

# **BACCJ Student Handbook**

2022-23 Academic Year



**SAINT LOUIS  
UNIVERSITY**

— EST. 1818 —

## ***Criminology and Criminal Justice***

***Bachelors of Arts in Criminology and Criminal Justice (BACCJ)***

***Minor in Criminology and Criminal Justice***

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## **Saint Louis University Mission**

The mission of Saint Louis University is the pursuit of truth for the greater glory of God and for the service of humanity. The University seeks excellence in the fulfillment of its corporate purposes of teaching, research, health care and service to the community. It is dedicated to leadership in the continuing quest for understanding of God's creation and for the discovery, dissemination and integration of the values, knowledge and skills required to transform society in the spirit of the Gospels. As a Catholic, Jesuit University, this pursuit is motivated by the inspiration and values of the Judeo-Christian tradition and is guided by the spiritual and intellectual ideals of the Society of Jesus.

## **School of Social Work Mission**

Saint Louis University School of Social Work prepares criminology and criminal justice students for professional practice with a commitment to social justice and the empowerment of vulnerable and oppressed populations. The School strives for a dynamic community of learning with excellence in teaching, research, and service (passed by School of Social Work Faculty Assembly, May 2008).

## **School of Social Work Goals Specific to Criminology and Criminal Justice**

1. To use knowledge, values, and skills in criminology and criminal justice practice,
2. To contribute to the advancement of knowledge of the profession, and
3. To use skills, talents, and time in pursuit of social justice in the community.

## **Criminology and Criminal Justice (CCJ) Programs**

Bachelor of Arts in Criminology and Criminal Justice (BACCJ)  
Bachelor of Arts in Criminology and Criminal Justice (BACCJ)/Juris Doctorate (JD) (3+3)  
Minor in Criminology and Criminal Justice  
Master of Arts in Criminology and Criminal Justice (MACCJ)  
Accelerated Bachelor of Arts to Master of Arts in Criminology and Criminal Justice

## **Criminology and Criminal Justice (CCJ) Program Administration**

**Noelle E. Fearn, PhD**.....Dean, School of Social Work  
**Joseph A. Schafer, PhD**.....Director, Criminology and Criminal Justice Programs  
**Kate O'Brien, MA**.....Academic Advisor  
**Ryan Wittekiend, MS**.....Academic Advisor  
**Allise Davis**.....Program Coordinator

## **Criminology and Criminal Justice (CCJ) Faculty Contact Information**

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## **Dean of the School of Social Work's Welcome**

Welcome to Saint Louis University's School of Social Work! The School shares the University's mission to educate the whole person and provide leadership in the discovery, dissemination and integration of values, knowledge and skills needed to instill a passion for lifelong learning and transform our society in the Jesuit tradition. Our School pursues this goal by providing learning-teaching-service environments, both in the classroom and in the community, that nurture, strengthen, and sustain creative intellectual, emotional, social, spiritual, and technical abilities and interests. We encourage and support innovative scholarship and research. We actively engage in community service, linking the School and its resources to local, regional, national, and international communities to eliminate ignorance, poverty, injustice, and hunger, to improve community life, and to solve difficult problems. We are thrilled for you to join us, to walk with us, and to work together with us as we seek to advance both the School's and the University's shared mission, and to serve with and for our community and the people to which the School's disciplines – social work, applied behavior analysis, criminology and criminal justice – and the professions associated with these disciplines are dedicated.

Noelle E. Fearn, PhD

Professor and Dean of the School of Social Work

## **BACCJ Program Director's Welcome**

Welcome to the Bachelor of Arts in Criminology and Criminal Justice Program at Saint Louis University! Thank you for choosing our program as your partner in undergraduate education. A hallmark of the Jesuit approach to education is *cura personalis*—care for the whole person. It is our hope that in the BACCJ Program you will experience a well-rounded, personalized education and be prepared to engage in social and criminal justice in a way that brings beneficial change to the community. Here in the SLU BACCJ program you will learn about being a “person for others” while being empowered and supported to achieve your own professional goals.

The preparation process in the BACCJ program will be rigorous and intellectually challenging. Our program offers the opportunity for BACCJ students to learn effective, evidence-based practices that provide social justice for all. This distinctive learning environment is rooted in intensive teaching, mentoring, and experiential learning as well as in rich peer-learning opportunities with your classmates, your colleagues, and the communities we all serve.

This BACCJ Handbook contains important and detailed information about our program and policies, so please take some time to read and review it. The BACCJ Handbook is updated frequently to reflect changes made in various university, college, and program policies or processes; you will be notified if **significant changes** occur during the academic year. As always, please feel free to contact me with questions or concerns.

Joseph A. Schafer, PhD

Professor of Criminology & Criminal Justice

Director, CCJ Programs

## **Academics**

The following policies and procedures have been adopted by the Criminology and Criminal Justice (CCJ) Program in the School of Social Work (SSW) and are meant to reflect the rights and responsibilities of students, faculty and staff. While the information that follows is the best reflection of CCJ Program policies as they currently exist, the administration and faculty of the CCJ Program and the SSW reserve the right to modify any policy through the appropriate channels. This flexibility is meant to maintain the student-focused mission of the CCJ Program and the SSW, and to provide the necessary means to maintain the integrity of our learning environment.

### **Academic Integrity**

The Criminology and Criminal Justice (CCJ) Program expects all students to adhere to Saint Louis University's academic integrity policy (approved June 26, 2015). Only key portions of this policy are excerpted here; the policy, in its entirety, along with all other University Academic Affairs policies may be found on the Provost's webpage.

Saint Louis University is a community of learning in which integrity and mutual trust are vital. Since the mission of the University is "the pursuit of truth for the greater glory of God and for the service of humanity," acts of falsehood violate its very reason for existence. They also demean and compromise the activities of teaching, research, health care and community service that are its primary mission. Since the University seeks to prepare students and faculty for lives of integrity and occupations of trust, it regards all acts of academic dishonesty as matters of serious concern. Such dishonesty also undermines the academic assessment process, which in turn impairs the ability of the University to certify to the outside world the skills and attainments of its graduates. Such dishonesty allows those who engage in it to take unfair advantage of their peers and undermines moral character and self-respect.

***Academic integrity is honest, truthful and responsible conduct in all academic endeavors.***

Students are responsible for adhering to University standards of academic integrity, helping to create an environment in which academic integrity is respected, and reporting violations of the policy to instructors, department chairs, or administrators, as appropriate.

### **Reporting and Adjudicating Violations of Academic Integrity**

Where there is clear indication of such dishonesty, a faculty member or administrator has the responsibility to apply appropriate sanctions. Investigation of violations will be conducted in accord with standards and procedures of the school or College through which the course or research is offered. Recommendations of sanctions to be imposed will be made to the dean of the school or College in which the student is enrolled. Sanctions will be imposed according to the policy standards of the academic unit with jurisdiction of the faculty member teaching the course or supervising the academic experience or leading the academic program in which the violation occurred. Academic unit with jurisdiction as defined as the unit of the faculty member teaching the course or leading the academic

program in which the violation occurs. Formal charges of violations of academic integrity do not preclude other disciplinary action that the University may take if circumstances warrant additional sanctions.

Sanctions are to be commensurate with the nature of the offense and with the record of the student regarding any previous infractions. Possible sanctions for a violation of academic integrity include, but are not limited to, disciplinary probation, suspension, and dismissal from the University. In extraordinary circumstances, the University reserves the right to withhold or revoke a degree in consultation with the academic unit as appropriate. There is no statute of limitations for degree revocation.

## **Academic Records**

### **Confidentiality of Student Records**

The CCJ faculty in the SSW believes that student records, both academic and personal, are confidential to the student and the institution. Because of the professional and legal responsibilities involved, record keeping is delegated only to responsible persons who realize the confidential nature of such records. All students shall have the right of privacy in regard to their records afforded to them by the Family Education Rights and Privacy Act of 1974. In keeping with these standards:

1. Official transcripts are kept only in the Office of the Registrar and only this office releases the transcript when so requested formally by the student. The academic record kept in the School of Social Work is never released outside of the University.
2. Medical records are preserved in the appropriate office in the Student Health and Counseling Center and are interpreted only by a member of the health care professions.
3. Counseling records (or summary statements) are not released without the explicit consent of the student. This includes any disciplinary action taken while in the University, psychological counseling, emotional issues, etc.
4. Financial records exist in the Offices of Undergraduate Admission, and Student Financial Services. The School of Social Work keeps no official record of financial aid and considers such information as strictly confidential between the student and the University.

### **Use of Student Records**

1. CCJ Program staff and faculty members with a legitimate educational interest have access to student records through the CCJ Program Director.
2. Requests for student information directed to the CCJ Program Director or the SSW will be answered by form letter giving only the facts of public knowledge, which are defined as facts of attendance, dates of attendance, and the date of graduation if a degree was conferred.
3. Students' names, dates of attendance, degrees, honors conferred and other information which appeared in a newspaper or publication are considered public information and thus, may be confirmed upon request.

## **Academic and Professional Expectations**

The CCJ Program has high expectations that are required of all CCJ students who are developing as professionals. Students are expected to maintain positive and constructive interpersonal communications and relationships with faculty, students, staff, and the community. Students are expected to positively contribute to the academic learning environment within the classroom, school, and in the community. This includes respecting diversity and not participating in any form of discriminatory actions. Conducting oneself with integrity and resolving conflict in a respectful manner are also demonstrations of academic and professional competence.

In addition, a policy on Professional Expectations is included on every CCJ course syllabus. The policy is as follows:

### **Professional Expectations**

Students are expected to demonstrate professionalism and contribute to the learning environment. Expectations include, but are not limited to:

1. Arriving promptly to class and leaving at the scheduled ending time.
2. Preparing thoroughly for each session.
3. Participating fully in all classroom activities and discussions.
4. Displaying respect for others' ideas and different styles while offering own points of view.
5. Turning off all extraneous electronic devices (e.g., cell phones and others) during class.

If a student does not demonstrate behaviors reflecting professional competence, then a faculty member, student, or staff person can request a professional review with the Chair of the Student Affairs Committee. The Chair of the Student Affairs Committee will then convene a small group of appropriate faculty to meet with the student. The outcome of the meeting may include any of the following: a discussion with documentation for the student's file only, professional probation with a contract, or a professional competence dismissal from the program. The overall focus of this review is strengths- and educationally-based to assist the student in continuing with and achieving success in the program. The student may bring one person as an "advocate" to the meeting if s/he desire. The Student Affairs committee will submit a report with recommendations to the Director of the BACCJ Program. The BACCJ Program Director will then meet with the student to discuss the final decision and provide a written letter or contract. If the student desires to appeal the decision, then a written appeal must be presented to the Dean of SSW within 10 days of the notice of the outcome of the review meeting.

### **Academic Expectations**

Academic expectations include successful completion of all assignments in the courses as well as meeting all course requirements for the BACCJ degree. Successful completion is defined as maintaining the necessary grades and GPA for the BACCJ degree as well as adhering to the professional expectations discussed above or violating any aspect of academic integrity - as detailed in an earlier section of this handbook.



## **Accommodations for Students with Disabilities**

Students with a documented disability who wish to request academic accommodations must contact Disability Services at 314-977-3484 to discuss accommodation requests and eligibility requirements. Confidentiality will be observed in all inquiries. Once approved, information about the student's eligibility for academic accommodations will be shared with course instructors via email from Disability Services and viewed within Banner via the instructor's course roster. Students must notify instructors that they wish to access accommodations in any course. Students who do not have a documented disability but who think they may have one are encouraged to contact Disability Services.

## **Class Attendance**

Students are expected to attend all classes. Unauthorized absence is a serious matter and must be resolved to the satisfaction of the instructor before a final grade will be issued. Examinations are to be taken and assignments are to be submitted as scheduled. Students will adhere to all provisions for make-up examinations and guidelines for the acceptance of late assignments established by the instructor of each course. *It is the student's responsibility to make arrangements for excused absences, make-up examinations, and submission of late assignments.*

## **Course Evaluations**

Students will have the opportunity to evaluate each CCJ course and instructor at the end of the semester using an online standard evaluation instrument. Each evaluation will cover the quality and relevance of course material and the quality of instruction. The intent is to seek information which will help to improve both the quality of the course and instructional competence. In completing these evaluations, students should be mindful of the extent to which the course objectives have been met.

## **Grading**

The following grading scale applies to all CCJ Undergraduate Program students in the School of Social Work:

<b>A</b>	<b>4.0</b>
<b>A-</b>	<b>3.7</b>
<b>B+</b>	<b>3.3</b>
<b>B</b>	<b>3.0</b>
<b>B-</b>	<b>2.7</b>
<b>C+</b>	<b>2.3</b>
<b>C</b>	<b>2.0</b>
<b>C-</b>	<b>1.7</b>
<b>D</b>	<b>1.0</b>
<b>F</b>	<b>0.0</b>

In addition, students are required to earn the following:

- ***A minimum grade of “C” in all CCJ courses counting toward the minimum total 120 hours required for graduation.***

### **Dean’s List**

Full-time, undergraduates in the CCJ Program who earn a GPA of 3.7 in a given semester will be named to the Dean’s List. Each student will receive a letter of recognition from the SSW Dean.

### **Procedures for Student-Initiated Grievances**

If a student questions or disagrees with a final grade s/he received, the student should first contact the faculty member who assigned the grade. A student has four weeks after the posting of a grade to initiate an appeal to the CCJ course instructor. A student wishing to grieve a grade in a CCJ course should refer to the ***Procedures for Student-Initiated Grievances***, as described below in this handbook. Appeals progress from the CCJ course instructor, to the CCJ Program Director, to the School of Social Work Associate Dean for Academic Affairs, and finally, if necessary, to the Dean of the School of Social Work.

Any student in the CCJ Program may submit a written grievance to the Dean of the School of Social Work. The Dean will forward the grievance for review to the CCJ Program Director and/or the School’s Student Affairs Committee. A “grievance” is defined as a formal inquiry or complaint requesting a review related to a school/program policy, process, or procedure or a situation in which the student feels that s/he was treated unfairly or unprofessionally by a faculty or staff member. Students are encouraged to first attempt to resolve any conflicts with the specific faculty or staff member. CCJ Program policy grievances are to be written and submitted to the CCJ Program Director. Concerns related to grades, harassment, or discrimination may be considered for a written grievance but should also be reported, as soon as possible, to the CCJ Program Director.

The CCJ Program Director will meet with student(s) to discuss possible ways to address the situation and/or to inform regarding the need for a written grievance. When appropriate, after the CCJ Program Director receives and reviews the written grievance, s/he will forward the written grievance to the School of Social Work’s Student Affairs Committee and/or the Dean of the School of Social Work. Following consideration and review and within ten (10) working days, the Dean and/or Student Affairs Committee shall forward a written recommendation of action to the CCJ Program Director and/or the Dean of the School of Social Work. The student shall have a response to his/her grievance within an additional five (5) working days.

### **CCJ Program Probation & Dismissal**

The academic probation and program dismissal policies described in the following sections pertain only to the undergraduate Criminology and Criminal Justice Programs in the School of Social Work; for University probation and dismissal policies, please refer to University Policies and Procedures.

#### **CCJ Program Academic Probation**

Students in the CCJ Program must maintain a cumulative grade point average (GPA) of 2.0 to

remain in good academic standing. Students whose cumulative GPA falls below a 2.0 in a given semester will be placed on probationary status and are given the following two (2) semesters to:

1. Meet the required minimum GPA **and**
2. Show evidence of the capacity to successfully complete a Bachelor of Arts degree in CCJ.

While on academic probation, a student may take no more than 15 hours of course work. The kinds of courses that may be taken while on probation may also be limited by the CCJ Program Director. The sanction of probationary status is invoked for a period of at least one (1) full-time semester and not more than two (2), consecutive full-time semesters. The CCJ Program Director will provide students written notification of their academic probationary status. Probationary letters remain in the student's academic file.

### **CCJ Program Dismissal**

Students are subject to dismissal from the CCJ Program for academic or professional reasons under the following conditions:

1. Failure to attain a cumulative grade point average of at least 2.0 after two (2) consecutive full-time semesters on academic probation.
2. Being placed on academic probation for a third consecutive full-time semester.
3. Consistently exhibiting behavior considered unacceptable for the study of criminology and criminal justice or violating University policy regarding acceptable/unacceptable behaviors (see sections below on academic and professional expectations).

Dismissal from the CCJ Program will be conveyed in writing to the student from the CCJ Program Director.

### **Appeals Process for CCJ Program Dismissal**

Students who wish to appeal their dismissal from the CCJ Program should convey the appeal in writing to the Associate Dean for Academic Affairs of the School of Social Work. The Associate Dean of the School will research the matter, make appropriate inquiries, review all related student/program documentation, and issue a written determination of the appropriateness of the dismissal decision. If a dismissed student does not agree with the determination of the Associate Dean, they may make a written appeal to the School Dean.

### **Academic Advising and Faculty Mentoring**

Upon entry to the CCJ Program, all students are assigned to both a CCJ faculty mentor and an academic advisor who will work with them during their pursuit of a CCJ degree at Saint Louis University. Students are encouraged to be in regular contact with their faculty mentor and are required to meet with their academic advisor at least once a semester. Academic advisors are located in Tegeler Hall, 300 West. Students should contact their assigned academic advisor or go to Tegeler Hall, 300 West to schedule pre-registration and other academic advising meetings.

Academic advisors aid students with developmental transitions, plan and approve course registration, clarify the program/curriculum requirements, monitor academic progress and refer students to resources for academic and support services on campus. CCJ faculty mentors are active participants in the student's professional growth and exploration of career goals. Faculty mentors also recommend courses of study and experiences that may be advantageous for the student post-

graduation.

## **General Elective Courses**

In addition to the courses required for the CCJ major (see Appendix A), students may take general elective courses to fill the remaining credit hours needed for completion of the degree (a total of 120 credit hours are required for the baccalaureate degree). General elective courses can be fulfilled by any course that carries credit hours and is graded. This includes SLU courses offered by other Colleges and departments, transfer courses, study abroad courses, and ROTC courses. Note that other SLU Colleges/Schools may or may not accept ROTC courses toward degree completion. Students with double majors in other SLU Colleges/School should consult with advisors from each academic unit to ensure all requirements are met for degree conferral.

## **Registration**

Prior to each pre-registration period, students must meet with their academic advisor to review their academic progress and program plan. Following this appointment, the academic advisor and will release their holds on the students' account enabling the student to self-register online through Banner Self-Service.

### **Failure to Register**

Students who fail to register for courses for two consecutive semesters are required to reapply to Saint Louis University through the Office of Undergraduate Admissions. Such students will be required to meet the application and curriculum requirements in place at the time of readmission.

### **Adding a Course**

Students may add a course through Banner Self-Service anytime during registration and through the first week of the semester. When adding a course after the first week of class, students must seek approval from the course instructor. Additional approvals may be necessary when adding courses after this deadline.

### **Dropping a Course (Course Withdrawals)**

Students may drop a course (withdraw) only during the official period designated by the University. Students may complete the drop process through Banner Self-Service at any time during the registration period through the first week of the semester. After the first week in the semester until the last day to drop a course, students must obtain a **Change of Registration** form from their academic advisor, obtain appropriate signatures, and submit the completed form to the Office of the Registrar. If a course is dropped without following the proper procedure or not officially dropped/withdrawn from, students are at risk of a failing grade for the course.

### **Incomplete Courses**

Students may request a temporary grade of "Incomplete (I)" in the case that – due to extraordinary circumstances – they are unable to complete all coursework before the final day of class. The request for a mark of "Incomplete" must be initiated by the student through completion and submission of the **Petition for Course Extension** form (available on the Office of the Registrar's webpage). Petitions for incompletes/course extensions may not be requested to avoid an unsatisfactory grade. University policy stipulates that the student and instructor agree in writing to the conditions for clearing the "Incomplete" from the student's transcripts. A mark of

“Incomplete” must be cleared within one year after the course was taken. University policy requires that any “Incomplete” converts to an “F” after one year.

### **Permission to Take Courses at Other Colleges or Universities**

Under special circumstances, students may be permitted to take courses at another college or University while attending Saint Louis University. Students who wish to take courses outside of the University should first go to the Office of the Registrar website and click on the “Transfer Course Articulation” link. They should then check the website to see if the course has been previously approved for articulation with the University or if they will need to submit a new petition to have the course reviewed. Students pursuing courses at other universities who wish to transfer credit hours to Saint Louis University must complete and submit a ***Petition for Undergraduate Off-Campus Summer Enrollment*** form, following the directions on the form. Students are strongly encouraged to work with their academic advisor through this process. Students who wish to study abroad will work with the Study Abroad Office to complete a similar process.

A minimum grade of C (2.0) is required for any course to be accepted for transfer and the transferred course is not calculated into the Saint Louis University grade point average. No more than 64 credit hours from a community college can be applied toward the baccalaureate degree. There is no limit on the acceptable number of credit hours from an accredited 4-year institution, but to meet the University residency requirement, the last 30 credits of coursework must be completed at SLU to earn a SLU degree.

Students must request transcripts of the completed course(s) immediately after completion. An official transcript must be sent from the Registrar of the other College or University directly to the Office of the Registrar at Saint Louis University. Transcripts issued directly to the student can be submitted to the Office of the Registrar if they are in a University-sealed envelope. Failure to provide the transcript in a timely manner may prevent progression in the Criminology and Criminal Justice (CCJ) program or delay graduation. *Importantly, the Office of the Registrar will no longer post transfer credit if it does not have the completed petition form in the student’s academic file.*

### **University Policies, Procedures, and Resources**

Information regarding all University policies, procedures, and resources can be found in the Saint Louis University student handbook and on SLU’s website (including important information on the university environment and academic, behavioral, and community expectations for all students). Copies of the University’s student handbook are available online. Students are expected to be aware of and adhere to all university policies.

# **Graduation**

## **Degree Conferral**

Degree conferral occurs at the end of each term (each May, August, and December) in the semester a student completes all necessary requirements of their degree program. Additionally, there are mid-term degree conferral dates each fall and spring, as well as several summer term degree conferral dates. The degree is not awarded until the CCJ Program has verified that all degree requirements are satisfied, regardless of when the student “walks” in the Commencement Ceremonies. The CCJ Program and the Office of the Registrar require time for administrative processing after the date final grades are posted to review transcripts and confer degrees. If it is found that a student has not fulfilled the degree requirements (e.g., by dropping a needed course, failing to complete 120 credits, or earning a grade below the necessary threshold), the student will need to complete the requirement and reapply for graduation in a subsequent semester. Students are strongly encouraged to communicate with their academic advisors to identify issues early and resolve them well in advance of their graduation date.

## **Degree Application**

Deadlines for applying for a degree on the next graduation date are noted in the semester calendar. Application is made according to the direction of the Office of the Registrar through the Banner Self-Service online application system. Students also complete a graduation survey as part of the application process. Graduation dates for the University are in December, May, and August.

In addition, students complete the Undergraduate Graduation Check Worksheet and turn the form in to their academic advisor. This form is necessary to ensure that a student’s degree is processed accurately, that they receive credit for secondary majors, minors, the University Honors Program, etc., and that they receive all email notifications and announcements from the University and the College regarding graduation ceremonies and rehearsals. This worksheet is distributed to students nearing the 120 total credit hours necessary for degree completion.

A student graduating in December (or August) of a given year may choose to walk in the May ceremony either before or after the student’s December graduation. If the student would like to walk in the May ceremony before his/her official graduation, a petition must be made to the CCJ Program Director in the preceding December. The CCJ Program Director will determine whether the student is likely to graduate by December and will base permission to walk on an assessment of such.

## **Graduation Requirements**

Graduation requirements are as follows:

- Minimum of 120 credit hours
- Cumulative GPA of at least 2.0
- Minimum grade of “C” in all Criminology and Criminal Justice courses counting toward the total 120 credit hours
- Completion of all CCJ degree program requirements
- Last 30 credit hours in residence at Saint Louis University

Formal application for degrees must be made prior to the posted deadline specified by the Office of the Registrar. A diploma will not be issued unless an application is submitted (see above).

### **Graduation with Latin Honors**

The cumulative grade point average (GPA) for honors is based **only** on course work completed at Saint Louis University. Graduation honors will be awarded as follows:

- Cum laude – GPA of 3.500 - 3.699
- Magna cum laude – GPA of 3.700 - 3.899
- Summa cum laude – GPA of 3.900 - 4.000

Students receiving a first baccalaureate degree must have completed 54 semester hours in residence at Saint Louis University to be eligible to graduate with honors. A student with a baccalaureate degree from another institution may be awarded a second baccalaureate degree with honors if at least 48 credit hours are earned at Saint Louis University.

### **Graduation with University Honors Program Distinction**

Students have the option to enrich their CCJ Program studies through participation in the University Honors Program. The Honors Program requires additional academic and experiential learning requirements, many of which complement a student's work within an academic major. Students who complete the requirements set forth by the University Honors Program will graduate with University Honors Program distinction.

## **Communication**

### **Canvas**

Students are responsible for using Canvas as often as each class demands. Each student is responsible to ensure that the settings within Canvas are such that messages from instructors reach them in a timely fashion.

### **Bulletin Boards**

General student announcements are posted on the student bulletin boards throughout the School of Social Work in Tegeler Hall. This includes bulletin boards in the stairwells, near classrooms, and in administrative offices.

### **Cell Phones**

Cell phones must be turned off or to vibrate during classes (per individual instructor policies), lectures, presentations, meetings and appointments. Anyone who accepts a call is expected to leave the room before beginning a conversation.

### **E-Mail**

E-mail is the CCJ Program's primary means of communication with students. All students are automatically assigned a University e-mail address. **All University, School, and CCJ Program e-communication will be sent to your SLU email account only.** Students who already have a personal e-mail address may keep it, but students' SLU e-mail accounts must be forwarded to personal e-mail addresses. For information on forwarding SLU accounts, contact the ITS office at 977-4000. For efficiency purposes, students should include their Banner identification number in cases where its anticipated that the e-mail recipient will need to electronically access information to be of assistance.

### **Student Government Association (SGA)**

Undergraduate students in our College are represented by three senators on the University's Student Government Association. Most communication regarding student life/governance will be the responsibility of these students. Elections are held every February and a college-wide vote is organized by SGA. Further information can be found by visiting <http://sga.slu.edu/contact-us>.

### **Criminology & Criminal Justice (CCJ) Clubs & Organizations**

This student organization is open to both undergraduate and graduate students from any major. Meetings are held monthly with various types of activities. The mission of the club is to provide socialization among students across campus, while also acting as a liaison to the Criminology and Criminal Justice programs. Gamma Beta is SLU's chapter of Alpha Phi Sigma, the National Criminal Justice Honor Society for students majoring in Criminology and Criminal Justice. This honor society recognizes academic excellence by undergraduate, graduate, and Juris Doctorate students. The goals of Alpha Phi Sigma are "to honor and promote academic excellence, community service, educational leadership, and unity." Students interested in these organizations may obtain further information by contacting the groups' current leadership or the CCJ faculty advisor, Professor Kenya Brumfield-Young, at [Kenya.brumfielddyoung@slu.edu](mailto:Kenya.brumfielddyoung@slu.edu).



## **Campus Life and Student Resources**

### **Billiken Shuttle Service**

Students, faculty, and staff can take advantage of the shuttle service that runs between the Frost Campus and Health Sciences Center locations on a regular schedule at no charge. The shuttle also makes stops at the Metro Link Station at Grand Avenue. Information can be obtained at <https://www.slu.edu/parking/on-campus-transportation/shuttle-services.php>

### **Bookstores**

There are full-service bookstores on both the Frost Campus and Health Sciences Center locations. The Saint Louis University Barnes & Noble Bookstore is located in the Busch Student Center. It stocks required texts for all criminology and criminal justice courses and can order other books students may need.

### **Career Services**

CCJ students are encouraged to contact Eliza Angarano, MA, our Career Development Specialist (314-977-2168) with any questions about career development, career counseling, and career referral services. SLU's Career Services offers many services for students and alumni, including individual appointments to develop career plans, help with job seeking, review of resumes and cover letters, and Handshake, an online career database of job postings.

### **Computer Labs**

Students have access to computers on the second floor of Tegeler Hall. Students also have access to the internet and a number of search databases.

### **Fitness & Recreation Facilities**

The Simon Recreation Center on Laclede offers a full spectrum of facilities and equipment for swimming, exercises and court sports. Lounge and vending areas are available. Membership is free for students.

### **Libraries**

Books and materials from the libraries are obtained by showing a valid SLU ID Card. The major University collection is in the Pius XII Memorial Library. The University libraries participate in inter-library loan programs in the region and in the Center for Research Libraries that provides three million volumes for loan through participating institutions. Information on these services can be obtained from any librarian. Students can also access the St. Louis Public Library, as well as several private collegiate libraries in the community. CCJ library and reference services are provided by Rebecca Hyde, Research Librarian. Assistance may include: literature searches, research projects, and identifying resources. Ms. Hyde, can be reached at 314-977-3106 or [rhyde1@slu.edu](mailto:rhyde1@slu.edu) or in Pius XII Memorial Library.

### **SLU Central Login Service**

Students should check the SLU Central Login Service ([auth.slu.edu](http://auth.slu.edu)) to verify their most up-to-date personal SLU student information, scholarship/financial aid awards, registration status, grades, and Bursar student account record.

## **Public Safety**

SLU's uniformed public safety officers provide a free escort service to students' cars upon request. The phone number for the Department of Public Safety (DPS) is 977-3000. Most of the campus parking lots have well-marked outdoor telephones with direct lines to DPS. The DPS Escort Service, available to all SLU students, faculty, staff, and visitors is available from the Metro Link Station at Grand Ave. The "SLU Escort Telephone" is located on the east wall of the lower-level platform. Saint Louis University is dedicated to creating a campus environment that is as safe and secure as reasonably possible. There are also five live webcams that can be viewed on the SLU website. A campus security report, as required by the Jeanne Clery Act, is published every year. This report details policies and procedures of Saint Louis University to deter, report and respond to campus-related emergencies and crime, summarizes crime statistics and highlights programs to educate the University community about safety and security.

## **SLU ID Cards**

Saint Louis University policy requires all students to display photo identification at all times. SLU Cards can be obtained at Parking and Card Services in DuBourg Hall, Room 33. Students' university photo IDs can be adapted for regular wear by using a plastic holder. Public Safety officials will challenge any individual on SLU property who do not display an acceptable form of identification. (SLU ID Cards are necessary to gain access to the Salus Center at all times.)

## **Student Lounge**

A student lounge is located on the first floor of Tegeler Hall (across from Carlo Auditorium). It provides a relaxed, comfortable atmosphere and a quiet place for students to take a breather between classes, have a snack, or hold small student/group meetings. Equipped with lounge chairs, dining tables and chairs, sofas, vending machines, microwave oven, and refrigerator, the lounge is available anytime during regular building hours.

## **Student Success Center**

In recognition that people learn in a variety of ways and that learning is influenced by multiple factors (e.g., prior experience, study skills, learning disability), resources to support student success are available on campus. The Student Success Center assists students with academic and career related services, including: academic coaching, career services, disability services, tutoring services, and writing services. The Student Success Center is located in the Busch Student Center (Suite 331).

## **Appendix A: BACCJ Degree Curricula**

### **BACCJ Core Curriculum & Explanations**

**(for students beginning their degrees prior to Fall 2022)\***

<b>Subject Matter</b>	<b>Required Hours for BACCJ</b>	<b>Specific Courses &amp; Details</b>
<b>English and Communications</b>	9	ENGL 1900: Advanced Strategies of Rhetoric & Research ENGL 2XXX-3XXX: Literary Studies course CMM 1200: Public Speaking
<b>History</b>	6	HIST 1120: Origins of the Modern World 1500 to Present HIST 2610: History of the United States since 1865
<b>Philosophy and Theology</b>	9	PHIL 1050: Introduction to Philosophy THEO 1000: Theological Foundations THEO 2XXX: 2000 level or higher Theology course
<b>Mathematics</b>	3	MATH 1200: College Algebra
<b>Natural Sciences</b>	3	Any Natural Science course (Forensic Science is not accepted)
<b>Fine Art</b>	3	Any Fine and Performing Arts course
<b>Foreign Language</b>	6	Any two (2) Foreign Language courses
<b>Global Health/Cultural Diversity</b>	3	PUBH 2100: Introduction to Global Health
<b>Total Core Hours</b>	42	<i>Core classes specified above</i>
<b>General Electives</b>	39	27 credit hours of general electives

*\* This list is meant to explain the possibilities for BACCJ Core coursework where multiple possibilities exist. Students should work in collaboration with their academic advisor to ensure the adequacy of course selections.*

**BACCJ Major Requirements (39 total credit hours)**  
**(for students beginning their degrees prior to Fall 2022)\***

**Core Required Courses**

CCJ 1010	Introduction to Criminal Justice	3 credit hours
CCJ 3700*	Research Methods in CCJ	3 credit hours
CCJ 2050	Multiculturalism for the CJ Professional	3 credit hours
CCJ 2150*	Criminology: The Nature of Crime	3 credit hours
CCJ 3750*	Statistics in CCJ	3 credit hours
CCJ 3200	Ethics in Criminal Justice	3 credit hours
CCJ 4960	CCJ Capstone	<u>3 credit hours</u>
		<b>21 credit hours</b>

**CJ Systems (select 3)**

CCJ 2200	Law Enforcement	3 credit hours
CCJ 2250	Institutional & Community Corrections	3 credit hours
CCJ 3100	Juvenile Justice & Delinquency	3 credit hours
CCJ 4050	Criminal Law & Procedure	3 credit hours
CCJ 4150	Criminal Investigations	3 credit hours
CCJ 4910	CCJ Internship	<u>3 credit hours</u>
		<b>9 credit hours</b>

**Nature of Crime (select 3)**

CCJ 3100	Juvenile Justice & Delinquency	3 credit hours
CCJ 3150*	Contemporary Theories of Crime	3 credit hours
CCJ 3300	Corporate & White-Collar Crime	3 credit hours
CCJ 3350	Understanding Serial Killers	3 credit hours
CCJ 3400	Victimology & Victimization	3 credit hours
CCJ 3500	Race and Crime	3 credit hours
CCJ 3550	The Science of Evil	3 credit hours
CCJ 3600	Mental Health & Crime	3 credit hours
CCJ 4915	CCJ Externship	<u>3 credit hours</u>
		<b>9 credit hours</b>

**\* Students are advised to take CCJ 2150 prior to CCJ 3150 and CCJ 3700 prior to CCJ 3750.**

**BACCJ Core Curriculum & Explanations**  
**(for students beginning their degrees Fall 2022 or later)\***

<b>Subject Matter</b>	<b>Required Credit Hours</b>	<b>Specific Courses &amp; Details</b>
<b>IGNITE Seminar</b>	9	CORE 1000 IGNITE Seminar
<b>Cura Personalis</b>	2	CORE 1500 Self in Community CORE 2500 Self in Contemplation CORE 3500 Self in World
<b>Eloquentia Perfecta</b>	8	Written & Visual Communication Oral & Visual Communication Creative Expression Writing Intensive
<b>Ways of Thinking</b>	12	Quantitative Reasoning Aesthetics, History & Culture Social & Behavioral Sciences Natural & Applies Sciences
<b>Collaborative Inquiry</b>	2	Collaborative Inquiry
<b>Equity &amp; Global Identities</b>		Identities in Context Global Interdependence Dignity, Ethics, & a Just Society Reflection in Action

*\* This list is meant to explain the possibilities for BACCJ Core coursework where multiple possibilities exist. Students should work in collaboration with their academic advisor to ensure the adequacy of course selections.*

## **BACCI Major Requirements (42 total credit hours)** **(for students beginning their degrees Fall 2022 or later)**

### **C Core Required Courses**

CCJ 1010	Introduction to Criminal Justice	3 credit hours
CCJ 2050	Multiculturalism for Criminal Justice Professionals	3 credit hours
CCJ 2150*	Criminology: The Nature of Crime	3 credit hours
CCJ 3200	Ethics in Criminal Justice	3 credit hours
CCJ 2200	Policing & Society	3 credit hours
CCJ 2250	Institutional & Community Corrections	3 credit hours
CCJ 3450**	Gender, Sexuality, and the Criminal Justice System <b>OR</b>	
CCJ 3500**	Race, Ethnicity, and the Criminal Justice System	3 credit hours
CCJ 3700*	Research Methods in CCJ/SWRK 3700	3 credit hours
CCJ 3750*	Statistics in CCJ	3 credit hours
CCJ 4050	Criminal Law & Procedure	3 credit hours
CCJ 4960	CCJ Capstone	<u>3 credit hours</u>
		<b>33 credit hours</b>

### **CCJ Electives (select any three [3] of the following)**

CCJ 3100	Juvenile Justice & Delinquency	3 credit hours
CCJ 3150*	Contemporary Theories of Crime	3 credit hours
CCJ 3300	Corporate & White-Collar Crime	3 credit hours
CCJ 3350	Understanding Serial Killers	3 credit hours
CCJ 3400	Victimology & Victimization	3 credit hours
CCJ 3401	American Incarceration	3 credit hours
CCJ 3600	Mental Health & Crime	3 credit hours
CCJ 3800	Violence Against Women	3 credit hours
CCJ 4910	Criminology and Criminal Justice Internship	<u>3 credit hours</u>
		<b>9 credit hours</b>

**\* Students are advised to take CCJ 2150 prior to CCJ 3150 and CCJ 3700 prior to CCJ 3750.**

**\*\*Students can take *either* CCJ 3450 or CCJ 3500 to meet the CCJ Core requirements.** (Students may take both CCJ 3450 and CCJ 3500 and one will count towards CCJ Core Requirements and the other toward CCJ Electives.)

## **CCJ Minor Requirements (18 total credit hours)**

### **Core Required Courses**

CCJ 1010	Introduction to Criminal Justice	3 credit hours
CCJ 2050	Multiculturalism for the CJ Professional	3 credit hours
CCJ 2150	Criminology: The Nature of Crime	3 credit hours
CCJ 3200	Ethics in Criminal Justice	<u>3 credit hours</u>
		<b>12 credit hours</b>

### **CJ Systems (select 1)**

CCJ 2200	Law Enforcement	3 credit hours
CCJ 2250	Institutional & Community Corrections	3 credit hours
CCJ 3100	Juvenile Justice & Delinquency	3 credit hours
CCJ 4050	Criminal Law & Procedure	3 credit hours
CCJ 4150	Criminal Investigations	3 credit hours
CCJ 4910	CCJ Internship	<u>3 credit hours</u>
		<b>3 credit hours</b>

### **Nature of Crime (select 1)**

CCJ 3100	Juvenile Justice & Delinquency	3 credit hours
CCJ 3150*	Contemporary Theories of Crime	3 credit hours
CCJ 3300	Corporate & White Collar Crime	3 credit hours
CCJ 3350	Understanding Serial Killers	3 credit hours
CCJ 3400	Victimology & Victimization	3 credit hours
CCJ 3500	Race and Crime	3 credit hours
CCJ 3550	The Science of Evil	3 credit hours
CCJ 3600	Mental Health & Crime	3 credit hours
CCJ 4010	CCJ Externship	<u>3 credit hours</u>
		<b>3 credit hours</b>

**\* Students are advised to take CCJ 2150 prior to CCJ 3150.**

## **Appendix B: Helpful SLU Contact Information**

<b>Contact</b>	<b>Building/Room Number</b>	<b>Phone Number(s)</b>
Admissions Office	DuBourg Hall, Room 119	1-800-758-3678, 314-977-2500
Academic Advisors	Tegeler Hall, Suite 300 West	314-977-3934
Billiken Bus/Shuttle Line		314-977-RIDE
Bookstore (Barnes & Noble)	Busch Student Center	314-531-7925
Campus Ministry (Eckelkamp Center)	Wuller Hall	314-977-2425
Career Services, Meg Hunt	Busch Student Center, Room 331	314-977-2828, 314-977-2168
Center for Service & Community Engagement	Wuller Hall	314-977-4105
Department of Public Safety	Wool Center, Room 114	314-977-3000 (emergency) 314-977-2376 (general information) 314-977-7433 (safety escorts/rides)
Housing and Residence Life	DuBourg Hall, Room 157	314-977-2811
Instructional Media Center	Academic Technology Commons, Pius XII Library	314-977-2919
Parking and Card Services	DuBourg Hall, Room 33	314-977-2957
Recreation Center	Simon Recreation Center	314-977-3181
Registrar's Office	DuBourg Hall, Room 22	314-977-2269
Snow Line (Weather Info)		314-977-SNOW
Student Financial Services	DuBourg Hall, Room 121	314-977-2350, 1-800-758-3678
Student Health Center	Marchetti Towers (East)	314-977-2323
Student Success Center Academic Coaching Disability Services Tutoring Writing Services Other Academic Support	Busch Student Center, 3 <sup>rd</sup> Floor	314-977-3484
University Counseling Center	Wuller Hall, 2 <sup>nd</sup> Floor	314-977-TALK (8255)