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**CALIFORNIA STATE UNIVERSITY, LOS ANGELES**

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School of Criminal Justice & Criminalistics

# Undergraduate Handbook

REQUIREMENTS CONTAINED WITHIN THIS HANDBOOK REFLECT THE PROGRAM REQUIREMENTS FOR STUDENTS WHO BECOME CRIMINAL JUSTICE MAJORS IN FALL 2011 OR LATER.

WHILE MOST OF THIS INFORMATION WILL BE THE SAME FOR ALL CRIMINAL JUSTICE MAJORS, STUDENTS WHO STARTED IN THE CRIMINAL JUSTICE PROGRAM PRIOR TO FALL 2011 SHOULD CONSULT THE CATALOG PERTAINING TO THE YEAR THEY BECAME CRIMINAL JUSTICE MAJORS FOR THEIR SPECIFIC PROGRAM AND GRADUATION REQUIREMENTS.

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## **DIRECTOR'S WELCOME**

Welcome to the School of Criminal Justice and Criminalistics, located in the new Hertzberg-Davis Forensic Science Center on the Cal State L.A. campus. You are embarking on a fascinating field of study at one of the West Coast's top criminal justice and criminalistics programs.

The School offers programs leading to the Bachelor of Science degree in Criminal Justice, Master of Science degree in Criminal Justice, and Master of Science degree in Criminalistics. The criminal justice curriculum offers coursework in criminal justice theory, research methodology and data analysis, criminal law, organizations, juvenile delinquency, program and criminalistics. It strives to promote understanding of key criminal, legal and scientific issues affecting contemporary urban society, and respect for racial, ethnic, cultural, and gender diversity.

Programs within the School are designed to prepare students for positions in law enforcement, corrections, criminal justice planning and/or law, as well as for further study in graduate or professional schools in any of these fields. Graduates are hired by law enforcement, judicial, correctional and forensic science agencies at the local, state, and federal levels

With full and part-time faculty, state-of-the-art lecture and conference rooms, and modern laboratory facilities, the School has assumed a position of leadership in the field. While the School continues its strong teaching programs and ties with the criminal justice community, it has also forged research initiatives with agencies and laboratories to produce original scholarly publications and policy papers for the benefit of the criminal justice system.

Once again, welcome to the School of Criminal Justice and Criminalistics and please contact me if you have questions or I can be of assistance to you.

Sincerely,

Joseph Peterson  
Director and Professor

## **OVERVIEW OF UNDERGRADUATE PROGRAM**

The Bachelor of Science Degree in Criminal Justice is designed to prepare students in the behavioral, natural and social science perspectives, as well as for further study in graduate or professional schools in these fields. The program provides intensive study in areas of criminal justice theory, research methodology and data analysis, criminal law, organizational functioning, and program planning. The program strives to promote understanding of key criminal and legal issues of contemporary society and respect for racial, ethnic, cultural, and gender diversity.

By incorporating a multidisciplinary approach to study, the program provides **two important benefits** for the student. First, it encourages the development of an interrelated perspective with regard to the study of criminal justice. This perspective facilitates a more comprehensive focus on connections among the endeavors of crime prevention, law enforcement, adjudication, and punishment. Second, the program is designed to encourage the development of effective analytical and problem-solving skills that will equip professionals with the intellectual capacity necessary for a variety of positions in criminal justice.

The program is designed to achieve the following **student learning outcomes** as to their knowledge and skills:

### **Knowledge**

1. To learn the basics of constitutional, substantive, and procedural criminal law
2. To study the institutions of the criminal justice system and distinction between formal and informal justice decision-making
3. To learn the difference between the adult and juvenile justice systems
4. To study various means for measuring crime and victim-offender relationships
5. To learn sociological, psychological, and behavioral theories of crime causation
6. To learn the fundamentals of forensic science methods

### **Skills**

1. To acquire the necessary skills to read, digest, interpret and write about criminal justice functions, agencies and research
2. To work with qualitative and quantitative research information
3. To critically think and express oneself orally and in writing

## **ADMISSION REQUIREMENTS**

**First time freshmen and transfer students** seeking admission to the major must first be admitted to the University as a **Pre-Criminal Justice Major**. Pre-majors must then directly apply to the School of Criminal Justice and Criminalistics to be accepted as a major once they have met admission requirements.

### **Criteria for admission to the major:**

1. Minimum cumulative GPA of 2.75
2. A grade of B- or better in CRIM 101 and 126 (or the equivalent)
3. A grade of B- or better CRIM 301

Students who completed **CRIM 101 and 126 prior to Fall 2010** and did not receive a B- or better in either course will be allowed a single opportunity to repeat the course. On the second attempt, students must receive at least a B- to be eligible for admission to the major. No further attempts will be considered in determining student eligibility.

Students who completed **CRIM 101 and 126 during or after Fall 2010** have only that single opportunity to take and achieve a grade of B- or better. If a grade of B- or better is not achieved on a student's first attempt, the student will not be eligible for admission to the major.

Students have a single opportunity to take and achieve a grade of B- or better in **CRIM 301**. This course can only be taken in our department. If a grade of B- or better is not achieved on a student's first attempt, the student will not be eligible for admission to the major.

**Returning Criminal Justice Majors** who are required to reapply for admission to the University will be readmitted as a Pre-Criminal Justice Major and considered subject to meeting the admission criteria as described above. Returning Majors may request to be readmitted to the University as a Criminal Justice Major; such requests must be made directly to the School or Undergraduate Program Director. Decisions to allow students readmission as Criminal Justice Majors will be based upon progress in the program and academic performance.

## MAJOR REQUIREMENTS

A total of **180 units** is required for the Bachelor of Science degree in Criminal Justice. Students may transfer a maximum of **105 units** for credit towards the degree and must complete a minimum of **88 units** for the major. For details about General Education and other requirements constituting units outside the major, see Undergraduate Studies: General Information on the University website at <http://ecatalog.calstatela.edu/content.php?catoid=4&navoid=130> or a Schedule of Classes.

All students must complete a required core of **24 units** in lower division courses. The total upper division requirement includes (1) a required core of **32 units** in upper division courses and (2) **32 units** in selected and directed elective courses.

All students must see the School's academic advisor before beginning the program. Students must also receive approval from the Undergraduate Program Director before making any changes in the major program.

**CRIM 301 is a prerequisite to all upper division courses and cannot be waived for Criminal Justice Majors.** For more information, see page 11.

**Students must earn a grade of "C" or higher in all courses used to meet major curriculum requirements.** Students who receive **two failing grades** within the upper or lower division core will be required to change their major (for more information about this policy, see page 13).

Students are strongly encouraged to monitor their academic progress. A **program sheet** showing the requirements for the Bachelor Science degree in Criminal Justice which students can use to track their progress is available in **Appendix A**.

### Lower Division Required Core Courses (24 units)

CRIM 101	Introduction to Administration of Justice (4)
CRIM 126	Concepts of Criminal Law (4)
CRIM 201	Correctional Systems (4)
CRIM 202	Police and Society (4)
CRIM 203	Judicial Organization (4)
CRIM 208	Introduction to Forensic Science for Criminal Justice Majors (4)

### Upper Division Required Core Courses (32 units)

CRIM 301	Written Communication in Criminal Justice (4)
CRIM 303	Theories and Perspectives in Criminal Justice (4)
CRIM 309	Juvenile Justice (4)
CRIM 310	Ethics and Professional Responsibility (4)
CRIM 330	Criminal Justice Research (4)
CRIM 428	Contemporary Criminal Procedures (4)
CRIM 483	Statistics in Criminal Justice (4)
CRIM 492	Advanced Criminal Justice Theory and Practice (4)

### **Selected Electives (12 units)**

CRIM 306	Crime Control Policy (4)
CRIM 307	Forensic Mental Health (4)
CRIM 308	White Collar Crime (4)
CRIM 365	Personal Identification Systems (4)
CRIM 395	Community Service in Criminal Justice (1-4)
CRIM 398	Cooperative Education in Criminal Justice (1-4)
CRIM 401	Gangs (4)
CRIM 402	Substance Use and Crime (4)
CRIM 411	Interpretation of Evidence in the Courtroom (4)
CRIM 412	Crime Scene Management (4)
CRIM 413	Sex Crimes and Physical Evidence (4)
CRIM 432	Mental Disorder, Substance Abuse and Violence (4)
CRIM 445	Legal Issues for Police Officers (4)
CRIM 446	Community Policing and Problem Solving (4)
CRIM 454	Special Topics in Criminal Justice (4)
CRIM 470	Women and Crime (4)
CRIM 499	Undergraduate Directed Study (1-4)

### **Directed Electives in Criminal Justice or Related Fields (20 units)**

With Undergraduate Program Director approval, students select 20 units of **upper division** directed electives in Criminal Justice or related fields. With approval, courses taken for a minor in a related field are acceptable as directed electives. For more information on Directed Electives, see page 9.

## **MINOR REQUIREMENTS**

The minor in Criminal Justice is designed for students majoring in other fields who wish to prepare for careers relating to the administration of criminal justice. A total of 32 units are required. The **CRIM 301 prerequisite** for CRIM 303, 310 and 428 will be waived with instructor permission. A **program sheet** showing the requirements for the Minor in Criminal Justice is available in **Appendix B**.

### **Lower Division Required Core Courses (16 units)**

CRIM 101	Introduction to Administration of Justice (4)
CRIM 126	Concepts of Criminal Law (4)
CRIM 201	Correctional Systems (4)
CRIM 202	Police and Society (4)

### **Upper Division Required Core Courses (16 units)**

CRIM 303	Theories and Perspectives in Criminal Justice (4)
CRIM 330	Criminal Justice Research (4)
CRIM 310	Ethics and Professional Responsibility (4)
CRIM 428	Contemporary Criminal Procedures (4)

## **COURSE DESCRIPTIONS**

### **CRIM 101 Introduction to Administration of Justice (4)**

History/Philosophy of law enforcement and administration of justice; examination of agencies, systems, and subsystems; role expectations and interrelationships; theories of crime, punishment, and rehabilitation; ethics, education, and training.

### **CRIM 126 Concepts of Criminal Law (4)**

General provisions of criminal law; history and development; elements of a crime, parties to a crime; defenses to criminal culpability; elements of specific crimes; crimes against person, property, public place, and safety.

### **CRIM 201 Correctional Systems (4)**

Prerequisite: CRIM 101 Objectives of correctional administration; laws, records, public relations, personnel, and relationships to programs, including custodial and noncustodial interrelationships and divisions; physical plant and security, employment, and care and treatment program.

### **CRIM 202 Police and Society (4)**

Prerequisite: CRIM 101 Historical and modern policing approaches; effect of organizational structure/administrative procedure on police function; assessment of decision-making processes, police-community relations, and misconduct.

### **CRIM 203 Judicial Organization (4)**

Prerequisite: CRIM 101 History, concepts and services related to judicial organization, management and administration; prosecutorial and court functions.

### **CRIM 208 Introduction to Forensic Science for Criminal Justice Majors (4)**

Overview of forensic science in collecting and evaluating evidence as a component of the criminal justice system. Emphasis on role of science in supporting the investigation and litigation process.

### **CRIM 301 Written Communication in Criminal Justice (4)**

Prerequisite: Satisfactory completion of the Graduation Writing Assessment Requirement (GWAR) Introduction to writing in the field. Graded ABC/NC.

### **CRIM 303 Theories and Perspectives in Criminal Justice (4)**

Prerequisite: CRIM 301 Nature and scope of crime problems; issues related to assessment and measurement of crime; survey of theoretical formulations and perspectives of crime causation.

### **CRIM 306 Crime Control Policy (4)**

Prerequisite: CRIM 301 Process for development of crime control; citizen expectations; influence of celebrated cases, media, public opinion, and politics, ease of solutions addressing symptoms and root causes.

### **CRIM 307 Forensic Mental Health (4)**

Prerequisite: CRIM 301 Nature, prevalence, and consequences of mental disorder among criminal offenders; influence of substance abuse; violence and mental disorder; criminal justice system handling of the mentally ill.

**CRIM 308 White Collar Crime (4)**

Prerequisite: CRIM 301 Issues and varieties of white-collar crime; survey of theories and research; detecting, prosecuting and sentencing white-collar offenders; corporate crime; case studies.

**CRIM 309 Juvenile Justice (4)**

Prerequisite: CRIM 303 This course addresses the interactions among social, economic and political forces in juvenile delinquency and their impact on justice system processes and the nature and operation of the juvenile justice system.

**CRIM 310 Ethics and Professional Responsibility (4)**

Prerequisite: CRIM 301 Nature and scope of misconduct, special risks and responsibilities, legal and institutional controls, concepts of professionalism, codes of ethics, conflict of interest, and problems in exercise of discretion.

**CRIM 330 Criminal Justice Research (4)**

Prerequisite: CRIM 301 Underlying research concepts, methodologies and techniques appropriate for application in criminal justice environments, including the scientific method, basic research designs and data collection techniques.

**CRIM 365 Personal Identification Systems (4)**

Prerequisite: CRIM 301 Types of identification systems that serve investigative function in public agencies; existing/potential resources; analysis of modus operandi, fingerprints, voiceprints, psychological profile; visual identification.

**CRIM 395 Community Service in Criminal Justice (1-4)**

Prerequisite: CRIM 301 Approval by faculty sponsor in consultation with EPIC Director, acceptance by community agency. Participation in community service work. May be repeated to maximum of 6 units. Graded CR/NC.

**CRIM 398 Cooperative Education in Criminal Justice (1-4)**

Prerequisite: CRIM 301 Cooperative Education in Criminal Justice

**CRIM 401 Gangs (4)**

Prerequisite: CRIM 301 Reviews gangs, perspectives on gangs, describes risk factors of gang membership, consequences of gang participation, and gang intervention, prevention and suppression strategies.

**CRIM 402 Substance Use and Crime (4)**

Prerequisite: CRIM 301 An overview of alcohol and a variety of illicit substances in relation to the criminal justice system. Substance-related offences, substance-offenders, and substance-control strategies within the criminal justice system.

**CRIM 411 Interpretation of Evidence in the Courtroom (4)**

Prerequisite: CRIM 301 Issues affecting prosecution, plaintiff and defense as to trial outcomes; role of expert witnesses presenting principles of logic/ probability.

**CRIM 412 Crime Scene Management (4)**

Prerequisite: CRIM 301 Protection and proper documentation of the crime scene contrasted with the media role and other significant factors often causing conflict.

**CRIM 413 Sex Crimes and Physical Evidence (4)**

Prerequisite: Upper Division Standing Investigation of sex crimes from a forensic science perspective; criminal behavior/sexual deviance as related to evidence; analysis/interpretation of sexual assault evidence; courtroom considerations.

**CRIM 428 Contemporary Criminal Procedures (4)**

Prerequisite: CRIM 301 Bill of Rights and federal criminal procedure; application of due process clause of Fourteenth Amendment; exclusionary rule; case law reconciling civil rights and security of community.

**CRIM 432 Mental Disorder, Substance Abuse and Violence (4)**

Prerequisite: CRIM 303 Relationship of mental illness to violent crime; alcohol and drug use on violent behavior; program and policies concerning the treatment of mentally disordered persons; methodological issues measuring mental illness.

**CRIM 445 Legal Issues for Police Officers (4)**

Prerequisite: CRIM 301 Focuses on the legal basis for most police actions, its fluidity, and how it has changed recently. Case law will also be reviewed.

**CRIM 446 Community Policing and Problem Solving (4)**

Prerequisites: CRIM 202 and CRIM 301 Contemporary police problems and new strategies and practices for addressing crime and neighborhood disorder. Emphasis on the history, definition, evaluation, and models of community policing.

**CRIM 454 Special Topics in Criminal Justice (4)**

Prerequisite: CRIM 301 Current topics of special interest in Criminal. May be repeated to maximum of 20 units of credit as topic changes.

**CRIM 470 Women and Crime (4)**

Prerequisite: CRIM 301 Examines women as offenders, victims, and employees in the criminal justice system through the prism of race, class, and gender.

**CRIM 483 Statistics in Criminal Justice (4)**

Prerequisites: CRIM 301, CRIM 330 Introduction to computer applications for criminal justice agencies and instruction on data types, data collection, and format development. Use of programs for abstracting and data analysis.

**CRIM 492 Advanced Criminal Justice Theory and Practice (4)**

Prerequisites: Senior standing and successful completion of CRIM 303 and 330 Capstone for criminal justice majors; examination of the major issues, themes, theories and research findings with emphasis on relationships with each other, integrating ideas and effects on discipline. Senior thesis required.

**CRIM 499 Undergraduate Directed Study (1-4)**

Prerequisites: CRIM 301, 2.5 grade point average; ability to assume responsibility for independent work and to prepare written/oral reports. Project selected in conference with sponsor before registration; progress meetings held regularly. May be repeated to maximum of 8 units.

## **DIRECTED AND SPECIAL ELECTIVES**

**Directed Electives** are courses that students take to complement their studies in Criminal Justice and always require the **approval** of the Undergraduate Program Director. Directed electives can be offered by the Criminal Justice department or they may be offered by an outside department, and they must be upper division (300- or 400-level) courses. Ultimately, these courses should show a connection to topics in Criminal Justice or be considered beneficial for enhancing student knowledge of or ability to work in the field of Criminal Justice.

**There are two types of electives that are automatically approved:**

1. A Criminal Justice elective not already used as a Selected Elective.
2. Any out-of-department course included in the Pre-Approved Directed Electives listed on page 10 of this handbook.

**Students may also request approval** for out-of-department courses that have not been previously approved. Approval is not guaranteed and students are strongly encouraged to seek approval prior to taking a course. Students must contact the Undergraduate Program Director with a **typed** request that includes:

1. The student's name and CIN
2. Course number and title, as well as quarter/year for taking the course
3. Rationale of how the course relates or is useful to working in Criminal Justice

Directed electives require approval so these courses do not automatically appear as directed electives in a student's transcript. It is student responsibility to **notify the School's academic advisor** once a grade is received for an elective so the advisor can designate the course a directed elective in the student's transcript.

Students should note that courses taken as part of their General Education Theme **cannot** also be used as a directed elective. Some courses included in the Pre-Approved Directed Electives are also options for being used to complete a Theme and this is noted solely for student awareness. It is also the student's responsibility to check for and meet any prerequisites for a Pre-Approved Directed Elective.

Students should further note that the following courses **will not be approved** as directed electives: SOC 480 (Criminology), SOC 481 (Policing America), SOC 482 (Juvenile Delinquency), and SOC 484 (Corrections).

**Special Electives** requiring students to designate the number of units they wish to receive credit for consist of **CRIM 395**, **CRIM 398**, and **CRIM 499**. Unlike other electives worth 4 units, students must decide how many units to take. Students can take between 1 and 4 units; the number of units will correspond to the amount of work and/or hours they are expected to put in to receive credit. When registering for these electives, the section number represents the number of units the student is requesting credit for; to receive 1 unit of credit, a student should

enroll for section one and so on. Students should pay careful attention when registering because unit credit cannot be changed once a course is completed.

## PRE-APPROVED DIRECTED ELECTIVES

<b>ANTH 315</b>	Evolutionary Perspectives on Violence - <i>Theme B</i>
<b>ANTH 361</b>	Race, Racism, and Human Variation - <i>Theme H</i>
<b>CHS 432</b>	Chicanos and the War on Drugs
<b>CHDV 340</b>	Middle Childhood and Adolescence
<b>CHDV 343/PSY 343</b>	Child and Adolescent Cognition
<b>CHDV 321</b>	Urban Families: Contemporary Issues - <i>Theme D/Diversity</i>
<b>CHDV 412</b>	Issues in Child Abuse, Neglect, and Family Violence
<b>CHDV 470</b>	The Family and the Law
<b>COMD 309/PSY 309</b>	Human Violence and Individual Change - <i>Theme B</i>
<b>COMD 357</b>	Victimology in Child Abuse and Family Violence
<b>COMD 457</b>	Communicating with Abused Children and Violent Families
<b>COMM 389</b>	Intercultural Communication/Urban Environment - <i>Theme D/Diversity</i>
<b>COUN 403/PSY 403</b>	Psychosocial Dynamics of Child Maltreatment and Family Violence
<b>HS 308/NURS 308</b>	Psychophysiology of Substance Abuse and Violence - <i>Theme B</i>
<b>HS 365</b>	Terrorism and Public Health
<b>HS 456</b>	Drugs and Health
<b>HIST 352</b>	Civil Rights in the United States - <i>Theme H &amp; Diversity</i>
<b>HIST 479</b>	Constitutional History of United States
<b>NURS 307/PSY 307</b>	Physiology/Psychology of Violence and Aggression - <i>Theme B</i>
<b>NURS 355/SW 355</b>	Strategies for Preventing/Intervening in Family Violence and Abuse
<b>PHIL 323</b>	Human Diversity and Justice - <i>Theme H &amp; Diversity</i>
<b>PHIL 325</b>	Violence and Ethics - <i>Theme B</i>
<b>PHIL 410</b>	Social and Political Philosophy
<b>POLS 445</b>	Judicial Behavior
<b>POLS 446</b>	Comparative Legal Systems
<b>POLS 476</b>	Administrative Law
<b>PSY 330</b>	Psychology of Prejudice and Discrimination
<b>PSY 310</b>	Abnormal Psychology I (formerly PSY 410A)
<b>PSY 412A</b>	Psychology of Human Development: Infancy and Childhood
<b>PSY 412B</b>	Psychology of Human Development: Adolescence/Young Adulthood
<b>PSY 464</b>	Psychology and the Law
<b>SW 362</b>	From Institutional Racism to Cultural Competency - <i>Theme H</i>
<b>SW 476</b>	Child Welfare
<b>SOC 383</b>	Violence in American Society - <i>Theme B</i>
<b>SOC 426</b>	Deviant Behavior
<b>SOC 448</b>	Social Class and Inequality
<b>SOC 485</b>	Conflict and Domestic Violence
<b>SOC 488</b>	Sociology of Law
<b>TVF 366</b>	Violence and the Media - <i>Theme B</i>

## DEGREE PLANS AND MAKING PROGRESS

**Degree plans** or “Roadmaps” are suggested plans designed to inform students about the sequence of courses needed to satisfy degree requirements. Students are encouraged to choose the roadmap best fitting their situation and timetable for completing their degree and use the roadmap for guidance in selecting courses each quarter. Degree plans are available for students who enter the University as freshmen and as transfer students in **Appendices C and D** of this handbook.

Because **CRIM 301** is part of the criteria used to determine admission into the major (see page 3 for admission requirements), the most important course sequence for students to be aware of is the CRIM 301 prerequisite for all upper division Criminal Justice courses. Students must first successfully complete the Writing Proficiency Examination (WPE). Information about the WPE can be found on the University website at <http://www.calstatela.edu/centers/testctr/wpe.php>. Transfer students are strongly encouraged to make completing the WPE a priority when they first begin at the University. This is especially important because of the demand for CRIM 301 by students seeking entry to the major and students may not be able to enroll in CRIM 301 the first quarter they attempt to do so.

**Making progress** towards a degree as either a Pre-Criminal Justice Major or Criminal Justice Major can be a challenge. The Criminal Justice undergraduate major has the largest number of students of all majors at the University and classes fill up quickly each quarter. Students may intend to enroll in certain Criminal Justice courses only to find they are already full. The department encourages all students to **be proactive about continuing to make academic progress** when they are unable to enroll in the courses they had planned to. Here are some suggestions as to how students can do that:

1. Students should monitor their progress (see Appendix A for a program sheet to use) so they are always aware of the requirements they still have to fulfill.
2. Prior to the registration period, students should prepare alternative schedules so that if the course(s) they planned to take are full they have other options at hand.
3. Students should check with the department to see if instructors offer wait lists for courses that are full in case more students can be added to those courses.
4. Pre-Criminal Justice Majors can make progress towards the degree as they wait to take CRIM 301 or be admitted to the major by completing:
  - Any remaining lower division general education courses
  - The three general education upper division theme courses
  - Any remaining lower division required criminal justice courses
  - The five directed electives through out-of-department courses

## **TRANSFER CREDITS**

Transfer students are only allowed to transfer a **maximum of 105 quarter units** for credit towards the Bachelor of Science degree in Criminal Justice. For any course students are interested in transferring, they should first check to see if an **articulation agreement** exists between the college or university and California State University, Los Angeles for the course at [www.assist.org](http://www.assist.org). An articulation agreement indicated on this website means a course should transfer automatically and students should verify transfers by checking their unofficial transcripts. When no articulation agreement exists, students can **petition to transfer courses** credit towards General Education or Criminal Justice requirements.

**To petition for the transfer of a General Education course**, students should download the General Academic Petition (download from the University website at <http://www.calstatela.edu/univ/advise/docs/generalacademicpetition.pdf>). The next step is to print out a course description as provided by the college/university where the course was taken. Bring both the petition and description to the Criminal Justice advisor; either the advisor or the Undergraduate Program Director must make the initial approval of the request.

**To petition for the transfer of a Criminal Justice course**, students should first be aware that only courses equivalent to the lower division required courses (CRIM 101, 126, 201, 202, 203 or 208) will be considered for possible credit. Students should bring a copy of their unofficial transcripts showing the course grade and course description as provided by the college/university where the course was taken to the Criminal Justice advisor.

**A transfer student may require a permit to register for a Criminal Justice course with a prerequisite** if (1) the prerequisite is equivalent to a lower division course the student is asking to transfer from another college/university and (2) the student's official transcripts have not yet been evaluated by the University, a process which typically takes up to two quarters. Students interested in enrolling in courses for which they are attempting to transfer the prerequisite will require permits for those courses until their transcripts are evaluated. Students can check their official transcripts on GET to determine if evaluation has been completed.

**To request a permit, students must:**

1. Take a copy of their unofficial transcripts to the Criminal Justice advisor so that the advisor can approve any courses to be transferred from another school
2. Take the signed transcripts to the Criminal Justice main office
3. Request permits for the necessary course(s)

When asking for a permit, students should know the courses they are interested in enrolling in and whether or not the courses are being offered that quarter.

## **FAILURE POLICY**

To ensure students maintain strong academic standards, School policy requires **students who fail two required core courses must change majors** (see page 4 for a list of the core courses). A failing grade is considered a grade of C- or lower. This policy applies to students who either fail two different core courses or fail the same core course twice. This policy does not apply to courses taken as electives.

**Failing required core courses one quarter can have consequences for courses students are already enrolled in for the following quarter.**

1. Students who fail the same core course twice are automatically withdrawn from any core course they attempt to take a third time without permission.
2. Students who fail a second core course may be automatically withdrawn from any other core courses they are already enrolled in for the following quarter.
3. Students who fail a **prerequisite course** are automatically withdrawn from any courses they already enrolled in for the following quarter requiring the prerequisite.

A **registration hold** is placed on the account of any student with two failures in core courses and is not removed until the student either brings to the School's academic advisor a copy of their signed change of major form or successfully petitions the School to remain in the major.

Students may petition to remain in the major after a second failure. A letter detailing the petition process is mailed to students when a second core course is failed; otherwise students must meet with the academic advisor to initiate the process. Decisions regarding petitions are made on a case-by-case basis, taking into consideration multiple factors, including overall academic performance.

## **ACADEMIC DISQUALIFICATION**

Students on academic probation are disqualified from the University if their GPA falls below a certain point. Students are notified in a letter sent by the Registrar's Office and this status will appear on their unofficial transcript in GET. Students may petition for reinstatement immediately or after one quarter's absence, but only a **single reinstatement** is allowed, no exceptions made. After two or more quarters have passed, students will also need to apply for readmission to the University. To petition, students must meet with the School's academic advisor.

Students disqualified for a second time must wait a year and then may seek readmission to the University. During that year, students should attempt to raise their GPA, either by attending courses at the University by enrolling through Open University or, if they have not received the 105 maximum transfer credits allowed, by taking transferable courses at their local community college.

## **APPLYING FOR GRADUATION**

**Students must apply for graduation in order to have their degree awarded and receive a diploma.** To be eligible to apply, students must have completed at least **135 units** towards their degree requirements. Students must **apply two quarters in advance** of the quarter they expect to complete their degree. For example, students who will complete their degree at the end of Spring quarter must apply during Fall quarter. Students should consult a Schedule of Classes or the Graduation Office website for application filing periods.

**Deciding when to apply** for graduation requires students to **be realistic** about the progress they can make towards completing degree requirements in the remaining two quarters after an application is submitted. Many students wish to attend the commencement ceremony held in June and therefore apply for a Spring graduation, with some ignoring whether they can finish their coursework in that time. Students should remain aware of two things:

1. If students are unable to complete all coursework in the quarter they set as their graduation quarter, they are only given a grace period of the following quarter to do so. If they cannot complete it in that following quarter, they will be required to **apply for graduation again**, including paying the \$20 application fee again.
2. The demand for particular Criminal Justice courses students typically have to wait until their last quarters to take (e.g. CRIM 483 and 492) will be very heavy during the Spring quarter. Students **cannot be guaranteed enrollment** in courses or that the courses they still need will be offered during Summer quarter.

**Students must take the following steps to apply:**

1. Get an **application packet** at Administration 146
2. Pay **fees** at the Cashier's Office. These include the \$20 Graduation Application Fee and a one-time \$10 Diploma Fee.
3. Complete the **application packet** and a **Criminal Justice exit survey**. Surveys are available in the School office. Application packets will not be accept without a completed survey.
4. Bring the packet and survey to the School office, HDFSC Room 244
5. The **Graduation Office** will notify students that the application was received and send them a graduation check.

**Students should note that they are responsible for completing their application packet, not the academic advisor, and an advisor signature is not required to submit a packet to the School office.** Students should check their transcripts on GET in order to complete their paperwork before submission. The academic advisor will verify all information in the packet after it is turned in.

## **SCHOOL OFFICE LOCATION AND HOURS**

The School of Criminal Justice and Criminalistics is located on the first floor of the Hertzberg-Davis Forensic Science Center (HDFSC) at the south end of the campus. The School's main office is located in Room 244 and is open 8:00 AM to 6:00 PM Monday through Thursday and 8:00 AM to 5:00 PM Fridays. Students can contact the main office at (323) 343-4610.

## **ADVISEMENT**

**Advisor:** Maria Molina

**Phone:** (323) 343-4618

**Email:** [MMolina2@cslanet.calstatela.edu](mailto:MMolina2@cslanet.calstatela.edu)

The Criminal Justice Advisement Office is located in Room 250 of the Hertzberg-Davis Forensic Science Center. Advisement is provided by appointment only between 9:30 and 4:30 on Monday, Tuesday, Thursday, and Friday and between 9:30 and 5:30 on Wednesday. Appointments must be arranged either by email or phone with the academic advisor. Email requests for appointments must include:

- CIN
- Reason for advisement
- Date(s) and time(s) of availability
- Phone number

The academic advisor is available to assist students with program planning, evaluation of criminal justice transfer credits, general program progress checks, graduation check questions, and preparation of petitions for criminal justice transfer credits and program disqualifications.

**When visiting the advisement office**, new transfer students should bring an unofficial copy of their transcripts for evaluation. Current students seeking advisement about their progress in the program or courses to take **must** bring a program sheet filled in with all courses they have taken and/or are currently taking. This program sheet can be found in Appendix A of this handbook.

To seek approval for changes to their programs or directed electives not on the pre-approved list, students must contact the Undergraduate Program Director, Dr. Lisa Graziano. See the next page for Dr. Graziano's contact information.

## **FULL-TIME FACULTY**

**Joseph Peterson**  
**Professor and Director**  
HDFSC Room 253  
(323) 343-4613  
[joseph.peterson@calstatela.edu](mailto:joseph.peterson@calstatela.edu)

**Lisa Graziano**  
**Assistant Professor**  
HDFSC Room 247  
(323) 343-6230  
[Lgrazia@calstatela.edu](mailto:Lgrazia@calstatela.edu)

**Denise Herz**  
**Professor**  
HDFSC Room 255  
(323) 343-4624  
[dherz@calstatela.edu](mailto:dherz@calstatela.edu)

**Don Johnson**  
**Associate Professor**  
HDFSC Room 246  
(323) 343-4620  
[djohnso5@calstatela.edu](mailto:djohnso5@calstatela.edu)

**Katherine Roberts**  
**Professor**  
HDFSC Room 254  
(323) 343-4624  
[krobert2@calstatela.edu](mailto:krobert2@calstatela.edu)

**Bill Sanders**  
**Associate Professor**  
HDFSC Room 256  
(323) 343-4622  
[bsander2@calstatela.edu](mailto:bsander2@calstatela.edu)

**Katharine Tellis**  
**Assistant Professor**  
HDFSC Room 258  
[ktellis@calstatela.edu](mailto:ktellis@calstatela.edu)

## **STUDENT ASSOCIATIONS**

### **ALPHA PHI SIGMA**

Alpha Phi Sigma is the National Criminal Justice Honor Society which honors and promotes academic excellence, community service, and educational leadership among Criminal Justice majors. Mu Tau is the Chapter at CSULA. In order to be eligible to become a member, a student must have Criminal Justice as a declared major or minor, completed three full-time quarters, completed a minimum of four courses in Criminal Justice, and have a minimum GPA of 3.2 in both their cumulative and Criminal Justice classes. A membership application is available at <http://www.alphaphisigma.org/resources.html>. Applications and membership fee must be submitted to one of the Chapter Advisors for verification:

**Chapter Advisor:** Dr. Peterson

**Assistant Chapter Advisor:** Dr. Graziano

### **CRIMINAL JUSTICE STUDENT ASSOCIATION**

The Criminal Justice Student Association is dedicated to assisting students with career opportunities, internships, volunteer work and building relationships with diverse agencies through networking. Opportunities for gaining knowledge of and experience in the criminal justice system are provided through field trips conducted at local criminal justice facilities, as well as hosting guest speakers from various criminal justice agencies, such as probation/parole, federal and local law enforcement, and specialists in weapons and defensive training. The association is also committed to students achieving academic success both through study groups and as a forum for addressing department-related concerns. Come join and let us help you meet your academic and professional goals.

**Meetings are held every week during the quarter** in the Hertzberg-Davis Forensic Science Center. Both undergraduate and graduate Criminal Justice Majors are welcome. A CJSA membership application is available in Appendix E. For more information, please contact one of the faculty advisors:

**Faculty Advisor:** Dr. Graziano

**Co-Faculty Advisor:** Dr. Peterson

## TIPS FOR STUDENT SUCCESS

These suggestions were put together by the School faculty to help students do well in their courses and be aware of the general expectations that faculty have for student performance.

### AWARENESS OF POLICIES

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

**Be aware of the School's failure policy.** The policy is provided on page 13 of the handbook. If you fail a required course, be sure to understand why you failed so you can take steps to avoid experiencing the same problems in another course.

**Understand when 'late drops' are appropriate.** Dropping courses during the final weeks of the quarter is intended for students who have a serious issue arise, not because they may not be doing well in a class. Students will be required to provide supporting documentation and expected to drop all of their courses.

### IN THE CLASSROOM

**Attendance.** Attendance is always important to student success whether or not an instructor takes attendance. Do not enroll for a class meeting at a time which regularly conflicts with your existing schedules (e.g. work, babysitting).

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

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

**Take written notes during class.** Using laptop computers for this purpose is fine. Even if an instructor provides you with outlines or PowerPoint slides as a supplement to lectures, just sitting there and listening isn't enough.

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

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

## COMPLETING ASSIGNMENTS

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

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

**Break down completing assignments into manageable parts.** Break down an assignment into logical components to work on. Setting yourself smaller goals to accomplish one at a time will make any assignment seem less overwhelming.

**Turn in all assignments on time.** Many instructors do not accept late work and may not mention this on their syllabi. Unless otherwise stated on the course syllabus, do not assume that late assignments will be accepted.

## LEARNING AND STUDYING

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

**Critically engage with assigned readings.** Highlight key points and make notes in the margins. Consider how topics fit in with or extend topics covered in lecture.

**Key into the media.** Stay connected to what is happening in your community and the world. Set up internet alerts for criminal justice news. Seeing how the things you learn in class connect to the real world makes for better understanding.

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

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

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

## WRITING SKILLS

**Understand the basic elements of good writing.** Being a good writer always means knowing proper spelling and grammar. A quick, easy to follow guide is “Elements of Style”, which you can find at: <http://www.cs.vu.nl/~jms/doc/elos.pdf>.

**Make an outline to help organize your paper.** If it is not specified as to how a paper should be organized, start with an outline of the main points and sub-points you plan to cover. This will help you see the logical ways to organize your paper.

**A paragraph is never a whole page.** A paragraph is meant to support one main idea and the sentences it contains should all act as support for that idea.

**Do not overuse quotations.** Instructors want to know whether you understand the material you are writing about. Relying too much on quotes suggests you do not understand it enough to put it into your own words, so use quotes sparingly.

**Use proper citation for sources.** If you are not citing sources for quotes or ideas that are not your own, then you are plagiarizing! APA formatting is most commonly used, a guide can be found at <http://owl.english.purdue.edu/owl/resource/560/01/>.

**Never turn in your first draft.** Always take time to carefully read over what you have written. Check for any spelling and grammar errors. Make sure what you have written makes sense and clearly puts forth what you are trying to say.

**Beware of the spell checker.** Most programs have a spell checker, but be aware this is a limited tool for correcting spelling errors. It cannot check for the meaning of words as you intended and might suggest replacement words that are all wrong!

**Have at least one person proofread your paper.** Ask someone who is a good writer or reads a lot to read your paper. Besides looking for errors, that person can tell you if he understands everything you have written. Proofreaders always have feedback to give, if they have none they have not read your paper closely enough.

**Continuously practice your writing.** Writing well is not only a skill that will serve you well in classes, it will also be critically important to success in your career.

## **UNIVERSITY RESOURCES**

### **ACADEMIC PLANNING**

Pre-Admission Advisement: <http://www.calstatela.edu/univ/admiss/preadmiss.php>

University Academic Advisement Center: <http://www.calstatela.edu/univ/advise/>

General Education Information: <http://www.calstatela.edu/academic/aa/ge/>

University Catalog: <http://ecatalog.calstatela.edu/>

Schedule of Classes: <http://www.calstatela.edu/classschedule/>

Add/Drop Deadlines: <https://get.calstatela.edu/Registrar.htm>

Records Office: <http://www.calstatela.edu/academic/registrar/records.php>

GET: <https://get.calstatela.edu/>

GPA Calculator: <http://www.calstatela.edu/univ/advise/academicprobation.php>

Graduation Office: [http://www.calstatela.edu/academic/registrar/grad\\_off.php](http://www.calstatela.edu/academic/registrar/grad_off.php)

### **FINANCIAL SERVICES**

Financial Aid and Scholarships: <http://www.calstatela.edu/univ/finaid/>

Student Financial Services: <http://www.calstatela.edu/univ/sfinserv/index.php>

Cashiers Office: <http://www.calstatela.edu/univ/sfinserv/cashiers.php>

### **GENERAL INFORMATION**

Student information: <http://www.calstatela.edu/student/>

Campus Map: <http://www.calstatela.edu/univ/maps/index.php>

### **HEALTH SERVICES**

Student Health Center: [http://www.calstatela.edu/univ/hlth\\_ctr/](http://www.calstatela.edu/univ/hlth_ctr/)

Mental Health Services: [http://www.calstatela.edu/univ/hlth\\_ctr/counseling.php](http://www.calstatela.edu/univ/hlth_ctr/counseling.php)

### **UNIVERSITY SERVICES**

Writing Center: [http://www.calstatela.edu/centers/write\\_cn/](http://www.calstatela.edu/centers/write_cn/)

Tutorial Center: <http://www.calstatela.edu/centers/tutorctr/>

Testing Center: <http://www.calstatela.edu/centers/testctr/>

Bookstore: <http://calstate-la.bncollege.com>

Library: <http://www.calstatela.edu/library/>

## CAREERS IN CRIMINAL JUSTICE

Students majoring or minoring in Criminal Justice can pursue a wide array of careers both in the field of criminal justice and other fields that interact with or provide direct services to the criminal justice system. There are many more careers to choose from beyond being a police officer, lawyer, or corrections officer.

**Law enforcement** positions are not limited to local agencies. State and federal agents investigate and enforce a diverse range of laws pertaining to drugs and firearms, immigration, homeland security, organized crime, and the environment.

**Courts and law firms** offer positions that entail working with offenders to provide legal assistance, pre-trial services, and assistance for victims and witnesses.

**Corrections** not only includes positions for probation, parole, and correctional officers in both the juvenile and adult justice system, but also positions that involve counseling and outreach to offenders.

**Social service agencies** provide many services that involve working with the criminal justice system or impact crime in other ways, such as advocacy and crisis intervention for youth, sexual assault and domestic violence victims, counseling and training for high-risk youth and ex-offenders, and a range of family services.

Students who are interested in **forensics** should be aware that working in a lab analyzing evidence requires a degree in one of the natural sciences (Biology, Chemistry, Physics or a related field), not Criminal Justice. Positions that involve collection of crime scene evidence, however, do not. Students interested in forensics should make sure they are pursuing the degree that is most appropriate for their career interests and are encouraged to contact Professor Don Johnson with questions about their degree choice or the Minor in Forensic Science.

**Is Criminal Justice the major that can best help students meet their career goals?** More information regarding how to choose the appropriate major can be found at <http://www.calstatela.edu/univ/advise/docs/careercenter.pdf>.

Students who have decided to pursue a major or minor in Criminal Justice can get more information about **how they can use their degree** by visiting the Career Development Center website at <http://www.calstatela.edu/univ/cdc>.

Students interested in a career in criminal justice should also consider getting some **real world experience** in the criminal justice system (and elective credit toward their degree) by completing community service in the field through enrollment in CRIM 395. All enrollments in CRIM 395 are handled by the EPIC office (See <http://www.calstatela.edu/univ/stuaffrs/epic/>).



**LOWER DIVISION REQUIRED CORE:**  
 CRIM 201, CRIM 202, CRIM 203

**PREREQUISITES:**  
 CRIM 101

**UPPER DIVISION REQUIRED CORE:**  
 CRIM 301  
 CRIM 303, CRIM 310, CRIM 330, CRIM 428  
 CRIM 309  
 CRIM 483  
 CRIM 492

**PREREQUISITES:**  
 Successful completion of WPE/UNIV400/401  
 CRIM 301  
 CRIM 303  
 CRIM 301 and CRIM 330  
 Senior standing, CRIM 303 and CRIM 330

**ELECTIVES IN CRIMINAL JUSTICE**

COMPLETE 12-28 UNITS FROM THE FOLLOWING:

	Units	Units Selected	Special Conditions	Prerequisite
CRIM 306: Crime Control Policy	4			CRIM 301
CRIM 307: Forensic Mental Health	4			CRIM 301
CRIM 308: White-Collar Crime	4			CRIM 301
CRIM 365: Personal Identification Systems	4			CRIM 301
CRIM 395: Community Relations in Criminal Justice	1-4		Repeat up to 6 units max	CRIM 301
CRIM 398: Cooperative Education in Criminal Justice	1-4		Repeat up to 6 units max	CRIM 301
CRIM 401: Gangs	4			CRIM 301
CRIM 402: Substance Use and Crime	4			CRIM 301
CRIM 411: Interpretation of Evidence in the Courtroom	4			CRIM 301
CRIM 412: Crime Scene Management	4			CRIM 301
CRIM 413: Sex Crimes and Physical Evidence	4			U.D. standing
CRIM 432: Mental Disorder, Substance Abuse & Violence	4			CRIM 303
CRIM 445: Legal Issues for Police Officers	4			CRIM 301
CRIM 446: Community Policing and Problem Solving	4			CRIM 202/301
CRIM 454: Special Topics in Criminal Justice	4		Repeat up to 20 units max	CRIM 301
CRIM 470: Women and Crime	4			CRIM 301
CRIM 499: Undergraduate Directed Study	1-4		Repeat up to 8 units max	CRIM 301

**UNIVERSITY REQUIREMENTS**

**GENERAL EDUCATION UPPER DIVISION THEME** (12 units) Theme Letter/Title

Select one approved theme and complete prescribed courses in that theme. One course must be taken from each areas within the theme. Consult the Schedule of Classes for complete theme course listings.

	Course Number	Quarter	Grade
Natural Sciences and Mathematics (4)			
Social Sciences (4)			
Humanities (4)			

**GENERAL EDUCATION LOWER DIVISION**

A BLOCK (16 units)	AM BLOCK (8 units)	B BLOCK (12 units)	C BLOCK (12 units)	D BLOCK (8units)	E BLOCK (4 units)
A1	AM1	B1	C1		
A2	AM2	B2	C2		
A3		B3	C3		
A4			C4		
			C5		

DIVERSITY REQUIREMENT (d) 2 courses required	Quarter	Grade
1		
2		

**INTRODUCTION TO HIGHER EDUCATION (HHS 101 or HHS 301) (1 Unit)**

ENGL 102	Transferred from:		
WPE			



## APPENDIX C: DEGREE PLANS FOR FRESHMEN

<b>Four year Degree Plan for Freshmen</b>									
Bachelor of Science: <b>CRIMINAL JUSTICE</b> (Total: 180 Units)									
<b>Year 1</b>	Fall		Winter		Spring		Summer		<b>46</b>
	Courses	Units	Courses	Units	Courses	Units	Courses	Units	
	GE Block A1*	4	GE Block A2	4	A.1 U.S. HIST	4			
	GE Block A4*	4	GE Block A3	4	GE Block B2	4			
	A.I. POLS 150	4	GE Block B1	4	GE Block C	4			
	HHS 101	2	GE Block C**	4	GE Block D	4			
<b>Total</b>	<b>14</b>	<b>Total</b>	<b>12</b>	<b>Total</b>	<b>16</b>	<b>Total</b>			

<b>Year 2</b>	Fall		Winter		Spring		Summer		<b>46</b>
	Courses	Units	Courses	Units	Courses	Units	Courses	Units	
	GE Block B3	4	CRIM 126	4	CRIM 202	4			
	GE Block C	4	CRIM 201	4	CRIM 203	4			
	CRIM 101	4	GE BLOCK D	4	CRIM 208	4			
	ENGL 102*	4	Free Elective	2	CRIM 301	4			
		UNIV 400/WPE	0						
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>14</b>	<b>Total</b>	<b>16</b>	<b>Total</b>			

<b>Year 3</b>	Fall		Winter		Spring		Summer		<b>44</b>
	Courses	Units	Courses	Units	Courses	Units	Courses	Units	
	CRIM 303	4	CRIM 309	4	CRIM 310	4			
	CRIM Elective	4	CRIM 428	4	UD Theme	4			
	CRIM Elective	4	Directed Elective	4	CRIM Elective	4			
	UD Theme	4	UD Theme	4					
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>16</b>	<b>Total</b>	<b>12</b>	<b>Total</b>			

<b>Year 4</b>	Fall		Winter		Spring		Summer		<b>44</b>
	Courses	Units	Courses	Units	Courses	Units	Courses	Units	
	CRIM 330	4	CRIM 483	4	CRIM 492	4			
	Directed Elective	4	Directed Elective	4	Directed Elective	4			
	Directed Elective	4	Free Elective	4	Free Elective	4			
	Free Elective	4	Free Elective	4					
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>16</b>	<b>Total</b>	<b>12</b>	<b>Total</b>			

\*If you don't place in college level English and/or math, you must begin in the appropriate remedial course(s) as determined by your English Placement Test (EPT) score and/or Entry Level Math (ELM) score. You'll need to adjust your degree plan to accommodate these courses.

\*\*Two of your GE courses in Block C, D, E or UD Theme must be designated "diversity" courses.

## Six-Year Degree Plan for Freshmen

Bachelor of Science: **CRIMINAL JUSTICE** (Total: 180 Units)

	Fall		Winter		Spring		Summer		Total
	Courses	Units	Courses	Units	Courses	Units	Courses	Units	
Year 1	GE Block A1*	4	A.I. POLS 150	4	GE Block B1	4			30
	GE Block A4*	4	GE Block A2	4	GE Block B2	4			
	HHS 101	2			Free Elective	4			
	<b>Total</b>	10	<b>Total</b>	8	<b>Total</b>	12	<b>Total</b>		

	Fall		Winter		Spring		Summer		Total
	Courses	Units	Courses	Units	Courses	Units	Courses	Units	
Year 2	GE Block C**	4	GE Block B3	4	GE Block C	4			28
	A.I. US History	4	GE Block D	4	GE Block D	4			
			Free Elective	4					
	<b>Total</b>	8	<b>Total</b>	12	<b>Total</b>	8	<b>Total</b>		

	Fall		Winter		Spring		Summer		Total
	Courses	Units	Courses	Units	Courses	Units	Courses	Units	
Year 3	CRIM 101	4	CRIM 126	4	UNIV 400/ WPE	0			32
	Free Elective	4	ENGL 102*	4	CRIM 201	4			
	GE Block C	4	Free Elective	4	CRIM 202	4			
	<b>Total</b>	12	<b>Total</b>	12	<b>Total</b>	8	<b>Total</b>		

	Fall		Winter		Spring		Summer		Total
	Courses	Units	Courses	Units	Courses	Units	Courses	Units	
Year 4	Free Elective	2	CRIM 301	4	CRIM Elective	4			34
	CRIM 203	4	CRIM 303	4	CRIM Elective	4			
	CRIM 208	4	UD Theme	4	CRIM 310	4			
	<b>Total</b>	10	<b>Total</b>	12	<b>Total</b>	12	<b>Total</b>		

	Fall		Winter		Spring		Summer		Total
	Courses	Units	Courses	Units	Courses	Units	Courses	Units	
Year 5	CRIM 330	4	CRIM 309	4	UD Theme	4			28
	CRIM Elective	4	UD Theme	4	CRIM 428	4			
			Directed Elective	4					
	<b>Total</b>	8	<b>Total</b>	12	<b>Total</b>	8	<b>Total</b>		

	Fall		Winter		Spring		Summer		Total
	Courses	Units	Courses	Units	Courses	Units	Courses	Units	
Year 6	Free Elective	4	Directed Elective	4	CRIM 492	4			28
	Directed Elective	4	Directed Elective	4	Directed Elective	4			
	Crim 483	4							
	<b>Total</b>	12	<b>Total</b>	8	<b>Total</b>	8	<b>Total</b>		

\*If you don't place in college level English and/or math, you must begin in the appropriate remedial course(s) as determined by your English Placement Test (EPT) score and/or Entry Level Math (ELM) score. You'll need to adjust your degree plan to accommodate these courses.

\*\*Two of your GE courses in Block C, D, E or UD Theme must be designated "diversity" courses.

## APPENDIX D: DEGREE PLANS FOR TRANSFER STUDENTS

<b>Two year Degree Plan for Transfer Students: Bachelor of Science: CRIMINAL JUSTICE (180 Units)</b>									
	Fall **		Winter		Spring		Summer		Total
	Courses	Units	Courses	Units	Courses	Units	Courses	Units	
<b>Year 1</b>	UD Theme**	4	CRIM 208	4	CRIM 303	4			<b>42</b>
	UD Theme	4	CRIM 301	4	CRIM 310	4			
	Directed Elective	4	Directed Elective	4	CRIM Elective	4			
	UNIV 400/WPE	0	UD Theme	4					
	HHS 301	2							
	<b>Total</b>	14	<b>Total</b>	16	<b>Total</b>	12			

	Fall		Winter		Spring		Summer		Total
	Courses	Units	Courses	Units	Courses	Units	Courses	Units	
<b>Year 2</b>	CRIM 309	4	CRIM 428	4	CRIM 483	4			<b>40</b>
	CRIM 330	4	CRIM Elective	4	CRIM 492	4			
	Directed Elective	4	Directed Elective	4	Directed Elective	4			
	CRIM Elective	4							
<b>(*Apply for Graduation) Total</b>	16	<b>Total</b>	12	<b>Total</b>	12	<b>Total</b>			

\*This plan assumes that transfer students have completed a minimum of 92 quarter units, ENGL 102, all lower division criminal justice courses, and is completely GE certified.

\*\*Two of the three GE Theme courses must be designated as “diversity courses”.

**Four year Degree Plan for Transfer Students**  
 Bachelor of Science: **CRIMINAL JUSTICE** (Total: 88 Units)

Year 1	Fall **		Winter		Spring		Summer		Total
	Courses	Units	Courses	Units	Courses	Units	Courses	Units	
	HHS 301	2	CRIM 301	4	Crim Elective	4			26
	UD Theme**	4	UD Theme	4	Crim 303	4			
	CRIM 208	4							
	UNIV 400/WPE	0							
	<b>Total</b>	10	<b>Total</b>	8	<b>Total</b>	8			

Year 2	Fall		Winter		Spring		Summer		Total
	Courses	Units	Courses	Units	Courses	Units	Courses	Units	
	UD Theme	4	CRIM Elective	4	CRIM 330	4			24
	CRIM 309	4	CRIM 310	4	Directed Elective	4			
		8	<b>Total</b>	8	<b>Total</b>	8	<b>Total</b>		

Year 3	Fall		Winter		Spring		Summer		Total
	Courses	Units	Courses	Units	Courses	Units	Courses	Units	
	CRIM 428	4	CRIM 483	4	CRIM 492	4			24
	Directed Elective	4	CRIM Elective	4	Directed Elective	4			
		8	<b>Total</b>	8	<b>Total</b>	8	<b>Total</b>		

Year 4	Fall		Winter		Spring		Summer		Total
	Courses	Units	Courses	Units	Courses	Units	Courses	Units	
	Directed Elective	4	Free Elective	2	Free Elective	4			14
			Directed Elective	4					
	<b>Total</b>	4	<b>Total</b>	6	<b>Total</b>	4	<b>Total</b>		

\*This plan assumes that transfer students have completed a minimum of 92 quarter units, ENGL 102, all lower division criminal justice courses, and is completely GE certified.

\*\*Two of the three GE Theme courses must be designated as "diversity courses".

Note: Free electives are only needed when the student lacks sufficient units

# CJSA



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## Criminal Justice Student Association

California State University, Los Angeles

### Application Form

**Personal Information (Print Legibly):** CIN#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: ( ) \_\_\_\_\_ - \_\_\_\_\_

Alternate Phone Number: ( ) \_\_\_\_\_ - \_\_\_\_\_

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### In Case of Emergency (Print Legibly):

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone Number: ( ) \_\_\_\_\_ - \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone Number: ( ) \_\_\_\_\_ - \_\_\_\_\_

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Fall of 2011       Winter 2012       Spring 2012

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I hereby petition for membership into the Criminal Justice Student Association of California State University at Los Angeles. I will follow all rules as described in the Criminal Justice Student Association bylaws.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

Membership Requirements: Any Student That Has A Cumulative G.P.A. of 2.0 Or More And In Six (6) Units Or More. **New Students Exempt.**