motions at meetings of the Senate.

Positions on College or University committees designated for Faculty Senate shall be filled as follows: individuals shall be nominated by the Executive Committee and approved by a majority vote of the Senate.

## Article VIII: Agenda

Any member of the faculty may present items for the Senate agenda by forwarding items in writing to any member of the Executive Committee at least ten school days prior to a regular meeting of the Senate. Items received too late will be held for the next meeting of the Senate. A written agenda shall be available from any member of the Executive Committee five days prior to a regular meeting of the Senate and, wherever feasible, shall be published and distributed prior to the meeting. In emergencies the Executive Committee may call a special meeting of the Senate without prior written agenda.

## Article IX: Quorum

A quorum of the Senate shall consist of a majority of its voting members. The same rule applies for its committees.

## Article X: Governance

The Faculty Senate and its committees shall be governed by Robert's Rules of Order, Revised, unless otherwise specified in this constitution.

## Article XI: Amendments

This constitution can be amended through a motion made and passed by a vote of at least two-thirds of members present and voting at two consecutive regular meetings of the Senate.

Ratified by the Faculty: May 1988

Amended: March 2000

# CHARTER OF THE STUDENT GOVERNMENT

of  
John Jay College  
of Criminal Justice  
The City University  
of New York

Ratified September 20, 1978

## PREAMBLE

The Student Government of John Jay College of Criminal Justice shall have as its purposes the broadening of educational opportunities available to John Jay students; the facilitation of voluntary activities on campus making an important contribution to the intellectual, cultural and moral development of the student body; the representation of student interests in designated college-wide decision-making bodies; and the furtherance of the College's special mission. All activities funded or otherwise supported shall contribute in a direct and significant way to a realization of these objectives.

## Article I: Title

The title of the organization shall be the Student Government of John Jay College of Criminal Justice of The City University of New York.

## Article II: Membership

All students in the undergraduate and graduate programs at John Jay College of Criminal Justice shall be constituents of the Student Government and shall have the right to participate in all decisions and referenda held under the provisions of this Charter.

## Article III: Organization

### Section I—Bodies of the Student Government

The bodies of the Student Government shall consist of:

A. A Student Council, which shall serve as the representative body within the Student Government.

B. A Judicial Board, which shall hear and decide all charges brought against officers and members of the Student Council, as shall be further provided for by this Charter, and which shall conduct all elections provided for in this Charter.

C. A faculty adviser to the Student Government, selected by the Board of

Directors of the Student Activities Corporation, who shall advise and assist the bodies of the Student Government in carrying out their functions.

D. Voluntary student organizations hereafter designated as clubs, which exist to further the purposes set forth in the preamble of this Charter, and which shall be certified as meeting the standards specified in this Charter.

### Section 2—The Membership of the Student Council

A. The Student Council shall contain twenty class representatives drawn from and elected by the members of their respective classes. The class representatives shall be divided as follows: four drawn from the freshman class; four from the sophomore class; four from the junior class; four from the senior class; and four from the graduate students.

B. The Student Council shall also contain four executive officers, a president, vice-president, treasurer and secretary. Each officer shall not simultaneously hold office as a class representative. He or she shall possess all the powers, privileges, responsibilities and obligations of a class representative in addition to those special to his or her position.

C. All members of the Student Council must be students in good standing at the time of their election. All undergraduate class representatives and executive officers must have grade point averages of at least 2.5 at the time of their election. Graduate representatives must have grade point averages of at least 3.0 at the time of their election.

D. All members of the Student Council shall be required to faithfully attend meetings of the Council and of the committees to which they are assigned. Repeated nonattendance or lateness for meetings shall be considered valid grounds for impeachment and removal from the Council. Any members of the Council who absent themselves from more than one of the regular monthly meetings of the Council shall be suspended from office until such a time as a majority of the Judicial Board and the Student Council shall vote to reinstate them.

E. Each class representative on the Student Council shall be expected to devote at least four hours per week to his or her official responsibilities during the fall and spring semesters. During at least one designated hour of this time, they shall be available at the Student Council offices for consultation with their student constituents.

### Section 3—Vacancies on the Student Council

A. Should the presidency of the Student Council become vacant, the vice-president shall succeed to the office.

B. Should any of the other executive offices of the Council become vacant, the members of the Student Council shall elect a successor.

C. Any vacancy among the class representatives may be filled by a special election, should the Council so decide, provided that at least two months remain in the



term of the vacated position. Any special election must be held within one month of the occurrence of the vacancy and shall be conducted according to the procedures governing elections and referenda found in Article V of this Charter.

D. Suspended officers or members of the Council shall be deemed to have vacated their positions upon such a determination being made by the majority of the remaining members of the Council, with the concurrence of the Judicial Board.

#### **Section 4—Powers of the Student Council**

A. The Student Council shall appropriate all funds raised by student fees in accord with the purposes set forth in this Charter.

B. The Student Council may authorize programs and activities for the general benefit of the student body in accord with the purposes of the Student Government defined in this Charter.

C. The Student Council shall elect the student members of all John Jay College bodies containing student representation. Election to these posts shall occur at the regular September meeting of the Student Council. Graduate and undergraduate students in good standing shall be eligible for these positions. The terms of these representatives shall expire with those of the members of the Student Council, and the Student Council shall be empowered to fill any mid-term vacancies that occur. All student representatives on these bodies shall be required to report periodically to the Council or its Committee on Student Representation on the fulfillment of their duties.

D. The Student Council shall have the power to confirm the nomination of any student to represent the student body at college, university, or inter-collegiate meetings and events, including National Student Association functions. These representatives shall be required to report back to the Council on the fulfillment of their duties.

E. The Student Council may study and debate any issue or problem pertaining to campus life and student activities. On the basis of such study or debate, it may adopt such resolutions or make such recommendations to the administration of the College, the faculty or the student body as it sees fit, provided that it shall not endorse any candidacies for positions on the Student Council.

F. Within the procedures and requirements established by this Charter, the Council may adopt such bylaws, rules, and regulations, create such temporary committees or empower such agents as it deems fit to carry out its duties.

#### **Section 5—Procedures and Internal Structure of the Student Council**

A. Within one month following the start of its term, an organizational meeting shall be convened by the faculty adviser. At this meeting the officers and members of the Council shall be sworn. As soon thereafter as is convenient, the Council shall meet to confirm the appointment of the members of its committees, and to sched-

ule the remainder of the Council's regular monthly meetings.

B. Once its organization has been completed, the Council shall hold at least one regular meeting every month until the expiration of its term (though it may elect to omit such meetings during the months of July and August). These regular monthly meetings shall be held at dates and times convenient for the officers and members of the Council, as well as for the members of the student body. The times and dates of the regular monthly meetings may be changed by a vote of the Steering Committee of the Council, provided that at least one week's notice is given of such changes.

C. Special meetings of the Council may be held upon the call of the Council president. They shall also be convened upon petition of a majority of the members of the Council.

D. During its meetings the Council shall strictly adhere to its agenda as specified further in Section 7 of this Article. In the case of the regular monthly meetings, the agenda shall be established by the Council's Steering Committee. Whenever possible, the Steering Committee shall also establish the agenda for any special meetings called by the Council president. Should time not permit a special meeting of the Steering Committee, the president may establish the agenda. Special meetings convened as the result of a petition, shall be governed by the agenda contained in the petition.

E. Meetings of the Student Council shall be open in their entirety to all students, members of the faculty, members of the administration, and other interested individuals. The faculty adviser shall have the right to attend and address all meetings of the Student Council and its committees.

F. The date, time and place of all regular Council meetings shall be conspicuously advertised through the college media at least one week before the meeting takes place, and a schedule of all regular meetings shall be available to students at the Student Council's office. Due notice of special meetings shall be convened whenever possible.

G. Every individual serving on the Council, with the exception of the president, shall be qualified to cast one vote at Council meetings. Members of the Council under suspension shall not be considered qualified to vote. Proxy voting shall not be permitted on the Council or within any of its committees.

H. A quorum of the Council shall consist of a majority of all the members of the Council qualified to vote. Once a quorum shall have been counted at any meeting of the Council or its committees, it shall be considered to be present until the adjournment of the meeting.

I. No resolution shall be passed by the Council unless it shall have received at least a majority of the votes of the qualified members present and voting. However, should a resolution, or an amendment to a resolution, be vetoed by the Council president, it must receive the affirmative votes of two-thirds of the qualified members of the Council to pass. Procedural motions, however, shall never require more than a simple majority to pass.

J. The Council president shall preside at Council meetings whenever present. In his or her absence the vice-president, treasurer or secretary of the Council shall preside in that order of precedence. Should no qualified officer be present, the Council may designate one of its other members to preside.

The presiding officer shall not be allowed to vote at meetings of the Council except to break ties, provided that the president shall always be free to cast his or her veto. The presiding officers of all other committees of the Council, however, shall have the right to vote.

K. Subject to the provisions of this Charter, and such rules as the Council may wish to provide for itself, parliamentary procedure at Council meetings shall be governed by Robert's Rules of Order (newly revised).

#### **Section 6—The Powers and Duties of the Officers of the Student Council**

A. Service as an executive officer, or as the chairperson of a permanent committee of the Council is a major responsibility. Any student holding such a position shall be expected to devote at least ten hours per week to his or her official duties. Sustained failure to meet these obligations shall be considered valid grounds for impeachment and removal from office.

B. The president shall serve as the chief executive of the Student Government and the presiding officer of the Council. In addition to the powers granted him or her elsewhere in this Charter, he or she shall serve as the chairperson of the Council's Steering Committee and of its permanent Committee on General Activities; nominate the members of all Council committees, study groups and deputations (other than those involving student representation on college-wide decision-making bodies), subject to the consent of the Council; represent the student body when other provisions have not been made by the Council; and have the responsibility for the management of the Student Council's office. He or she shall also be an ex-officio member of all committees of the Student Council.

C. The vice-president shall succeed to the office of the presidency should a vacancy occur, and shall serve as acting-president in the president's absence. The vice-president shall also serve as the chairperson of the Council's permanent Committee on Student Representation.

D. The treasurer shall serve as the responsible financial officer of the Council, and as the chairperson of the Council's permanent Committee on the Budget. In addition, the treasurer shall serve as an ex-officio member of all permanent Student Council committees. The treasurer shall also disburse all properly appropriated funds and keep the books of account. At any time, the Board of Directors of the Student Activities Corporation may direct that an audit be conducted of the books of the Student Council. The treasurer shall also be responsible for making a monthly report to the Council on the state of the Student Government's finances.

E. The secretary shall keep the minutes of all meetings and provide for the maintenance and security of all Council records.



The secretary shall call the roll of the Council; read minutes of preceding meetings; and handle all correspondence for the Council, with such exceptions as the Council may provide. The secretary shall also serve as the chairperson of the permanent Committee on Essential Services.

### **Section 7—Composition and Responsibility of the Student Council Committees**

A. The major portion of the Student Council's work shall be done in its committees. Faithful participation in the activities of his or her committee shall be an essential obligation of all members of the Council. Repeated failure to attend committee meetings shall constitute valid grounds for impeachment and removal from office.

B. The members of the Student Council shall be organized into a Steering Committee and seven permanent committees: the Committee on General Activities, the Committee on the Budget, the Committee on Student Representation, the Committee on Essential Services, the Committee on Clubs, the Committee on Special Programs, and the Committee on Graduate and Evening Activities. The Council may also create special temporary committees whose existence shall end whenever the Council shall so prescribe, or at the installation of a new Student Council. Each member of the Council shall serve on at least one permanent committee.

C. The Steering Committee shall consist of all the qualified members of the Council. A quorum of the Steering Committee shall consist of a majority of the Council's executive officers and permanent committee chairpersons. Each member of the Committee shall have one vote, and a simple majority of all qualified members present and voting shall be sufficient to pass any resolution. The provisions of Article III, Section 5, paragraph 1 shall not apply to the meetings of the Steering Committee. The Steering Committee shall hear reports from the chairpersons and members of the various Council committees on the progress of the Committee's work. Whenever possible, it shall establish the agenda of all Council meetings, except where the meetings have been called through petition of the Council members. The agenda shall prescribe all the items of business to be considered by the Council, and the time to be allocated for consideration of these items, the rules governing debate on them, and the number and nature of any motions and amendments that may be offered. These rules shall be strictly adhered to during Council deliberations unless the presiding officer of the Council secures permission of the Council that they be waived in whole or part.

After the members of the Student Council shall have been sworn in, a regular schedule of monthly Steering Committee meetings shall be established. These meetings shall precede the regular meetings of the Council by at least three school days. They shall be held at times convenient to the executive officers and chairpersons of the Council's permanent committees. Failure on the part of an executive officer or chairperson to attend more than one of the regular monthly meetings of the Steering Committee shall result in the suspension of that individual from the Council.

The president shall call special meetings of the Steering Committee, provided that due notice be given to all of the members of the Council.

D. At the time of its initial organization each permanent committee shall have a minimum membership of five qualified members. A simple majority of a committee's qualified members shall constitute a quorum, provided that the Council president may grant written permission to any chairperson to transact the business of a committee in the absence of a quorum. Meetings of the full Council and of the Steering Committee, however, shall always require the presence of a quorum.

E. Once appointed and confirmed, the chairpersons of all permanent committees shall serve throughout the full term of the Council to which they were elected, provided that they remain qualified members of the Council.

F. All permanent committees shall hold regular monthly meetings, according to a schedule adopted at the first meeting of the committee. This schedule may later be revised by the members of the committee, provided that due notice is given. Committee meetings shall be open in their entirety to all students, faculty members and members of the administration who wish to attend.

G. In formulating the agenda of the Council, the Steering Committee shall give priority to resolutions considered by and reported out of the committees of the Council.

H. The permanent Committee on Student Representation shall study the qualifications of all students proposed for positions on college-wide decision-making bodies. Any student in good standing may have his or her name placed before the Committee for consideration, either through his or her own application or by that of any member of the Council.

Due notice shall be given to the student body of the availability of such positions, together with a description of their obligations and responsibilities. Only students nominated by the permanent Committee on Student Representation may be approved by the Council. Moreover, no student may be selected to fill more than one position. The seat of any student member of a college-wide decision-making body shall be declared vacated whenever that student shall have been absent for more than one of its meetings. The terms of students holding these positions shall terminate with those of the members of the Student Council.

The student delegation on the College Council shall consist of the four executive officers of the Student Council, two students chosen from the graduate class, two students chosen from the senior class, two students chosen from the junior class, two students chosen from the sophomore class, two students chosen from the freshman class, and two students elected at large.

The permanent Committee on Student Representation shall monitor the attendance of students on college-wide decision-making bodies, and shall nominate students to fill vacancies as they occur. The Committee shall also require student members on college-wide decision-making bodies to report monthly, in writing, on their work, and to appear before the

Council to explain their actions. The Committee may make recommendations to student members of college-wide decision-making bodies, provided that it is always understood that such students remain free to make their own judgments. The Committee may also request that the full Council take advisory positions on questions before college-wide decision-making bodies, or that the full student body be polled on such matters.

The permanent Committee on Student Representation shall consist of the vice-president and four other members of the Council, at least three of whom shall be either graduate students, seniors, or juniors.

I. The permanent Committee on Clubs shall review the requests of all certified clubs for Student Council funds, and shall recommend to the full Council whether such funds shall be approved. The committee shall ensure that all such requests are in accordance with the educational and cultural purposes of the College, benefit a significant number of students, are cost-effective, and are in conformance with the overall budget guidelines and ceilings approved by the full Council. The Committee may also examine the constitutions of any clubs requesting funds from the Council for the purpose of establishing the democratic character and conformance to the purposes of the College.

The president shall designate the chairperson and members of the Committee, subject to confirmation by the Council.

J. The permanent Committee on General Activities shall study and advise the Council on all proposals for the authorization of activities and events, within the purposes of the Charter, not falling within the prescribed jurisdictions of other committees and clubs. It shall also study and advise the Council on all proposals for the revision of the Council's bylaws and the Charter of the Student Government. The Committee shall be chaired by the President, and shall include a minimum of four other members of the Council.

K. The permanent Committee on Graduate and Evening Services shall study and advise the Council on all proposals of primary benefit to students in the graduate programs of the College, or in the evening sections of the undergraduate division. The Committee shall be composed of a minimum of five members, four of whom must be graduate students. The president shall designate the chairperson of this Committee with the consent of the Council.

L. The permanent Committee on Special Programs shall study and advise the Council on all programs of primary benefit to students in the Satellite Program of the College. The Committee shall be composed of a minimum of five members. The president shall designate the chairperson of this Committee with the consent of the Council.

M. An essential service comprises an ongoing activity vital to the educational or cultural life of the College, which is designed to be accessible to a large number of students and involves an unusually large level of continuing expenditure. The Permanent Committee on Essential Services shall study and advise the Council on the administration and performance of the student newspaper, radio station, year-



book, theatrical activities, as well as that of any other entity deemed by the Student Council and the Corporate Board of the Student Activities Corporation as an essential service, provided that neither the Committee nor the Council shall interfere with the editorial freedom of these entities. The committee shall be chaired by the Secretary and include a minimum of four other members.

### Section 8–The Budgetary Process

A. At a time no later than the Council's regular October and February meetings, it shall receive and consider recommendations from the Committee on the Budget on general budget guidelines based on anticipated revenues and projected expenditures for the coming semester. These shall include maximum allocations for the general categories of spending within the jurisdictions of the various Council committees. It may also include more specific ceilings for expenditure on particular programs or activities such as allocations for individual clubs. The Committee may also recommend the establishment of reserve or contingency funds to be allocated later during the term of the Council among the various spending categories.

The Council must act on these recommendations before the end of October or February, as the case may be. Thereafter the Budget Committee, through the treasurer, shall monitor the actual flow of monies collected, appropriated, obligated, and expended by the Student Government, submitting a monthly report to the Council on the same.

Within the overall guidelines adopted by the Council, the Committee on the Budget shall have direct responsibility for appropriating funds for the deferral of the legitimate expenses of the Student Government and its members. The treasurer shall be responsible for promptly distributing copies of the budgetary guidelines to all members of the Council and other interested parties, and shall similarly make available a monthly list of all Student Council revenues, appropriations, obligations and expenditures. The secretary shall be responsible for publicizing these reports.

B. The Board of Directors of the Student Activities Corporation may establish minima for expenditures on any activity or organization. Such minima are automatically to be considered an appropriate portion of the Student Government's budget, and may be obligated and expended according to such procedures as the Board of Directors may authorize. When minima are established, the Board of Directors must promptly inform the Council of the same, specifying the levels and purposes of the funding involved.

The Student Council may appropriate funds for any purpose beyond the levels provided for in the minima.

C. Until the guidelines have been approved, no funds shall be appropriated by the Council for any purpose. After the approval of the guidelines, each committee of the Council shall have the responsibility for recommending to the Council the specific amount of funds to be appropriated for programs and activities in its area of jurisdiction. No resolution providing for the appropriation of funds shall come

before the Council unless it has originated in the proper committee.

D. No resolution for appropriating funds which exceed the ceilings for club activities or for any other category of spending, established by the Committee on the Budget, shall be approved unless it receives an affirmative vote of two-thirds of the qualified members of the Council present and voting. Nor may any amendment be added by the Council to any resolution for the appropriation of funds reported by any committee which acts to increase the amount of appropriations contained therein. Amendments may be offered in Council, however, which decrease this amount, subject to the specifications of the agenda.

E. The treasurer shall be responsible for obligating and disbursing all monies duly appropriated by the Council, provided that no contracts shall be entered into by the Student Government without the written authorization of either the Board of Directors of the Student Activities Corporation or the Dean of Students.

F. No monies may be disbursed by the treasurer until 2 (two) full weeks have passed following their appropriation by the Council, provided that this requirement may be waived by a two-thirds vote of those Council members present at the meeting. During this two-week period, the Student Council, if in session, may reconsider any such appropriation.

### Section 9–Student Clubs

A. Any student club or organization is eligible for funding by the Council if its activities further the purposes established in the preamble of this Charter, and if it has been certified as meeting the requirements established in this Charter by the Judicial Board.

B. No executive officer of any student club may simultaneously serve as the executive officer of any other club, provided that this provision shall have no effect during the first year of the Charter's operation.

C. The eligibility of a club, once established, may be reviewed at any time by the Judicial Board, upon the request of any executive officer of the Student Council, any five members of the Council, or twenty-five concerned students.

D. The establishment of eligibility shall not in itself entitle any club to the use of student funds.

E. Any club purchasing or using equipment financed by Student Council funds may be required by the Council to post surety for such equipment. The treasurer shall require all clubs and agents of the Council to present receipts for all expenditures funded by the Council.

F. The Student Council may require any club receiving Student Government funds to match them in whole or in part with contributions of its own.

G. All clubs making contracts with outside agents must have them approved by the Student Activities Corporation or the Office of the Dean of Students.

### Section 10–Judicial Board

A. The Judicial Board shall consist of five students, three nominated by the Board of Directors of the Student Activities Corporation, two nominated by the President of the Student Council, to be confirmed by both bodies. Members of the Judicial Board shall serve terms of no more than one year, and their terms shall expire with those of the members of the Council. They shall, however, be eligible for reappointment at the conclusion of their terms. All members of the Board shall be students in good standing at the time of their appointment. No member of the Board may be a member or candidate for an elective position within the Student Government during the period of his or her service, nor may he or she serve as an officer of a student club.

B. Meetings of the Board shall be in their entirety open to all interested parties, provided that the Board may meet in executive session when deciding upon charges lodged against any officer or member of the Student Government under the impeachment provisions of this Charter. The faculty adviser shall, however, have the right to attend and speak at all meetings of the Judicial Board.

C. The first meeting of the Judicial Board shall be convened by the faculty adviser, and the members of the Board shall be duly sworn. Thereafter, the Board shall meet monthly according to a regular schedule, in the same manner as the Student Council. Special meetings may also be called by the chairperson of the Board or upon petition of a majority of the members of the Board. Due public notice shall be given of all Board meetings whenever possible.

D. The Judicial Board shall elect a chairperson, who shall preside at its meetings and shall establish its agenda, subject to modification by the members of the Board.

E. The Judicial Board shall keep minutes of all its meetings which, after a reasonable time, shall be made available to all interested parties. The chairperson of the Board shall make provision that all records be carefully preserved and made available upon request to all interested parties.

F. Each member of the Judicial Board shall have one vote, and unless otherwise provided for, all decisions of the Board shall be taken by a simple majority of the members, a quorum being present.

G. A quorum of the Judicial Board shall consist of a majority of its members.

H. Meetings of the Judicial Board shall be conducted according to Robert's Rules of Order (newly revised), unless otherwise provided by the Board.

I. Members of the Judicial Board shall disqualify themselves from voting on any matter bearing upon a student club of which they are a member. Any member so doing, however, shall still be counted present for purposes of making a quorum.

J. The terms of all members of the Judicial Board shall extend from the date of their swearing until the expiration of the term of the Student Council, provided that any member of the Judicial Board may be removed before the expiration of his or her term, if both the Board of Directors of the



Student Activities Corporation and the Student Council should agree to the removal.

K. The Judicial Board may empower agents to assist it in the performance of its administrative responsibilities.

#### **Article IV: Impeachment**

##### **Section I—Grounds for Impeachment**

The following shall be considered grounds for the impeachment of any officer or member of the Student Council:

A. Serious misconduct, negligence or repeated inattention in carrying out official duties;

B. Misappropriation of funds;

C. Willful violation of the provisions of this Charter.

##### **Section 2—The Impeachment Process**

A. Any officer or member of the Council may be impeached either upon the lodging of a petition with the chairperson of the Judicial Board, specifying charges and signed by five percent or more of the student body, or by means of a resolution passed by the members of the Student Council, at least two-thirds of the membership agreeing.

##### **Section 3—The Trial of Impeached Officials of the Student Council**

A. The trial of any impeached officer or member of the Council shall be conducted before the Judicial Board.

B. If the impeachment be by means of petition, the Judicial Board shall verify the signatures on the petition within one week of its submission.

C. Within three school days of this verification or after the receipt of a duly passed Council resolution, the Judicial Board shall provide the accused with a copy of the verified documents, and after full consultation with all interested parties, set a date for an open hearing. This date shall be no later than two weeks after the receipt of the petition or resolution by the Judicial Board.

D. It shall be the duty of the chairperson of the Judicial Board to ensure that the student body is given adequate notice of this open hearing, and of the nature of the charges lodged against the impeached official.

E. The case against the impeached official shall be made either by the first signatee on the petition or by the sponsor of the resolution, as the case may be, or by such agents as these parties may designate. The accused may defend himself or herself or may designate an agent to conduct his or her defense.

F. Both the accuser and the accused shall have the right to call witnesses and to cross-examine witnesses called by the other party.

G. Following the conclusion of the open hearing, the Judicial Board shall meet in closed session to consider the evidence and reach a decision. This decision,

together with any accompanying decisions, shall be made public within one week after the conclusion of the open hearing.

##### **Section 4—Conviction and Removal from Office**

Should four-fifths of the members of the Judicial Board find an impeached official guilty of any charges brought against him or her, he or she shall be considered convicted and removed from office. No student, once so convicted, shall again be eligible to hold any office or position within the Student Government. Should none of the charges be sustained by the Judicial Board, the impeached official shall be considered acquitted.

##### **Section 5—Suspension of Impeached Officers and Members of the Student Council**

Should two-thirds of the members of the Student Council agree that the charges against an official are of sufficient gravity, they may vote to suspend that official from his or her duties for the duration of the impeachment process. In no case, however, shall such suspension be viewed as an indication of guilt of the impeached official. A suspended official shall immediately regain his or her powers upon acquittal by the Judicial Board.

#### **Article V: Elections**

##### **Section 1—Eligibility for Student Office**

A. Only persons who are currently in good standing at the College are eligible to hold office within the Student Government. Candidates for office must also meet the specific qualifications for the offices they seek as stipulated elsewhere in the Charter.

B. Any student wishing to become a candidate for freshman, sophomore, junior, senior or graduate class representative on the Student Council must submit a nominating petition to the Judicial Board signed by at least 25 members of the student body, belonging to the class of which he or she is a member. The petition must be submitted no later than six weeks prior to the election period.

##### **Section 2—Procedures for Electing Class Representatives**

A. Elections shall be under the direct supervision and control of the Judicial Board and shall be conducted in conformance to the provisions of this Charter, in a fair, open and honest manner. No election guidelines or procedures drawn up by the Judicial Board shall go into operation until they have been approved by the Board of Directors of the Student Activities Corporation or the Dean of Students.

B. The period for holding elections for all class representatives and the Executive Board shall be during the two weeks immediately prior to Spring Recess. The exact date and times of the elections shall be determined and announced by the Judicial Board no later than the end of December in the academic year preceding

the term of the position to be filled. Effective date is to be June 1, 1980.

C. A newly elected member of the Council shall begin his or her term on June 1 and complete it, if not removed, at midnight on May 31 of the following year.

D. All nominating petitions shall be reviewed and verified by the Judicial Board, in consultation with the Dean of Students. All currently enrolled students who qualify as candidates shall be so informed by the Judicial Board, no later than four weeks prior to the beginning of the election period.

E. The guidelines and procedures governing regular Student Government elections shall be established and announced by the Judicial Board no later than six weeks before the date of elections. The Judicial Board shall secure the cooperation of the Dean of Students Office in the carrying out of elections. It may also employ an independent ballot association to supervise the counting of ballots.

F. The Judicial Board shall be responsible for informing the student body of the identities of candidates for positions within the Student Government. Any joint mailings carried out with Student Government funds must be approved and supervised by the Judicial Board. This shall, however, in no way interfere with the rights of candidates to run their own campaigns.

G. The Judicial Board shall determine the design of the ballot and the nature of the information that candidates may choose to have placed on the ballot.

H. Special elections for the Student Council, as well as any referendum that the Council may authorize, shall be also under the supervision of the Judicial Board. These shall be conducted in a fair and open manner, according to such specific regulations as the Judicial Board shall determine.

##### **Section 3—The Election of Student Council Officers**

A. Students in good standing at the College shall be eligible to be elected executive officers of the Student Council if they have the requisite qualifications. These include a grade point average of at least 2.5 at the time of election.

B. The executive officers of the Student Council shall be elected at the same time and in the same manner as class representatives. Every student registered in John Jay College of Criminal Justice shall be eligible to vote in the election to fill each of the executive offices. The candidates for these positions receiving a plurality of the total vote shall be elected.

C. A newly elected officer shall begin his or her term on June 1, and complete it, if not removed, at midnight on May 31 of the following year.

D. Eligible students may become candidates for executive office in the following manner:

1) Students wishing to become candidates for executive office must present a statement of support signed by at least seven members of the Student Council, or



a nominating petition signed by at least one hundred and fifty registered students.

2) No student may sign a nominating petition or a statement of support for more than one candidate running for a single seat or position.

## **Article VI: Eligibility Requirements for Student Clubs**

### **Section I—Certification of Eligibility by the Judicial Board**

A. Any new club wishing to be certified as eligible for funding must first submit to the Judicial Board:

1) A statement of its purposes, said purposes being in accord with the mission of the College and the purposes of the Student Government as defined in this Charter.

2) A constitution providing for the government of the club in an open and democratic manner.

3) A membership list containing the names of at least fifteen members of the student body, four of whom must be executive officers of the club.

4) A club must have a faculty adviser.

5) A signed statement by the faculty adviser attesting that each individual named in the membership list is a current member of the student body and a member of the club.

6) The Judicial Board shall study and verify all materials submitted to it by clubs. It may require the executive officers or the faculty adviser of any club to appear before it for the purpose of gathering additional information. Following the submission of the required materials, the Judicial Board shall determine whether a given club is to be certified, and so inform the presiding officer of the Student Council. The Judicial Board may invoke this procedure with respect to continuing clubs which have not undergone review for more than one year.

B. Any club denied certification shall be provided in writing with the reasons for such action by the Judicial Board. It may resubmit an application for certification at any time thereafter.

C. If a club has been denied certification, it may lodge an appeal with the presiding officer of the Student Council. If the presiding officer determines that the appeal has standing, he or she shall place it before the Council and shall request the executive officers of the club in question and representatives of the Judicial Board to appear before the full Council at its next regular meeting to give testimony in the case. The Council may, on appeal, reverse a certification decision of the Judicial Board, provided that two-thirds of the full membership of the Student Council so agree.

D. All clubs will be expected to hold at least three regular meetings per semester. At least one week's notice shall be provided of all club meetings, and attendance shall be open to all interested members of the student body. It shall be the responsibility of the officers of each club to keep minutes of each meeting, indicating the members of the club in attendance and all business transacted. These minutes, along with a signed statement from the club's faculty adviser attesting to their accuracy, shall be transmitted to the chairperson of the Judicial Board no later than one week following each meeting. Clubs shall also promptly submit to the Judicial Board all amendments to their constitutions.

E. At any time during the course of the academic year, any ten members of the Student Council or twenty-five concerned students may request that the Judicial Board reexamine the standing of any club. Any club found failing to conform to the requirements set forth in this article may, after an open hearing, have its certification withdrawn. Clubs losing their certification may neither receive any further appropriations from the Student Council, nor draw upon any funds already appropriated. A club, however, may appeal the loss of certification in the same manner as it might appeal an initial denial of certification. No club may have its certification reexamined more than once during an academic year.

## **Article VIII: Interpretation of the Charter**

A. Upon petition of one hundred students or ten members of the Student Council, or upon a motion by any executive officer of the Student Government, any question pertaining to the interpretation of any provision of this Charter may be submitted to the Judicial Board for interpretation.

B. In the event of such a submission, the Judicial Board must decide the question at the next meeting, provided that the Board shall also be free to decline on the case. If the Judicial Board should accept the appeal, its chairperson may stay the disputed action of any Council officer or agent, or of the full Council, until the case shall have been decided.

## **Article IX: Amendments**

A. Any proposed amendment to this Charter must be introduced at a regular monthly meeting of the Student Council by a member of the Council or upon petition by one hundred members of the student body.

B. The Student Council may vote upon this amendment at its next regular monthly meeting, provided that due notice has been given to all members of the Council and the student body.

C. If two-thirds of the full membership of the Student Council shall so agree, the amendment shall be submitted to the Board of Directors of the Student Activities Corporation for approval.

D. Should the Corporate Board approve, the amendment shall be submitted to the full student body for ratification. Within one month of such action by the Student Council and the Corporate Board, a referendum shall be held.

E. An amendment shall be adopted if approved by fifty percent of the students voting in the said referendum.

## **Article X: Implementation**

A. Upon the institution of this Charter all existing constitutions, charters and bylaws governing the John Jay Student Government are null and void. The constitutions of all voluntary student organizations associated with it shall be subject to review.

B. Notwithstanding the provisions of Article VIII, during the first two years of this Charter's operation it may be amended by an affirmative vote of a simple majority of the qualified members of the Student Council and the approval of the Board of Directors of the Student Activities Corporation. (The provisions of Article III, Section 5, paragraph "I" shall not apply to such votes.

C. In order to provide for the fair, orderly and efficient implementation of this Charter during the first year of its existence, the Board of Directors of the Student Activities Corporation may delay or modify the operation of any of its provisions, provided that due notice be given the Student Government and student body.



## DEGREES AWARDED BY JOHN JAY COLLEGE OF CRIMINAL JUSTICE

Enrollment in other than registered or otherwise approved programs may jeopardize a student's eligibility for certain student aid awards.

### Degrees Awarded by the College

HEGIS Code	Degree	Title
0799	BS	Computer Information Systems in Criminal Justice and Public Administration
079900	MS	Forensic Computing
1999.20	BS	Forensic Science
1999.20	MS	Forensic Science
2099	MA	Forensic Psychology
2099/2099	BA/MA	Forensic Psychology/Forensic Psychology
2099	BA	Forensic Psychology
2101	MS	Protection Management
2101	BA	Fire Service Administration
2101	BS	Fire Science
2102	BA	Public Administration
2102/2102	BA/MPA	Public Administration/Public Administration
2102	MPA	Public Administration
2105	BS	Criminal Justice
2105	BA	Justice Studies
2105	BS	Police Studies
2105	BS	Criminal Justice Administration and Planning
2105/2102	BS/MPA	Criminal Justice Administration and Planning/Public Administration
2105	BS	Correctional Studies
2105	MA	Criminal Justice BA/MA
2105	BS	Security Management
2105	BA	Criminal Justice
2105	MA	Criminal Justice
2105/2105	BA/MA	Criminal Justice/Criminal Justice
2105/2105	BS/MA	Criminal Justice/Criminal Justice
2105/2105	BS/MA	Criminal Justice Administration and Planning/Criminal Justice
2105/2105	BS/MA	Police Studies/Criminal Justice
2199	BS	Legal Studies
2207	BA	Government
2207	BA	Judicial Studies
2299	BA	Deviant Behavior and Social Control
2209	BA	Criminology
5505	AS	Criminal Justice
5505	AS	Correction Administration
5505	AS	Security Management
5505	AS	Police Studies
5505	Cert.	Certificate in Dispute Resolution

### Degrees Awarded through The City University of New York Graduate School and John Jay College of Criminal Justice

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2105	Ph.D.	Criminal Justice
2099	Ph.D.	Forensic Psychology



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