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.

College for Public Health & Social Justice Mission
Based on our commitment of service to others, we improve health and well-being locally, nationally and internationally through unique interdisciplinary approaches that inspire students, generate knowledge and engage individuals and communities.

College for Public Health & Social Justice Vision
Consistent with the Jesuit tradition of Saint Louis University, the College for Public Health & Social Justice continually strives for excellence in scholarship through nationally and internationally recognized performance in teaching, research, and service. The core of our mission is to seek truth, but as a Catholic, Jesuit institution we acknowledge that simply seeking truth is not enough. The methods we use to discover truth, the ends for which it is sought, and the ways in which it illuminates the world further are all essential aspects of our mission.

College for Public Health & Social Justice Diversity Statement
The College for Public Health & Social Justice (CPHSJ) recognizes the importance of diversity in accomplishing its mission. We take a proactive stance in building a diverse and inclusive community, welcoming faculty, staff, and students of all backgrounds. We strive to assure everyone is valued, ideally creating a space for open and respectful dialogue. In the event of bias and discrimination, the College’s Office of Student Services and the University Office of Institutional Equity and Diversity offer support and action for incidents. We encourage students to report all bias incidents. The CPHSJ ultimately hopes to foster a positive and open environment to facilitate learning and spread the message of social justice to the surrounding community.

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)
Minor in Criminology and Criminal Justice
Master of Arts in Criminology and Criminal Justice (MACCJ)

Criminology and Criminal Justice (CCJ) Program Administration
Donald L. Linhorst, PhD, MSW ..................Director, School of Social Work
Noelle E. Fearn, PhD..................................Director, Criminology and Criminal Justice Programs
Natalie Floeh, MA ..................................Academic Advisor, Sr.
Ahmar Ursani, MSW .........................Program Coordinator
Barb McCray ..................................Administrative Assistant

Criminology and Criminal Justice (CCJ) Faculty Contact Information
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Academics

The following policies and procedures have been adopted by the Criminology and Criminal Justice (CCJ) Program in the School of Social Work (SSW) in the College for Public Health & Social Justice (CPHSJ) 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, the SSW, and the College 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, the SSW, and the College 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 accessible at https://www.slu.edu/the-office-of-the-provost/academic-affairs-policies.

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 in the CPHSJ 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, the SSW, or the College 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.

In the event that 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 Director of the School 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 to 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 Evaluation
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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
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<tr>
<td>B</td>
<td>3.0</td>
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<tr>
<td>B-</td>
<td>2.7</td>
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<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>
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 CPHSJ 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 Director of the School of Social Work, to the CPHSJ Associate Dean for Academic Affairs, and, finally, if necessary, to the Dean of the College for Public Health & Social Justice.

Any student in the CCJ Program may submit a written grievance to the Director of the School of Social Work. The School Director 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 Director of the School of Social Work. Following consideration and review and within ten (10) working days, the School Director and/or Student Affairs Committee shall forward a written recommendation of action to the CCJ Program Director and/or the Director 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 in the College for Public Health & Social Justice; for University probation and dismissal policies, please refer to University Policies and Procedures (http://www.slu.edu/office-of-student-responsibility-and-community-standards).
**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 Director of the School of Social Work. The Director of the School will research the matter, make appropriate inquiries, and review all related student/program documentation. If a satisfactory outcome is not reached, the student may then convey an appeal to the Associate Dean for Academic Affairs in the College for Public Health and Social Justice. A student may make a final written appeal to the College 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 C), 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 CCJ faculty mentor and their academic advisor to review their academic progress and program plan. Following these two appointments, the academic advisor and CCJ faculty mentor will release their respective holds on the students' account enabling the student to self-register online through Banner Self-Service. Detailed directions for online registration are available in the Schedule of Classes, accessible at http://www.slu.edu/registrar.

**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 at http://www.slu.edu/registrar/pdfs/course_extension.pdf). 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 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 (available at: http://www.slu.edu/registrar). 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. **Importantlly, 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 at http://www.slu.edu/office-of-student-responsibility-and-community-standards. 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

Blackboard Learn
Students are responsible for using Blackboard Learn as often as each class demands. Each student is responsible to ensure that the settings within Blackboard Learn 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 College. In Tegeler Hall, this includes bulletin boards in the stairwells, near classrooms, and in administrative offices. In Salus Center, this includes bulletin boards in the classroom hallways, the 3rd and 4th floor hallways, and/or the 1st floor student area.

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, College, 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 it is 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 Paul Hotfelder, at 314-977-3037 or paul.hotfelder@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. Schedules can be obtained at the University’s website: www.slu.edu/services/transportation/billiken.

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 College for Public Health & Social Justice courses – including all criminology and criminal justice courses – and can order other books students may need. The Saint Louis University Matthews Medical Bookstore is located in the basement of the Caroline Building.

Career Services
CCJ students are encouraged to contact Meg Hunt, 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 and in the student area on the 1st floor of the Salus Center, Room 1412B. Students also have access to the internet and a number of search databases including OVID, a program linked to the University of Missouri Medical library, which allows students to view articles and journals from databases such as Medline.

Fitness & Recreation Facilities
The Simon Recreation Center on Laclede offers a full spectrum of facilities and equipment for swimming, exercises and court sports. 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. SLU participates in inter-library loan programs in the region and in the Center for Research Libraries, which 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 Miriam E. Joseph, Research and Instruction Librarian/Professor. Assistance may include: literature searches, research projects, and identifying resources. Dr. Joseph, can be reached at 314-977-3584 or miriam.joseph@slu.edu or in Pius XII Memorial Library, Room 207.
mySLU
Students should check mySLU (myslu.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. A copy of this report is available online at http://www.slu.edu/about/safety/index.php or in hard copy in the Department of Public Safety, Wool Center, Room 114.

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 and is located in the Busch Student Center (Suite 331). Students should visit http://www.slu.edu/success to learn more about these university supports, including: academic coaching, career services, disability services, tutoring services, and writing services.
## Appendix A: BACCJ Degree Curricula

### BACCJ Core Curriculum & Explanations*

<table>
<thead>
<tr>
<th>Subject Matter</th>
<th>Required Hours for BACCJ</th>
<th>Specific Courses &amp; Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>English and Communications</td>
<td>9</td>
<td>ENGL 1900: Advanced Strategies of Rhetoric &amp; Research</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ENGL 2XXX-3XXX: Literary Studies course</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CMM 1200: Public Speaking</td>
</tr>
<tr>
<td>History</td>
<td>6</td>
<td>HIST 1120: Origins of the Modern World 1500 to Present</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HIST 2610: History of the United States since 1865</td>
</tr>
<tr>
<td>Philosophy and Theology</td>
<td>9</td>
<td>PHIL 1050: Introduction to Philosophy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>THEO 1000: Theological Foundations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>THEO 2XXX: 2000 level or higher Theology course</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
<td>MATH 1200: College Algebra</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>3</td>
<td>Any Natural Science course</td>
</tr>
<tr>
<td>Fine Art</td>
<td>3</td>
<td>Any Fine and Performing Arts course</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>6</td>
<td>Any two (2) Foreign Language courses</td>
</tr>
<tr>
<td>Global Health/Cultural Diversity</td>
<td>3</td>
<td>PUBH 2100: Introduction to Global Health</td>
</tr>
<tr>
<td>Social Science</td>
<td>12</td>
<td>SWRK 1000: Introduction to Social Work</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ECON 1900: Principles of Economics</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PSY 1010: General Psychology</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PSY 4390: Abnormal Psychology</td>
</tr>
<tr>
<td><strong>Total Core Hours</strong></td>
<td><strong>54</strong></td>
<td><strong>Core classes specified above</strong></td>
</tr>
<tr>
<td>General Electives</td>
<td>27</td>
<td>27 credit hours of general electives</td>
</tr>
</tbody>
</table>

*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)

**Core Required Courses**
- CCJ 1010 Introduction to Criminal Justice 3 credit hours
- CCJ 2000* 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 2500* Statistics in CCJ 3 credit hours
- CCJ 3200 Ethics in Criminal Justice 3 credit hours
- CCJ 4960 CCJ Capstone 3 credit hours
  
  21 credit hours

**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 3 credit hours
  
  9 credit hours

**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 3 credit hours
  
  9 credit hours

* Students are advised to take CCJ 2150 prior to CCJ 3150 and CCJ 2000 prior to CCJ 2500.
## CCJ Minor Requirements (18 total credit hours)

### Core Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCJ 1010</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2050</td>
<td>Multiculturalism for the CJ Professional</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2150</td>
<td>Criminology: The Nature of Crime</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 3200</td>
<td>Ethics in Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Core</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

### CJ Systems (select 1)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCJ 2200</td>
<td>Law Enforcement</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2250</td>
<td>Institutional &amp; Community Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 3100</td>
<td>Juvenile Justice &amp; Delinquency</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 4050</td>
<td>Criminal Law &amp; Procedure</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 4150</td>
<td>Criminal Investigations</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 4910</td>
<td>CCJ Internship</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total CJ Systems</strong></td>
<td><strong>3</strong></td>
</tr>
</tbody>
</table>

### Nature of Crime (select 1)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCJ 3100</td>
<td>Juvenile Justice &amp; Delinquency</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 3150*</td>
<td>Contemporary Theories of Crime</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 3300</td>
<td>Corporate &amp; White Collar Crime</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 3350</td>
<td>Understanding Serial Killers</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 3400</td>
<td>Victimology &amp; Victimization</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 3500</td>
<td>Race and Crime</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 3550</td>
<td>The Science of Evil</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 3600</td>
<td>Mental Health &amp; Crime</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 4010</td>
<td>CCJ Externship</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Nature of Crime</strong></td>
<td><strong>3</strong></td>
</tr>
</tbody>
</table>

*Students are advised to take CCJ 2150 prior to CCJ 3150 and CCJ 2000 prior to CCJ 2500.*
# Appendix B: Helpful SLU Contact Information

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