CRIMINAL JUSTICE PROGRAM

STUDENT HANDBOOK

2013 - 2014

ALVERNIA UNIVERSITY
400 Saint Bernardine Street
Reading, Pennsylvania 19607-1799

Version: Fall 2013
INFORMATION CONTAINED WITHIN THIS HANDBOOK REFLECTS THE
PROGRAM REQUIREMENTS FOR STUDENTS WHO BECOME CRIMINAL JUSTICE
MAJORS AND MINORS IN FALL 2013 OR LATER.

WHILE MOST OF THIS INFORMATION WILL BE THE SAME FOR ALL
CRIMINAL JUSTICE MAJORS, STUDENTS WHO STARTED IN THE CRIMINAL
JUSTICE PROGRAM PRIOR TO FALL 2013 SHOULD CONSULT THE CATALOG
PERTAINING TO THE YEAR THEY ENTERED ALVERnia UNIVERSITY FOR
THEIR SPECIFIC PROGRAM AND GRADUATION REQUIREMENTS.
ALVERNIA UNIVERSITY
CRIMINAL JUSTICE ADMINISTRATION

STUDENT'S ACKNOWLEDGMENT OF RECEIPT

The undersigned hereby acknowledges receipt of the Bachelor of Arts Degree in Criminal Justice Administration Student Handbook containing the current policies and procedures of the Alvernia University Criminal Justice Administration Program as of the 2013-2014 academic year. I understand that this Handbook is a compilation of policies and procedures in effect prior to this publication date, and that the application of its policies and procedures predates the publication of this Handbook. I further understand and agree that it is my responsibility to read and familiarize myself with this compilation of policies and procedures. I also understand that the Chair of the Criminal Justice Administration Program is available to answer any questions that arise as a result of my review of the Handbook and its policies and procedures.

My signature below represents my acknowledgment that I have thoroughly read and understood the policies and my obligations under those policies and procedures, and further represents my consent to conducting myself in a way consistent with the policies and procedures. Students are required to read this handbook upon matriculation in the Criminal Justice Administration program. A copy of the Criminal Justice Administration Handbook is available on the Alvernia University website.

I understand that my enrollment in the Criminal Justice Administration Program is conditioned upon my compliance with the policies of this Handbook. I further understand that nothing in this Handbook creates or is intended to create a promise or representation of continued enrollment, and that the policies and procedures contained herein may be changed by Alvernia University at any time. A copy of this signed document will be maintained in my student file.

_________________________________________  _______________________________________
Signature of Student                        Signature of Witness

_________________________________________  _______________________________________
Printed Name of Student                      Printed Name of Witness

_________________________________________  _______________________________________
Date                                          Date
ACKNOWLEDGMENTS

The Criminal Justice Administration Program extends gratitude and thanks to all of those who contributed to this handbook. This appreciation is given to Alvernia students and faculty who gave of their time to offer help and suggestions.

Other criminal justice programs were consulted regarding the preparation of this handbook. We appreciate their time and enthusiasm shown for the completion of our document.
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WELCOME FROM THE CHAIR

Welcome to the Criminal Justice Department, located in Bernardine Hall, Alvernia University. The Department is one of several departments in the College of Professional Programs. We offer an undergraduate degree in Criminal Justice Administration. Criminal Justice is one of the larger programs on campus, with approximately 250 students on main campus, the Schuylkill Center in Pottsville and Philadelphia Center in Philadelphia, Pennsylvania.

The Criminal Justice Department is dedicated to providing the theoretical, practical and professional knowledge needed in today’s rapidly changing environment to be successful in the fields of law enforcement, corrections, courts, probation, parole, private security, asset protection, and related service careers. A number of our graduates continue their education by attending law school or graduate school.

The Criminal Justice Program at Alvernia University is unique in that students entering the fall semester of their senior year may attend the Reading Police Academy, which is based on our campus. Students who qualify and attend the Academy receive 15 credits towards graduation, finish their course work in the spring semester and graduate with a degree in Criminal Justice Administration and qualified under Pennsylvania ACT 120 to serve as a police officer in the state.

Our priority as a department is directed toward student success. Our fulltime professors are former practitioners in criminal justice; including, a retired FBI Special Agent, a retired Pennsylvania State Trooper, a retired Probation and Parole Officer, and a former police officer who has a Ph.D. in Forensic Psychology. Our part-time (adjunct) professors are current practitioners in the field of criminal justice; including, an Assistant District Attorney, two Chiefs of Police, and a retired FBI Agent who taught at the FBI Academy in Quantico, Virginia.

Our classrooms are state of the art, with all the modern audiovisual equipment needed to facilitate effective teaching. We have an active Criminal Justice Association, and two honor societies: including Saint Thomas More (local) and Alpha Phi Sigma, the International Criminal Justice Honor Society. Students are encouraged to conduct research in the field of criminal justice, and many complete a senior thesis on a criminal justice topic of their choice. Several of our criminal justice students have presented their research at meetings of the Academy of Criminal Justice Sciences (ACJS) in Cincinnati, Ohio, Baltimore, Maryland, New York, New York, and Dallas, Texas.

Sincerely,

Edgar J. Hartung, M.A., JD
Criminal Justice Department Chair

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INTRODUCTION

The Bachelor of Arts Degree in Criminal Justice Administration Handbook is designed to supplement the Alvernia University Catalog and the Alvernia University Student Handbook. It has been prepared with policies specific to the Criminal Justice Administration Department. A copy of the Criminal Justice Administration Handbook is available on the Alvernia University website.

The policies contain essential requirements in the preparation of the criminal justice practitioner academically in accord with the mission of Alvernia University, the outcomes of the Criminal Justice Administration Program and the outcomes proposed by professional criminal justice standards.

Students are required to read this Handbook upon matriculation into the Criminal Justice Administration Program. A signed statement by the student that he/she received a Handbook will be maintained in the student file.
DEPARTMENTAL OVERVIEW

History of the Criminal Justice Administration Program

In 1970 when the statistical projections indicated that many small liberal arts colleges/universities would be forced to close their doors unless their administrators expanded their program to respond to the needs of society, the president and administration of Alvernia University decided to introduce educational programs for various careers and occupations other than education, which was the University's primary program.

To increase enrollment, the sisters decided to admit male students and to take a chance on a major in criminal justice. In 1974 Sister Mary Pacelli Staskiel, OSF founded the Criminal Justice Administration Program at Alvernia University. At the time, Sister Pacelli was the only woman in the nation to head a criminal justice program at a college. In the first year, a large group of male students enrolled, mostly police officers, who came to be known as “Pacelli’s boys.”

Requiring criminal justice students to complete liberal arts requirements lifted the major out of the pattern of mere police training and was forward-thinking for its time. With the addition of the initial 200 students, mostly male police officers, the college became co-ed overnight. Sister Pacelli was certain Alvernia did the right thing, accepting responsibility for educating men and women for careers in law enforcement while at the same time giving them the critical thinking and decision-making skills to best succeed in such an environment. “If you are going to do a dangerous job,” she explained, “you better know where you stand, know what your strengths are, and know what’s important in your life.”

Vision and Mission

The Vision for the Department is to continue to provide quality education for students as they prepare for professions in the Criminal Justice field and to emerge as a research resource for the larger community. In addition, a long range goal is to develop a Master’s degree program in Criminal Justice.

The Criminal Justice Department is dedicated to providing the theoretical, practical and professional knowledge needed in today’s environment to be successful in the fields of law enforcement, corrections, courts, probation, parole, private security, and the related service careers. Emphasis is placed on preparing the student to enter the professional workplace or continue studies in graduate school. The curriculum is designed to provide students with expert instruction on the most current trends, policies and practices in the field. Students with career goals in law enforcement have the option of attending the Reading Police Academy to obtain Municipal Police Officer Certification (Act 120) as part of their four-year degree without extended time or expense. Students are eligible to apply for the Academy when they have senior status (90 or more credits), completed all required prerequisite courses, permission of the Alvernia University instructor (CJ 470), and successful completion of the application process and acceptance by the Reading Police Academy. Alvernia students attend the Academy during the fall semester of their senior year. Note: The Reading Police Academy session begins around the first of July and ends in early December.

Alvernia has recruited faculty who are professionals in their respective fields within the Criminal Justice system. In addition to academic accreditation, the full-time faculty has extensive
experience in the criminal justice system. In addition, all adjunct faculty members are practicing professionals in the area in which they teach. The strength of the department lies in the philosophy that faculty are, or have recently worked in the specific field of the courses they teach. Class instruction is therefore as current as the events of the day. The curriculum of the Criminal Justice Administration major is innovative and demands intensive classroom learning combined with extensive research and required field experience, including agency practicum.

**Purpose and Goals**

The purpose of the Criminal Justice Program at Alvernia University is to prepare competent and effective entry level criminal professionals for generalist practice at the baccalaureate level. Alvernia University’s strong liberal arts tradition provides the basis for the criminal justice administration curriculum and infuses the ideals of personal and professional advanced achievement, social responsibility, moral integrity and spiritual development.

The goals of the Criminal Justice Administration program are:

**Goal # 1:** To provide students with the core knowledge and skills necessary to enter criminal justice professions and/or pursue graduate/professional studies.

**Goal # 2:** To provide students with the critical and analytical problem-solving skills needed to achieve academic success.

**Goal # 3:** To provide students with experiential learning opportunities to ensure their competencies in a global and diverse society.

**Goal # 4:** To promote research, service learning, and interdisciplinary collaboration to advocate for social justice and community-building.

The Criminal Justice Administration department strives to prepare students to integrate the values, skills, knowledge and ethical standards of the criminal justice profession. Students learn to critically analyze problems and assist in the formulations of solutions based on Judeo-Christian values, the Alvernia University Student Code of Citizenship, the Criminal Justice Administration Department Code of Ethics, and the Christian humanism of a Catholic liberal arts University.

**Assessing One’s Aptitude and Motivation for a Career in Criminal Justice Administration**

The Criminal Justice Administration Program provides students with extensive opportunities to assess their motivation for a career in Criminal Justice Administration and their aptitude for the profession in both academic and field education areas. It is through informal discussions with faculty, agency staff, other Criminal Justice Administration students, classroom discussions and seminars, and independent papers or projects, that students are confronted with reexamining their attitudes, expectations and motivations. The Criminal Justice Administration faculty spends time talking with students individually and in small groups about how their aspirations and abilities coincide with their areas of interest in the Criminal Justice Administration field. This continuing emphasis on self-awareness and self-direction is brought about through classroom assignments focusing on one’s own personal aspirations.
Careers in Criminal Justice

Many occupations today require a college-educated individual who can write and speak well, solve problems, learn new information quickly and work well with others on a team. This means that Criminal Justice graduates use their education in a wide variety of fields. Your future career may relate more to your personal career interests, work values and transferable skills than any specific academic major.

Obtaining experiences within a particular field is an important part of preparing for life after college. These experiences can be in the form of internships, part-time jobs or volunteer positions. They allow students to develop knowledge and skills that help solidify their career choice, and improve their chances of employment.

Graduates of the Criminal Justice program are successful in finding employment in a wide range of agencies at local, state, federal and international levels in both the public and private sectors. Many graduates also pursue further education at graduate and professional programs.

Some of the areas of employment that are possible with a background in criminal justice are below. Please note that some careers may also require additional graduate, professional school or specialized training.

**Legal:**
- Judge
- Prosecuting Attorney
- Defense Attorney
- Bailiff
- Paralegal/Aid Counselor
- Court Administrator
- Court Clerk
- Employment Counselor
- Juvenile Referee
- Court Reporter
- Intake Worker
- Psychiatric Worker
- Social Worker

**Correctional:**
- Jail Administrator
- Warden/Superintendent
- Business Manager
- Prison Industries Superintendent
- Institution Parole Officer
- Line Correctional Officer
- Casework Supervisor
- Child Care Staff
- Social Worker
- Training Personnel
- Psychologist
- Classification Officer

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• Sociologist
• Custodial Guard
• Academic Teacher
• Vocational Instructor

Probation and Parole:
• Job Placement Officer
• Director of Court Service
• Probation Officer (county, state or federal)

Enforcement:
• Patrol Officer (city, county, state)
• Traffic Officer
• Investigative Officer
• Sheriff
• Juvenile Officer
• Community Relations Officer
• Dispatcher
• Secret Service Agent
• Military Police
• US Marshall
• Special Agent: FBI, IRS, DEA, ICE
• Military Intelligence
• Border Patrol Agent
• U.S. Postal Inspector
• Fire Marshall
• Fish and/or Game Warden
• Investigators
• Security Guards
• Retail Loss Prevention
• Retail Security

Other Related Occupations:
• Researcher
• Journalist
• Educator
• Insurance examiner
• Criminal Justice planner
• Postal Inspector
• Administrator Security guard
• Bodyguard
• Forensic Science
• Private Investigators

Community Programs:
• Halfway House
• Restitution Programs
• Community Services Order Programs

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• Pre-trial Diversion Programs
• Victim Assistance
• Social Service Agencies

Job Titles of Alvernia University Criminal Justice Administration Graduates:

Abuse Counselor
Addiction Counselor
Administrator / Director
Adoption Counselor
Advocacy Occupations
Agency Counselor
Air Marshal
Alcohol and Drug Counselor
Armed Forces Officer
Arson Investigator
Assistant District Attorney
Bailiff
Behavior Disorder Counselor
Border Patrol Agent
Caseworker / Case Manager
Chief of Police
Child Abuse Investigator
Child Support Enforcement Specialist
Child Welfare Caseworker
College / University Faculty Member
Community Organization Worker
Correctional Officer (federal, state, county)
Crime Lab Technician
Criminal Investigator
Criminal Lawyer
Defense Counsel
Delinquency Intervention Specialist
Deputy Sheriff
Detective
Detention Care Worker
Direct Care Provider
Domestic Violence Counselor
Fish and Game Warden
Foster Care Social Worker
Hotel Security Director
Journalist
Judge
Judicial Clerk
Juvenile Officer
Law Clerk
Law Enforcement Officer
Loss Prevention Specialist
Management Trainee
Mental Health Counselor
Paralegal
Park Ranger
Parole Officer
Police Shift Supervisor
Private Investigator
Private Security Specialist
Probation Officer
Protective Service Worker
Public Defender
Researcher
Social Worker
State Police Officer
Substance Abuse Counselor
Victim Advocate
Youth Counselor
Youth Services Worker

Federal Policies

Nondiscrimination Policy.

Alvernia University complies with all applicable federal, state and local nondiscrimination laws in the administration of its educational programs and services and in its employment relationships.

Americans with Disabilities Act (ADA).

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act ("ADA"), the University offers accommodations to students with documented learning, physical and/or psychological disabilities. It is the responsibility of the student to contact the Disability Services Coordinator, preferably prior to the beginning of the semester, to initiate the accommodation process and to notify instructors as soon as possible so accommodations can be made early on in the semester. Course requirements will not be waived but, if possible, reasonable accommodations will be made to allow each student to meet course requirements. Students needing assistance should contact the Disability Services Office, BH 105-A inside the Learning Center, by phone (610.568.1499) or e-mail (disability.services@alvernia.edu).

Program Policies

Acceptance into the Program.

Students may declare the Criminal Justice Administration major or minor with the Chair of the Department at any time.

Program policies and criteria have been written to reflect the ability fulfill the Criminal Justice Administration program requirements and, upon graduation, be prepared for a generalist entry-level Criminal Justice Administration position. Criminal Justice Administration students should meet the following criteria:

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1. Be able to communicate clearly, both orally and in writing. Composition and Research (COM 101) must be completed satisfactorily with a least a “C” grade.

2. Be industrious and have the intellectual capacity to acquire and integrate the knowledge, understanding, and skills necessary for competent Criminal Justice Administration practice. The students must maintain a “C” average in courses acquired outside the program, and grades no lower than a “C” in Criminal Justice Administration courses.

3. Students may use the “repeat/delete” option for a Criminal Justice Administration course only twice in order to achieve a “C” or higher in that specific course. If students are not successful in achieving a grade of “C” or better in a required Criminal Justice course they will be dismissed from the program.

4. Have a value system consistent with the humanistic foundation of the Criminal Justice Administration profession and with the scientific knowledge base upon which it rests. Criminal Justice Administration values include the democratic values of respect for the dignity and worth of the individual, self-determination, confidentiality, and equality of treatment. Scientific values include objectivity and respect for the scientific method in acquiring knowledge.

The faculty of the Criminal Justice Administration Program may require that a student discontinue the Criminal Justice Administration program at the end of any semester if performance in the classroom and/or internship is not satisfactory. The Criminal Justice Administration faculty reserves the right to make such judgments based on the aforementioned criteria and evaluations from criminal justice agencies where the student has served as an intern. Failure to function appropriately within the internship setting is documented through evaluations by the internship instructor or academic advisor.

**Transferring Credits into the University.**

Per University policy, credits can be transferred from other accredited colleges and universities if the courses are found compatible with University and Criminal Justice Administration curriculum. The final decision maker for the transfer of criminal justice courses for inclusion into the Criminal Justice Administration Program at Alvernia University is the Chair of the Department.

Testing out of required Criminal Justice Administration courses is not allowed in the Program. The Criminal Justice Administration Program does not grant academic credit or course waivers for the internship.

**Class Attendance.**

Students are required to be present and on time at all regular class meetings and examinations for the classes for which they are registered. Students are required to take exams during scheduled times, and are responsible for all material covered in class. Students representing the university on official business that will require absences must make advance arrangements to be absent from classes at the specific request of their university sponsor. An absence does not excuse a student from the work required by syllabus. It is the responsibility of
the student to make arrangements with the instructor prior to missing a class in order to complete any assignments or examinations missed during a university sponsored event.

The Criminal Justice Administration department has adopted the following Attendance Policy which excludes university sponsored activities. If a class meets once a week, the maximum number of absences allowed is two. If a class meets twice a week, the maximum number of absences allowed is four. If a class meets three times a week, the maximum number of absences allowed is six. Any absence over the allowable number results in a ten (10) point reduction in the student’s final grade.

Each class begins on time. If you arrive after the instructor has begun taking class attendance, you will be counted absent unless you personally check with the instructor at the end of class and ask to change the absent to a late. Initially, two late arrivals are equal to one absence. The third time you are late and any time thereafter, a late will be counted as an absence. It is noted that for each absence beyond the total allowed for, you will receive a 10 point reduction from your final grade.

It is the responsibility of the student to read the syllabus for the attendance policy for each class.

Dismissal for Academic Reasons.

1. Failure to maintain “Good Academic Standing” according to the criteria established by the University.

2. Failure to maintain a cumulative average of 2.00 for any student who is in the Criminal Justice Administration Program.

3. Failure to maintain a “C” in all Criminal Justice Administration courses, including the internship (CJ 408 Agency Practicum).

4. Failure to adhere to the Alvernia University Student Code of Citizenship and the Criminal Justice Administration Department Code of Ethics.

Dismissal for Nonacademic Reasons.

1. Failure to respect the rights of others as evidenced by verbal, physical or mental abuse of others, harassment of any kind, assault, or any action which endangers the rights of others.

2. Failure to abide by federal, state, and local laws which prohibit the use, possession, and sale of illegal substances.

Violation of any of the above criteria may result in dismissal of the student from the Criminal Justice Administration Program.
Procedures for Dismissal from the Criminal Justice Administration Program.

When problems concerning academic and professional performance, as well as violation of other criteria are noted by, or brought to the attention of the academic advisor by other appropriate, interested persons, and the situation cannot be resolved by the academic advisor or department chair, the following procedures will be followed:

1. The student will be formally notified of the program’s intent to dismiss the student from the program, including the reason(s) for dismissal by the academic advisor.

2. An additional meeting will be convened with the student, wherein the academic advisor and department chair to attempt to resolve the issue or issues regarding the student’s dismissal; this will occur with seven days after the student has been informed of the intent to dismiss.

3. The student will be notified in writing of the committee’s decision within seven calendar days after the committee has met. The committee may make any of the following recommendations:
   a. Insufficient information to support the dismissal of the student.
   b. Insufficient information to support the dismissal of the student; however, the decision includes suggestions for changes in the student’s performance to abate subsequent requests for dismissal.
   c. Dismissal from the program, permanently or temporarily.
   d. Permanent dismissal requires the student to withdraw from the program immediately.
   e. Temporary dismissal will include criteria that must be met before the student will be reinstated in the program.

Internship

Integration between Curriculum and Internship.

Concurrent classes and internships give students the opportunity to apply theoretical knowledge to their internships, share knowledge of numerous Criminal Justice Administration roles and functions, and engage in problem solving. Students are expected to integrate and apply Criminal Justice Administration theoretical concepts as well as values, knowledge, and skills in the classroom, seminars and the internship.

Integration between Internship and the Profession.

Throughout the internship program, continuous and intensive involvement provides students with a continuity of contact with the Criminal Justice Administration profession. Familiarization with routines and procedures give the student a more solid identification and feeling of belonging with agency, professionals, and the system as a whole.
Scheduling Time for the Internship.

Students are expected to complete their internship in agencies off campus during the same semester that he/she is registered for classes. The exception would be when students are completing their internship during the summer semester, and are not registered for any other courses. During the fall and spring semesters students will need free blocks of time within their academic, personal, and employment schedule to complete internship hours within the internship agency.

Acceptance Deadlines for an Internship (CJ 408).

Students who want to enroll in a Criminal Justice Administration internship in the summer, fall or spring semester of their senior year must be successfully cleared for placement by the last class day of CJ 403 Senior Seminar. Students must submit all of the required clearances to the Criminal Justice Administration office on or before their last day of class in CJ 403.

Internship Requirements.

1. An internship is listed under CJ 408 Agency Practicum and must be completed by all students as part of the Criminal Justice program. The prerequisites for CJ 408 are, as follows: 2.0 GPA overall, 2.0 GPA in Major, senior status (90 or more credits), CJ 201, CJ 221, CJ 275, CJ 403 and permission of instructor.

2. Background clearances are required to enroll in CJ 408. These clearances will be obtained by the student during the semester they are enrolled in CJ 403, prior to signing up for CJ 408. The following clearances are required for CJ 408:

   - Child Abuse History Clearance
   - Pennsylvania Criminal Background Check
   - FBI Clearance and Finger Printing (Cogent System). Clearances can take six weeks to process. Students who have not had continuous residence in the State of Pennsylvania for two (2) years may also be required to complete the FBI Criminal History

The agency may have additional requirements beyond those of Alvernia University. For instance medical facilities now require a physical examination and vaccinations. Contact Criminal Justice Secretary Drena Romberger (610.796.8302) and check the Alvernia University 2013-2014 Course Catalog for additional information regarding background clearances.

3. Applicants to the Criminal Justice Administration Program must understand that in order to meet program outcomes they must complete an internship, CJ 408 Agency Practicum. There is no alternative to this program outcome. A criminal record may preclude a student from obtaining an internship and/or employment in the Criminal Justice Discipline. Students with criminal records will be advised of other academic study options at Alvernia University.

   - Convictions/charges documented on a Pennsylvania Criminal Record Check report will be based on criteria outlined in Acts 169/13.
Please consult the Alvernia University Catalog for additional information on the background clearances required for field/clinical educational settings.
ACADEMIC OVERVIEW

Student Conduct and Expectations

The Student Code of Citizenship at Alvernia University is aimed at instilling in students the highest principles of integrity and responsibility. Students are expected to demonstrate respect for these principles in the performance of their academic activities. Academic dishonesty, which is a violation of academic integrity, will be dealt with according to the provisions of the Alvernia University Student Handbook.

Alvernia University Student Code of Citizenship

Our Student Code of Citizenship supports our mission to be a rigorous, caring, and inclusive learning community committed to academic excellence, and is inspired by our Franciscan Catholic heritage. To be Franciscan is to respect the dignity of each human person and all creation; to be open to the world and its diversity of cultures, faiths, traditions, races, and peoples; to honor right relationships (by which is meant a harmony in all human relationships, as well as with God and with all of creation); and to seek peace through action for justice.

Therefore, each student shall...
• be honest at all times.
• respect the rights of all people, especially those that pertain to...
  o Physical and emotional safety and security;
  o views and beliefs;
  o pursuit of personal and educational goals.
• treat others with kindness and empathy.
• act in a civil manner in all settings, including but not limited to:
  o on campus: for example, in classrooms and residences, on the fields and in the stands;
  o off campus: especially in our neighborhood and at University events;
  o in cyberspace.
• respect the physical and intellectual property of others, including the University and our neighbors.
• respect the environment, both human-made and natural.
• read, know, and comply will all published University policies, procedures, rules, and regulations.
• cooperate and comply with the requests and directives of University officials as they fulfill their duties.
• comply with all federal, state, and local laws.

Every student has a degree of responsibility for and to the University community. Therefore, when a student encounters a situation in which one or more other students’ or guests’ behaviors are not consistent with our code, the student is responsible to take one of these actions: address the situation in question so that the behavior ceases, report the situation to a University official, or, at very minimum, leave the situation. The presence of any student do does not take at least one of those three actions during an incident that violates the Student Code of Citizenship shall be addressed by our Community Standards system.
From time to time, a student may encounter a situation in which it may not be clear whether or which University expectations apply. In such instances, the students would seek guidance from a University official who may reasonably be expected to be able to clarity. When faced with difficult situations, students should ask themselves the following questions:

- Does this action better the community or harm it?
- Is the action both ethical and legal/
- What does my conscience tell me?

Each student is expected to act in ways that fulfill the Student Code of Citizenship both on and off campus beginning with the student’s acceptance of admission to Alvernia University and for so long as the student has a continuing relationship with the University. Allegations of failures to meet these expectations will be addressed by our Community Standards system.

The tenets of the Student Code of Citizenship are purposely expressed in the positive. Examples of specific prohibitions that flow from these positive tenets follow.

**Examples of Specific Prohibitions that Flow from the Tenets of the Student Code of Citizenship**

Because our Student Code of Citizenship requires students to be honest at all times, all forms of dishonesty are prohibited. Academic honesty (see relevant passage in Academic Policies and Procedures section of the Student Handbook) and honesty in all forms of communication with faculty, staff, administration, and fellow students of the University are of particular concern.

Because our Student Code of Citizenship requires that students respect the rights of all people and treat others with kindness and empathy, all forms of verbal, physical, or psychological abuse, threats of harm to self or others, harassment (including sexual harassment), hazing, sexual contact without effective consent, or actions that endanger others are prohibited. The intimidation or terrorizing of others by racist, sexist, homophobic, or other means are prohibited. Restraint of freedom of movement or expression and/or disruption of the normal functions of the University and its activities are prohibited.

Because our Student Code of Citizenship requires that students act in a civil manner in all settings, acts of misconduct including but not limited to uncivil language, such as excessive swearing; conduct that is disorderly, lewd, or indecent; breach of peace; or that reflect poorly upon the Alvernia University community are prohibited.

Because our Student Code of Citizenship requires that students respect the physical and intellectual property of others, including the University and our neighbors, as well as the environment, both human-made and natural, actual or attempted theft of and/or damage, destruction, vandalism, and all other forms of abuse or misuse of University property or the property of others are prohibited. Also prohibited are unauthorized entry or use of University property and/or premises, including but not limited to unauthorized use or possession of University owned furniture or equipment, and unauthorized possession, use, or duplication of University-issued keys or other means of access to University property or premises. Also prohibited are all forms of misconduct in the pursuit of academic endeavors, in interaction with members of the University community, or at another institution while acting on the University’s behalf.
Because our Student Code of Citizenship requires that students read, know, and comply with all published University policies, procedures, rules, and regulations, failures to comply with all such policies, procedures, rules and regulations are prohibited. 

Because our Student Code of Citizenship requires that students cooperate and comply with the requests and directives of University officials as they fulfill their duties, prohibited behaviors include but are not limited to failure to identify oneself and/or produce a University identification card when asked, failure to evacuate a campus building during a fire alarm, failure to surrender or dispose of a substance or item prohibited by our alcohol and other drugs or weapons policies, failure to appear at a Community Standards Conference or otherwise respond as instructed when summoned by a University official, or failure to comply with assigned sanctions resulting from Code violations. A student who does not respond, appear, or act is not excused from disciplinary action by the University.

Because our Student Code of Citizenship requires that students act as responsible citizens and therefore comply with all federal, state, and local laws, violations of all such laws are prohibited. The University will exercise discretion in monitoring this expectation and this prohibition, with particular emphasis on violations that are made knowingly and of one’s own volition, or that reflect poorly on the University community. Of special concern are laws that govern the possession, use, and sale of controlled substances, including but not limited to alcohol and other drugs.

Alvernia University, May 2012

**Code of Ethics for the Criminal Justice Department**

- I will abide by the requirements of the Alvernia University Code of Conduct

- I will not lie to faculty or fellow criminal justice student.

- I will not cheat in my academic or personal life.

- I will not steal.

- I will not engage in illegal activities.

- I will not tolerate lying, cheating, stealing or illegal activities by any other criminal justice student.

- I will report to the appropriate authority any illegal, corrupt or unethical behavior of fellow students in the Department of Criminal Justice Administration where there is sufficient cause to initiate a review.

- I will not stand by idly while a fellow student subjects another individual to harsh or inappropriate treatment.

- I will strive to conduct myself in a manner that avoids harassment toward fellow students or to the general public.
I will strive to conduct my personal life in a manner that exemplifies the high standards with which I will be required to comply as a criminal justice professional.

In addition to these standards, the Department of Criminal Justice Administration abides by the Academy of Criminal Justice Sciences' Code of Ethics. For more information please visit: www.ACJS.org.

Academic Advisement

It is the responsibility of students to consult with their advisor regarding such issues as class registration, academic progress, and graduation requirements and procedures.

All students at Alvernia University are assigned an advisor in the First Year Seminar Program. At the end of student’s freshman year, they will be reassigned an advisor within their major. The responsibilities of the advisor include assisting the student with academic program planning, preparation of requests for any modification of requirements, job or career advice, and interpretation of catalog statements concerning requirements. Nonacademic or partial academic areas such as personal problems or financial needs may be discussed with the advisor at any time/or with any other faculty member. Referrals are made to appropriate programs that will best be able to help the student, e.g., Counseling Services, Financial Aid, and so on.

The procedures for academic advising within the Criminal Justice Administration Program are consistent with the University. The basic premises of the advising policies and procedures of the Criminal Justice Administration Program are that students know what courses are available within the program, what courses they are required to take, what area they wish to emphasize and the amount of time and commitment they desire to put into their study process. Students are advised on possible alternatives and the possible ramifications of their choices.

Students who express interest in other academic fields such as art, business, psychology, theology, and so on, are encouraged to take courses within that discipline.

Faculty members routinely contact students with marginal and/or failing grades as documented on mid semester reports. Conferences are scheduled focusing on identification of learning difficulties and referral is made to appropriate resources. Individual encouragement and support is given.

All Criminal Justice Administration faculty members are responsible for advising students about educational related community experiences. This is accomplished through announcements made in class and the placement of posters on the bulletin boards outside the Criminal Justice Administration office space. Criminal Justice Administration faculty members regularly announce seminars, conferences, workshops, and community programs that are thought to be beneficial to students.
Classification of Students

Undergraduate students are classified as freshmen, sophomores, juniors, and seniors. The classifications are based on the number of semester hours a student has completed and earned credits. The following credit hour classification is used:

- Freshman 0-29 credits
- Sophomore 30-59 credits
- Junior 60-89 credits
- Senior 90+ credits.

Curricula plans require a minimum of 123 credits for graduation.

Grading

At the completion of a course, each student is assigned one of the following letter symbols:

<table>
<thead>
<tr>
<th>Letter</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>94-100</td>
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<tr>
<td>A-</td>
<td>90-93</td>
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<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>73-76</td>
</tr>
<tr>
<td>C-</td>
<td>70-72</td>
</tr>
<tr>
<td>D+</td>
<td>67-69</td>
</tr>
<tr>
<td>D</td>
<td>63-66</td>
</tr>
<tr>
<td>D-</td>
<td>60-62</td>
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<tr>
<td>F</td>
<td>Below 60</td>
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</tbody>
</table>

Community Service

Service and civic engagement has its roots deeply embedded in the foundation of Alvernia University and is central to the mission of our Catholic, Franciscan Institution. The Community Service requirement is an outgrowth of the University’s Franciscan tradition, which is reflected in the Alvernia University Mission Statement “TO LEARN. TO LOVE. TO SERVE.” Service provides students the opportunity to use their gifts and talents to help those in need and to support local non-profit organizations. Additionally, service and civic engagement is an integral part of students’ learning experiences, contributing to their intellectual, social, and spiritual growth and development and providing a framework for students’ roles as members of local, regional, and global communities.

Alvernia students must complete service and civic engagement hours as part of graduation requirements. Associate degree students must complete 20 hours; baccalaureate degree students must complete 40 hours. Transfer students’ service and civic engagement hours are based on the remaining number of credits required for graduation. Transfer students should consult with the Registrar or their faculty advisor for specific number of hours.

For a list of approved sites and guidelines refer to [http://www.alvernia.edu/about/holleran-center/communityservice.html](http://www.alvernia.edu/about/holleran-center/communityservice.html) or contact the Holleran Center.
Graduation

Students seeking to apply for graduation should meet with their advisor and apply one semester before their planned graduation date. Students should check the Alvernia University 2013-2014 Course Catalog for graduation requirements.

The following conditions must also be met for the Bachelor’s Degree:
- A minimum of 123 credits.
- A minimum cumulative grade point average of 2.0 in all completed courses
- All required courses must be passed.
- The final 45 of the last 60 credit hours must be completed at Alvernia University.
- Twelve credits in the major and nine in the minor must be completed at Alvernia University.
- Community Service hours requirement.

The following conditions must also be met for the Mid-Degree Program:
- Prerequisites: Students must transfer at least 70 credits of college work or an associate’s degree from a regionally accredited college.
- Satisfy the standards for the degree program.
- At least 30 credits must be at the 300/400 level at Alvernia University, which excludes experiential credit, e.g. life experience, challenge.
- Satisfy catalog requirements for human diversity and community service.
- Complete at least 12 credits in the major at Alvernia University.
- Complete a modified core curriculum at Alvernia University (see 2013-2014 Course Catalog for details).

Academic Grievance Procedures

The Student Grievance Committee attends to grievances of an academic nature. The Committee is composed of faculty members and two students. The Committee is involved in a student grievance only if the proper steps have been followed as outlined herein:
1. Student discussed the situation/grade with instructor within 20 calendar days of occurrence/disagreement.
2. If no accord is reached, the student has seven calendar days to meet with the department chair.
3. Again, if no accord is reached at this level, the student has seven calendar days to consult with the Division Dean.
4. At this point, if there has been no resolution, the Division Dean apprises the student of the right to appeal to the Student Grievance Committee.
5. Student has seven calendar days to contact the Chair of the Grievance Committee. The Committee hears a case only after there has been an attempt to rectify the situation through discussion with the student, Instructor, Department Chair and/or the Division Dean. If no solution is reached at this point, the student files a grievance.

See the current Alvernia University Student Handbook for additional information.

Social Media Policy

See the current Alvernia University Student Handbook for additional information.
Copyright Restrictions

Materials used in connection with this course may be subject to copyright protection under Title 17 of the United States Code. Under certain Fair Use circumstances specified by law, copies may be made for private study, scholarship, or research. Electronic copies should not be shared with unauthorized users. If a user fails to comply with Fair Use restrictions, he/she may be liable for copyright infringement. For more information, including Fair Use guidelines, see the Alvernia University Copyright & Fair Use Policy.

Alvernia University is required by federal law to inform students that unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringement. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at http://www.copyright.gov/, especially their FAQs at www.copyright.gov/help/faq.

University Policies Including Disciplinary Actions for Violators

Alvernia University requires users of its computing and network resources to operate in accordance with copyright and licensing restrictions and its Responsible Use Policy. Violations of the university policies could lead to disciplinary action including suspension of students. For more information, please see the Alvernia University Student Handbook.

Legal Alternatives to Unauthorized Peer-to-Peer File Sharing

A comprehensive list of legal alternatives to unauthorized downloading is available at http://www.educause.edu/legalconte
Liberal Arts Core Requirements

Students in the Criminal Justice Administration Program, like all degree students at Alvernia University, are required to complete a course of study designed to ensure that they have obtained the liberal arts perspective. Our Liberal Arts Core prepares students academically and professionally for leadership in a culturally diverse world. Emphasis is placed upon oral and written communications, scientific inquiry, technological proficiency, ethics, and critical thinking.

The liberal arts core curriculum includes 54-56 credits:

<table>
<thead>
<tr>
<th>Course Requirements</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Composition &amp; Research (COM 101)</td>
<td>3</td>
</tr>
<tr>
<td>(C grade or better)</td>
<td></td>
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<tr>
<td>Communication (not COM 100)</td>
<td>3</td>
</tr>
<tr>
<td>Fine Arts (Art, Music, or Theatre)</td>
<td>3</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>6</td>
</tr>
<tr>
<td>Literature</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics (not MAT 100)</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education (PED 304)</td>
<td>3</td>
</tr>
<tr>
<td>Science with Lab</td>
<td>3 or 4</td>
</tr>
<tr>
<td>Social Science</td>
<td>6</td>
</tr>
<tr>
<td>Theology and Philosophy</td>
<td>12</td>
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<tr>
<td>Area II Courses (at 200-400 Level)</td>
<td>9</td>
</tr>
<tr>
<td>Three courses from any one of the following areas:</td>
<td></td>
</tr>
<tr>
<td>May not be in student’s first major.</td>
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</tbody>
</table>

In addition to the core curriculum, prior to graduation, students are required to complete the following:

<table>
<thead>
<tr>
<th>Course Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Year Seminar</td>
<td>2</td>
</tr>
<tr>
<td>Human Diversity</td>
<td>3</td>
</tr>
<tr>
<td>Community Service</td>
<td>See catalog</td>
</tr>
</tbody>
</table>
Major: 48 credits:
Required courses: CJ 101, 175, 201, 216 or 218, 221, 272 or 274, 275, 301 or 309, 302, 377, 379, 403, 408, 422, and 3 credits of CJ elective courses. All required CJ courses must have a grade of “C” or higher.

Minor: 18 credits:
Required courses: CJ 101, 218, 275, and three CJ elective courses (9 credits).

Course Descriptions:

CJ 101 Introduction to Criminal Justice (3 credits)
Prerequisite for all Criminal Justice courses. Introduction to organization, administration and operation of the criminal justice system in the United States, with a broad view of interrelationships of police, courts and the correctional process. Major problems discussed include constitutional guarantees, conflicting purposes, mutual support and a view of recommended reforms.

CJ 104 Introduction to Security Management (3 credits)
Nature and scope of private security in modern society from the historical, philosophical and legal vantage points. Basic principles of administration, organization, and operation of security and protection units.

CJ 175 Fundamentals of Criminal Investigation (3 credits)
Principles and methods of investigating criminal offenses to include: history, theories and problems of criminal investigations; crime scene searches; collection, preservation, and recording of physical evidence; impartial gathering of information; interview and interrogation methods; identification of modus operandi and sources of information; development and handling of informants; scientific aids to investigating, and report writing.

CJ 201 Criminal Law (3 credits)
Additional prerequisite: CJ 175. Study of criminal offenses by statutory and common law definition/classification; laws of arrest, search and seizure; and analysis of constitutional and statutory concepts governing introduction and use of information in formalized legal proceedings. PA Crimes Code is used as supplemental text reference.

CJ 203 Criminalistics (3 credits)
Additional prerequisite: CJ 175. Familiarizes the student with the techniques, skills, and limitations of the modern crime laboratory with respect to collections and processing of physical evidence. Areas analyzed include but are not limited to serology, DNA, hairs and fibers, fingerprints, soil, point, and glass fragments.

CJ 207 Rules of Evidence (3 credits)
CJ 216 Women and the Criminal Justice System (3 credits)
**Additional prerequisite: CJ 175. This course fulfills the human diversity graduation requirement.** Reviews diversity in general as it pertains to women and Criminal Justice. The history and contribution of equality issues are examined in the context of contemporary diversity themes. Gender issues examined include discrimination, glass ceiling, sexual harassment, role barriers. Focuses on the role of women in the criminal justice system: women as victims, women as offenders, and women as professionals.

CJ 218 Multicultural Issues in Criminal Justice (3 credits)
**This course fulfills the human diversity graduation requirement.** Examines diversity issues as they impact criminal justice agencies both internally and externally on race, sex, religion, ethnicity and related subjects. Racism, stereotypes and scapegoating themes are developed.

CJ 221 Research Methods I for Criminal Justice (3 credits)
**Additional prerequisite: CJ 175.** Introduces students to fundamental issues associated with the application of scientific methods to criminal justice problems. Topics covered include research design, the relationship between theory and research, type of research methods, ethical considerations, and data analysis techniques.

CJ 235 Community Policing (3 credits)
Analysis of the relationships among police, courts, correctional systems, and community resources. Emphasis is on community policing as a continuing departmental philosophy that in which the police and the community forms a partnership to identify and solve crime problems. A variety of programs and resources are evaluated.

CJ 272 Probation and Parole (3 credits)
Examines the role of probation and parole as a component of the criminal justice system. Areas analyzed and discussed include probation and parole philosophy, programs and practices, theories, case law history, system components, supervision, presentence investigations, specialized programs, innovative sentencing, training issues, and probation and parole standards.

CJ 274 Corrections and Rehabilitation (3 credits)
Survey of the correctional field covering incarceration, institutions, probation and parole, modern correctional counseling, case method, and techniques of supervision.

CJ 275 Criminology (3 credits)
**Additional prerequisite: CJ 175. Course satisfies the social science core requirement.** Examination of classical and contemporary theories of crime, nature and causes of crime and criminal behavior as well as the relationship between law and crime. Emphasis placed on identifying various criminological theories and their advocates to give student an overview of the many theories posited as causes of criminal behavior and crime.

CJ 285 Victimology (3 credits)
**This course may be taken for four credits as an option without extra charge for those students who opt to include a community service component.** Deals with the many concerns that surround the victims of crime and addresses the issues that tend to “twice victimize” the victim through the ways in which they are treated by the system that is supposed to help them. Current policies, trends, theories, and programs for dealing with the victims of crime and their family or survivors are discussed. Specialized responses to victims of violence as well as the
etiology of victimization is presented. Historical antecedents, victim compensation, victim impact statements, support agencies, and public policy are presented.

**CJ 301 Organized Crime** (3 credits)
**Additional prerequisite:** CJ 175. Nature and problems of the criminal organization including historic roots; causal factors of organized crime in American society; activities, organizations, and economics of organized crime including the trafficking of controlled substances; the problems of corruption and graft, and the development of strategies to control the activities of organized crime, drug trafficking organizations, including drug cartels and outlaw motorcycle gangs, gangs, and the new ethic mobs. Proactive strategies of investigation are presented including the use of undercover police officers, confidential informants, and electronic surveillance.

**CJ 302 Judicial Process and Procedures** (3 credits)
**Additional prerequisite:** CJ 201. Explanation of the role of the judiciary, its historical background and development in the United States with stress on due process of law, and the judicial procedure by which an arrested offender enters the system. Problems of change and reform of the process are also discussed.

**CJ 307 Court Administration** (3 credits)
**Additional prerequisites:** CJ 201, CJ 302. Introductory course designed to acquaint students with the problems of management of the courts from the local systems up to the Supreme Court. The role of the Prothonotary is examined.

**CJ 308 Commercial Security Management** (3 credits)
Retail, commercial and corporate security functions of organizations and establishments with emphasis on internal theft, shoplifting, armed robbery, dignitary protection, economic espionage, and tested security programs. Role of management, public relations, and special laws and procedures are discussed.

**CJ 309 White Collar Crime** (3 credits)
**Additional prerequisite:** CJ 175. Analysis and evaluation of white-collar crime, including public perception, sociological, political and economic impacts, as well as, past and present enforcement strategies. The role of the computer in committing white-collar crime is discussed.

**CJ 311 Criminal Profiling** (3 credits)
**Additional prerequisite:** CJ 175. Examines the history and contemporary use of profiling in the criminal justice field. Crime scene characteristics, as well as personality and behavioral characteristics used to identify offenders are presented. Training and research opportunities in profiling are provided.

**CJ 346 Terrorism** (3 credits)
**Additional prerequisite:** CJ 175. Students gain an understanding of the concept of terrorism through an integrated approach to the subject, which includes domestic and international issues. Effects on the political agenda will be viewed from the religious and historical perspective. Case studies of terrorist groups and their activities are presented.
CJ 377 Juvenile Delinquency & Juvenile Justice (3 credits)
Additional prerequisites: CJ 175 and CJ 275. Nature and extent of delinquency is discussed. Explanatory models and theories of juvenile delinquency are presented. History, philosophy, and evaluation of juvenile court practices and procedures are presented including the role of the juvenile officer. Prevention and intervention programs and their techniques are illustrated.

CJ 379 Ethics in Criminal Justice (3 credits)
Additional prerequisite: CJ 175. Examines challenge and conflict between professional standards of behavior and the acceptable system within the organization. Roles of Inspector General and Internal Affairs are presented. Issues concerning dual relationships, corruption, perjury, false reports, gratuities, wrongful acts, and code of silence are discussed. Civil Rights and brutality, and use of deadly force are viewed as ethical concerns. Honesty, integrity and ethical behavior in criminal justice professions are key themes in the course.

CJ 403 Senior Seminar in Criminal Justice (3 credits)
Additional prerequisite: senior status (90 or more credits). Examine basic principles, structures and processes of supervision and management. Emphasis on legal issues associated with CJ administration that provide student with informative, balanced and realistic perspective taught in a seminar.

CJ 408 Agency Practicum (6 credits)
Additional prerequisites: 2.0 GPA overall, 2.0 GPA in Major, senior status (90 or more credits), CJ 201, CJ 221, CJ 275, CJ 403 and permission of instructor. Actual involvement in a work-study internship designed to broaden educational experience through appropriate observation and assignment with criminal justice, private corporate security, and service agencies on the local, state, or federal level. Students are required to spend at least 235 hours with an agency. It is the responsibility of the student to locate and secure the internship placement.

CJ 411 Domestic Violence (3 credits)
Additional prerequisites: CJ 175, CJ 201 and CJ 275. Study of various forms of violence that take place within the family and partnership relations. Focuses on spousal abuse, partner abuse, adolescent abuse, abuse of elderly and societal/legal responses. May be taken as elective for Women’s Studies minor without prerequisites.

CJ 412 Undercover Investigations (3 credits)
Additional prerequisites: CJ 175, CJ 201, CJ 302. Comprehensive study of undercover operations as they pertain to various aspects of CJ system, including but not limited to: controlling an informant, various dangers and precautions associated with undercover operations, forensic photography and benefits provided to law enforcement and private/corporate security.

CJ 422 Crisis Management (3 credits)
Additional prerequisites: CJ 175, CJ 201 and either CJ 216 or CJ 218. Encompasses an overview of crisis as it affects law enforcement officials and the criminal justice system, including dealing with suicidal individuals, barricaded subjects, hostage takers and their hostages. Psychological and behavioral profiles of perpetrators and victims are discussed. Protocols for dealing with the several identified issues are presented. Students will participate in classroom scenarios and exercises designed to incorporate the material presented.

Version: Fall 2013
**CJ 426 Interview and Interrogation** (3 credits)
Additional prerequisite: senior status in CJ major or permission of instructor.
Study of interview and interrogation techniques to include: a step-by-step pragmatic approach using psychological methods and principles; studies of actual criminal cases, legal issues involved; and extensive classroom practical exercises.

**CJ 444 Violent Crime** (3 credits)
Additional prerequisites: CJ 201 and CJ 275. The nature, theory, history and psychology of violence in America are discussed through a study of the crimes of violence including homicide, rape, assault, and serial crimes. Interpersonal, group, and official violence is explored.

**CJ 470 Police Academy** (15 credits)
Additional prerequisites: CJ 201, CJ 221, CJ 275, CJ 403. Senior status (90 or more credits), permission of instructor, successful completion of the application process and acceptance by the Reading Police Academy.

*NOTE: Prerequisites may be waived for non-criminal justice majors. The decision is made by the Chair of the Criminal Justice Department Chair.*

Background Clearances
The Criminal Justice Administration Eight Semester Plan

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
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<tbody>
<tr>
<td>CJ 101: Introduction to Criminal Justice</td>
<td>CJ 175: Criminal Investigation</td>
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<tr>
<th>Semester 3</th>
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<tr>
<td>CJ 201: Criminal Law</td>
<td>CJ 275: Criminology</td>
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<tr>
<td>CJ 221: Research Methods I for CJ</td>
<td>or CJ 216: Multicultural Issues in CJ</td>
</tr>
<tr>
<td>CJ 216: Multicultural Issues</td>
<td>or CJ 218: Women and the CJ System</td>
</tr>
<tr>
<td>or CJ 218: Women and the CJ System</td>
<td>CJ 272: Probation and Parole</td>
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<tr>
<td>CJ 272: Probation and Parole</td>
<td>or CJ 274: Corrections and Rehabilitation</td>
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<tr>
<th>Semester 5</th>
<th>Semester 6</th>
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<tr>
<td>CJ 302: Judicial Process &amp; Procedures</td>
<td>CJ 377: Juvenile Justice System</td>
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<tr>
<td>CJ 301: Organized Crime</td>
<td>CJ 301: Organized Crime</td>
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<tr>
<td>or CJ 309: White Collar Crime</td>
<td>or CJ 309: White Collar Crime</td>
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<tr>
<td>CJ 379: Ethics in Criminal Justice</td>
<td>CJ 403: Senior Seminar in CJ</td>
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<tr>
<th>Semester 7</th>
<th>Semester 8</th>
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<tbody>
<tr>
<td>CJ 422: Crisis Management</td>
<td>CJ 408: Agency Practicum</td>
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Name: ___________________________________________ Id: ____________________________

2nd Major: _______ 3rd Major: _______ Minor: _______ 2nd Minor: _______ Matriculation Year/Term: __/____

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<td><strong>/</strong> COM 101 Composition &amp; Research</td>
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<tr>
<td><strong>/</strong> COM (C grade or better)</td>
<td>(3)</td>
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<tr>
<td>(not COM 100)</td>
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<tr>
<td>Fine Arts (3 cr)</td>
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<td>Science w/Lab (3-4 cr)</td>
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<td><strong>/</strong> PHI 105 Introduction to Philosophy</td>
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<td><strong>/</strong> THE/PHI (200-400 level)</td>
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<td><strong>/</strong> CJ 422 Crisis Management</td>
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Notes: ____________________________________________________________

Last Updated: __________________________________________________________________________

ACADEMIC YEAR 2013-2014
6/3/2013

Version: Fall 2013
MID-DEGREE PROGRAM

Degree/Major: BA CRIMINAL JUSTICE

Name: ___________________________________________________________________________ Id: __________
2nd Major: _______ 3rd Major: _______ Minor: _______ 2nd Minor: _______ Matriculation Year/Term: ____/____

Eligibility:
☐ Transfer at least 70 credits or Associate’s degree
☐ Re-entry student has not attended Alvernia for at least 1 yr

LIBERAL ARTS CORE (30-32 cr)                                      Grade Notes:

Communications (6 cr)
/ / COM 101 Composition & Research (3) __________
(Grades of C grade or better)
/ / COM _______ (3) __________
( not COM 100)

Fine Arts (3 cr)
/ / ____________________________________________ (3) __________

Literature (3 cr)
/ / ____________________________________________ (3) __________

Mathematics (3-4 cr)
/ / MAT ______________________________________ ( ) __________
( not MAT 100)

Science w/ Lab (3-4 cr)
/ / ____________________________________________ ( ) __________

Social Science (3 cr)
☒ Met in Major with CJ 275 (3) __________

Theology/Philosophy (6 cr)
/ / THE ______________________________________ (3) __________
/ / PHI ______________________________________ (3) __________
/ / THE/PHI __________________________________ (3) __________
(ethics/morality @ 200 level)

Graduation Requirements:
☐ Human Diversity:
☐ Community Service Hours: Required: ______ Met: ______
☐ At least 30 cr @ 300/400 level
☐ Overall GPA >= 2.00
☐ GPA in Major >= 2.00

Residency Requirements:
☐ 45 of last 60 credits
☐ Min 12 Alvernia credits in major
☐ Min 9 Alvernia credits in minor (if applicable)
☐ Min 123 non-remedial credits earned

Honors Requirements:
☐ Min 40 credits at Alvernia
☐ GPA >= 3.60
GPA: _______ Honor Awarded: ______________

Last Updated: ______________________________

Notes: __________________________________________________________________________

________________________________________________________________________________

CRIMINAL JUSTICE (48 cr)                                      Grade Notes:

Major (45 cr)
/ / CJ 101 Intro to Criminal Justice (3) __________
/ / CJ 178 Criminal Investigation (3) __________
/ / CJ 201 Criminal Law (3) __________
/ / CJ 216 or 218 (3) __________
/ / CJ 221 Research Methods I for CJ (3) __________
/ / CJ 272 or 274 (3) __________
/ / CJ 275 Criminology (3) __________
/ / CJ 301 or 309 (3) __________
/ / CJ 302 Judicial Process & Procedures (3) __________
/ / CJ 377 Juvenile Justice System (3) __________
/ / CJ 379 Ethics in CJ (3) __________
/ / CJ 403 Senior Seminar in CJ (3) __________
/ / CJ 408 Agency Practicum (6) __________
/ / CJ 422 Crisis Management (3) __________
(C grade or better must be obtained for all required CJ courses)

CJ Electives (3 cr)
/ / CJ ______________________________________ (3) __________
(C grade or better must be obtained for all required CJ courses)

MINOR (optional) (17-21 cr)
/ / ____________________________________________ ( ) __________
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ACADEMIC YEAR 2013-2014
6/3/2013

Version: Fall 2013 35
STUDENT RESPONSIBILITIES

Alvernia University’s Department of Criminal Justice Administration is pleased you have chosen to begin or continue your higher education experience. It is important to remember that you have made a choice to attend Alvernia University and it is a privilege, not a right to be here. As a member of the university community, you now have certain responsibilities to yourself, your fellow students, faculty, staff and all other persons you come into contact with. Alvernia University expects you will embrace your new role as a university student and meet your responsibilities with dignity, respect, care and concern for all.

Department-wide student responsibilities

In the interest of maintaining an atmosphere conducive to the teaching/learning process, it is imperative that students maintain appropriate behavior while on the campus, in any class, and attending any university sponsored event on or off campus.

Examples of inappropriate behaviors that will not be tolerated include but are not limited to:

- Willful disobedience
- Profanity or vulgarity
- Disorderly conduct (verbal and/or physical)
- Lewd, indecent or obscene conduct or expression
- Open defiance of authority
- Abuse of University personnel including Security staff, maintenance and
- Harassing or discriminatory behavior based on race, gender, religion, national origin, age, color, sexual orientation, veteran status, disability, or any other status protected by law
- Any type of behavior that detracts from the teaching/learning process in or outside of the physical and/or virtual classroom.

Appropriate dress is required. Shirts and shoes must be worn at all times. Clothing and accessories with offensive language, racial comments or slurs, or other inappropriate language, logos, and/or pictures are unacceptable dress and if worn, the student will be asked to leave the classroom.

Course-related Student Responsibilities

1. E-mail is the official means of communication. Students are expected to check their University e-mail account daily.

2. Students are responsible for thoroughly reading course syllabi and understanding their content.

3. Students should refrain from conversations whenever the instructor or another student is speaking. Any type of distracting or disruptive behavior interrupts (distracts) the teaching/learning process and must be avoided.

4. The use of cell phones or other electronic devices is NOT permitted in the classroom unless the instructor gives permission for the use of the item. In the event a student is expecting a call due to a family emergency, the cell phone/electronic devise must be placed on vibrate. This information must be shared with the instructor prior to the beginning of the class.
5. Students are expected to come to class prepared with homework and reading completed. Academic success within the classroom generally requires two hours of work outside of class for each hour spent in class. Some papers and special projects require even more time outside of class.

6. Students are expected to turn in assignments on time and in the format stipulated by the instructor, to participate in class discussion, and to prepare for tests and examinations.

7. Students are responsible for all materials assigned, as well as all materials covered in class.

8. Students are expected to wait for 15 minutes before leaving if their instructor does not appear for class as scheduled or does not leave instructions regarding meeting of the class.

9. Program and course selection is the responsibility of the student. Failure to meet with the faculty advisor and follow the requirements for completion of the program of study may result in a delay in graduation.
TIPS FOR STUDENT SUCCESS

These are suggestions from faculty to help students do well in their courses and be aware of the general expectations that faculty have for student performance.

Awareness of Policies

Know the course syllabus. Instructors lay out their expectations for student performance in their syllabi. It is always your responsibility to be aware of the requirements and policies for a course. If you are not clear about something, ask!!

Be aware of the University's failure policy. If you fail a course, be sure to understand why you failed so you can take steps to avoid experiencing the same problems in other courses.

Understand when “late drops” are appropriate. Dropping courses after the Add/Drop date in a semester is intended for students who have a serious issue arise not because they may not be doing well in a class. Students will be required to provide supporting documentation for the request.

In the Classroom

Attendance. Attendance is always important to student success. Do not enroll for a class meeting at a time which conflicts with your existing schedule.

Come to class prepared. Assigned readings should be completed before class so you can make informed contributions to classroom discussions and know what questions you have about the material.

Turn off your cell phone. Keeping it out or using it not only takes away attention you should give class, it distracts your fellow students and is just plain bad manners. The world will still be there when you get out of class.

Take written notes during class. Even if an instructor provides you with outlines or PowerPoint slides as a supplement to lectures, just sitting there and listening isn’t enough.

Ask questions in class. Seeking clarification or asking an instructor to expand on a point benefits everyone. If you have questions or want more information about a topic, chances are other students do too.

Answer questions in class. Never be upset or embarrassed that you were wrong. Wrong answers are often better learning opportunities than right answers.

Completing Assignments

Use your instructors as resources. The best resource for understanding what is required for an assignment is your instructor, not fellow students. Other students may misunderstand what is required and pass that misunderstanding along to you.

Do not put off working on assignments. Waiting to work on an assignment until the days before an assignment is due is never a good idea. Give yourself plenty of time to see what questions you have about the assignment and proof read your work.

Break down completing assignments into manageable parts. Break down an assignment into logical components to work on. Setting smaller goals to accomplish one at a time will make any assignment seem less overwhelming.
Turn in all assignments on time. May instructors do not accept late work and may not mention this on their syllabi. Unless otherwise stated on the course syllabus, do not assume that late assignments will be accepted.

Learning and Studying

Take advantage of faculty office hours. Use this time to get to know your instructors (and let them get to know you), clarify their expectations for class, and seek assistance when you need it. Be sure to prepare your questions in advance.

Critically engage with assigned readings. Highlight key points and make notes in the margins. Consider how an assignment fits in with the overall topics covered in the course.

Be an informed citizen. Stay connected to what is happening in your community and the world. Seeing how the things you learn in class connect to the real world makes for better understanding.

Challenge yourself to move beyond just memorizing material. When you learn something in class, try to apply it to other situations and events that happen in your daily life. Use information you learn to truly understand the world around you.

Review class notes regularly. Instead of trying to cram just before an exam, take time each week to read through your notes and make sure you understand the material. Greater familiarity with material makes studying for exams much easier.

Establish a routine for studying. Find both a time of day and location that work best for you for studying on your own. Arrange study groups with other students.
ADDITIONAL OPPORTUNITIES AND RESOURCES

Criminal Justice Association

Students are encouraged to join the Criminal Justice Association which is open to all undergraduate students interested in the field of criminal justice. Sponsored by the Department of Criminal Justice, the club goals are education and service to students, the Department, the University, and the community. The CJA is run by the officers, generally including the president, vice president, secretary, treasurer, and student association representative, in collaboration with the CJA faculty advisor.

The CJA generally meets once a month to hear speakers and discuss issues relevant to criminal justice and to share information about graduate, career, and practicum opportunities. Other service opportunities may be scheduled within the local community. Participating in the CJA is a great way to get involved in the department and the community, and to become familiar with criminal justice issues and potential career paths. Members pay minimal dues.

For membership information contact Professor Rosemary McFee (610.796.8313) the CJA Advisor.

Alpha Phi Sigma

Alpha Phi Sigma is the national honor society for criminal justice. Membership is by invitation only to those students who meet the membership criteria. The purpose is to promote critical thinking, rigorous scholarship and lifelong learning, to keep abreast of the advances in scientific research, to elevate the ethical standards of the criminal justice profession and to sustain in the public mind the benefit and necessity of education and professional training. The Gamma Nu chapter strives for the commitment to life-long learning.

For membership information contact Dr. Peggy Bowen-Hartung (610.796.8483) or Professor Edgar Hartung (610.796.8230) the chapter advisors.

Saint Thomas More

Saint Thomas More is the local honor society for criminal justice. Membership is by invitation only to those students who meet the membership criteria. The society recognizes as members those individuals who exemplify the life of Saint Thomas More.

For membership information contact Dr. Peggy Bowen-Hartung (610.796.8483) or Professor Edgar Hartung (610.796.8230) the chapter advisors.

Awards

The following are awards Criminal Justice Administration students may receive:

**Academic Excellence Award**: presented to a graduating senior with the highest grade point average in Criminal Justice, who holds true to the mission of the major, stipulated by the faculty of the department.
Internship Award: presented to a graduating senior who demonstrates outstanding accomplishment in the Criminal Justice Internship.

St. Michael the Archangel Award: presented to graduating seniors in Criminal Justice for overall dedication, a quality of the Patron Saint of Law Enforcement.

Sister Pacelli Award: presented to a graduating senior in Criminal Justice for dedication to the core Franciscan values of service, humility, peacemaking, contemplation, and collegiality.

Scholarships

Berks County Bar Foundation Scholarship

In 2007, the Law Foundation of Berks County created a scholarship to encourage students to pursue careers in criminal justice, the legal profession or in other fields. Eligible students must meet the following criteria:

Requirements:

1. Rising junior majoring in criminal justice or in another related major.

2. Must have attended and graduated from a Berks County High School.

3. Must have a minimum 3.0 grade point average in the major and overall must maintain a minimum 3.0 grade point average for renewal their senior year.

Larrie Summer Thomas Memorial Scholarship Fund

The scholarship was established by Nicholas Donahue in honor of Criminal Justice Administration graduate Larrie Summer Thomas, to encourage students to pursue careers in the field of Criminal Justice.
WHAT'S NEXT

The Career Development Center

Contact Ms. Megan Adukaitis, Director of Career Development, BH 1104 B, 610.768.8225 or megan.adukaitis@alvernia.edu for additional information

Graduate School

If you are interested in pursuing additional education, you might want to consider graduate school. The BA in criminal justice provides a great foundation for continuing your studies in criminal justice, criminology, psychology, sociology, or other social science related areas.

Ways you can determine whether graduate school is the right choice for you:
- Ask your professors if you can speak to them about graduate school.
- Inquire as to whether there are professors interested in having students conduct research with them.

Law School

If you are interested in working as a professional in the field of law, you might want to consider law school. Contact Ms. Megan Adukaitis, Director of Career Development, BH 1104 B, 610.768.8225 or megan.adukaitis@alvernia.edu for additional information.