

# **CRIMINOLOGY & CRIMINAL JUSTICE STUDENT HANDBOOK**



**WILLIAM PATERSON UNIVERSITY**

Revised September 2014

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# A Message from the Criminology & Criminal Justice Director

Dear Criminology & Criminal Justice Students,

This Student Handbook is prepared to facilitate your timely completion of your degree at WPUNJ. If any other information previously provided by the Department of Sociology is in conflict with this Handbook, this updated handbook prevails.

Please pay attention to the sequential requirements of the core required classes. Taking the right class in an appropriate semester is essential for you to complete your degree on time, especially for those transfer students who have a large number of credits transferred to WPUNJ.

Each of you is expected to consult with your academic advisor and obtain your Alternate PIN (Personal Identification Number) before registration. Before or during the registration period, your advisor usually expands his/her office hours to make it easier for you to meet him/her for advisement. It is your responsibility to make an appointment with your adviser before the registration period opens. Please also remember that your advisors are only on 10 month contracts and may not be available during the summer.

Once you enroll into courses (after having obtained your Alternate PIN from your advisor), your ALTERNATE PIN will be on the **Registration Status and Permits** page. It will remain there throughout the semester.

All students who major or minor in Criminology & Criminal Justice must receive a minimum of C- in the following courses in order to receive credit for them: CCJ 2610, CCJ 3680, CCJ 2140, and CCJ 2150 (or CCJ 3010 and CCJ 3020). Each student must complete at least a total of 120 credits, including 36 in his/her major, with a minimum of 2.0 in the major and cumulative GPA to graduate.

Senior students who have 3.0 or higher GPA and are interested in a Master's degree may contact the department Graduate Director, Professor Vincent Parrillo at 973-720-2669 for information or advisement on our MA in Applied Sociology program. With permission from the department Chair and the Associate Dean, seniors who have a 3.0 or higher GPA may take graduate courses before they graduate (for undergraduate elective credits).

Gennifer Furst, Ph. D.  
Associate Professor and Director  
Criminology & Criminal Justice

## WHAT ARE CRIMINOLOGY & CRIMINAL JUSTICE?

*The failure of justice is as damaging to society as crime itself.*

--Clarence Darrow

Criminology and criminal justice are two different but inter-connected fields. Both fields are dynamic and constantly changing. *Criminology* is the scientific study of the causes, consequences, prevention and control, and treatment of crime and delinquency. *Criminal Justice* is the real-world application of these ideas in the areas of policing, courts and the adjudication of legal cases, punishment, and advocacy. Criminologists use the scientific method to develop theory and that knowledge is applied by society in the criminal justice system.

Students who graduate with a BA in Criminology and Criminal Justice will have proficiency in the two fields and understand the role of diversity and human experience in the application and study of criminal justice. Courses in the program teach students to synthesize and analyze information, carry out original research, and use GIS for crime mapping – highly marketable skills useful in a variety of professional settings. Finally, students will have learned the importance of civic engagement and the role of ethics, morals and values in the fields of criminology and criminal justice. They should leave the program ready to enter a wide range of criminology- and criminal justice-related occupations.

**If you graduate with a BA in Criminology & Criminal Justice, you can tell potential employers that you have the following valuable job skills:**

Your training will teach you to:

- ✓ Think critically
- ✓ Understand how criminal justice organizations (and society) works
- ✓ Notice and analyze changing trends and patterns of behavior
- ✓ Understand how criminal justice structures impact peoples' behaviors and life chances
- ✓ Be able to work with diverse groups of people
- ✓ Speak effectively in public
- ✓ Locate/Synthesize research
- ✓ Write reports
- ✓ Conduct surveys/interviews/focus groups
- ✓ Evaluate research
- ✓ Use computer programs to analyze, evaluate, and clearly present data

These skills are useful in virtually *any* career you may wish to pursue, including:

Social Services  
Advocacy  
Policing/Security  
Planning  
Human Resources  
Demography/Planning  
Community Organizing  
Management  
Probation  
Parole  
Juvenile Justice  
Social Justice

Law  
Investigations  
Personnel/Training  
Education  
Administration  
Evaluation Research  
Community Justice  
Policy Analysis  
Program Development  
Counseling  
Government  
Environmental Protection

**Employers of recent graduates from the WPUNJ Department of Sociology include:**

RPM Development Group  
Clifton Public School System  
West Orange BOE  
*Newsweek*  
Naval Criminal Investigative Service

New York Police Department  
Community Care Behavioral Health  
Division of Youth and Family Services  
New Jersey Judiciary  
Tri-County Youth Services, Inc.

**CRIMINOLOGY AND CRIMINAL JUSTICE  
AT  
WILLIAM PATERSON UNIVERSITY**

**Sociology Department Mission Statement**

The Department of Sociology at William Paterson University provides rigorous programs of study designed to: 1) teach our students sociological perspectives; 2) give them a full understanding of the social world; and 3) enable them to apply that knowledge in ways that serve the wider community.

To achieve the above, faculty members place an important emphasis on teaching, seeking not only to inform—but also to explain, demonstrate, and inspire—in an ongoing effort to bestow a love of learning upon our students. As scholars, faculty members conduct research, participate in professional meetings and conferences, and publish their work. Finally, members of the Department bring their expertise to the wide variety of civic organizations and activities as part of their community service.

At the undergraduate level, our courses integrate key concepts with our disciplines' unique perspectives and methods. Thus, we prepare students for success in the workplace and/or graduate school, including the ability to engage in critical social inquiry and informed civic engagement.

At the graduate level, we develop in students an advanced skill set in analysis and methodology that is highly desired in a wide variety of occupations, whether in the private or public sectors. In addition, we strive to instill sociological insights into workplace diversity through practical learning experiences.

## **Sequence of Course Offerings**

The numbers assigned to sociology courses corresponding to the following:

- 1000-1990 Introductory courses
- 2000-2990 Substantive foundation courses that provide students with breadth of knowledge without assuming their prior exposure to research training or sociological theory.
- 3000-3990 Advanced substantive courses that continue to develop breadth and depth and assume students have a background in methods and theory. Students will apply and develop the sociological skills they have acquired at the 200 level.
- 4000-4990 Capstone courses where students integrate their coursework into a coherent and mature conception of sociology as an approach to inquiry and to life.

## **Important Note**

**Students must realize that the Criminology & Criminal Justice major is *minimally* a 5-semester degree program.** Students must sequentially (*one at a time, and in the following order*) take:

1. CCJ 2610
2. CCJ 3680 (WI)
3. CCJ 3010 (WI & TI)
4. CCJ 3020 (TI)
5. CCJ 4820 WITH CCJ 4920

Except for senior seminar, all core courses are offered every semester and (usually) in summer sessions as well. Students should work closely with their faculty advisors to plan taking this sequence of courses and to confirm the summer course offerings, which may vary.

\* Students must receive a minimum of C- to receive credit for CCJ 2610, CCJ 3680, CCJ 3010, and CCJ 3020.

<b>Sociology Department</b>				
<b>Full Time Faculty</b>				
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Kathleen Korgen		Raubinger #453	x3563	korgenk@wpunj.edu
Mark Ellis		Raubinger #459	x3411	ellism@wpunj.edu
<b>Jacob Felson</b>	<b>Assistant Chair</b>	Raubinger #451	x3429	felsonj@wpunj.edu
Paula Fernandez		Raubinger #447	x2246	fernandezp3@wpunj.edu
Charley Flint		Raubinger #414	x2368	flintc@wpunj.edu
<b>Gennifer Furst</b>	<b>CCJ Director</b>	Raubinger #460	x2417	furstg@wpunj.edu
<b>Jennifer Di Noia</b>	<b>Chair</b>	Raubinger #463	X3714	dinoiaj@wpunj.edu
Clyde Magarelli		Raubinger #462	x3425	magarellic@wpunj.edu
Keumjae Park		Raubinger #461	x3562	parkk4@wpunj.edu
<b>Vincent N. Parrillo</b>	<b>Graduate Director</b>	Raubinger #430	x2669	parrillov@wpunj.edu
Sheetal Ranjan		Raubinger #445	x3568	ranjans@wpunj.edu
Michael Schlossman		Raubinger #456	X3434	schlossmanm@wpunj.edu
Julie Siddique		Raubinger #451	X3426	siddiquej@wpunj.edu
Susanna Tardi		Raubinger #413	x3081	tardis@wpunj.edu
Gabe T. Wang		Raubinger #420	x3410	wangg@wpunj.edu
Deniz Yucel		Raubinger #457	x2572	yuceld@wpunj.edu
Debra Wilson-Brown	Secretary	Raubinger #465	x2274	wilsond@wpunj.edu
<b>Emeritus Faculty</b>				
Louis Gaydosh		Rosanne Martorella		
James Mahon		Peter Stein		
John Stimson		William Willis		



## Core Course Sequencing

Each course in the core curriculum is a pre-requisite to the next one. Therefore, you must exercise great care in planning to ensure a timely degree completion. You should work with your academic advisor to set up this *5-semester* sequence.

<b>Freshman Year</b>	--	<b>CCJ 2610 Essentials of Criminal Justice</b>
<b>Sophomore Year</b>	--	<b>CCJ 3680 Criminology (Prerequisite: CCJ 2610)</b>
<b>Junior Year</b>	--	<b>CCJ 3010 Research Methods (Prerequisite: CCJ 3680) and then CCJ 3020 Data Analysis (Prerequisite: CCJ 3010)</b>
<b>Senior Year</b>	--	<b>CCJ 4820 Senior Seminar WITH CCJ 4920 Internship in CCJ</b>

All core courses, except Senior Seminar, may be offered in either Summer I or Summer II. However, such course offerings are dependent on staff availability and we cannot guarantee that they will run in any particular summer. Since we know about summer course offerings in the preceding April, you should consult your academic advisor at that time to learn if such summer courses are planned.

Advisors are not regularly available over the summer. Once you enroll into courses (after having obtained your alternate pin from your advisor), your ALTERNATE PIN will be on the **Registration Status and Permits** page. It will remain there throughout the semester.

**\* Students must receive a minimum of C- to earn credit in the major or minor for CCJ 2610, CCJ 3680, CCJ 3010, AND CCJ 3020.**

# Requirements for the Major in Criminology & Criminal Justice

The CCJ major is a total of 36 credits – 18 required credits taken *sequentially* (one at a time, in order) and 18 credits of electives.

## Required Core Courses (18 credits)

CCJ 2610 Essentials of Criminal Justice\*  
CCJ 3680 Criminology (WI)\*  
CCJ 3010 Research Methods (WI & TI)\*  
CCJ 3020 Data Analysis (TI)\*  
CCJ 4820 Senior Seminar WITH  
CCJ 4920 Internship in CCJ

## Major Electives (12-18 credits; 18 credits total) selected by advisement

SOC 2620 Violence in the Community  
CCJ 2640 Forensic Social Psychology  
SOC 2990 Sociology of Race & Law (Area 4)  
SOC 3350 Sociology of Law  
SOC 3360 Comparative CJ Systems  
SOC 3560 Sociology of Mental Illness  
CCJ 3620 Policing  
CCJ 3640 Criminal Investigation  
SOC 3650 Social Deviance  
CCJ 3660 Sociology of Corrections  
CCJ 3670 Juvenile Delinquency  
CCJ 4030 Community Corrections

## *Related Electives*

Up to two (0-6 credits) of the courses below can count toward CCJ.

AWS 1550 Justice & Racism	PSY 2900 Child Abuse & Neglect
AWS 2070 Racism & Mass Media	PSY 3510 Abnormal Psychology
ANTH 3410 Law in Society & Culture	PSY 3810 Psychology of Aggression
ANTH 3540 Forensic Osteology	SOC 1020 Social Problems
ENV Environmental Law	SOC 2220 Public Soc & Civic Engage. (Area 5)
PHIL 2000 Ethics	SOC 2410 Minority Groups in America (Area 4)
PHIL 3330 Philosophy of Law	SOC 2420 Muslims & Islamic Instit. (Area 4)
POL 2210 State Government	SOC 2720 Urban Sociology
POL 2230 Urban and Suburban Politics	SOC 3430 Ethnic & Racial Conflict Resolution
POL/WGS 2720 Politics & Sex (Area 4)	SOC 3540 Social Stratification
POL 3240 Constitutional Law: Judicial Process	SOC 3730 Social Movements
POL 3250 Constitutional Law: Civil Liberties	WGS 2250 Race, Gender & Social Justice (Ar 4)
POL 3730 Politics of Sexual Violence	WGS 3080 Human Trafficking
PSY 2250 Psychology of Social Issues	WGS 3290 Women and the Law in the U.S.
PSY 2750 Psychology of Law	WGS 3990 Women and Crime

**\* Students must earn a minimum of C- to gain credit in the major for CCJ 2610, CCJ 3680, CCJ 3010 and CCJ 3020**

UCC Requirements  
Criminology and Criminal Justice Major  
 College of Humanities and Social Science

**UCC REQUIREMENTS [40-41 credits]**

**AREA 1: PERSONAL WELLBEING [3]**

\_\_\_\_\_ 3 cred.

**AREA 2: EXPRESSION [9]**

a. Arts/Communication

\_\_\_\_\_ 3 cred.

b. Writing

ENG 1100 College Writing 3 cred.

c. Literature

\_\_\_\_\_ 3 cred.

**AREA 3: WAYS OF KNOWING [19-20]**

a. Philosophical Perspectives

\_\_\_\_\_ 3 cred.

b. Historical Perspectives

\_\_\_\_\_ 3 cred.

c. Social/Behavioral Science (2 different disciplines)

\_\_\_\_\_ 3 cred.

\_\_\_\_\_ 3 cred.

d. Scientific Perspectives

\_\_\_\_\_ 4 cred.

e. Quantitative Thinking

\_\_\_\_\_ 3 cred.

**AREA 4: DIVERSITY & JUSTICE [3]**

- *Must complete 18 credits in UCC prior to taking Area 4*

\_\_\_\_\_ 3 cred.

**AREA 5: CIVIC & COMMUNITY ENGAGEMENT [3]**

- *MUST COMPLETE Area 4 before taking Areas 5&6*

\_\_\_\_\_ 3cred.

**AREA 6: GLOBAL AWARENESS [3]**

- *MUST COMPLETE Area 4 before taking Areas 5&6*

\_\_\_\_\_ 3cred.

**FIRST YEAR SEMINAR [1.5]**

- *Required for 1<sup>st</sup> year students & transfers with less than 12 credits*

\_\_\_\_\_ 1.5 cred.

**INTENSIVE REQUIREMENTS**

These courses can be double counted within the UCC, the major, or as free electives. If you are a transfer with an AA/AS degree you must take one WI course at the 3000 level or above and zero TI courses.

**WRITING INTENSIVE (WI)**

- The first WI course must be Area 2 College Writing
- At least one course must be at the 300 or above level
- At least one course must be taken in the major
- Students transferring with an associate's degree are required to complete one WI at WPUNJ at the 3000 level or above.

ENG 1100 College Writing 3 cred.

\_\_\_\_\_ 3 cred.

\_\_\_\_\_ 3 cred.

\_\_\_\_\_ 3 cred.

**TECHNOLOGY INTENSIVE (TI)**

\_\_\_\_\_ 3 cred.

\_\_\_\_\_ 3 cred.

**UNIVERSITY REQUIREMENTS**

**FOREIGN LANGUAGE [6]**

All students, including students transferring with an associate's degree, must complete two courses of the same language. Transfer credits are accepted.

\_\_\_\_\_ 3 cred.

\_\_\_\_\_ 3 cred.

**Criminology and Criminal Justice:** A Minimum of 36 credits and a grade point average of 2.000 must be earned in this major to graduate.

## REQUIREMENTS FOR THE CRIMINOLOGY & CRIMINAL JUSTICE MINOR

To complete a minor in CCJ, students must complete a total of 18 CCJ credits that include the following:

<b>Required courses</b>	<b>6 credits</b>
CCJ 2610 Essentials of Criminal Justice CCJ 3680 Criminology	
Plus <i>four</i> other CCJ courses chosen with advisement (see below)	12 credits
<b>Total credits</b>	<b>18 credits</b>

Electives (6-12 credits; 12 credits total) selected by advisement

CCJ 3010 Research Methods (WI & TI)\*  
CCJ 3020 Data Analysis (TI)\*  
CCJ 4820 Senior Seminar WITH  
CCJ 4920 Internship in CCJ

SOC 2620 Violence in the Community  
CCJ 2640 Forensic Social Psychology  
SOC 2990 Sociology of Race & Law (Area 4)  
SOC 3350 Sociology of Law  
SOC 3360 Comparative CJ Systems  
SOC 3560 Sociology of Mental Illness  
CCJ 3620 Policing  
CCJ 3640 Criminal Investigation  
SOC 3650 Social Deviance  
CCJ 3660 Sociology of Corrections  
CCJ 3670 Juvenile Delinquency  
CCJ 4030 Community Corrections

*Related Electives* (Up to two [0-6 credits] of the courses below can count toward CCJ.)

AWS 1550 Justice & Racism	PSY 2900 Child Abuse & Neglect
AWS 2070 Racism & Mass Media	PSY 3510 Abnormal Psychology
ANTH 3410 Law in Society & Culture	PSY 3810 Psychology of Aggression
ANTH 3540 Forensic Osteology	SOC 1020 Social Problems
ENV Environmental Law	SOC 2220 Public Soc & Civic Engage. (Area 5)
PHIL 2000 Ethics	SOC 2410 Minority Groups in America (Area 4)
PHIL 3330 Philosophy of Law	SOC 2420 Muslims & Islamic Instit. (Area 4)
POL 2210 State Government	SOC 2720 Urban Sociology
POL 2230 Urban and Suburban Politics	SOC 3430 Ethnic & Racial Conflict Resolution
POL/WGS 2720 Politics & Sex (Area 4)	SOC 3540 Social Stratification
POL 3240 Constitutional Law: Judicial Process	SOC 3730 Social Movements
POL 3250 Constitutional Law: Civil Liberties	WGS 2250 Race, Gender & Social Justice (Ar 4)
POL 3730 Politics of Sexual Violence	WGS 3080 Human Trafficking
PSY 2250 Psychology of Social Issues	WGS 3290 Women and the Law in the U.S.
PSY 2750 Psychology of Law	WGS 3990 Women and Crime

**CRIMINAL JUSTICE CONCENTRATION\***  
**(We are no longer accepting new students into this concentration)**

## **Special Program Options in Criminology & Criminal Justice**

A wide variety of opportunities are available for study at other universities and in special programs—both in the United States and abroad. These include: 1) the Study Abroad Program; 2) visiting student authorization for any accredited college or university; and 3) the National Student Exchange Program (NSE).

The NSE program enables students to attend up to one year of college in another state without having to pay high out-of-state tuition. The program includes over 125 colleges and universities in the United States, Puerto Rico, Guam and the U.S. Virgin Islands. For further information, contact Cinzia Richardson, Office of International Students and Scholars, Raubinger Hall lower level (973-720-2976).

### **Study Abroad**

Criminology & Criminal Justice majors have the opportunity to participate in a Study Abroad program under the sponsorship of the New Jersey State College Council for International Education. Programs exist at a great number of institutions in Africa, Asia, Europe and Latin America.

In most cases the language of instruction is English except where the main purpose is to learn a foreign language. Up to 30 credits can be earned toward graduation from William Paterson University. In order to qualify, students must have completed at least one year of college study, have a minimum grade point average of 2.5, and be approved by a college review committee.

Programs vary in price and typically include tuition, fees, room, and board. All financial aid programs may be applied toward study abroad. Application deadlines are March 1 and October 15. For further information, contact the Center for International Education (973-720-2976).

## **Special Studies Options in Criminology & Criminal Justice**

### **Independent Study**

Students in their junior or senior years can undertake an independent study (SOC 499), provided that they meet certain criteria. Students must demonstrate responsibility, self-direction, and possess a grade point average of at least 3.0, both overall and in the major. Independent study cannot substitute for an existing course, but may count as a major elective. No more than nine credits of independent study may be credited toward graduation.

Examples of the kinds of independent study possibilities would be:

- in-depth reading not covered in another class;
- the execution of a research proposal developed in another course (either library research or empirical research);

An application form, with a one-page prospectus as explained in the application packet, requires the signed approval of the faculty sponsor, department chairperson, and college dean. The Dean then submits the completed application to the Registrar for the student to gain authorization to register within the allotted registration period for that semester.

## **Internships**

Internships give practical work experience in various settings. In a three-credit internship students work a minimum of 8 hours per week (128 hours per semester) under the supervision and guidance of an on-site supervisor. In the CCJ program, internships comprise one-half of the culminating experience. While students take Senior Seminar in Criminology & Criminal Justice, they also take an Internship in Criminology & Criminal Justice. Students in Senior Seminar will complete an original piece of research utilizing their internship site as a source of data.

## **Criminology & Criminal Justice Club**

The Criminology & Criminal Justice Club is a student organization housed in the Sociology Department that pursues social justice, academic, and social activities. It provides a fun and fulfilling way for students to get to know one another and sociology faculty. All majors and minors are welcome to join. Contact CCJ Program Director, Dr. Furst at [furstg@wpunj.edu](mailto:furstg@wpunj.edu) for more information.

## **Honors and Recognition**

The **Paul P. Vouras Sociology Award** is given each year to a student in the Sociology Department whose scholastic achievement surpasses all others. Named after a former William Paterson professor emeritus of geography who was always a good friend of the Department and remains so in our memories, this award is in the form of a practical, long-lasting gift.

The **Paul P. Vouras Social Science Award** is given each year to one outstanding graduating senior from the Departments of Political Science, Psychology, and Sociology. Faculty members in all three departments nominate candidates and the three Department Chairpersons meet to determine the recipient. The award is a special plaque given at the Awards Assembly.

The **Outstanding Senior in Sociology Award** is given each year to a graduating sociology major whose academic achievement and contributions to the college community are outstanding. The recipient, selected by the sociology faculty, receives this award at the Awards Assembly.

The **Sociology Leadership Award** may be given each year to one or more students whose demonstrated leadership is exemplary.

# ACADEMIC INTEGRITY POLICY<sup>1</sup>

## Academic Integrity Policy

### I. Standards of Academic Conduct

As an academic institution committed to the discovery and dissemination of truth, William Paterson University expects that all members of the University community shall conduct themselves honestly and with professional demeanor in all academic activities.

William Paterson University has established standards of academic conduct because of its belief that academic honesty is a matter of individual and University responsibility and that, when standards of honesty are violated, each member of the community is harmed. Members of the University community are expected to acknowledge their individual responsibility to be familiar with, and adhere to, the Academic Integrity Policy.

### II. Violations of Academic Integrity

Violations of the Academic Integrity Policy include, but are not limited to, the following examples:

**A. Cheating** during examinations includes any attempt to (1) look at another student's examination with the intention of using another's answers for attempted personal benefit; (2) communicate, in any manner, information concerning the content of the examination during the testing period or after the examination to someone who has not yet taken the examination; (3) use any materials, such as notebooks, notes, textbooks, or other sources not specifically designated by the professor of the course for student use during the examination period; or (4) engage in any other activity for the purpose of seeking aid not authorized by the professor.

**B. Plagiarism** is the copying from a book, article, notebook, video, or other source material, whether published or unpublished, without proper credit through the use of quotation marks, footnotes and other customary means of identifying sources, or passing off as one's own the ideas, words, writings, programs, and experiments of another, whether or not such actions are intentional or unintentional. Plagiarism also includes submitting, without the consent of the professor, an assignment already tendered for academic credit in another course.

**C. Collusion** is working together in preparing separate course assignments in ways not authorized by the instructor. Academic work produced through a cooperative (collaborative) effort of two or more students is permissible only upon the explicit consent of the professor. The collaboration must also be acknowledged in stating the authorship of the report.

**D. Lying** is knowingly furnishing false information, distorting data, or omitting to provide all necessary, required information to the University's advisor, registrar, admissions counselor, professor, etc., for any academically related purpose.

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<sup>1</sup> Taken from pages 66-69 of the WPUNH student handbook.

**E. Other concerns** that relate to the Academic Integrity Policy include such issues as computer security, stolen tests, falsified records, as well as vandalism of library materials. No list could include all the possible violations of academic integrity. These examples should, however, give a clearer idea of the intent and extent of application of this policy.

### **III. Faculty Responsibilities for Upholding the**

#### **Academic Integrity Policy**

**A.** Faculty are expected to be familiar with the Academic Integrity Policy. Each faculty member will inform students of the applicable procedures and conditions early in each semester before the first examination or assignment is due.

**B.** Ordinarily, class tests and final exams should be proctored. Proctoring is defined as having a faculty member present in the room. Proctoring is the responsibility of the faculty member teaching the course although, where necessary, that responsibility may be shared with, or delegated to, faculty colleagues or graduate assistants.

### **IV. Resolution of Academic Integrity Policy Violations**

**A.** If a faculty member has sufficient reason to believe that a violation may have occurred on any work submitted for a grade, he/she must attempt to discuss this matter with the student within ten (10) working days of the incident.

**B.** After discussing this matter with the student, and if the student accepts the proposed penalty, the student waives his/her right to a hearing. Depending on circumstances as assessed by the faculty member who has discussed the matter with the student, the penalty imposed could be:

1. Resubmission of the assignment
2. Failure of the assignment
3. Failure of the course
4. Forced withdrawal from the course with no credit received
5. Imposition of other appropriate penalties with the consent of the student
6. Recommendation to the President of suspension or expulsion from the University
7. With any of the above, the faculty member can have a written record of the sequence of events placed in the student's permanent record with a copy to the student.

**C.** If the student does not admit to a violation or disagrees with the proposed penalty, he/she must:

1. Speak directly to the faculty member within ten (10) working days of being informed of a violation or of the proposed penalty. If, after repeated attempts, the student is unable to reach the faculty member within ten (10) working days, the student must notify the department chairperson in writing within that ten (10) day period.

2. If, after discussion with the faculty member, the student is dissatisfied with the outcome, the student must contact the department chairperson, presenting a dated, written, and signed



statement describing the specific basis for the complaint. At this time, the student will also provide the faculty member with a copy of these written materials.

3. The department chairperson will try to resolve the issue by reaching a settlement that is agreed upon by both the student and the faculty member. If the issue is not resolved at the chairperson's level, the student will request that the chairperson convene the Department Executive Council (or other appropriate department committee)—excluding the faculty member involved—to hear the appeal. The faculty member will submit a written, dated, and signed statement of the alleged violation to the council/committee. The student will submit a written, dated, and signed statement describing the basis of the complaint. The accuser will assume the burden of proof. When the faculty member involved is the chairperson, the student will request that the Dean of the College convene the Department Executive Council (or other appropriate department committee). The Department Executive Council/Committee will submit its decision to the chairperson (or College Dean, if the faculty member involved is the chairperson).

4. If not satisfied with the Department Executive Council's (or other appropriate department committee's) decision, the student may ask the Dean of that College to bring the matter to the College Council. The faculty member will submit a written, dated, and signed statement of the alleged violation. The student will submit a written, dated and signed statement describing the basis for the complaint. The accuser will assume the burden of proof. The chairperson of the department concerned will not take part in the final vote (though the written decision from the department chairperson will be part of the record). The College Council's decision will constitute the University's final decision regarding the substantive nature of the case.

5. Each step in the procedure must be initiated within ten (10) working days of the faculty, chairperson, department, or College response. Dated, written, and signed statements are required at each step. Likewise, at each level, the faculty member(s), chairperson, Department Executive Council (or other appropriate department committee), or College Council must complete a review of all pertinent written materials prior to rendering a decision, in writing, within ten (10) working days of receipt of complaint materials. In case the faculty member has verifiably been unable to be contacted, or in other instances of extenuating circumstances affecting students or faculty, it is understood that the student's right to appeal will not be jeopardized and the time constraints will be extended. Due process must be followed at every step of this procedure. No penalty will be changed by anyone other than the faculty member who assigned it unless there is convincing evidence that the penalty was inconsistent with professional standards of the discipline.

6. Each student who registers a complaint with a department chairperson must be given a copy of this policy. A copy must be attached to the appeal and signed by the student to indicate that he/she has been given a copy of the procedure, read it, and understands it before the appeal can proceed.

## **ADDITIONAL UNIVERSITY POLICIES**

Students should also consult other regular University publications regarding University policies. These publications include, but are not limited to, the *Undergraduate Catalog*, *Student Handbook* and *Master Schedule of Courses* and available online through the University homepage ([www.wpunj.edu](http://www.wpunj.edu)). The complete Student Disciplinary Code is published in the *Student Handbook*.

**NOTE:** Every student is expected to know and comply with all University policies and regulations as published in the *Undergraduate Catalog* and in the *Student Handbook*. Students are also expected to be aware of and responsible for their scholastic standing at all times. This includes their cumulative and major grade point average, number of credits completed and progress toward meeting requirements.

### **Academic Honors**

#### **Dean's List**

Students carrying a minimum of 12 credits who earn a grade point average of 3.45 or better are named to the Dean's List. Courses taken under the pass/fail option are not counted toward the 12-credit requirement.

#### **Graduation Latin Honors**

Students who have completed at least 64 credits not including credits earned with pass/fail grades at William Paterson

University and who graduate with a final grade point average of 3.45 or better for all undergraduate courses are recognized as honor students with the following designations:

Average of 3.45-3.64 = *cum laude*

Average of 3.65-3.84 = *magna cum laude*

Average of 3.85-4.00 = *summa cum laude*

Undergraduate second-degree students are not eligible for graduation honors.

#### **Academic Progress Policy**

Students must maintain satisfactory academic progress for the purpose of financial aid by successful completion of ten (10) credit hours per semester during the first year of enrollment. During the second and third years students must successfully complete twelve (12) credit hours per semester. Thereafter, the successful completion of fifteen (15) credit hours per semester will constitute satisfactory progress. In addition to meeting the minimum number of credit hours required, each student must maintain the minimum grade point average to be considered for financial aid: 0 – 20 credits, 1.50 GPA; 21 – 32 credits, 1.75 GPA; 33 – 44 credits, 1.90 GPA; 45 credits and above, 2.00 GPA.

#### **Academic Standing**

William Paterson University expects **all matriculated undergraduate students to maintain a cumulative grade-point average (hereafter referred to in this policy as “GPA”)** of at least 2.0. The basic principle of this policy, therefore, is that any student whose GPA falls below 2.0 is no longer in good standing.

Academic standing will be computed at the end of the first semester by which the student has accumulated a total of twelve (12) attempted credits and every semester thereafter. As academic standing is a serious matter, it is important that all students set as a priority and succeed in the achievement of the 2.0

GPA or better at the conclusion of each semester. Please consult the *Undergraduate Catalog* for Academic Standing Guidelines.

### **Attendance**

Students are expected to attend regularly and punctually all classes, laboratory periods, and other academic exercises. Students are responsible for all work required in courses. Individual instructors determine the effect of absences upon grades and may permit or deny the privilege of making up work, including examinations, within the time limits of the semester. Students are encouraged to ask instructors about their class attendance policy if it is not explicitly stated on the course syllabus. In the event of a prolonged absence due to illness or personal emergency, a student is advised to consult with the Registrar (973-720-2391) regarding withdrawal from courses.

### **Summer Sessions**

Students may not carry more than two courses (usually 6-7 credits) during each term. This policy of maximum load applies equally to all students. Students can take up to 12 credits during the entire summer session.

### **Winter Session**

Students may not carry more than one course (3-4 credits) in the 3-week winter term.

### **Course Withdrawal**

A student withdrawing from a course may do so within the timeframe specified in the Academic Calendar (usually around half way through the term). Failure to follow this procedure will result in the recording of a grade of F. For withdrawal/refund dates, please refer to the website. Failure to attend classes does not constitute a withdrawal from a course. Students seeking to withdraw from all courses must follow the procedures described under the Leave of Absence/ Withdrawal section.

### **Credit by Examination**

Currently registered undergraduate students in good standing may receive credit for certain courses by successful performance in examinations offered by academic departments, in examinations of the College Level Examination Program (CLEP), the Thomas Edison College Examination Program (TECEP), or the College Proficiency Examination Program (CPEP). In

The Office of Testing maintains the CLEP Examination Program and their course equivalencies at William Paterson University. Additional information that governs these policies may be obtained at the Office of Testing at 973-720-2570 or [www.wpunj.edu/officeoftesting](http://www.wpunj.edu/officeoftesting).

## **Grade Complaints**

Students who are dissatisfied with treatment by a faculty member in reference to grades or academic performance should pursue the following procedure. Due process must be followed at each step of this procedure. No grade will be changed by anyone other than the faculty member who assigned it unless there is convincing evidence that the assignment of the original grade was inconsistent with professional standards in the discipline. Each step in the procedure must be initiated within ten working days of the faculty, chairperson, or departmental response. Dated, written statements are required at each step. Likewise, at each level, the faculty member, chairperson, or Department Executive Council (or other appropriate departmental committee) must complete a review of all pertinent written materials prior to rendering a decision and inform the student in writing of the decision within ten (10) working days of receipt of the complaint materials. If the student can verify that she or he has not been able to contact the faculty member, the student's right to appeal will not be jeopardized, and the deadline will be extended. A copy of all materials submitted at each level of the appeal process should be retained by the student. If the student so chooses, he/she will be allowed to appear before the appropriate committee or council at each level of the appeal process.

1. The student must write to the faculty member within ten (10) working days of the receipt of the grade or of the incident related to the student's academic performance to request an appointment. The letter must also include any pertinent documentation to substantiate the student's complaint.
2. At the meeting with the faculty member, the student must present any additional pertinent documents to substantiate the complaint. The faculty member must make available for review at this meeting materials submitted by the student for evaluation and not yet seen by the student.
3. If the student is unsuccessful in making contact with the faculty member or upon meeting with the faculty member is dissatisfied with the outcome and wishes to further pursue the complaint, the student must write to the department chairperson and request an appointment to discuss the complaint. A copy of all materials originally presented to the faculty member must be included. The department chairperson will try to resolve the issue by reaching a settlement that is agreed upon by both the student and the faculty member. Each student who registers a complaint with a department chairperson must be given a copy of this policy. A copy must be attached to the appeal and signed by the student to indicate that he/she has been given a copy of this procedure, has read it, and understands it before the appeal can proceed.
4. If the complaint is not resolved at the chairperson's level, and if the student wishes to pursue the complaint, the student must request, in writing, that the department chairperson convene the Department Executive Council (or other appropriate department committee) to hear the appeal. The committee must consult with the faculty member involved in the complaint and review the documents provided by the student. The committee will then submit a recommendation to the department chairperson.  
When the faculty member involved is the chairperson, the student may request that the dean of the College convene the Department Executive Council (or other appropriate department committee).

5. If not satisfied with the Department Executive Council's recommendation, and if the student wishes to further pursue the complaint, the student must write to the dean of that College requesting that the complaint be brought to the College Council for a recommendation by the department chairpersons of the College concerned. The chairperson of the department concerned will not take part in the final vote. The Council's recommendation will be given to the dean of that College. This recommendation will constitute the University's final decision.

6. The faculty unequivocally have the final responsibility with regard to grade changes.

### **Incomplete Grade Policy**

Work relating to grades of Incomplete (IN) must be completed and grades submitted by the end of the fourth week of classes in the semester subsequent to the semester in which the grade was issued.

An Incomplete may be assigned only when the student has successfully completed most of the work required for a course but due to extraordinary circumstances is unable to submit a portion of course work or completed final project (paper, exam, or other work) by the end of the semester. Under no circumstances should an Incomplete be assigned when, through negligence or with no acceptable excuse, a student fails to take an examination or to submit required work on time. An Incomplete may be assigned only with an agreement of mutual understanding between the faculty member and the student on an Incomplete Grade Form indicating the reason for the Incomplete, the work to be completed, the work that had been completed for a grade, and deadline for completion. A copy of this agreement must be signed by the faculty member and student and approved by the Department Chair, with copies to the Dean of the College and Registrar, when the grade of Incomplete (IN) is submitted.

### **Independent Study**

Undergraduate independent study is available to junior and senior students who have shown themselves responsible and capable of self-direction and who possess a grade point average of at least 3.0, both overall and in the major, or in the field of the independent study. Independent study cannot substitute for an existing course, but may be utilized in lieu of a degree requirement. A student cannot undertake an independent study for which the student has had no background. The choice of an independent study should be initiated by the student.

An application form, with a one-page prospectus, should be submitted to the sponsoring faculty member. The application form requires the approval of the faculty member, the department chairperson and the dean. The completed application must be submitted by the student to the Office of the Registrar no later than the late registration period for the semester in which the independent study is to be undertaken. This deadline may be moved to an earlier time at the discretion of a department. The prospectus should include the following:

1. Statement of the purpose of the project
2. Description of the proposed methodology to be used in carrying out the independent study
3. Brief preliminary bibliography

4. A proposed time schedule

5. Description of the final product that will be evaluated for independent study credit. Three credits of independent study may be undertaken in a given semester; no more than 9 credits of independent study may be credited toward degree requirements. Credit and grade are awarded by the faculty sponsor.

### **Leave of Absence**

A leave of absence can be granted for one academic year (two semesters). A student must be in good standing in order to be eligible to take a leave.

If a student is not in good standing, a leave of absence cannot be granted, and the student electing to leave school must withdraw from the University (see below). A leave of absence must be applied for at least 30 days prior to the last day of classes of the semester for which it is applicable. Refunds after the deadline will not be considered. Students can obtain the forms for a leave of absence from the Registrar.

### **Pass/Fail Courses**

General Education and major courses cannot be taken on a pass/ fail basis. With the exception of courses that are designated as “pass/fail only,” students may exercise a pass/fail option for a maximum of one course per semester and a career maximum of 12 credits or four courses, whichever is greater. Students must be in good academic standing (minimum cumulative GPA of 2.0) to opt for pass/fail.

### **Payment**

Once students have completed a registration transaction, students have entered into an agreement with the University and are liable for payment of all tuition and fees whether or not they elect to attend classes. **This policy will apply regardless of a student’s claim of “no bill was received” or “never having attended classes” or that “no tuition payment had been made.”** Any student who registers and later decides not to attend the University must follow the Leave of Absence/Withdrawal procedures.

### **Second BA Degree**

Students who already hold a baccalaureate degree and a minimum 2.0 grade point average may apply for admission to obtain a second baccalaureate degree. Such students pay undergraduate fees, all credits earned through this program appear as undergraduate credits on the student’s transcript and students are subject to all requirements for the major, including collateral courses if applicable. Students who hold bachelor’s degrees and who wish to apply to the Teacher Certification Programs must have completed their degree with a 2.75 GPA and apply to the Graduate Certification Program.

### **Sexual Harassment Policy**

*Copies of the Sexual Harassment Policies and Complaint Procedure can be obtained from these offices:*

- Associate Vice President and Dean of Student Development, 973-720-2179
- Women’s Center, 973-720-2946
- Associate Vice President and Dean of Graduate

Studies and Research, 973-720-2121

• Director of Employment Equity and Diversity,  
973-720-2389

### **Visiting Students**

Students from other colleges or universities who wish to attend William Paterson as visiting students must provide a letter of permission from the appropriate official (registrar, dean, etc.) at their “home” institution. William Paterson University students who wish to attend another college or university as visiting students must be in good academic standing and must secure an approved visiting student application form from the dean of the college of their major. The application must be approved by the offering department of the equivalent WPU course, by the chairperson of the major, and by the dean.

### **Transfer Credit**

There are some limitations on the number of credits

Accepted: a maximum of 70 credits from a two-year college, 90 credits from a four-year college; the last 30 credits required for graduation must be earned at William Paterson University; no more than 15 transfer credits required for a major will be accepted; credits earned 10 years prior to the date of admissions are accepted only at the discretion of the University. More details on transferring credits may be obtained from our admissions staff.

### **Withdrawal from the University**

A withdrawal from the University will not be refused to any matriculated student. A withdrawal is for an indefinite length of time and is in force until the student chooses to apply for readmission. Withdrawal should not be confused with dropping a course nor should a withdrawal be confused with a leave of absence. Nonattendance in classes does not constitute a withdrawal from the University. Official withdrawal from the University must be processed through the Registrar’s office. Students who withdraw from the University must apply for readmission through the Admissions Office. Readmission is not automatic. Students who are not in good standing upon withdrawal and subsequently seek readmission must also appeal to Dean of their College. Refunds after the deadline will not be considered.

## STUDENT RESOURCES

### **Academic Support Center (973-720-3324)**

**Raubinger (basement)** Free tutoring in most general education subjects, individually or in small groups. The Center also conducts study skills workshops and test review sessions.

### **Career Development and Advisement Center (973-720-2727)**

**Student Center 301** The Center provides an information and referral service for students with academic questions and problems and offers more personalized advisement services for undeclared students or those exploring alternative majors. Students may also speak with trained Peer Advisors on a drop-in basis. Services also include career guidance and workshops in planning for graduate school, writing resumes, preparing for interviews, and searching for employment. An Internship Coordinator assists students in identifying credit-bearing placements.

### **Campus Police (973-720-2300)**

### **Child Care Center (973-720-2529)**

**Hunziker Wing 35** An affordable preschool program for children and grandchildren of William Paterson students, staff, faculty, and alumni. The state-licensed center is open to toilet-trained children between the ages of two-and-a-half and six.

### **Counseling & Health and Wellness Centers Counseling Center (973) 720-2257**

#### **Overlook South**

**Between Matelson and White Hall** Offers emergency/crisis intervention as well as a wide range of free, confidential counseling services for all students to help deal with academic stress, time management issues, self-esteem, relationship or family difficulties, unhappiness and depression, anxiety, harmful habits, eating-related problems, assertiveness, and conflict resolution, anger management, and communication. The **Health and Wellness Center**—provides services to students that emphasize wellness and promotion of self-care. The services include care for illness and

injury, physical exams, health related counseling, nutritional counseling, immunizations, skin testing for tuberculosis, an on-site, low cost pharmacy, clinical clearances, athletic clearances, referrals for specialty care, emergency care, lab tests, or HIV testing. The Center also provides women's and men's health services, which include gender specific cancer screening, contraceptive methods and emergency contraception, testing for infections, risk assessment, and pregnancy testing and counseling. **For emergency medical assistance, call University Public Safety at 973-956-3300.**

### **Disabled Student Services (973-720-2853)**

**Student Center 301** The Office of Disability Services coordinates services for students with permanent disabilities, including assistance in registration, advisement, parking, referrals, adapted classroom activities, and other special needs. Information regarding accommodations, services and adaptive technology is available. It is the responsibility of the student to identify him/herself and request assistance from the Office of Disability Services.

**Education Enrichment Center  
(973-720-2608)** Education Enrichment Center offers numerous services in support of recruiting and retaining students of color, including Mentorships, Student Leadership Development, and Tutorial Assistance Program.

### **Financial Aid (973-720-2202)**

**Raubinger Lower Level** The University administers a number of need-based financial aid and scholarship programs designed to assist eligible\* students. Challenge and/or standardized exams may not be used as part of full-time status in determining financial aid eligibility. Additionally, fees for credit by exam options will not be covered by financial aid. Please see staff in Financial Aid office for information on Federal and New Jersey State financial aid programs and Work Study opportunities. *\*Nondegree students are not eligible for state or federal financial assistance.*

**Instruction and Research Technology  
(973-720-2959)** Support for technology in education and learning is provided by Instruction and Research Technology (IRT) in public access



laboratories throughout the campus and through its four departments: Media Services (Library), Instructional Technology (Atrium), Distance Learning (Hobart Hall), and Technical Support Services (Hobart Hall). IRT also administers the Student Technology Consulting Program, which hires and trains selected students to support computer use in the laboratories, to provide training in computer applications and the Internet, and to assist in digital media production.

### **International Students and Scholars**

**(973-720-2976)** The Office of International Students and Scholars offers services for individuals studying or teaching at William Paterson with nonimmigrant visas, including assistance with visa matters such as certificates of eligibility (e.g. I-20, IAP-66), on and off campus employment procedures, transfer clearance process, or change of status applications. OISS serves as an information and support center for international students and faculty.

### **International Student Exchange**

**(973-720-3044)** A Study Abroad program through the New Jersey State College Council for International Education. Programs exist in Europe, Latin America, Australia, Asia and Africa. In most cases the language of instruction is English, except where the main purpose is to learn a foreign language. Up to 30 credits may be earned toward graduation from WPU. Students must have completed at least one year of university study, have a minimum GPA of 2.5 and be approved by a university committee. Students who wish to apply this work to their major programs must also receive authorization from their department.

### **The David and Lorraine Cheng Library**

**(973-720-3172)** Library staff assists students in developing essential information literacy skills. The library provides extensive periodical subscriptions, several online databases including the full-text of periodicals, and multiple general and subject databases in each field of study available through its web site ([www.wpunj.edu/library](http://www.wpunj.edu/library)) or by contacting the Reference Desk (973-720-2116).

### **National Student Exchange**

**(973-720-2256)** William Paterson students with a 2.5 or better GPA may participate in the National Student Exchange Program. The program enables students to enroll for a semester or a year in one of 170 member colleges and universities in the United States and territories. Students pay either WPU tuition or the in-state tuition of the host school; financial aid applies.

### **Residential Facilities (973-720-2714)**

### **Scholarships**

**(973-720-2929)** William Paterson University offers numerous scholarship programs, granted on the basis of academic performance and related achievements. Please see Undergraduate Catalog for a full listing and contact the Scholarship Office for applications.

### **Science Enrichment Center**

**(973-720-3340)** Science Hall 421A At the Center students work with tutors individually and in study groups in support of science classes. The Center also offers a test bank and other reference materials, computer programs, CD-ROMs, and video disks. Students may drop in for individualized assistance or join a pre-scheduled study group led by experienced tutors who work closely with faculty members.

### **Student Center**

**(973-720-2292)** The Student Center/University Commons houses recreational areas, the ID Center, a coffee house and entertainment lounge, dining areas, and meeting spaces. It also houses student offices including the SGA, SAPB, and various social, academic, and service clubs. The Student Information and Referral Center provides general information, answers questions, and provides referrals to campus offices.

### **Student Government Association**

**(973-720-2157)**

**Student Center 319** All students are members of the Student Government Association (SGA), which is funded by the student activity fee. The SGA is responsible for chartering and funding over 50 clubs and organizations. The SGA also retains the services of an attorney, who offers free consultation to students. It also provides a discounted pharmacy plan and sexual health services for all students. It funds the Student Activities Programming Board (SAPB)'s social, cultural, educational, and recreational activities.

### **University Honors Program**

**(973-720-3657)**

**Raubinger Ground Floor** The University Honors Program offers enhanced educational opportunities for motivated and high-achieving students. Many classes in the General Education Curriculum offer special "honors" sections that permit students to

deal with these subjects in a more comprehensive and challenging manner. Building upon this foundation, the Program also offers an upper-level experience consisting of eight "tracks." Each track provides a more intense experience in the interest area through small classes, close contact with nationally recognized faculty, and courses intended to provide our graduates with an advantage in their applications to graduate school or employment. The eight current honors tracks are **Biopsychology, Cognitive Science, Humanities, Life Science and Environmental Ethics, Music, Nursing, Performing and Literary Arts, and Social Sciences**. All of the tracks add an intense disciplinary or interdisciplinary perspective to a student's education and combine rigorous classroom training with a unique, out-of-the-classroom experience.

**Women's Center  
(973-720-2946)**

**Student Center 217** A comfortable space for students to relax and exchange ideas and offers information regarding services on- and off-campus. The Center has a resource library and information on internship and volunteer opportunities, and sponsors cultural, activist, and informational programs.

**Writing Center  
(973-720-2633)**

**Atrium 128** Writing Center tutors are available on a drop-in basis to help can help improve writing skills, clarify interpretations, document research papers, and develop word processing skills.

## **Names to Know**

### **Admissions Office:**

**Colleen Fuller, Director of Undergraduate Admissions**

(973) 720-2763

**Anthony Leckey, Sr Associate Director**

(973) 720- 2900

**Missy Lorah, Associate Director**

(973) 720-3901

### **Career Development and Advisement:**

**Sharon Rosengart, Director**

(973) 720-3019

**Rey Martinez, Academic Advisor**

(973) 720-2390

### **Counseling:**

**Eileen Lubeck, Director**

(973) 720-2257

### **Dean of Students:**

**Glenn Sherman, Associate VP and Dean of Student Development**

(973) 720-2761

**Roland Watts, VP Student Development**

(973) 720-2218

### **Disability Services:**

**Jackie Safont, Director**

(973) 720-235

### **Registrar's Office:**

**Nina Trelisky, Registrar**

(973) 720-2201

**Michael Boroznoff, Associate Registrar, Academic Evaluation (L-Z)**

(973) 720-2349

**Lisa Brenenson, Assistant Registrar, Academic Evaluation (A-K)**

(973) 720-3077

### **Office of Testing:**

**Rachel Anzaldo, Director**

(973) 720-2339

## Frequently Asked Questions and Answers

1. An internship is required for the CCJ major and it must be taken with senior seminar. Why?

The internship requirement is a unique part of the CCJ major at WPU. The opportunity to experience working in a criminal justice-related environment can be invaluable as you think about choosing your career path. So, after you have completed all the prerequisites for the capstone courses, you will register for both CCJ 4820 and CCJ 4920 in the same semester. The classes will be taught by the same professor. Obtain permission to register for CCJ 4820 and CCJ 4920 from the CCJ Director.

2. Do I have to register for CCJ 4920 even if I have already taken an internship class (e.g., SOC 4920)?

Yes, you must register for CCJ 4920 even if I have already taken an internship class. You will be using your internship site in CCJ 4920 to direct your research in CCJ 4820. The classes are connected in terms of content.

3. Do I have to find my own internship site or do you provide me with one?

Students are required to locate and secure their own internship site. The CCJ Director can provide you with a list of potential sites.

4. Are there any forms I have to fill out for the internship?

Yes. The CCJ Director will not issue the permit to register for CCJ 4820/4920 until you submit the following two (2) documents: the CCJ Internship Permission Form AND the CCJ Internship Application and Agreement. The two forms are included in the CCJ 4920 Internship Packet available from the CCJ Director.

5. How many credits can I transfer to my major?

Students can only transfer up to 18 credits in their major to WPUNJ.

6. How many credits can I transfer to my minor?

Students can only transfer 9 credits towards their minor at WPUNJ.

7. Can I always take a class from other colleges or community colleges?

No. Students can take courses from other two year colleges when they have fewer than 70 credits. Students can take courses from other four year colleges or universities when they have fewer than 90 credits. Any students who take classes from other colleges or universities must have at least a 2.0 GPA and they must get approval from the department chair or assistant chair and the college dean before they take classes in other colleges or universities.

8. Can I take more than two classes in a summer session or more than 18/19 credits in the fall or spring semester?

Not everyone can. Only exceptional students with a GPA of 3.00 or higher may be allowed to take more than 6/7 credits during the summer sessions or more than 18/19 credits in the spring and fall Semesters. If a student wants to take over 6/7 credits during the summer sessions or over 18 or 19 credits in the Spring or fall Semesters, they need to get permission from the department chair and then from the associate dean.

9. Can I take more than one class in the winter session?

No.

10. Can I repeat a class to improve my GPA?

Currently enrolled undergraduate first degree students may repeat once any course taken toward degree completion in which a grade of D+ or D has been received. A grade of F may be repeated only twice. Students cannot repeat a class if they received a grade higher than D+.

11. Do I have to retake the class if I received a grade below a C- for CCJ 2610, CCJ 3680, CCJ 3010, or CCJ 3020?

Yes.

12. Can an undergraduate student take graduate classes?

Yes, if an undergraduate student has 1) above 3.0 GPA: 2) advanced standing (2nd semester senior or almost); and 3) permission of Chairperson and Associate Dean, he/she can take graduate classes but will receive undergraduate credits. Graduate course used for Under Graduate degree can *never* apply to MA.

13. Can I graduate when each part of my degree audit says MET?

No, unless you have completed a total of 120 credits for the Bachelor's degree and also have completed 36 credits for your major. You must also maintain at least a 2.0 major and cumulative GPA. Students who seek for teaching certificate may need more than 120 credits to graduate.

## **Criminology and Criminal Justice Major 4-Year Plan**

Criminology and Criminal Justice Major a 36-credit program (18 credits of Required Courses plus 18 credits of Elective Courses). The recommended four-year plan is provided as an outline for undergraduate students to follow in order to sequence and complete their degree requirements within 4 years. This plan is a recommendation and students should only use it in consultation with their academic advisor. This plan assumes that no foundation courses (Basic Skills) are required. If Foundation courses are needed, students may need additional time to fulfill their degree requirements.

### **Year 1**

#### **Fall**

First Year Experience	1.5 CR.
CCJ 2610 (Req. #1)	3 CR.
NG 1100 (WI#1)	3 CR.
UCC (Areas 1, 2, and 3)	6-9 CR.
<b>Total</b>	<b>13.5-16.5 CR.</b>

#### **Spring**

CCJ Elective #1	3 CR.
UCC (Areas 1, 2, and 3)	9 CR.
UCC Writing Intensive #2	3 CR.
<b>Total</b>	<b>15 CR.</b>

### **Year 2**

#### **Fall**

CCJ3680 (Req. #2. WI#3)	3 CR.
CCJ Elective #2 (UCC Area 4)	3 CR.
World Language I	3 CR.
UCC Courses (Areas 1-6)	6-7 CR.
<b>Total</b>	<b>15-16 CR.</b>

#### **Spring**

CCJ Elective #3	3 CR.
World Language II	3CR.
UCC Courses (Areas 1-6)	6-7 CR.
Technology Intensive #1	3 CR.
<b>Total</b>	<b>15-16 CR.</b>

### **Year 3**

#### **Fall**

CCJ3010 (Req. #3. WI #4)	3 CR.
CCJ Elective #4 (UCC Area 4, 5, 6?)	3 CR.
Technology Intensive #2	3 CR.
Free Elective or Minor	6 CR.
<b>Total</b>	<b>15 CR</b>

#### **Spring**

CCJ3020 (Req. #4)	3 CR.
CCJ Elective #5	6 CR.
UCC (Areas 5, 6, if needed)	3 CR.
Free Elective or Minor	3-6 CR.
<b>Total</b>	<b>15-18 CR.</b>

### **Year 4**

#### **Fall**

CCJ4820-CCJ4920 (Req. #5 & 6)	6 CR .
Free Elective or Minor	6-9 CR.
<b>Total</b>	<b>12-15 CR.</b>

#### **Spring**

CCJ Elective #6	3 CR.
Free Elective or Minor or additional Sociology Electives	9-12CR.
<b>Total</b>	<b>12-15 CR.</b>

# The Master of Arts in Applied Sociology

## Get a Competitive Edge

The M.A. degree in Applied Sociology is a highly practical program of studies for individuals in the private and public sectors who want to fast forward their careers. Its content is the result of input in focus groups from administrators in corporate and nonprofit settings who do the hiring and promoting. At these on-campus sessions, they informed the sociology faculty of the qualities and skills that they seek in applicants, especially an understanding of diverse cultures and intercultural communication, together with an ability to utilize data analysis to conduct assessments and program evaluations.

The Master's in Applied Sociology is a 33-credit program in which a faculty advisor works closely with students to help them tailor a program of studies to suit their needs and interests, whether they be working professionals or students beginning their graduate studies immediately after earning their bachelor's degree. As part of their studies, students experience a supervised professional internship, either in their work setting or through placement, and complete a deliverable project applying the knowledge and skills they have learned.

## Program Enhances Employment Prospects

According to the Sociological Practice Association, employment for applied sociologists is expected to grow faster than the average for all occupations in the foreseeable future. This increasing demand results from concern about such issues as employee morale and retention of experienced professionals; organizational efficiency and effectiveness; and ways to enhance the organization's public image and increase market share. With a shortage of trained evaluators, job prospects are best for students with an advanced degree in applied sociology that specifically equips them to take advantage of the trend toward research, evaluation, and data analysis.

Among the many possible positions available, graduates in applied sociology work as planners, program development specialists, researchers, policy analysts, community outreach coordinators, data analysts, and human resource directors. Settings in which they typically work include corporations, research organizations, community agencies, government bureaus and programs, school systems, medical facilities, courts, and private businesses.

For further information: Contact Dr. Vincent Parrillo, Graduate Director, at [gradsoc@wpunj.edu](mailto:gradsoc@wpunj.edu) or 973-720-2669

For further information, go to [www.wpunj.edu/cohss/departments/sociology/graduate.dot](http://www.wpunj.edu/cohss/departments/sociology/graduate.dot).