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The university reserves the right for any reason to cancel or modify any course or program listed herein. In addition, individual course offerings and programs may vary from year to year as circumstances dictate.

# *School of Criminal Justice*

RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY

**W**e are celebrating the twenty-fifth anniversary of the founding of the School of Criminal Justice during academic year 1998–1999. This will be an exciting year leading up to the move to the new Center for Law and Justice, a state-of-the-art building offering facilities for computer-based instruction, advanced research, and distance learning.

The school already offers excellent research resources and opportunities for both our faculty and students. The Criminal Justice/NCCD (National Council on Crime and Delinquency) Library constitutes one of the finest special collections of crime and criminal justice materials in the world, and the school is currently home to the editorial offices of six respected academic journals. The Center for Crime Prevention Studies was established to develop research and public policy in the emerging areas of environmental and situational crime prevention.

International activities and comparative studies are a major part of the school's academic focus, and the Visiting Fellows Program serves to make the Criminal Justice/NCCD Library more widely available to criminal justice scholars, particularly those from other nations.

Through strong commitment and the outstanding work of faculty, students, and support staff, the school retains a place in the front ranks of similar academic programs nationwide. The excellence of the programs and the research done by our faculty are documented in detail in this catalog.

Cordially,

Leslie W. Kennedy  
*Dean*

# Academic Calendars

Dates are subject to change.

## 1998–1999

### September

1 Tuesday Fall term begins.  
7 Monday Labor Day holiday.

### November

24 Tuesday Thursday classes meet.  
25 Wednesday Friday classes meet.  
26 Thursday Thanksgiving recess begins.  
29 Sunday Thanksgiving recess ends.

### December

10 Thursday Monday classes meet.  
11 Friday Reading period begins.  
15 Tuesday Fall exams begin.  
22 Tuesday Fall exams end.  
23 Wednesday Winter recess begins.

### January

18 Monday Winter recess ends.  
19 Tuesday Spring term begins.

### March

14 Sunday Spring recess begins.  
21 Sunday Spring recess ends.

### April

30 Friday Monday classes meet.

### May

3 Monday Reading period begins.  
5 Wednesday Spring exams begin.  
12 Wednesday Spring exams end.  
19 Wednesday Commencement. \*

### June

1 Tuesday Summer Session begins.

### August

18 Wednesday Summer Session ends.

## 1999–2000

### September

1 Wednesday Fall term begins.  
6 Monday Labor Day holiday.

### November

24 Wednesday Friday classes meet.  
25 Thursday Thanksgiving recess begins.  
28 Sunday Thanksgiving recess ends.

### December

10 Friday Reading period.  
13 Monday Regular classes end.  
14 Tuesday Reading period.  
15 Wednesday Fall exams begin.  
22 Wednesday Fall exams end.  
23 Thursday Winter recess begins.

### January

17 Monday Winter recess ends.  
18 Tuesday Spring term begins.

### March

12 Sunday Spring recess begins.  
19 Sunday Spring recess ends.

### May

1 Monday Regular classes end.  
2 Tuesday Reading period.  
3 Wednesday Reading period.  
4 Thursday Spring exams begin.  
11 Thursday Spring exams end.  
23 Tuesday University commencement. \*  
30 Tuesday Summer Session begins.

### August

16 Wednesday Summer Session ends.

\* Commencement exercises in Newark are held after the university-wide ceremonies. Please consult the Office of the Dean for the date and time of convocation for your school.

# About the University

Rutgers, The State University of New Jersey, with more than 48,000 students on campuses in Camden, Newark, and New Brunswick, is one of the major state university systems in the nation. The university comprises twenty-nine degree-granting divisions: twelve undergraduate colleges, eleven graduate schools, and six schools offering both undergraduate and graduate degrees. Five are located in Camden, eight in Newark, and sixteen in New Brunswick.

Rutgers has a unique history as a colonial college, a land-grant institution, and a state university. Chartered in 1766 as Queen's College, the eighth institution of higher learning to be founded in the colonies before the Revolution, the school opened its doors in New Brunswick in 1771 with one instructor, one sophomore, and a handful of first-year students. During this early period, the college developed as a classical liberal arts institution. In 1825, the name of the college was changed to Rutgers to honor a former trustee and revolutionary war veteran, Colonel Henry Rutgers.

Rutgers College became the land-grant college of New Jersey in 1864, resulting in the establishment of the Rutgers Scientific School with departments of agriculture, engineering, and chemistry. Further expansion in the sciences came with the founding of the New Jersey Agricultural Experiment Station in 1880, the College of Engineering in 1914, and the College of Agriculture (now Cook College) in 1921. The precursors to several other Rutgers divisions were also founded during this period: the College of Pharmacy in 1892, the New Jersey College for Women (now Douglass College) in 1918, and the School of Education (now a graduate school) in 1924.

Rutgers College assumed university status in 1924, and legislative acts in 1945 and 1956 designated all its divisions as The State University of New Jersey. During these years, the university expanded significantly with the founding in 1934 of an evening division, University College, and the addition of the University of Newark in 1946 and the College of South Jersey at Camden in 1950.

Since the 1950s, Rutgers has continued to expand, especially in the area of graduate education. The Graduate School–New Brunswick, Graduate School–Newark, and Graduate School–Camden serve their respective campuses. In addition, several professional schools have been established in such fields as management, social work, criminal justice, applied and professional psychology, the fine and performing arts, and communication, information, and library studies. A number of these schools offer undergraduate programs as well. Livingston College was founded in 1969 to provide a diverse community of students with the opportunity to pursue undergraduate degrees in the liberal arts and professions.

Today, Rutgers continues to grow, both in its facilities and in the variety and depth of its educational and research programs. The university's goals for the future include the continued provision of the highest quality undergraduate and graduate education, along with increased support for outstanding research to meet the needs of society and fulfill Rutgers' role as The State University of New Jersey.

# About the School

## PHILOSOPHY OF THE SCHOOL

As recognized by the University Planning Committee for the School of Criminal Justice, the programs of graduate education, research, and public service should be mutually reinforcing and interdependent. An active research program by leading scholars can provide the basis and appropriate environment for the instructional program. When this research is conducted in collaboration with operating criminal justice agency personnel, it supports the public service concerns of the school and provides students with outstanding opportunities for exposure to the practical concerns of law enforcement, judicial, and corrections personnel. A sound program of education in criminal justice depends upon the content of a quality research program and upon opportunities for close interaction with criminal justice operating agencies.

In order to meet needs in New Jersey and elsewhere for persons to fill positions in teaching, research, management, and leadership in criminal justice operating agencies, the program of the School of Criminal Justice is oriented generally toward the entire field. That is, the emphasis is on the criminal justice system as a whole, on the interrelations among prevention, police, court, and correctional endeavors, and on problem definition and solutions. The instructional program stresses the development of analytic, problem-solving capabilities. It is assumed that graduates of the school will be best qualified for positions of leadership and improvement of criminal justice if they have a full understanding of delinquency and crime as one variety of social problem; if they are fully aware of the philosophical underpinning and historical development of our current, varied mechanisms of social control of delinquency and crime; if they can appreciate the nature of the criminal justice enterprise as a single system, with an understanding of strengths and weaknesses of current operations; and if they have a sound foundation in the basic principles of management and research concerning criminal justice. The general goal of the program, therefore, is to provide a basic understanding of delinquency and crime, of the criminal justice system, and of methods for assessing current problems in order to arrive at conclusions and rational decisions that must be made by those responsible for the administration of criminal justice.

The school accepts into the graduate programs men and women from the United States and abroad who have graduated from approved institutions of learning. The undergraduate program accepts both entering first-year and transfer students from two- and four-year institutions. The traditional policy of Rutgers, The State University of New Jersey, is that students will be admitted on the basis of academic criteria, without regard to their political views or activities, or to prior criminal record.

## OVERVIEW OF THE SCHOOL

The School of Criminal Justice is located in Newark, the largest city in the state of New Jersey. Founded in 1666, Newark continues to be a commercial and industrial center, located approximately twenty minutes from midtown Manhattan.

The School of Criminal Justice is one of several higher education programs located in Newark. Other Rutgers programs include the Newark College of Arts and Sciences, University College–Newark, The School of Management–Newark, the Graduate School–Newark, the College of Nursing, the School of Law–Newark, and the Graduate School of Management. These institutions are joined by Essex County Community College, New Jersey Institute of Technology, and the University of Medicine and Dentistry of New Jersey. Combined, they form one of the newest higher education centers in the East.

The School of Criminal Justice shares the S.I. Newhouse Center for Law and Justice, which is located at 15 Washington Street, with the law school and the administrative offices of the campus at Newark. The building houses administrative and faculty offices, student lounges, classrooms, library facilities, and a cafeteria.

A new Center for Law and Justice is being built on the Newark campus. It will house the School of Criminal Justice and the School of Law–Newark. This facility will provide state-of-the-art classrooms and libraries for both criminal justice and law collections, and will incorporate cutting-edge computer and multimedia technology. Completion is anticipated by fall 1999.

The state legislature in 1968 authorized and directed Rutgers, The State University of New Jersey, to establish a School of Criminal Justice. The act stated:

The legislature finds there is a need in New Jersey for academic contributions to the administration of criminal justice through teaching, research and leadership, including the training of administrators and those requiring scientific background in this field, by study and searching inquiries into crime causation, juvenile delinquency, law enforcement procedure, criminal rehabilitation and judicial doctrine relating to the trial of criminal cases, which dictate establishment of a school of criminal justice.

Thus, in authorizing the school, emphasis was given by the legislature to needs in three areas: instruction, research, and leadership. Similarly, the planning committee for the school, in its report to the president of the university, recommended equally weighted essential objectives of research, teaching, promotion, and outreach. The committee reported these objectives as both urgent and appropriate for an educational institution to:

1. Address research into all aspects of the criminal justice system, both to increase our knowledge in general and to provide data on which to base institutional change.
2. Produce qualified teachers/scholars of criminal justice studies to staff training and educational programs created throughout the state to focus on criminal justice.
3. Train a pool of highly educated personnel available for planning, policy determination, and administrative positions within the criminal justice system.
4. To engage students through both academic studies and outreach programs in the criminal justice system.

5. Upgrade, educationally and professionally, practitioners now working within the criminal justice system.
6. Provide opportunities for improved training and education of entry-level personnel.

In addressing instructional needs, the committee emphasized the education of qualified teachers/scholars in this field, as well as the education of personnel for planning, policy determination, and management of criminal justice. The committee recommended that the instructional staff of the school concentrate on graduate education for practitioners within the criminal justice system, or for other individuals interested in focusing on criminal justice concerns, with such instruction leading toward graduate degrees.

It emphasized the need for a broad perspective on the interactions of the elements comprising the criminal justice system and stressed an integrative approach in the improvement of the functioning of the criminal justice system.

In 1995, the school assumed responsibility for undergraduate instruction in criminal justice on the Newark campus. Compatible with the graduate program, the undergraduate program's emphasis is on providing undergraduates with a broad educational foundation focused on issues of crime, deviance, law, and justice. These students, too, are exposed to research, community outreach, and criminal justice reform as part of their instructional program.

## GOALS OF THE SCHOOL

The aims of the instructional program should be considered within the context of the proposed mission for the school as a whole. Consistent with the legislative mandate and planning committee recommendations noted above, a problem-focused, interdisciplinary program of research, education, and public service has been established. The program is problem-focused, since the school addresses issues confronting the entire criminal justice system, from the nature of delinquency and crime to society's varied responses to it—including the organization and operation of component criminal justice agencies such as the police, the judiciary, and corrections. The school is interdisciplinary in structure, since no traditional discipline covers the wide spectrum of expertise required. It is a major national and international center for scholarly research on all aspects of delinquency, crime, and criminal justice administration, adding to knowledge, providing a basis for the educational programs, and meeting its public service obligations in part by addressing the major need of all criminal justice agencies for improved procedures of evaluation and planning. Within this setting, the school provides graduate programs of instruction and research to prepare students for positions in research, teaching, and criminal justice system management and policymaking.

## CONTACTING THE SCHOOL

The School of Criminal Justice welcomes inquiries about its programs. The dean's office may be contacted at: School of Criminal Justice, 15 Washington Street, Newark, NJ 07102, or by calling 973/353-5870/5871. Email may be directed to [scj@newark.rutgers.edu](mailto:scj@newark.rutgers.edu) and faxes may be sent to 973/353-5896. You also may visit the school's web site at <http://rutgers-newark.rutgers.edu/scj>.

## THE CENTER FOR CRIME PREVENTION STUDIES

The school has established the Center for Crime Prevention Studies to develop research and public policy in the emerging areas of environmental and situational crime prevention. The center seeks to bring the most sophisticated social science methods to real-life crime problems. The center's staff works with communities, businesses, and criminal justice agencies to develop practical solutions to crime, and to focus on problems as diverse as bank embezzlement, street-level drug sales, and car theft. The Center for Crime Prevention Studies seeks to make important contributions both to criminological theory and crime control policy.

The center's primary task is to conduct research in the area of crime prevention. It also serves as an information exchange between scholars and practitioners and as a repository for materials about crime prevention. The center sponsors specialized seminars on crime prevention, publishes a working paper series, and edits books on specific crime prevention topics. In addition, it is cooperating with the Criminal Justice/National Council on Crime and Delinquency (NCCD) Library to develop a collection on environmental and situational approaches to understanding the crime problem.

## JOURNAL EDITORIAL OFFICES AT THE SCHOOL OF CRIMINAL JUSTICE

### *Advances in Criminological Theory*

*Advances in Criminological Theory* is a peer-reviewed publication that disseminates original work on theory construction and validation in criminology. It includes new directions in criminological theory, reformulations of extant paradigms, and efforts to test the validity and reliability of theories of criminality and crime. *Advances in Criminological Theory* also furthers the free exchange of ideas through its publication of critiques of articles that appear in its volumes. The series is now available on CD-ROM. The editors are Freda Adler and William S. Laufer.

### *Crime Prevention Studies*

*Crime Prevention Studies* is an international serial publication covering research and practice in situational prevention and other forms of prevention directed to reducing opportunities for crime. Papers are peer-reviewed and include preventive-oriented analyses of specific crime problems, evaluations of crime prevention programs, and theoretical discussions of the philosophy, methodology, or practice of situational prevention. *Crime Prevention Studies* is sponsored in part by the Center for Crime Prevention Studies and is edited by Ronald V. Clarke.

### *Current Psychology*

*Current Psychology* is an international quarterly for scientific exchange in psychology, with particular emphases in developmental, personality, and social psychology and animal and human learning. Its authors and the members of its editorial advisory board represent a spectrum of specialties and subdisciplines in psychology in the United Kingdom, North America, Europe, and Oceania. *Current Psychology* publishes original empirical research and "state of the science" reviews in four issues annually, averaging 360 pages per year. Its executive editor (with responsibility for North America and Oceania) is Dr. Nathaniel J. Pallone.

### ***Journal of Offender Rehabilitation***

The *Journal of Offender Rehabilitation* is a leading source of scientific and professional exchange about the treatment and rehabilitation of criminal offenders in custodial and community settings, about the dynamics of criminal behavior, and about the functioning of the criminal justice system. The journal is multidisciplinary in character, with its authors and the members of the editorial board representing the spectrum of mental health and social service professions, including psychology, psychiatry, and social work. It is a quarterly, publishing on average 400 pages per year. Its contents report empirical and conceptual research and conceptual analyses of issues relevant to offender rehabilitation. Dr. Nathaniel J. Pallone has been editor-in-chief since 1989.

### ***Journal of Research in Crime and Delinquency***

The *Journal of Research in Crime and Delinquency* is a quarterly, peer-reviewed publication that advances theory and knowledge on crime and justice. Its articles reflect the contemporary issues and controversies in criminology, and represent the diverse theories and methods that inform criminal justice research both in the United States and other countries. The journal also publishes occasional review essays that critically examine recent books of special interest dealing with these subjects. The journal's editorial advisory board is a panel of thirty-five distinguished international scholars. Dr. Mercer L. Sullivan is the editor.

### ***Justice System Journal***

*Justice System Journal* is a quarterly, peer-reviewed publication that presents research and evaluation on all matters related to courts, both criminal and civil. The journal publishes recent scholarship on the functions and missions of courts. It also serves as a major outlet for scholarly discussion among court professionals and academics about innovations

in the field. Special issues exploring multiple facets of a court-related topic appear approximately once a year. Sponsored by the National Center for State Courts, its managing editor is Dr. Candace McCoy.

## **THE CRIMINAL JUSTICE/ NCCD LIBRARY**

The Criminal Justice/NCCD Library of the Rutgers University Libraries constitutes one of the finest special collections of crime and criminal justice materials in the world.

Rutgers acquired the library collection of the National Council on Crime and Delinquency in 1984. Together with annual acquisitions averaging over 3,000 titles during the past few years, the collection now consists of 80,000 monographs, 7,000 dissertations, 2,500 bound periodicals, 225 subscriptions to journals and periodicals, and 20,000 documents on microfiche.

The library routinely collects copies of research and statistical reports from many state, federal, and international criminal justice agencies. It maintains an extensive collection of dissertations relating to crime and criminal justice completed at American universities. In addition, a significant number of foreign-language periodicals and books have been added to the library in recent years.

The library has a contractual agreement with Willow Tree Press, by which additions to the collection are regularly abstracted, providing a subject access to the collection. A substantial portion of these new acquisitions are published quarterly in the paper edition of *Criminal Justice Abstracts*, the primary reference source for criminal justice studies. A more complete version of the library's holdings is available through the Westlaw system, and a CD-ROM version is available from Silver Platter.

For more information about the library and its services, contact Phyllis Schultze at 973/353-5522; fax 973/353-1275; or email [pschultz@andromeda.rutgers.edu](mailto:pschultz@andromeda.rutgers.edu).

# Admission

## VISITING FELLOWS PROGRAM

With the generous assistance of the S.I. Newhouse Foundation and other sources, the School of Criminal Justice offers a Visiting Fellows Program. This is intended to make the resources of the Criminal Justice/NCCD Library more widely available to criminal justice scholars. Funds are intended to support travel to Newark and any additional costs of accommodation for one or two visiting fellows each academic year. Since program funds cannot be used for salary support, visiting fellows are normally on leave from their own institutions.

Visiting fellows are expected to spend a term at the Newhouse Center. They are also expected to produce a publishable report on work undertaken at the library that acknowledges the support provided through the Visiting Fellows Program. In view of the school's international outlook, applications from foreign scholars are particularly encouraged.

## REQUIREMENTS FOR ADMISSION

The minimum academic requirement for admission to the School of Criminal Justice is the completion of a program for a bachelor's degree in a college or university accredited by the appropriate regional accrediting association.

It is the policy of the school to admit those students who, in the opinion of the Admissions Committee, show promise of succeeding in the program of the school. Primary consideration is given to the applicant's scholastic record, including the distribution and quality of work. Ordinarily, a grade average of *B* or better is expected. Additional evidence of potential for graduate study is demonstrated by letters of recommendation, applicable professional experience, and by scores on the Graduate Record Examination. Applicants are advised that it may not be possible to admit all qualified candidates.

## ADMISSION PROCEDURE

Prospective applicants may obtain an application from the Office of Admissions, Rutgers, The State University of New Jersey, 249 University Avenue, Newark, NJ 07102-1896 (973/353-5205). Detailed requirements and procedures for applying to the master's and doctoral programs are contained in the application packet. All applicants are required to pay a nonrefundable application fee of \$50 (for 1999), which is payable by check or money order to Rutgers, The State University.

### Deadlines

Applicants should refer to the application packet for current deadlines. The deadline for consideration for assistantships and fellowships is March 1. International students must submit application materials by November 1 for a spring term admission, and April 1 for a fall term admission. Deadlines may be extended if there is sufficient time to render decisions.

### Test Requirements

Official scores achieved on the Graduate Record Examination (General Test) are required of master's and doctoral applicants. For application forms and other information, candidates should contact the Educational Testing Service (ETS), Princeton, NJ 08541, 609/921-9000, or 1000 Broadway, Suite 310, Oakland, CA 94607, 510/873-8000. Candidates may obtain applications at the Rutgers-Newark Office of Admissions weekdays from 8:30 A.M. to 4:30 P.M.

Applications to take the GRE must be received by ETS at least four weeks before the examination date. Since ETS requires about six weeks to report test scores, applicants should plan to take the exam as early as possible.

Tests taken within a period of three years prior to the time of application will not be questioned on grounds of age. The School of Criminal Justice may, however, require



that test scores more than three years old be validated, either by evidence of continued work in the field or by reexamination.

### **Application for Financial Aid**

The deadline for application for most forms of financial assistance is March 1. Applications for aid are not acted upon until an admissions decision has been made.

Nonimmigrant visa holders are not eligible for federal and state financial aid, but may qualify for assistantships and some fellowships and scholarships. See the Financial Aid chapter for further information.

### **Interviews**

The Admissions Committee does not normally evaluate applicants through personal interviews. If, in its judgment, an interview is necessary to supplement credentials, the applicant will be contacted.

## **INTERNATIONAL APPLICANTS**

Before admission can be offered to international students, satisfactory documentation of finances to meet the full cost of educational and living expenses must be provided. This must be submitted in original (not photocopied) form, be current, and accompanied by an Affidavit of Support. Foreign applicants attending or recently graduating from another United States institution are required to submit a Foreign Student Adviser's Report completed by the appropriate official at the school. Both forms are available from the Office of Admissions, Rutgers, The State University of New Jersey, 249 University Avenue, Newark, NJ 07102-1896, U.S.A.

In addition, international students whose native language is not English must submit a TOEFL (Test of English as a Foreign Language) score unless they have had *at least three years of undergraduate education* in the United States or in a country where the native language is English. For TOEFL application materials, contact either the Office of Admissions or write directly to TOEFL, Educational Testing Service, P.O. Box 1651, Princeton, NJ 08541-1651, U.S.A.

Satisfactory English proficiency is a prerequisite for graduate study at the university. Admitted students may be required to take a test of English proficiency soon after arrival at the university, and may be obligated to take course work in English as a Second Language (ESL).

New international students appointed as teaching assistants are required to take an oral proficiency test, regardless of their TOEFL scores.

The deadline for international students applying from abroad is April 1 of the year in which fall admission is sought. Spring admission is not normally offered to international students applying from abroad. For more information, contact the Office of Admissions, Rutgers, The State University of New Jersey, 249 University Avenue, Newark, NJ 07102-1896, U.S.A. The telephone number is 973/353-5205.

The university may deny admission to international applicants for lack of English proficiency, insufficient financial resources, or because of improper visa status.

### ***The Program in American Language Studies***

The Program in American Language Studies (PALS) helps prepare nonnative speakers of English for academic and professional work in American English and for successful adjustment to life in the United States. It is designed to serve students already matriculated at Rutgers, prospective

college and university students, and professionals who need additional skills in English for employment. Classes are provided at appropriate levels of proficiency in the following areas:

- Aural Comprehension
- Composition
- Conversation and Discussion
- Grammar
- Pronunciation
- Reading
- Vocabulary Development and Word Formation

For additional information about the program, call the Program in American Language Studies at 973/353-5103.

## **NOTIFICATION**

Applications are considered on a rolling basis as expeditiously as possible. Candidates admitted or denied admission to the master's or doctoral programs in criminal justice are notified by the Office of Admissions. The School of Criminal Justice also provides each candidate admitted with a welcome packet.

Registration may be canceled if a student fails to satisfy the conditions of admission. Unless admission is deferred (at the student's discretion for up to one year from the original admission date), candidates are expected to register for the term to which they were admitted. Those who fail to do so may be required to submit a second application and transcript(s) of any intervening college work if they wish to be considered at a later date. Also, a fee of \$40 will be charged for reissuance of a Certificate of Admission.

## **NONMATRICULATED STUDENTS**

A student whose application does not meet all requirements for admission as a matriculated student to the master of arts program in criminal justice at the time of application, may be admitted on a nonmatriculated (conditional) basis at the discretion of the dean. A student admitted on a nonmatriculated basis will be limited to enrolling in no more than 6 credits per term for two terms. Admission to nonmatriculated graduate study neither presupposes nor guarantees later admission into a degree program. The student's progress is monitored each term by the M.A. Scholastic Standing Committee, and at the end of the conditional period the student is either offered matriculated status or denied further enrollment. Students are expected to maintain a *B* average in their course work.

## **NONDEGREE STUDENTS**

Although the primary mission of the school is to foster programs of graduate instruction leading to advanced degrees, the faculty welcomes qualified students who wish to pursue courses of instruction without enrollment in a degree program, as resources allow. Each term, the school provides the Office of Admissions in Newark with a list of a very limited number of courses open to enrollment on a nondegree basis. Interested students should check with the graduate admissions office in Newark for current nondegree course offerings and enrollment procedures. Enrollment in any School of Criminal Justice course on a nondegree basis

neither presupposes nor guarantees later admission into a degree program. Students are expected to maintain a B average in their course work and may receive graduate degree credit if they subsequently apply and are accepted into the M.A. program in criminal justice. Students seeking admission must follow the normal application procedures.

## READMISSION

The readmission of former students is processed through either the Office of the Dean of the Graduate School–Newark for doctoral students or the dean of the School of Criminal Justice for master’s students, not the Office of Admissions, and is required of all students who:

1. have officially withdrawn from school;
2. have not received a degree in the program for which they were enrolled; or
3. have not maintained continuous registration, through either course work or “matriculation continued” status.

The application deadlines for readmission are: August 1 for fall term, December 1 for spring term, and May 1 for summer.

A student who wishes to pursue the Ph.D. degree must apply again for admission if he or she has received a master’s degree from the Graduate School–Newark or the School of Criminal Justice and has allowed more than a one-year interval to elapse after graduation. The application procedure for a student seeking admission under these circumstances follows the rules and deadlines for admission outlined earlier in this chapter.

# Tuition and Fees

## FEE SCHEDULE

1998–1999 Academic Year

*Note:* The university reserves the right to alter the amounts indicated on the following schedule at any time before the first day of classes of a term.

**Application Fee**, nonrefundable (1999–2000) \$ 50.00

### **Tuition\***

Full-time New Jersey resident, per term	3,246.00
Full-time non-New Jersey resident, per term	4,760.00
Part-time New Jersey resident, per credit	267.60
Part-time non-New Jersey resident, per credit	395.00

### **Student Fee**, per term (see below)

Full-time (12 or more credits) (including teaching and research assistants)	307.00
Part-time (11 or fewer credits)	84.00
Matriculation continued	7.00

### **Miscellaneous Fees**

Basic insurance and health services for part-time students, per term	90.73
Major medical insurance plan (optional) per year	257.00/337.00
Drop/add fee, per transaction	5.00
Late registration fee	50.00
Late payment fee or check not honored for payment	50.00
Partial payment fee	10.00
Late payment fee for partial payments	
For one day to one week	10.00
For each additional week or part thereof	5.00
Return check service fee	10.00
Microfilming of doctoral dissertation	50.00
Binding fee	11.50
Transcript of record fee (per copy)	3.00
Reinstatement fee	50.00
Computer fee	
Full-time	75.00
Part-time	20.00–47.00

*Note:* All breakage and damage to university property is charged for in full. The university is not responsible for loss by fire or theft of private property in its buildings.

## STUDENT FEE

The student fee covers student use of the student center and the health center, membership in the graduate student government, and certain administrative services. The fee *does not* include the fee for intercollegiate athletics that entitles undergraduates to discounted prices for tickets.

\* For an explanation of how New Jersey residency status is determined, see Student Residency for Tuition Purposes in the Academic Policies and Procedures chapter.

	<b>Full Time</b>	<b>Part Time</b>
General university fee	\$ 11.77	\$ 7.40
Student activities		
Regular	11.00	5.25
Special	9.25	3.85
Club sports recreation	8.00	6.00
Student health service	90.73	
Student center operations	92.50	31.50
Debt service		
Building system student center	58.00	14.50
Career Services	2.50	1.25
Student center activity	1.00	0.50
Newark facilities fee	6.25	3.00
Recreation fee	16.00	10.75
<i>Total</i>	<u>\$307.00</u>	<u>\$84.00</u>

## CASHIER'S OFFICE

The cashier's office for student business transactions is located in Blumenthal Hall at 249 University Avenue, Newark, NJ 07102. The telephone number is 973/353-5423. Inquiries concerning financial obligations to the university should be directed to this office.

## TERM BILLS

Instructions for registration and payment of term bills are sent by mail to all students for the first and second terms with due dates indicated. Students who do not receive a term bill by July 20 for the fall term and by December 5 for the spring term should notify their local student accounting office promptly.

It is the student's responsibility to obtain, complete, and return the term bill on time. Students who fail to do so are charged a late payment fee of \$50. Graduate students enrolled for 6 or more credits who are unable to pay their term bills in full by the stipulated time may pay their bills according to the partial payment plan outlined below.

## PAYMENT OPTIONS

Payment of the term bill may be made in person or by mail to the Cashier's Office, Rutgers, The State University of New Jersey, Blumenthal Hall, 249 University Avenue, Newark, NJ 07102. Checks or money orders are preferred and should be made payable to Rutgers, The State University of New Jersey. Payment may also be made via MasterCard/Visa/Discover credit card by completing the appropriate information on the term bill. Enter account number, expiration date, name of cardholder, and an authorized signature. Refunds of credit card payments will be made by a check issued to the student by Rutgers University. Cash should not be sent through the mail.

### Returned Checks

A service charge of \$10 is assessed if a check presented in payment of fees is returned to the university as uncollectible. If collectible payment is not made before late payment deadlines, the applicable late payment fee is also charged.

## PARTIAL PAYMENT PLAN

Graduate students enrolled in 6 or more credits who are unable to pay their term bill in full may arrange with the local cashier's office to pay their bill, if it indicates a net balance of \$200 or more, in three installments under the partial payment plan, as follows:

1. First payment: 50 percent of the net balance due plus a \$10 nonrefundable partial payment fee payable on or before the date indicated on the term bill.
2. Second payment: 25 percent of the net balance due on or before September 15 for the fall term and on or before February 1 for the spring term.
3. Third payment: Net balance due on or before October 15 for the fall term and on or before March 1 for the spring term.

Any student submitting a term bill after classes have begun for the term must make payment according to the following schedule:

1. First payment: 75 percent of net balance due plus a \$10 nonrefundable partial payment fee.
2. Second payment: Net balance due on or before October 15 for fall term and on or before March 1 for spring term.

The nonrefundable fee for this partial payment plan is \$10 per term and must be included with the first payment. Any subsequent installment not paid on time incurs an initial late fee of \$10 for the first week or part of a week that payment is late, plus a \$5 late fee for each additional week or part of a week that payment is late.

## REGISTRATION

### Activation of Registration

A student's registration is activated through the proper submission of a term bill, accompanied by payment, or through an appropriate claim of financial aid. Activation of registration does not take place if there are "holds" placed on a student's records because of failure to meet outstanding financial obligations.

### Termination of Registration

The university exercises the right to terminate the registration of any student who has an outstanding financial obligation to the university, after sufficient notice has been given to the student. A student whose registration is terminated at any time during the refund period because of nonpayment of amounts owed the university receives a revised bill based on a refund calculated as if it were a voluntary withdrawal. The university reserves the right to "hold" transcripts and diplomas as a result of nonpayment of obligations and to forward delinquent accounts to collection agencies and to levy a collection fee. "Holds" are removed upon satisfaction of the outstanding obligation. The terminated student may petition for reinstatement of enrollment by satisfying the indebtedness to the university and paying a \$50 reinstatement fee.

## Cancellation of Registration

To cancel registration and obtain a full refund of tuition and fees, students must notify the registrar in writing prior to the first day of classes. A student whose registration is canceled by the registrar will receive a full refund of tuition and fees, and prorated charges for room and board, if applicable. Notification of cancellation received on or after the first day of classes will be treated, for billing purposes, as a withdrawal and a refund will be based on the general refund policy.

## GENERAL REFUND POLICY

A student who voluntarily withdraws from all courses during the first six weeks of a term will receive a partial reduction of tuition (and charges for room and board, if applicable) according to the week of withdrawal as follows:

- First and second week: 80%
- Third and fourth week: 60%
- Fifth and sixth week: 40%

No reduction will be granted after the sixth week.

The effective date of withdrawal is the date on which a written statement of withdrawal is received by the registrar. No part of the student fee is refundable.

No reductions will be granted after the tenth day of classes to students who withdraw from one or more courses, but remain registered in others. No adjustment from full-time to part-time status is made after the tenth day of classes. If withdrawal from one or more courses amounts to complete withdrawal from a program, the provision for full withdrawal applies.

Failure to attend class is not equivalent to a withdrawal and a student will not receive an adjustment of charges unless a formal withdrawal is filed with and approved by the registrar, regardless of whether the student actually attended classes or took examinations.

## Refund Policies for Title IV Funds Recipients

There are two additional refund schedules that differ from the General Refund Policy schedule for Title IV funds recipients. First-time Title IV funds recipients who withdraw completely from Rutgers are provided with a separate schedule under the Pro-rata Refund policy. Title IV funds recipients who are not first-time attendees are provided a schedule of refunds via the Appendix A Refund Policy.

For further information, please contact the financial aid office at 973/353-5152.

# Financial Aid

The School of Criminal Justice and the staff in the Office of Financial Aid at Rutgers, The State University of New Jersey, are concerned with students' educational expenses. The impact of these expenses upon the student and his or her family is significant, despite the fact that tuition at Rutgers covers only a small portion of the cost of instruction for each student. To allow students with limited financial resources to attend college, every effort will be made to assist them in finding the funds to finance their education.

The majority of students who enroll in the School of Criminal Justice receive some measure of financial aid. The amount and type of support each student receives depends upon the need for assistance, qualifications, and availability of funds. Support ranges from grants covering tuition charges to awards sufficient to pay all educational and living expenses. The sources of support include university funds, federal and state government funds, corporate and individual bequests to the university, and grants from educational and scientific foundations.

Limited funds are available from scholarships, grants, low-interest loans, and part-time employment to students at the school. Application for such aid is made by completing the Free Application for Federal Student Aid (FAFSA). These applications are available from most college and university financial aid offices, including Rutgers' Office of Financial Aid (973/353-5152). Applicants will be considered for all forms of aid for which they are eligible. Applicants who file by March 1 may expect a reply by June 1.

## HOW TO APPLY

All applicants must complete the Free Application for Federal Student Aid (FAFSA) annually and submit it to the federal processor no later than March 15. The applications are available at Rutgers financial aid offices. Applicants will be considered for all types of aid for which they are eligible. A separate application is required for assistantships. The FAFSA should be filed as soon as possible after January 1, but no later than March 15 to ensure full consideration for all available funds. Applicants should request that a copy of the application be sent to Rutgers–Newark. Be sure to authorize the release of information to Rutgers.

Letters announcing financial aid decisions are mailed to all students as soon as possible after admission. Funds are limited and awards are made on a first-come, first-served basis. Therefore, there is a definite advantage to submitting an *early, accurate, and complete* application.

Counseling is available by appointment at the financial aid office to all students regardless of whether or not they qualify for financial aid. When comparing aid offers from Rutgers with other institutions, students should remember that charges often differ significantly from school to school. Therefore, the important thing to consider is not the dollar value of a financial aid offer, but the difference between the total value of the financial aid package awarded by the institution and the cost of attending that institution.

Applications for fellowships and assistantships are due on or before March 1, although awards are occasionally available at later dates. A prospective graduate student may apply for an assistantship or fellowship at the time of application or before admission is complete. Applicants completing the appropriate section of the admission application will be considered for those financial awards granted by the university for which they may be eligible. To be considered for an assistantship or fellowship, the student must be a full-time student. Please keep in mind that applications for assistantships and fellowships are competitive and the number of requests exceeds availability.

### **Part-Time Students**

Since financial need is determined by comparing a student's resources with the cost of attending college, most part-time students who are gainfully employed do not demonstrate financial need.

The federal student financial aid sources (Perkins Loan, Federal Work-Study Program, and Federal Direct Stafford/Ford Loan programs) require that a student enroll in a minimum of 6 credits per term to be eligible.

The university has extremely limited financial aid funds for part-time students. All application procedures and deadlines applicable to full-time students apply to part-time students.

## **SOURCES OF FINANCIAL AID**

Following is a brief description of available financial aid programs.

### **Fellowships, Scholarships, and Grants**

***Rutgers Excellence Fellowship Awards.*** Rutgers Excellence Fellowship Awards are issued by departments of the university on the basis of merit, as evidenced by scholarly promise. The award is for \$12,000 plus tuition remission and is renewable for up to one year. The award is supplemented for up to two years as a teaching assistantship from the School of Criminal Justice.

***Graduate and Professional Scholar Awards.*** Outstanding students in the graduate and professional schools are eligible for merit scholarships of \$2,200 per year for full-time study for up to two academic years. To apply, check the appropriate box on the graduate and professional school application form. Any additional statements that provide evidence of academic or artistic achievement and significant life, work, and/or extracurricular activities should be submitted in duplicate with the application.

These awards may be held in conjunction with other forms of financial aid. Only those applicants receiving awards will be notified. The award is contingent upon acceptance to a graduate or professional school program. The application deadline for fall term awards is March 1, unless the program to which the student is applying has an earlier deadline. In that case, the student must submit an application form to the appropriate admissions office by the program deadline date.

***Ralph Johnson Bunche Distinguished Graduate Award.*** Established in 1979, the Ralph Johnson Bunche Distinguished Graduate Award is named after Ralph Johnson Bunche, the African-American statesman, Nobel Peace laureate, and recipient of an honorary Doctor of Laws from Rutgers in 1949.

Bunche fellowships provide \$12,000 per academic year plus remission of tuition and are renewable for a second year. To apply, check the appropriate box on the graduate and professional school application form and attach a statement with the application that describes the reasons for consideration in the program. Only those applicants receiving awards will be notified. The award is contingent upon acceptance to a graduate and professional school program and upon full-time enrollment. The application deadline for fall term awards is March 1.

***Minority Advancement Program (MAP) in Teaching and Research. Trustees' Minority Graduate Fellowships in the Humanities and Social Sciences.*** MAP excellence and Trustees' Minority Graduate Fellowship awards support African-American, Hispanic, or American Indian students who are seeking a Ph.D. These fellowships include stipends of \$8,000 to \$14,000 plus tuition. For more information, contact MAP, Rutgers, The State University of New Jersey, 25 Bishop Place, New Brunswick, NJ 08901-1181, or call 732/932-8122.

***School of Criminal Justice Fellowships.*** Both new and continuing students are eligible for various publicly and privately sponsored fellowships, with awards of up to \$8,000 a year, to permit the recipients to devote themselves full time to their program of studies.

School of Criminal Justice Fellowships are awarded to those students who have proven records of academic excellence and who show potential for continued scholarly achievement. Students who want to be considered for a fellowship should write to: Chairperson, Admissions and Awards Committee, School of Criminal Justice, 15 Washington Street, Newark, NJ 07102.

***University Fellowships.*** University Fellowships provide for the cost of tuition and a stipend of \$2,000 for one year. Consideration is limited to full-time students who have already completed part of their graduate program and have demonstrated exceptional promise for further study in their field. Preference is given to students who will have completed their doctoral program examinations and who will begin their dissertation research in the following fall term. Application should be made to the graduate program in which the student is enrolled before March 1 for awards for the ensuing academic year, and before December 1 for vacancies that might occur for the spring term.

***Russell Scholarships.*** Walter C. Russell Graduate Scholarships provide for the cost of tuition. Application should be made to the director of the graduate program in which the student is enrolled before March 1 for awards for the ensuing academic year, and before December 1 for vacancies that might occur in the spring term.

***Inge Gambe Graduate Scholarship.*** Academic excellence and service to the Rutgers-Newark community are the criteria for the \$500 Inge Gambe Graduate Scholarship, which was established by the Graduate Student Government. For additional information, contact the Graduate Student Government, Rutgers, The State University of New Jersey, Robeson Campus Center, Newark, NJ 07102, or the Office of the Dean, Graduate School-Newark, Rutgers, The State University of New Jersey, Newark, NJ 07102.

***New Jersey State Grant.*** Full-time graduate students, who are classified as New Jersey residents for tuition purposes and who demonstrate financial need, are eligible to receive a New Jersey State Grant. Amounts vary from \$200 to \$1,000

per year and are dependent upon available funds. Grants are renewable. Application is made by submitting a FAFSA. EOF grant recipients are not eligible.

**Educational Opportunity Fund (EOF).** New Jersey residents who are full-time students and who can demonstrate backgrounds of financial and academic hardship are eligible for EOF grants ranging from \$200 to \$2,650. Students who received EOF grants as undergraduates are presumed eligible if they fall below the maximum income parameters required for all recipients of this state grant. Graduate students who did not receive EOF grants as undergraduates, but feel that they come from backgrounds of financial hardship and wish to be considered, should write to the financial aid office for consideration. The grants are renewable for the duration of the student's degree work, subject to continued student eligibility and provided satisfactory academic progress is made. Students must complete the FAFSA form.

**Nonuniversity Fellowships.** In addition to opportunities for financial assistance through the university, there are other sources from which qualified graduate students may receive financial aid, since many national, state, and regional associations make special awards.

Students should be aware that each school is continually seeking funds from outside agencies to help defray student expenses. Grants and awards of this nature will vary each year. Inquiries regarding the availability of such monies can be made through the associate dean.

Students should contact clubs, fraternal, religious, and national professional organizations, and local interest groups for possible aid through stipends and tuition credits. A student who receives any of these awards is required to notify the Office of Financial Aid, Blumenthal Hall, 249 University Avenue, Newark, NJ 07102 (973/353-5152).

## Loans

### **William D. Ford Federal Direct Loan Program**

Federal Direct student loans allow students to borrow money from the federal government to pay for education, eliminating the need for an outside lender, such as a bank. To be considered for a Federal Direct student loan, students must complete the FAFSA. The financial aid award letter lists eligibility for the program. Money for which students are eligible is credited directly to their accounts. Because Rutgers participates in this program, it *cannot* accept Federal Stafford Loan applications from students or their lenders. Since the U.S. Department of Education is the lender for the Federal Direct student loan program, borrowers send all loan repayments to the U.S.D.O.E. rather than to several lenders.

In general, to be eligible for a Federal Direct student loan, a student must have a high school diploma or a General Educational Development (GED) certificate or meet other standards approved by the U.S. Department of Education, be a United States citizen or an eligible noncitizen, be enrolled at least half-time per term, be making satisfactory academic progress, have a social security number, sign a statement of educational purpose, not be in default on prior loans or owe refunds to federal grant programs, and if required, have registered with the Selective Service Administration.

In addition to these requirements, all first time Federal Direct Stafford/Ford Loan and Federal Direct Unsubsidized Stafford/Ford Loan borrowers must attend an entrance interview in order to be informed of their rights and responsibilities regarding the loan and an exit interview prior to withdrawal from college or graduation.

**Federal Direct Stafford/Ford Loan.** This loan is based on financial need. The federal government pays the interest on the loan while the student is attending school. The interest rate is variable; that is, it is adjusted each year. The maximum rate for the Federal Direct Stafford Loan is 8.25 percent. Additionally, borrowers are charged an origination fee of 4 percent. Students may borrow a combined total of \$18,500 each year from the Federal Direct Stafford Loan and Federal Direct Unsubsidized Stafford Loan programs.

**Federal Direct Unsubsidized Stafford/Ford Loan.** This loan is *not* based on financial need. All interest charges must be paid by the student. The interest rate and loan maximums are the same as the Federal Direct Stafford/Ford Loan. Students may borrow a combined total of \$18,500 each year from the Federal Direct Stafford Loan and Federal Direct Unsubsidized Stafford Loan programs.

### **Federal Perkins Loan**

Federal Perkins Loans are available on a limited basis to graduate students who are enrolled in a minimum of 6 credits per term, who are citizens or permanent residents of the United States, and who demonstrate need through the FAFSA.

Interest at the rate of 5 percent simple begins nine months after the borrower ceases to enroll in a minimum of 6 credits per term and extends over a maximum repayment period of ten years. Monthly payments of at least \$30-\$40 are required. Deferment of repayment is permitted for certain kinds of federal service and cancellation of loans is permitted for certain public services.

All first-time Federal Perkins Loan recipients at Rutgers are required to attend an entrance interview in order to be informed of their rights and responsibilities regarding the loan. In addition, Perkins Loan recipients must attend an exit interview prior to graduation or withdrawal from college. Further details and procedures regarding the repayment of the Perkins Loan will be sent to each student recipient by Rutgers, The State University of New Jersey, Student Loan Office, Division of Student Financial Services, 65 Davidson Road, Room 310, Piscataway, NJ 08854-8093.

**Emergency Loans.** Students who are experiencing a financial emergency may apply for a university loan of up to \$500. The interest rate is 3 percent simple interest, and the loan must be repaid within the same term. An emergency need must be demonstrated and funds must be available.

Students must contact the financial aid office, Blumenthal Hall, for additional information (973/353-5152). If loans in excess of this amount are required, an appointment with an aid coordinator is recommended to discuss long-term assistance. Students are not required to be recipients of financial aid nor to have filed a financial aid application to be considered for emergency loans.

## Employment

**Assistantships Awarded by the University.** The beginning salary for teaching and graduate assistantships is \$12,136 (1997–1998) for an academic year.

Applications for assistantships are due on or before March 1, although awards are occasionally available at later dates. Prospective graduate students may apply for assistantships when they are sent an application form for admission. Applicants who complete the appropriate section of the form when they apply for admission are considered for those financial awards granted by the university for which they may be eligible. Students wishing to be considered for an assistantship should supply the following: a statement describing any relevant knowledge, skills, and experience possessed that may qualify the student for an assistantship position; an indication of those areas of work in the criminal justice system that are of special interest to the student; and supporting statements in the form of letters of reference from those persons who have supervised the student's work in the areas indicated.

The above statement and supportive letters should be sent to: Chairperson, Appointment and Promotions Committee, School of Criminal Justice, 15 Washington Street, Newark, NJ 07102.

**Resident Assistants.** Appointments as resident assistant and academic support staff are available to a limited number of students. The Office of Residence Life can provide information regarding the duties, remuneration, and application procedures (973/353-1073). Generally, staff members are selected during the spring term for the following academic year.

**Federal Work-Study Program (FWSP).** Federal work-study employment may be offered as a self-help portion of the financial aid award. Application for this program is made by filing the FAFSA. On-campus jobs are available in many areas. Selection for a particular job is based on skills, job availability, university needs, and student preference. The assigned employment opportunity is based on an expectation that the student will work up to fifteen hours weekly throughout the fall and spring academic terms; in the case of summer assignments, the expectation is that the student may work up to thirty-five hours per week. Once a job is assigned, it is anticipated that the student will continue in that position through the entire academic year, since the Office of Financial Aid may be unable to place the students in another position. No job assignments are made until all paperwork required to accept the aid is completed.

## Other Sources of Aid

**Veterans Benefits.** The United States Veterans Administration operates various education assistance programs for eligible veterans, war orphans, surviving spouse or child of any veteran killed while on duty with the Armed Forces, disabled veterans, dependents of a veteran with service-related total disability, and certain members of the selected reserve. Inquiries concerning eligibility may be directed to the Veterans Administration office in Newark (telephone 1-800/242-5867) or to the veterans coordinator on each campus. For the Newark campus, the telephone number is 973/353-5300.

Veterans and others mentioned above who plan to use veterans' education benefits should initially present the Veterans Administration Certificate of Eligibility Form(s) and/or discharge papers (certified copy of the DD214) when registering for courses. If applying through the university for other financial aid, veterans must report that they will receive veterans' education benefits to the Office of Financial Aid.

Veterans planning to train under Chapter 32 VEAP, Chapter 30 of the New (Montgomery) GI Bill of 1984, or Chapter 106 for reservists, are required by the university to pay cash for tuition, fees, books, and supplies, when due. Veterans, in turn, receive an allowance for each month of schooling based upon credit hours and their number of dependents.

No veteran may officially withdraw from a course (or courses) without prior approval from the associate dean, School of Criminal Justice. All withdrawals must be submitted in writing. The date of official withdrawal will be the determining date for changes in benefits. Failure to comply with the official school withdrawal procedure may affect both past and future benefits. Any change in schedule must also be reported to the veterans adviser in the Office of the Registrar.

## RESTRICTIONS ON FINANCIAL AID AND EMPLOYMENT

Generally, graduate students may not accept two different financial awards from the university simultaneously. Students who have applied for two different awards and are offered both should contact the Office of the Dean, School of Criminal Justice, before acceptance. Students who hold fellowships, assistantships, internships, or Russell Scholarships should advise their graduate director before accepting other employment.

Graduate students who have received aid administered by the Office of Financial Aid must report to that office any change in income, such as scholarships, loans, gifts, assistantships, or other employment received subsequent to the original aid award.

# Master of Arts Program

The School of Criminal Justice offers two alternative plans for completing the master's degree. The first option is the master's essay and the second is the comprehensive examination. Students should refer to the *Criminal Justice Master's Program Document* for a detailed discussion of current policies, procedures, and requirements for completing the master's program of studies. Copies are available through the Office of the Dean, School of Criminal Justice. Students are provided with a copy prior to their initial enrollment and are expected to keep it as a reference handbook and to familiarize themselves with the principal rules and regulations contained in it. Students should refer to it regularly to assist them in successfully completing the master's program. Any significant changes made after the publication of this catalog will be circulated to registered students.\*

## MASTER'S ESSAY OPTION

As part of the master's essay option in criminal justice, the student must complete, under faculty direction, an acceptable master's essay. Many models are possible for the master's essay. An essay can be an empirical research project, a legal research project, a review of the literature, a policy proposal, a needs assessment, a grant proposal, or, with the approval of the essay adviser and reader, any project having the potential to enhance the practice of, or refine the theories related to, criminal justice. A written final product (the essay) is always required.

The essay is assigned 3 credits and is intended to be the equivalent of a 3-credit course. Faculty direction is under an essay adviser and a second faculty reader. When any student begins the master's essay, he or she must select a master's essay adviser. The student should select an adviser who is particularly knowledgeable about the area to be investigated in the student's essay. The student should work closely with the adviser throughout the period the essay is being developed.

Required Courses	Credits
† 27:202:510 Criminology	3
‡ 27:202:520 The Criminal Justice System	3
** 27:202:540 Research Methods in Criminal Justice	3
27:202:541 Foundations of Scholarship	3
27:202:542 Introductory Statistics	3
27:202:550 Master's Essay	3
	<u>18</u>
<b>Elective Courses</b>	<b>18</b>
	<b>Total Credits 36</b>

\* Degree requirements are subject to change or modification by the faculty of the School of Criminal Justice.

† May be waived by permission of the instructor and replaced by 27:202:511 or 27:202:512.

‡ May be waived by permission of the instructor and replaced by 27:202:521 or 27:202:522. May also be waived by the instructor for students whose undergraduate major was criminal justice, or who have had extensive field experience in criminal justice.

\*\* 27:202:540 and 27:202:542 are to be taken simultaneously.



If this option is selected, a completed master's essay is needed for graduation and the student need not take the comprehensive examination.

## MASTER'S COMPREHENSIVE EXAMINATION OPTION

As part of the comprehensive examination option, the student must pass a written final comprehensive examination that tests a student's ability to synthesize a body of knowledge in criminal justice. Students enrolled in the doctoral program may substitute the Ph.D. qualifying examination for the M.A. comprehensive examination.

Required Courses	Credits
† 27:202:510 Criminology	3
‡ 27:202:520 The Criminal Justice System	3
** 27:202:540 Research Methods in Criminal Justice	3
27:202:541 Foundations of Scholarship	3
27:202:542 Introductory Statistics	3
	15
<b>Elective Courses</b>	<b>21</b>
<i>Total Credits</i>	<b>36</b>

If this option is selected, the student must pass the examination in order to graduate and need not complete a master's essay. Students may sit only twice for the comprehensive examination. Students who fail to pass on the second opportunity may only complete the M.A. program with the permission of the M.A. Scholastic Standing Committee by enrolling in 27:202:550 Master's Essay. A minimum of 24 credits is required for eligibility to take the examination. This examination is scheduled each term. Applications for the examination may be obtained from the dean's office.

Beyond the required credits listed above, a student is free to elect the credits necessary to complete the master's degree. This enables each master's student to develop an individual program that focuses on his or her area of personal and/or professional interest.

## FIELDWORK AND INDEPENDENT STUDY

If a student should decide to take a fieldwork course or an independent study course while in attendance at the School of Criminal Justice, he or she should be aware of the following rules and procedures.

A student must complete 12 credits of course work prior to enrollment in either fieldwork or independent study. A master's degree student may accumulate no more than a total of 6 credits in either independent study or fieldwork, or a combination of the two, toward the degree.

Each student must attain the approval of a faculty member who agrees to supervise either the fieldwork or independent study. This should be done in the term *prior* to enrollment in the course. The student must complete an application (available in the dean's office) that describes

† May be waived by permission of the instructor and replaced by 27:202:511 or 27:202:512.

‡ May be waived by permission of the instructor and replaced by 27:202:521 or 27:202:522. May also be waived by the instructor for students whose undergraduate major was criminal justice, or who have had extensive field experience in criminal justice.

\*\* 27:202:540 and 27:202:542 are to be taken simultaneously.

his or her course work for the term. This form must be signed by the student and the supervising faculty member. Once completed, the form should be returned to the dean's office. The student is not permitted to enroll in a fieldwork or an independent study course without a completed and approved application submitted to the dean's office.

## TRANSFER CREDITS

At least 30 of the 36 credits required for graduation must be taken at Rutgers. A student who has taken graduate courses elsewhere but has not applied them to another graduate degree may, after the successful completion of 12 credits, petition the M.A. Scholastic Standing Committee to accept 6 equivalent credits toward the degree requirements. Such courses must be related to the field of criminal justice.

## OTHER CREDIT REQUIREMENTS

A total of 12 credits may be taken outside of the School of Criminal Justice, but within Rutgers, The State University of New Jersey, in such related areas as alcohol studies, business administration, computer science, law, political science, public administration, psychology, social work, and sociology. Any course selections outside the School of Criminal Justice must be approved by a member of the M.A. Scholastic Standing Committee.

The average full-time load per term is 12 credits. If a student wishes to take 15 credits or more per term, approval must be obtained from the dean of the School of Criminal Justice.

The student must complete all program requirements no later than three years after the first registration, unless an extension of time is granted by the M.A. Scholastic Standing Committee. The student must continue in registration from the time of admission until the time the degree is conferred, unless absence of registration is approved by the dean.

## ACADEMIC ADVISERS

All master's degree students are advised by the associate dean, who reviews and discusses each first-year student's course selection during the fall and spring registration periods. Before registering for courses each term, each first-year student's registration card must be reviewed by the associate dean. M.A. students may use the Rutgers Touchtone Telephone Registration System (RTTRS) after their first year in the program. The M.A. Scholastic Standing Committee is responsible for reviewing annually each student's academic progress.

## AWARDS

### *Lt. Edward Manzione Award*

The Lt. Edward Manzione Award is presented for outstanding achievements to a graduate who served within the criminal justice system while earning the degree of Master of Arts (criminal justice). The award honors the memory of the late Lt. Edward Manzione, recipient of the school's first degree.

### **Richard J. Hughes Award**

The Richard J. Hughes Award is presented to the graduate who has achieved the highest academic standing in the Master of Arts (criminal justice) program. The award honors the memory of New Jersey's most distinguished advocate of humane and effective criminal justice, the late Richard J. Hughes, policymaker, governor, and chief justice.

## **SCHOLASTIC STANDING**

Students admitted to the School of Criminal Justice are assumed to be above-average students who possess the potential to deal successfully with all course requirements. The expected quality of performance is high in all academic matters, including written assignments and class participation. Candidates for the master's degree must have a cumulative grade-point average of 2.83 (excluding one course). Only two courses with the grade of *C* or *C+* are acceptable toward the master's degree. When a student's cumulative grade-point average falls below 2.83 in more than two terms, the M.A. Scholastic Standing Committee recommends dismissal from the program for academic deficiency. Also, see the chapter on Academic Policies and Procedures.

### **Academic Probation, Termination of Studies, Appeal, and Student Grade Complaints**

A detailed discussion of the current policies and procedures regarding academic probation, termination of studies, appeal, and student grade complaints is presented in the *Criminal Justice Master's Program Document*, available in the Office of the Dean, School of Criminal Justice. Also see the chapter on Academic Policies and Procedures in this catalog.

## **MATRICULATION CONTINUED**

Master's candidates who have finished their course work but have yet to complete the comprehensive examination and/or the master's essay must maintain status in the school by registering each fall and spring term in course work, in research, or in 27:202:800 Matriculation Continued (E1) until their programs are concluded. There is no tuition fee for this registration, although a student fee of \$7 and a computer fee of \$20 are charged.

## **JOINT-DEGREE PROGRAMS**

### **Law and Criminal Justice**

Faculties of Rutgers' School of Law–Newark and the School of Criminal Justice have collaborated in the development of a J.D./M.A. (criminal justice) degree program.

**Purpose of the Program.** In the past decade, virtually every aspect of the criminal justice system has come under intense legal scrutiny. Similarly, many legal norms in the system have been subjected to extensive empirical research. There is, consequently, a growing need to prepare teachers, research workers, administrators, and criminal justice leaders with skills that enable them to combine both methodological and broad criminological expertise with legal education.

**Program Requirements.** Normally, it takes four-and-a-half years to obtain both the M.A. and the J.D. degrees. This program allows the candidate to finish the process in four years. Each candidate must successfully complete:

1. all first-year required law subjects and five seminars required by the School of Criminal Justice (statistics, research methods, criminal justice system, foundations of scholarship, and criminology);
2. a minimum of 16 additional credits from a list of law school courses dealing with issues of criminal justice and institutionalization;
3. a joint-degree paper, for which 6 credits are awarded *in each school*; and
4. normal requirements for each degree.

The 6-credit paper is the unique part of the joint-degree program. It is intended to assure that the cross-fertilization of disciplines actually occurs. Each student is assigned, generally at the beginning of the third year, a joint-degree committee, which discusses with the candidate possible topics, subjects of investigation, and methods. The committee works closely with the candidate, throughout the remainder of the program, on every aspect of the paper, to ensure that it will be of acceptable quality by the end of the process.

# Doctoral Program

Thus, the typical program consists of:

- First year: 31 credits at law school
- Second year: 30 credits at S.C.J.  
(15 required credits)
- Third year: 31 credits at law school \*
- Fourth year: 16 credits at law school  
12 credits for joint degree essay  
(6 credits toward each degree)

Students are enrolled for one year at the School of Criminal Justice and for three years at the School of Law–Newark.

**Admission Requirements.** To be considered for admission into the joint-degree program, a candidate must be admitted independently to the School of Law–Newark and to the School of Criminal Justice. Admission to one school does not ensure admission to the other.

A 'notice of intention' to apply to the joint-degree program may be filed at any time before the candidate has completed either the second year at the School of Law–Newark or the first year of the School of Criminal Justice. Normally, such a notice should be filed with the application for general admission to one or to both schools.

Once the candidate has been admitted to both schools, and the notice of intention filed, the candidate meets with the Joint-Degree Committee, which consists of members of both faculties. Since the number of persons who can actually be admitted to the program is small, the committee screens applicants to assess their experience, interest, and suitability for the program. It is possible that not all qualified candidates will be admitted.

## Undergraduate Degree and Master of Arts in Criminal Justice

This joint-degree program is a collaborative effort between the School of Criminal Justice and the following undergraduate units of Rutgers, The State University of New Jersey: Newark College of Arts and Sciences, University College–Newark, Camden College of Arts and Sciences, University College–Camden, Livingston College, Rutgers College, and University College–New Brunswick (B.A. or B.S./M.A. for all colleges). The School of Criminal Justice participates in a similar program with The Richard Stockton College of New Jersey and The College of New Jersey. Students in the program enroll during their initial three years in one of the participating undergraduate colleges and during their last one and one-half years at the School of Criminal Justice.

The program is designed to accelerate the advancement of qualified students into criminal justice careers through programs that combine a liberal arts education with a professional course of study. The program heightens the awareness of more mature students to the career potential of a liberal arts background, and improves the quality of criminal justice personnel by insuring the broad perspectives acquired through a liberal arts education.

Information describing this program can be obtained from the catalogs of the participating undergraduate units.

## Time Limitation

All requirements for the degree of Master of Arts should be completed within three years of the first matriculation in the criminal justice M.A. program.

\* During the third year, an independent study course to plan the essay is required of the joint-degree student.

The program of study for the degree of Doctor of Philosophy is under the jurisdiction of the Graduate School–Newark. Students should refer to the *Criminal Justice Doctoral Program Document* for a detailed discussion of current policies, procedures, and requirements for completing the doctoral program of studies. Copies are available through the Office of the Dean, School of Criminal Justice. Students are provided with a copy prior to their initial enrollment and are expected to keep it as a reference handbook and to familiarize themselves with the principal rules and regulations contained in it. Students should refer to it regularly to assist them in successfully completing the doctoral program. Any significant changes made after the publication of this catalog will be circulated to registered students.†

The degree of Doctor of Philosophy, introduced to this country by Yale in 1861, is the highest degree offered in American education. It is conferred in recognition of, first, marked ability and scholarship in a broad field of learning and, second, distinguished critical or creative achievement within a special area of the general field (the special area being the subject of the doctoral dissertation).

## GENERAL REQUIREMENTS

The sequence for completing the doctoral program in criminal justice covers a four-year period. In the first two terms, the student takes the required courses and two electives. In the third term, the student takes additional electives and the qualifying examination. In the term in which the qualifying examination is completed, the student forms a Core Area Examination Committee. The student and the committee file a core area plan with the Ph.D. Committee. During the third year, the student completes the course work for the Ph.D. and takes the core area examination. At the end of the third year, the student presents a dissertation prospectus. In the fourth year, the dissertation is defended.

Specific credit requirements include the following:

1. The Ph.D. in criminal justice requires a minimum of 84 credits for the doctorate.
2. A minimum of 24 credits in dissertation research must be taken toward the degree.
3. The minimum total requirement in nonresearch courses is 60 credits.
4. No more than 3 credits with a grade of C are allowed.
5. No credits for undergraduate courses may be used for the degree.
6. No more than 50 percent of a student's formal course work, up to a maximum of 24 credits, may be taken in professional courses.
7. Up to 30 graded credits may be transferred from other graduate degree-granting institutions. (See Transfer of Credit.)
8. Both full- and part-time enrollment are permitted.

Courses taken to satisfy the requirements for the master's degree may, with approval, be counted toward the doctorate.

† Degree requirements are subject to change or modification by the graduate faculty of the Graduate School–Newark.

## ADMISSION TO CANDIDACY: REQUIRED EXAMINATIONS

Admission to the program does not ensure that the student will be accepted as a candidate for the degree of Doctor of Philosophy. The student becomes a formal candidate for this degree only after successful completion of the examinations listed below and described in detail in the *Criminal Justice Doctoral Program Document*.

### Qualifying Examination

In the third term, the student is tested in the three areas that comprise the curriculum: *Research Methods and Statistics*, *Crime and Criminology*, and *Law and Criminal Justice*. The format is an essay-type examination, and the purpose is to test basic working familiarity with concepts in the field of criminal justice.

### Core Area Examination

During the third year, the student is tested on command of material in the core area in criminal justice that he or she has elected to focus on. The format is an eight-hour examination composed on a word processor. The student then meets with his or her Core Area Committee for an evaluation, and may be asked to clarify aspects of his or her written answers.

### Prospectus Defense and Admission to Candidacy

At the end of the third year, the student presents a *prospectus* for dissertation study, receiving the consultation and advice of faculty and students in an open, public meeting. Following the successful defense of the prospectus, the student may apply to the Dean of the Graduate School–Newark for admission to candidacy for the degree of Doctor of Philosophy.

## REQUIRED COURSE OF STUDY

The several elements of the normal course of study may be listed, but it should not be understood that such a listing necessarily indicates the expected sequence of events. Indeed, students will be encouraged to initiate the dissertation research as soon as the necessary competence is assured; thus, ‘course work’ and ‘dissertation research’ may be undertaken during the same time period. The main elements are as follows:

1. Acceptance into the program by the Graduate School–Newark.
2. Satisfactory performance on the qualifying examination, core area examination, prospectus defense, and admission to candidacy.
3. The minimum total requirement in course work is normally 60 credits. The student must offer a minimum of 24 credits in dissertation research toward the degree.
4. Ph.D. required courses (18 credits) are taught at an advanced level. Students with no previous exposure in an area are advised to take the overview courses indicated in parentheses in the following list.

<b>Required Courses</b>		<b>Credits</b>
Research Methods and Statistics:		
27:202:543	Intermediate Statistics (Overview: 27:202:542 Introductory Statistics)	3
27:202:640	Advanced Research Methods (Overview: 27:202:540 Research Methods in Criminal Justice)	3
Crime and Criminology:		
27:202:511	Theories of Crime and Criminology (Overview: 27:202:510 Criminology)	3
27:202:512	Measurement and Correlates of Crime (Overview: 27:202:510 Criminology)	3
Law and Criminal Justice:		
27:202:521	Law in the Criminal Justice System (Overview: 27:202:520 The Criminal Justice System)	3
27:202:522	Criminal Justice Policy, Planning, and Evaluation (Overview: 27:202:520 The Criminal Justice System)	3
		<i>Subtotal</i> 18
Additional Course Work:		42
Dissertation Research:		
26:202:701,702,703,704	Dissertation Research in Criminal Justice	24
		<i>Minimum Credit Requirement</i> 84

The additional course work is to be distributed among the university’s offerings. Only graduate level courses may be included. No more than 30 credits may be earned in institutions outside Rutgers.

Normally, most of this work is expected to be taken in the School of Criminal Justice, augmented and enriched through the graduate offerings in other units of the university.

In the term in which the qualifying examination is completed, the Core Area Committee has the responsibility for working with the student to establish a core area plan of subsequent course work to be completed. This plan is filed with the Ph.D. Committee. After the student has successfully completed the core area examination and formed a dissertation committee, that committee is responsible for evaluating the dissertation plan and recommending any additional requirements.

5. Acceptance and defense of the dissertation plan and approval of the course of study.
6. Completion of the approved course of study, meeting scholarship requirements.
7. Total credit requirement: 84 credits.
8. Approval of the dissertation.
9. Successful final examination and dissertation defense.

## DISSERTATION

Each candidate for the doctorate shall pursue, under faculty direction, an original investigation of a problem or problems in a field of concentration and present the results of this investigation in a dissertation. The dissertation must be approved by a faculty committee of at least four members appointed by the graduate program director. One member of the committee should be from outside the program in which the degree is sought. The chairperson of the committee,

who supervises the investigation, must be a member of the graduate faculty approved for the supervision of doctoral research. The student is advised to consult with the members of his or her committee as work on the dissertation progresses.

Once the student has developed, with the advice of the dissertation director, preliminary guidelines for a dissertation, a meeting of the committee, including the outside member whenever possible, and the candidate, is held to discuss the candidate's dissertation prospectus. Subsequently, the committee must be kept informed of the candidate's work and assist in its development. The committee agrees to give ample and early warning of any reservations concerning the student's progress and must specify in writing the changes required for dissertation acceptance.

The final draft of the dissertation should be prepared in strict accordance with the instructions given in the pamphlet *Thesis and Dissertation Form*, available at the Office of the Dean of the Graduate School–Newark. After the dissertation has been accepted by the committee, the original and one copy are to be filed with the Office of the Dean of the Graduate School no later than the announced deadlines for completion of degree requirements.

With the dissertation, the candidate is required to submit an abstract *not exceeding 350 words*, embodying the principal finding of his or her research. As in the case of the dissertation, the abstract must be approved by the professor in charge of the work for the dissertation and accepted by the other members of the student's committee.

## **Final Examination**

A final public examination is held under the auspices of the committee in charge of the candidate's course of study. A candidate must defend the dissertation and otherwise satisfy the committee and other faculty in attendance that he or she is qualified to receive the degree of Doctor of Philosophy.

At the time of the final examination, it is the responsibility of the candidate to obtain from the Office of the Dean of the Graduate School–Newark the candidacy application (on which the result of the qualifying examination is recorded) for completion by the committee at the final examination. The committee members must also sign the title page of the dissertation, signifying their acceptance of it. Once the program director certifies that all program requirements have been completed for the degree of Doctor of Philosophy, the candidate must return the candidacy application to the Office of the Dean of the Graduate School–Newark. Additional materials to be submitted at this time include one original and one photocopy of the dissertation on 100 percent cotton-content bond paper, two copies of the title page and abstract, the receipted payment form for microfilming, the microfilming agreement form, and additional survey forms as required. All of the above materials must be submitted to the Office of the Dean of the Graduate School–Newark no later than the announced deadlines for completion of degree requirements. The names of those failing to meet these deadlines are automatically removed from the commencement list for that degree date.

## Publication of Dissertation and Academic Data

After the granting of the doctorate, the Graduate School–Newark will have the dissertation microfilmed. The dissertation must, therefore, be prepared with the same care as if it were to appear in printed form. The abstract that must accompany the dissertation will be published in *Dissertation Abstracts* and, therefore, must also be ready for publication when it is submitted to the dean. University Microfilms, of Ann Arbor, Michigan, will microfilm the dissertation and publish the abstract. Information concerning the preparation of the dissertation and abstract, and the agreement with University Microfilms that the candidate is to sign, are available in the Office of the Dean of the Graduate School. The fee for microfilming the dissertation and publishing the abstract is \$50 plus a binding fee payable at the business office, 249 University Avenue, Newark, NJ 07102. The candidacy form must be presented at the business office when payment is made to Rutgers University. Registration of copyright is available for a fee of \$35, payable to “UMI” through the Office of the Dean of the Graduate School–Newark.

## TRANSFER OF CREDIT

Graduate courses completed at other institutions and at units within Rutgers, The State University of New Jersey, if they would normally form a part of the student’s program in criminal justice, may be accepted for credit toward this degree. The student must have been registered in these courses during the six-year period preceding his or her qualifying examination, and the student must have earned grades of *B* or better. The limit to the number of courses for which transfer of credit may be granted is 30 academic degree credits. No credit may be transferred for a master’s thesis or related research. Transfer of credit cannot be granted until the student has completed at least 12 credits of course work toward the Ph.D. degree with grades of *B* or better. The responsibility for requesting advanced credit lies with the student; a form for this purpose is available at the program director’s office, and the student must submit this form to the program director, together with an official transcript of the graduate work for which credit is requested.

## ACADEMIC ADVISERS

All doctoral degree students are advised during their first year by the associate dean, who reviews and discusses each first-year student’s course selection during the fall and spring registration periods. Before registering for courses each term, each first-year student’s registration card must be reviewed by the associate dean. Ph.D. students may use the Rutgers Touchtone Telephone Registration System (RTTRS) after their first year in the program. The associate dean will continue to serve as a doctoral student’s academic adviser until the student forms a Core Area Examination Committee. At that time, the core committee’s chairperson assumes responsibility for the student’s future academic advisement, and the student should consult with the chairperson each term prior to enrollment. If a different faculty member later assumes responsibility as the dissertation committee’s chairperson, that faculty member then assumes responsibility for future academic advisement.

## SCHOLASTIC STANDING

Candidates for the doctorate are expected to show in their course work evidence of distinction. This should be demonstrated by grades of *A* in at least half the formal course work. Grades of *B* or better will be expected; no more than 3 credits bearing the grade of *C* will be allowed in meeting the requirements for the degree.

### Academic Probation, Termination of Studies, Appeal, and Student Grade Complaints

A detailed discussion of the current policies and procedures regarding academic probation, termination of studies, appeal, and student grade complaints is presented in the *Criminal Justice Doctoral Program Document*, available in the Office of the Dean, School of Criminal Justice. Also see the chapter on Academic Policies and Procedures in this publication.

## MATRICULATION CONTINUED

Students who are obliged to interrupt their studies may, with the approval of the dean, register for matriculation continued. There is no tuition fee for this registration, although a student fee of \$7 and a computer fee of \$20 are charged. This category of registration is available only to students not present on campus and not using faculty time and university research facilities. Students who are away from campus but working on their dissertations and are in contact with their committees should register for dissertation research.

## TIME LIMITATION

All requirements for the degree of Doctor of Philosophy should be completed within seven years of the first matriculation in the criminal justice Ph.D. program.

# Academic Policies and Procedures

## STUDENT RESPONSIBILITY TO KEEP INFORMED

This catalog contains a compendium of the rules governing graduate work at the university, and students are expected to keep their copy as a reference. In addition, the *Schedule of Classes* and registration material posted in appropriate areas within the School of Criminal Justice and distributed each term provide essential information. Students are responsible for keeping themselves informed of current policies, procedures, and changes announced in these publications and in official notices that are announced or posted. All regulations, academic and otherwise, established by the faculty and the administration of the Graduate School–Newark and the Board of Governors of the university are subject to amendment at any time.

Students enrolled in the School of Criminal Justice master's and doctoral programs should refer to the appropriate program document available through the Office of the Dean, School of Criminal Justice, for a detailed discussion of the most current academic policies and procedures. Students are provided with a copy of their appropriate program document prior to their initial enrollment, and are expected to keep it as a reference handbook and to familiarize themselves with the principal rules and regulations contained in it. Students should refer to it regularly to assist them in successfully completing their respective programs.

Any significant changes made after the publication of this catalog will be circulated to registered students. Questions related to academic policies and procedures should be addressed to the Office of the Dean, School of Criminal Justice. Questions related to general graduate student rules for doctoral students under the jurisdiction of the Graduate School–Newark may also be directed to the Office of the Dean, Hill Hall, Room 401.

## REGISTRATION AND COURSE INFORMATION

A prepared registration form for each newly admitted student is sent directly to the student before the start of the fall and spring terms. The associate dean provides new students with specific materials and instructions for course selection. Official registration and billing forms should be received by the student well before the first day of class. *It is the responsibility of the student to remain in communication with the Office of the Dean.* The registration forms must be submitted by the student to the Office of the Registrar and must be received at that location by the announced deadlines. (Overdue forms may require subsequent correspondence, entail additional fees, and necessitate reregistration.) Forms may be returned by mail, but allowances of up to ten days have to be made for campus mail delivery, and it is more prudent to deliver

them by hand. Courses can be added in the first five days of the term and dropped for the first ten days. Students may confirm their class schedule via the Rutgers Touchtone Telephone Registration System (RTTRS).

Newly admitted students who have not received registration materials before the first day of classes should contact the Office of Admissions. Readmitted students who have not received materials before the first day of classes should contact the Office of the Dean, School of Criminal Justice.

A student admitted into a degree program is expected to remain registered in every fall and spring term thereafter until completing the program and earning the degree. Normally, a student registers for courses or research, and, if necessary, may register for matriculation continued (leave of absence); a student who fails to maintain continuous registration may not resume formal graduate study or register again in the School of Criminal Justice without first applying through the Office of the Dean for readmission.

### Matriculation Continued

Students who are obliged to interrupt their studies may, with approval of the dean, register for matriculation continued. There is no tuition fee for this registration, although a student fee of \$7 and a computer fee of \$20 are charged. This category of registration is available only to students not present on campus and not using faculty time and university research facilities. Students who are away from campus but working on their theses or dissertations and are in contact with their committees should register for 1 or more credits of research.

### Summer Registration

The Graduate School–Newark requires that its students remain in continuous registration from the time they are admitted until their degrees are earned. The policy applies only to the regular academic year, not the summer session. To enroll in courses offered in the summer, students must submit a summer session application, available in the Summer Session Office, and register as specified in the summer session catalog. This catalog is usually available mid-February from the Office of the Registrar, Room 309, Blumenthal Hall, 249 University Avenue, Newark, NJ 07102.

### Change of Registration and Withdrawals

The schedule of withdrawals without academic penalty is as follows:

1. Adding of courses: from registration through the fifth day of classes.
2. Dropping of courses: from registration through the eleventh week of classes. Courses dropped during the first two weeks of class are deleted from the student's record; courses dropped from the third to eleventh week result in a *W* grade and a \$5 drop charge. A student who drops a course without notifying the registrar automatically receives a grade of *IN* in that course.

See the Tuition and Fees chapter for financial penalties.

**Withdrawal from the School.** Students may withdraw from the school through the twelfth week of classes; the signature of the dean is required. A student who withdraws from school without notifying the registrar automatically receives a grade of *IN* in all courses. No withdrawals of any sort are

permitted during the last two weeks of classes; students who leave the university during this period are still considered officially enrolled and receive final grades for the term.

## **Intra-Institutional Registration**

### **Graduate Courses**

Students in the School of Criminal Justice may take courses offered by another graduate division of the university by consulting with the associate dean and entering the necessary registration information via the Rutgers Touchtone Telephone Registration System (RTTRS) or on the graduate course request form in accordance with the instructions of the registrar. Once the associate dean authorizes the intra-institutional graduate course, no additional permission is required by the Graduate School–Newark.

### **Undergraduate Courses**

Graduate students may enroll in advanced undergraduate courses (at the 300 and 400 level) with the approval of the associate dean. This may be a regular part of the graduate program or a means to remedy a deficiency in the preparation for graduate work.

Courses numbered 500 or above are designed for graduate students and normally carry credit toward a graduate degree. When a student is either permitted or required to take a course numbered below 500, a credit prefix must be entered via the Rutgers Touchtone Telephone Registration System (RTTRS) or written on the registration form and the permanent record as follows:

- G** The undergraduate course has been approved for graduate credit.
- E** The undergraduate course is excluded from credit in the graduate program.

No more than 12 credits numbered below 500 may be used in fulfillment of the requirements for an advanced degree.

## **Exchange Registration**

Matriculated graduate students may be eligible to take graduate courses at New Jersey Institute of Technology or the University of Medicine and Dentistry of New Jersey. They must:

1. consult with the associate dean, School of Criminal Justice, for approval;
2. complete the exchange form obtained from the office of the dean of the Graduate School–Newark;
3. for UMDNJ courses, follow the registration procedure required by UMDNJ's registrar and supply the Rutgers–Newark registrar with a copy of the exchange form;
4. for NJIT courses, students must report to the Rutgers–Newark registrar.

## **Courses Taken “Not-for-Credit”**

Students who wish to enroll in a graduate course or a 100-through 400-level undergraduate course and perform all the assigned work without receiving credit may do so if they secure the advance approval of the associate dean. When they register they must indicate “not-for-credit” status by entering the number 3 via RTTRS or by placing the symbol *N* in the appropriate column on the registration form. They

must pay the normal tuition fee for the course and fulfill the same requirements during the term, including the execution of any written assignments, as all other students. At the end of the term, however, they may not take the final examination, and a grade of *S* (satisfactory) or *U* (unsatisfactory) is assigned. The course and the letter grade are included on each student's record, but no credit toward a degree is given.

## **Auditing Courses without Registration**

Upon obtaining the permission of the instructor of the course and subject to the availability of space, full-time students of the school may audit courses without registration. It is understood that no academic credits are earned in this manner. No official record of audited courses is kept.

## **Undergraduate Enrollment in Graduate Courses**

Qualified undergraduate students in the university are welcome to take courses offered by the graduate faculty. They must, however, first obtain approval of the instructor or the associate dean, School of Criminal Justice. Registration is made by entering the appropriate school code (27) and course numbers on the undergraduate registration materials. Undergraduates must obtain the necessary permission from the undergraduate dean's office.

## **Transfer of Credit**

See the applicable paragraphs in chapters on the Master of Arts Program and the Doctoral Program.

## **Minimum and Maximum Programs**

A full-time academic load is defined as 12 or more credits. A load of 15 credits or more requires the approval of the dean.

The following students must register for a full-time program of 12 or more credits: graduate fellows, research interns (some credits must be associated with degree-related research), and graduate and teaching assistants. Fellows, interns, and assistants must register their appointments according to the appropriate designations in the *Schedule of Classes*.

## **Full- and Part-Time Students**

The designation of students as full- or part-time is necessary for the regulations governing tuition charges, student fees, statistical records, time limits for degrees, residence requirements, and any other issues affected by such status. A student registered for 12 or more credits has full-time status; a student registered for 11 or fewer credits has part-time status. In addition to regular course work, the following are also included in the calculation of credits: research courses, regular courses taken “not-for-credit,” and graduate and teaching assistantships (usually 6 credits each). Graduate and teaching assistants must remain in good standing in their own programs. In addition to their half-time academic appointments, assistants are required to register for a minimum of 6 credits of course work or research, thereby qualifying for full-time status.



## CLASS SCHEDULES AND HOURS

Starting and closing dates for each term, scheduled holidays, and other important scheduling information can be found in the academic calendar. All class periods are 160 minutes in length, meeting once a week, unless otherwise specified. There are fifteen weeks of instructional activity for each course.

### Attendance

Each instructor is required to maintain an accurate record of attendance of each class or section of which he or she is in charge. Students are expected to be present at each meeting of their classes. Exceptions to this rule may be made in the case of illness and in such other instances as seem justified to the instructor.

University examinations are not scheduled on Saturdays except in those courses that meet regularly on Saturday.

### Absence Due to Religious Observance

It is the policy of the university to excuse without penalty students who are absent because of religious observances and to allow the makeup of work missed because of such absence. Examinations and special required out-of-class activities will ordinarily not be scheduled on those days when such students refrain from participating in secular activities. Absences for reasons of religious obligation will not be counted for purposes of reporting. A student absent from an examination because of required religious observance will be given an opportunity to make up the examination without penalty.

### Cancellation of Classes

It is the general policy of the university not to cancel classes or examinations because of inclement weather. However, because of the occasional hazards of night driving in winter, exceptions may be made for evening classes and, under exceptionally hazardous conditions, exceptions may be made for daytime classes. On those infrequent occasions, appropriate announcements are made over the following local radio stations: WABC, WCBS, WMCA, WOR, WMTR, WDHA, WERA, WBGO, and WCTC. Arrangements for makeup work will be announced by individual instructors.

## GRADES AND RECORDS

Grades represent the level or quality of the student's performance measured against standards of knowledge, skill, and understanding as evaluated by the instructor. Grades are reported to the university registrar at the end of each term by the following symbols:

Grade	Definition	Numerical Equivalent
A	Outstanding	4.0
B+		3.5
B	Good	3.0
C+		2.5
C	Satisfactory	2.0
F	Failing	0.0

## Conditional Grades and Other Symbols

**S/U—(Satisfactory/Unsatisfactory).** Used for 700-level courses of research carrying credit or in regular courses taken "not-for-credit."

**W—(Withdrawal).** Used when a student has withdrawn with permission of the proper authority.

**IN—(Incomplete).** May be assigned at the discretion of an instructor who believes that an extension of time is warranted for a student whose work is incomplete at the end of the term.

**Time Limits for Incompletes.** Work must be completed and a change of grade submitted within twelve months after the end of the course. After a year no change may be made and the *IN* grade remains on the student's permanent record.

If a graduate student in the Graduate School–Newark has 12 or more credits of course work incomplete (*IN*), future course registration will be denied unless waived in specific cases by the dean.

### Credit Prefixes

The number of credits appearing on course records and registration cards may be preceded by a letter prefix as follows:

**E** The course is excluded from credit toward a degree.

**G** A 300- or 400-level undergraduate course for which graduate credit has been approved.

**N** A course is taken "not-for-credit," examination not required, and a final grade of S (satisfactory) or U (unsatisfactory) is assigned.

**F** The course was failed; no credit earned.

### Transcripts

Official transcripts are issued by the Office of the Registrar, Rutgers, The State University of New Jersey, 249 University Avenue, Newark, NJ 07102. Requests may be made in person by completing the proper form or in writing if the following information is provided: student's name, address, nine-digit student number; division of Rutgers attended with dates of attendance; and complete name and address of recipient of transcript.

The request must be received at least ten working days prior to the date the transcript is needed, and must be accompanied by a fee of \$3 for each copy. Checks should be made payable to Rutgers, The State University. Unofficial transcripts, for a student's personal records, are available free of charge through RTTRS. In accordance with university procedures, no student or former student may obtain a transcript of his or her academic record if he or she is under any financial obligation to the university.

### Holds

The privileges of registration, advance registration, receipt of a diploma at commencement, and receipt of transcripts of record are barred to students having outstanding obligations to the university. Obligations may take the form of unpaid monies, unreturned or damaged books and equipment, parking fines, other charges for which a student may become legally indebted to the university, and failure to comply with disciplinary sanctions or administrative actions.

University departments and offices may place "holds" on registration, diplomas, and transcripts for any students having an outstanding obligation.

## Student Grade Complaint

Student complaints about grades are handled, where possible, within the structure of the graduate degree program.

In the first instance, the student confers informally with the instructor who recorded the grade in question. Such conference must take place within ten school days of notification of the grade. If the matter is not resolved between the student and the instructor, the student must, within ten school days, take the issue to the chairperson of the M.A. Scholastic Standing Committee of the School of Criminal Justice, for M.A. students, or to the dean of the School of Criminal Justice, for Ph.D. students, for review and mediation. The chairperson or dean (as appropriate), within ten school days after notification of the dispute, consults with all parties and proposes a resolution. If this is unsuccessful, the matter is referred to the full M.A. Scholastic Standing Committee or Ph.D. Committee (as appropriate). The appropriate committee will render a decision within fifteen school days. In arriving at a decision, the committee may consult with whomever it chooses and may, in extraordinary cases, ask third parties from among the faculty to review the grade in question.

Appeal of an M.A. Scholastic Standing Committee decision may be made to the dean of the School of Criminal Justice. Appeal of the Ph.D. Committee decision may be made to the dean of the Graduate School–Newark. Such appeal must be in writing, must be made within ten school days of the receipt of the committee's decision, and must state the grounds for appeal. The acceptable grounds for appeal are: (1) technical error, (2) new information, and (3) extenuating circumstances. The appropriate dean, whose decision is final, will render a decision within ten school days of receipt of the appeal.

For purposes of these procedures, "school day" is defined as any day classes are in session, excluding summer session.

## SCHOLASTIC STANDING

In computing the academic average of a student, all grades for all courses taken in the program are included. In particular, if a student has taken a course more than once, each grade received shall be included in the calculation of the cumulative grade-point average.

Normally, grades received in courses other than those of the school are not included in the cumulative grade-point average. However, grades received in courses other than those of the school that have been approved by the dean for inclusion in the degree program will be included. To calculate the cumulative grade-point average, the grade received in each course is multiplied by the credits, the sum of which is then divided by the total credits.

Master's students are reviewed by the M.A. Scholastic Standing Committee and doctoral students are reviewed by the Ph.D. Committee.

Each student's academic record is reviewed annually. A deficient student may be warned, placed on probation, or dropped from the school. If permitted to remain in the school, the student may be requested to follow any program recommended by the committee.

### Procedures for Granting or Denying Graduate Degrees

These procedures are described in the *Criminal Justice Master's Program Document* and the *Criminal Justice Doctoral Program Document*. For further information regarding these procedures, consult the academic program sections of this catalog or the Office of the Dean.

## Termination of Studies

Students may be required to terminate their graduate studies and withdraw from the School of Criminal Justice or the Graduate School–Newark if they fail to meet the minimum requirements of the program and the School of Criminal Justice. Requirements established at the time of admission must be satisfied by each student in question. Nonadherence to the schedule of time limits for degrees may constitute a basis for termination.

When such problems occur, the School of Criminal Justice notifies the student in writing of the faculty's concern about the student's performance. Such a warning will specify the source of the concern, the applicable school rules, and the proposed action. Warnings specify when and on what basis a recommendation for academic dismissal will be considered by the faculty. A probationary period of one term is normal.

Following the probationary period, a student who fails to meet the provisions of the warning is considered by the faculty for dismissal. The student may be asked to speak or may request to speak on his or her behalf at a meeting of the faculty for that purpose and may be assisted in his or her presentation by a member of the Rutgers University community. If the faculty's decision is to dismiss, such decision is in writing, specifies the reasons for the dismissal, and includes all warnings communicated to the student.

## Appeal

Appeal of the program faculty's decision may be made to the dean of the School of Criminal Justice, for M.A. students, or the dean of the Graduate School–Newark, for Ph.D. students. This written appeal must be made within ten school days of receipt of the program faculty's decision and must state the grounds for the appeal. The acceptable grounds for appeal are (1) technical error, (2) new information, or (3) extenuating circumstances.

The appropriate dean, whose decision is final, renders a decision within ten school days of the appeal. For purposes of this procedure, "school day" is defined as any day classes are in session, excluding the summer session.

## Graduate Diploma Application

The Graduate Diploma Application, obtainable from the registrar or from the School of Criminal Justice, must be completed and the form submitted by each candidate as follows:

For diploma dated	Submit form by
October	October 2
January	January 2
May or June	April 2

Unless the form is submitted at the appropriate time by the candidate, the degree will not be conferred and graduation will be delayed, in some cases as much as one year.

If, after filing the application, a candidate is unable to complete the degree requirements by the end of the term specified, another application must be filed.

Students who complete all academic requirements for their degrees, but who have outstanding obligations with the university (financial, disciplinary, or other) will not receive their diplomas or have use of their transcript until such time as these obligations are met.

## POLICY ON ACADEMIC INTEGRITY SUMMARY

"Academic freedom is a fundamental right in any institution of higher learning. Honesty and integrity are necessary preconditions to this freedom. Academic integrity requires that all academic work be wholly the product of an identified individual or individuals. Joint efforts are legitimate only when the assistance of others is explicitly acknowledged. Ethical conduct is the obligation of every member of the university community and breaches of academic integrity constitute serious offenses" (Academic Integrity Policy, p. 1).

The principles of academic integrity entail simple standards of honesty and truth. Each member of the university has a responsibility to uphold the standards of the community and to take action when others violate them.

Faculty members have an obligation to educate students to the standards of academic integrity and to report violations of these standards to the appropriate deans.

Students are responsible for knowing what the standards are and for adhering to them. Students should also bring any violations of which they are aware to the attention of their instructors.

## Violations of Academic Integrity

Any involvement with cheating, the fabrication or invention of information used in an academic exercise, plagiarism, facilitating academic dishonesty, or denying others access to information or material may result in disciplinary action being taken at either the college or university level. Breaches of academic integrity can result in serious consequences ranging from reprimand to expulsion.

Violations of academic integrity are classified into four categories based on the level of seriousness of the behaviors. Brief descriptions are provided below. This is a general description and is not to be considered as all-inclusive.

### Level One Violations

These violations may occur because of ignorance or inexperience on the part of the person(s) committing the violation and ordinarily *involve a very minor portion of the course work*. These violations are considered on academic merit and not as disciplinary offenses.

*Examples:* Improper footnoting or unauthorized assistance on academic work.

*Recommended Sanctions:* Makeup assignment.

### Level Two Violations

Level two violations involve incidents of a more serious nature and affect a more significant aspect or portion of the course.

*Examples:* Quoting directly or paraphrasing without proper acknowledgement on a moderate portion of the assignment; failure to acknowledge all sources of information and contributors who helped with an assignment.

*Recommended Sanctions:* Probation, a failing grade on the assignment, or a failing grade in the course.

### Level Three Violations

Level three offenses involve dishonesty on a significant portion of course work, such as a major paper, hourly, or final examination. Violations that are premeditated

or involve repeat offenses of level one or level two are considered level three violations.

*Examples:* Copying from or giving others assistance on an hourly or final examination, plagiarizing major portions of an assignment, using forbidden material on an hourly or final, using a purchased term paper, presenting the work of another as one's own, altering a graded examination for the purposes of regrading.

*Recommended Sanctions:* Suspension from the university for one or more terms, with a notation of "academic disciplinary suspension" placed on a student's transcript for the period of suspension, and a failing grade in the course.

#### **Level Four Violations**

Level four violations are the most serious breaches of academic integrity. They include repeat offenses of level three violations.

*Examples:* Forgery of grade change forms, theft of examinations, having a substitute take an examination, dishonesty relating to senior thesis, master's thesis, or doctoral dissertation, sabotaging another's work, the violation of the ethical code of a profession, or all infractions committed after return from suspension for a previous violation.

*Recommended Sanctions:* Expulsion from the university and a permanent notation on the student's transcript.

Faculty who believe that violations have occurred should immediately contact the Office of the Dean. Students who suspect that other students are involved in actions of academic dishonesty should speak to the instructor of the course. Questions on reporting procedures may be directed to the Office of the Dean.

## **UNIVERSITY CODE OF STUDENT CONDUCT SUMMARY**

*A university in a free society must be devoted to the pursuit of truth and knowledge through reason and open communication among its members. Its rules should be conceived for the purpose of furthering and protecting the rights of all members of the university community in achieving these ends.*

*All members of the Rutgers University community are expected to behave in an ethical and moral fashion, respecting the human dignity of all members of the community and resisting behavior that may cause danger or harm to others through violence, theft, or bigotry. All members of the Rutgers University community are expected to adhere to the civil and criminal laws of the local community, state, and nation, and to regulations promulgated by the university. All members of the Rutgers University community are expected to observe established standards of scholarship and academic freedom by respecting the intellectual property of others and by honoring the right of all students to pursue their education in an environment free from harassment and intimidation.*

*Preamble  
University Code of Student Conduct*

### **Overview**

Communities establish standards in order to ensure that they are able to fulfill their mission and keep their members from harm. The University Code of Student Conduct

(referred to as "the code" in the remainder of this summary) defines those kinds of behavior that violate the standards of the Rutgers University community and also provides the mechanism for addressing alleged violations. In doing so, the code protects the rights of those accused of offenses (referred to as "respondents" in the remainder of this summary) by providing due process while also protecting victims of those offenses and the university community as a whole.

### **Process**

The following summary presents key aspects of the code. Students should consult the code itself for complete information on each point.

#### **Filing a Complaint**

Any individual may file a complaint against a student suspected of violating the code by notifying the dean of students (or equivalent) of the respondent's college or school, or the director of judicial affairs in the Division of Student Affairs.

#### **Preliminary Review**

Upon receipt of a complaint, a preliminary review is conducted by the dean of students (or equivalent) or his or her designee to assess the evidence and determine if it is sufficient to proceed to a hearing. The dean conducting this review also assesses the seriousness of the charges. The most serious charges can, upon a finding of responsibility, result in separation from the university (suspension or expulsion) and are heard at university hearings. Less serious offenses (nonseparable offenses) are heard according to the procedures in place at the student's college or school of affiliation.

#### **Separable Offenses**

The following offenses are deemed serious enough to potentially result in separation from the university should a student be found responsible at a hearing:

1. violations of academic integrity
2. forgery, unauthorized alteration or unauthorized use of any university documents or records or any instrument or form of identification
3. intentionally furnishing false information to the university or intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency
4. use of force against any person or property or the threat of such force
5. sexual assault or nonconsensual sexual contact
6. hazing
7. violation of the university's Student Life Policy against Verbal Assault, Defamation, and Harassment (Copies are available from the judicial affairs office or dean of students' office.)
8. unauthorized entry into, unauthorized use of, or misuse of university property, including computers and data and voice communication networks
9. intentionally or recklessly endangering the welfare of any individual or intentionally or recklessly interfering with any university activity or university sponsored activity
10. use, possession, or storage of any weapon, dangerous chemical, fireworks, or explosive, whether or not a federal or state license to possess the same has been issued to the possessor

11. the distribution of alcohol, narcotics, or dangerous drugs on university property or among members of the university community, if such distribution is illegal, or the possession of a sufficiently large quantity as to indicate an intention to distribute illegally
12. theft of university services or theft of, or intentional or reckless damage to, university property or property in the possession of, or owned by, a member of the university community, including the knowing possession of stolen property (Intentional or reckless misuse of fire safety equipment is regarded as damage under this section of the code.)
13. the violation of the ethical code of one's intended profession either by graduate students enrolled in any of the university's professional or graduate schools or by undergraduate students in clinical courses or settings related to their intended profession
14. violations of federal, state, or local law where such violations have an adverse effect on the educational mission of the university
15. failure to comply with the lawful directions of university officials, including campus police officers acting in performance of their duties
16. knowingly providing false testimony or evidence; disruption or interference with the orderly conduct of a disciplinary conference or hearing; violating the terms of any disciplinary sanction imposed in accordance with this code, or any other abuse of the university's disciplinary procedures.

### ***Campus Advisers***

Both complainants and respondents may select a campus adviser to assist them during the disciplinary process. Campus advisers may fully represent students, including speaking on their behalf. The Office of the Vice President for Student Affairs maintains a list of trained campus advisers for this purpose. Students are free to select any member of the university community to serve as their advisers, whether they are on the list or not.

### ***Attorneys***

Complainants and respondents may also, at their own expense, seek the advice of an attorney in addition to that of a campus adviser. Attorneys are free to advise students, to assist in the preparation of their cases, and to attend hearings, but may not speak on behalf of their clients or question witnesses at a hearing.

### ***University Hearings***

University hearings are presided over by a hearing officer and heard by a hearing board usually composed of three students and two faculty members. It is the hearing board's responsibility to determine whether the accused student is responsible or not responsible for violating the code. If the hearing board determines a student to be responsible by the standard of clear and convincing evidence, it also recommends a sanction for the offense to the vice president for student affairs. The vice president for student affairs considers the hearing board recommendation and determines the sanction.

### ***Appeals***

A student found responsible for violating the code may appeal the finding, the sanction, or both. Appeals are filed through the Office of the Vice President for Student Affairs,

which forwards them to the Appeals Committee of the appropriate campus (Camden, Newark, New Brunswick).

## **Authority for Student Discipline**

Ultimate authority for student discipline is vested with the Board of Governors of Rutgers, The State University of New Jersey. This authority has been delegated to university administrators, faculty, students, committees, and organizations as set forth in the University Code of Student Conduct. The above summary is intended to present some key facts of the code. Copies of the code are available from all dean of students' offices and have been placed at the reference desks of all university libraries. In addition, the director of judicial affairs in the Division of Student Affairs will provide copies of the code upon request and is available to answer any questions about the code or related judicial matters.

## **UNIVERSITY SAFETY AND SECURITY**

The safety and security of all members of the university community is of paramount concern to the university's public safety staff.

Comprising commissioned police officers with full investigative and arrest authority, security officers, and dispatchers, members of the public safety staff patrol each campus and respond to requests for assistance on a full-time basis, 365 days a year and twenty-four hours a day. However, it is the duty of all students, faculty, and staff to actively maintain a safe environment, to use due care in their own safety and the safety of others, and to comply with all local, state, and university regulations regarding their own protection and the protection of others.

Primary responsibility for safety and security on the New Brunswick/Piscataway campus is vested in the associate vice president for administration and public safety. On the Newark and Camden campuses, these responsibilities reside in the Office of the Provost.

### **Public Safety Information**

Information regarding public safety at Rutgers is available from the campus police departments. The publication *Safety Matters*, a brochure outlining public safety statistics, services, and programs on each of Rutgers' regional campuses, is published annually and distributed free of charge. To receive a copy of *Safety Matters*, please call the appropriate Rutgers Police Department office at one of the following numbers:

Camden: 609/225-6009  
 Newark: 973/353-5478  
 New Brunswick: 732/932-8407

## ADMINISTRATIVE PROCEDURES FOR RESPONDING TO DISRUPTIONS

An academic community, where people assemble to inquire, to learn, to teach, and to reason together, must be protected for those purposes. While all members of the community are encouraged to register their dissent from any decision on any issue and to demonstrate that dissent by orderly means, and while the university commits itself to a continual examination of its policies and practices to ensure that causes of disruption are eliminated, the university cannot tolerate demonstrations that unduly interfere with the freedom of other members of the academic community.

With this in mind, the following administrative procedures have been formulated to guide the implementation of university policy:

1. The president of the university and the vice president for academic affairs will have the authority throughout the university to declare a particular activity to be disruptive. When neither the president nor the vice president for academic affairs is available to make such a decision, the senior vice president and treasurer or the provosts of Newark and Camden have the same authority.
2. Broadly defined, a disruption is any action that significantly or substantially interferes with the rights of members of the academic community to go about

their normal business or that otherwise unreasonably interrupts the activities of the university.

3. A statement will be read by the appropriate officers as specified in (1) or by such officers as they may designate for the purpose of such reading and will constitute the official warning that the activity is in violation of university policy, that it must cease within a specified time limit, and where appropriate, that no commitments made by university officials will be honored if those commitments are made under duress.
4. If the activity continues beyond the specified time limit as determined by the official in authority, the authorized officers as specified in (1) will have the discretion to call upon the university police to contain the disruption. Ordinarily, the president of the university alone, or in his or her absence the vice president for academic affairs, will have the authority to decide that civil authorities beyond the campus are to be called upon to contain those disruptions that the university police are unable to handle. In extraordinary circumstances, where neither the president nor the vice president for academic affairs is available to make such a decision, the senior vice president and treasurer or the provosts of Newark and Camden have the same authority.
5. The deans of students are the chief representatives of the deans of the colleges in all matters of student life. Members of the university community who are aware of potentially disruptive situations are to report this to the deans of students on their respective campuses. In a disruption, the deans of students and their staff members have a twofold responsibility: to protect against personal injury and to aid in providing for the order of the university. In the latter case, the deans of students, as well as other university personnel, may be called upon to coordinate or assist members of the academic community in ending the disruption, directing it to legitimate channels for solution, or identifying those who have violated the rights of others.

## NONDISCRIMINATION POLICY

It is the policy of Rutgers, The State University of New Jersey, to make the benefits and services of its educational programs available to students without discrimination on the basis of race, religion, color, national origin, ancestry, age, sex (except Douglass College, which is entitled under the law to remain a single-sex institution), sexual orientation, disability, marital status, or veteran status. The university complies with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions about these laws, or allegations of student rights violations, should be directed to Brian Rose, Director of Compliance and Student Policy Concerns and Designated Employee for Student Rights Compliance, Rutgers, The State University of New Jersey, 3 Bartlett Street, New Brunswick, NJ 08901-1190 (732/932-7312).

## POLICY PROHIBITING HARASSMENT

The university prohibits harassment based on race, religion, color, national origin, ancestry, age, sex, sexual orientation, disability, marital status, or veteran status. Harassment is a kind of discrimination that violates state and federal civil rights laws, and is defined for purposes of those laws and the university's policy as any behavior:

1. that is unwelcome,
2. that targets a person because he or she has one or more of the protected characteristics,
3. that is engaged in by a person employed by or doing business with the university, and
4. that is sufficiently severe or pervasive to negatively alter that person or a group member's living, educational, or working environment.

*Sexual harassment* can take the form of unwelcome sexual advances; requests for sexual favors; or other unwelcome written, verbal, electronic, telephonic, or physical conduct of a sexual nature. *Hostile environment harassment* on the basis of sex, race, religion, color, national origin, ancestry, age, sexual orientation, disability, or marital or veteran status is persistent behavior that has the purpose or effect of unreasonably interfering with a person's work or academic performance or creating a hostile environment.

If you think you have been harassed on the basis of any of the protected categories listed above, have observed harassing behavior, or if you need more information, you are encouraged to contact the Director of University Harassment Compliance, Rutgers, The State University of New Jersey, 3 Bartlett Street, New Brunswick, NJ 08901-1190 (732/932-3122), or by email at [msgriff@rci.rutgers.edu](mailto:msgriff@rci.rutgers.edu). You may obtain copies of the policy prohibiting harassment and the process for making or responding to a complaint on our web page (<http://www.rci.rutgers.edu/~msgriff/>).

## POLICY AGAINST VERBAL ASSAULT, DEFAMATION, AND HARASSMENT

### Statement of Principles

Intolerance and bigotry are antithetical to the values of the university and unacceptable within the Rutgers community. One of the ways the university seeks to effect this value is through a policy of nondiscrimination, which prohibits discrimination on the basis of race, religion, color, sex, age, sexual orientation, national origin, ancestry, disability, marital status, or veteran status in university programs. In order to reinforce institutional goals of nondiscrimination, tolerance, and civility, the following policy against verbal assault, defamation, and harassment makes clear to students that such behavior toward others violates acceptable standards of conduct within the university. (This policy is not intended to supersede the university's policy against harassment.)

Verbal assault, defamation, or harassment interferes with the mission of the university. Each member of this community is expected to be sufficiently tolerant of others so that all students are free to pursue their goals in an open environment, able to participate in the free exchange of ideas, and able to share equally in the benefits of our educational opportunities. Beyond that, each member of the

community is encouraged to do all that she or he can to ensure that the university is fair, humane, and responsible to all students.

A community establishes standards in order to be able to fulfill its mission. The policy against verbal assault, defamation, and harassment seeks to guarantee certain minimum standards. Free speech and the open discussion of ideas are an integral part of the university community and are fully encouraged, but acts that restrict the rights and opportunities of others through violence, intimidation, the destruction of property, or verbal assault, even if communicative in nature, are not protected speech and are to be condemned.

### Prohibited Conduct

Any of the following acts, even if communicative in nature, are prohibited "separation offenses" (charges that could lead to suspension or expulsion from the university) under the provisions of the University Code of Student Conduct:

1. Use of force against the person or property of any member of the university community or against the person or property of anyone on university premises, or the threat of such physical abuse. (Verbal assault may be prosecuted as a "threat of...physical abuse.")
2. Theft of, or intentional damage to, university property, or property in the possession of, or owned by, a member of the university. (Acts of graffiti or other vandalism may be prosecuted as "intentional damage to...property.")
3. Harassment, which is statutorily defined by New Jersey law to mean, and here means, purposefully making or causing to be made a communication or communications anonymously or at extremely inconvenient hours, or in offensively coarse language, or in any other manner likely to cause annoyance or alarm, or subjecting or threatening to subject another to striking, kicking, shoving or other offensive touching, or engaging in any other course of conduct or of repeatedly committed acts with purpose to alarm or seriously annoy any other person. Harassment is considered a separation offense under the University Code of Student Conduct as a "heinous act."
4. Defamation, which is judicially defined to mean, and here means, the unprivileged oral or written publication of a false statement of fact that exposes the person about whom it is made to hatred, contempt, or ridicule, or subjects that person to loss of the goodwill and confidence of others, or so harms that person's reputation as to deter others from associating with her or him. Defamation is considered a separation offense under the University Code of Student Conduct as a "heinous act."

While any of the four categories of acts listed above is a separation offense, that, if proven, could lead to a sanction of expulsion or suspension from the university under the provisions of the University Code of Student Conduct, clearly minor instances of such prohibited behavior should be resolved at the college level and not be treated as separation offenses requiring a university-level hearing. The initial judgments of whether a particular act is of a separable or nonseparable level are made by the appropriate college official and are subject to review by the Office of the Vice President for Student Affairs.

Students who believe themselves to be victims of verbal assault, harassment, or defamation should report such incidents to the dean or the dean of students of their college or school. In addition, the following individuals have been identified to handle complaints:

Brian Rose, director of compliance and student policy concerns, 3 Bartlett Street, College Avenue campus, 732/932-7312;

Cheryl Clarke, director of diverse community affairs and lesbian/gay concerns, Bishop House, Room 105, College Avenue campus, 732/932-1711;

Rory P. Maradonna, associate provost for student life, Armitage Hall, Room 248, Camden campus, 609/225-6050;

Raymond T. Smith, associate provost for student affairs, S.I. Newhouse Center, Newark campus, 973/353-5541.

Some complaints can and should be resolved by informal methods, while others will require the implementation of formal procedures. All complaints are treated confidentially; complainants are encouraged to report incidents even if they do not wish to pursue the matter beyond the reporting stage.

## STUDENT RECORDS AND PRIVACY RIGHTS

Rutgers, The State University of New Jersey, complies with the Family Educational Rights and Privacy Act of 1974 (FERPA) and makes public announcement of the law. FERPA was designed to protect the confidentiality of student records, guarantee student access to certain records, regulate disclosure of information from student files, provide opportunities for students to correct or amend records and add explanatory statements, and provide opportunities for students to file complaints with the U.S. Department of Education alleging infractions of the law.

The confidentiality of student educational records is protected by FERPA. However, the university is permitted to provide directory information without the student's consent unless he or she requests in writing that such information be kept confidential. Rutgers defines directory information as name, campus mailing address and telephone number, campus email address, permanent address and telephone number, school of attendance, major field of study, class year, dates of attendance, current credit load, credit hours earned, degree(s) received, and date(s) of degree(s).

The most common ways by which the university releases student directory information are:

- through the verifications division of the Office of the Registrar or similar offices that have access to student records. (The office is called upon to verify that a student is enrolled at the university by potential employers and credit agencies, among others.)
- through the campus-wide information system known as INFO on the Rutgers University Computer Network (RUNet), which is accessible via the Internet.

Students may request that directory information be kept confidential by obtaining a form for this purpose from their dean's office or from the registrar's office. Students should be aware that requesting confidentiality of directory information makes this information unavailable to all, including prospective employers, credit agencies, and others to whom you may want this information known or verified. Thus, it is recommended that students carefully consider whether personal privacy concerns outweigh the possible inconvenience and detriments of having directory information withheld. Subsequent to filing the request, directory information remains confidential while a student is enrolled

or until a written request that this restriction be lifted is received from the student by the registrar's office. As with all confidential records, Rutgers will release a student's confidential directory information only with the student's written consent or if otherwise required by law.

The university uses a student's social security number as a student identification number. While this number is not released as directory information and its confidentiality is protected in the same manner as are other educational records as defined by FERPA, the university offers students the opportunity to acquire a substitute student number. Students wishing to have a substitute number assigned should fill out the appropriate forms in the registrar's office. The university recommends that those receiving financial aid not acquire a substitute number because the social security number is key to student identification by state and federal financial aid agencies. Thus, it is recommended that a substitute number be obtained only if student privacy concerns outweigh the possibility of a serious disruption in financial aid.

Further information on the law and Rutgers' policy and procedures on compliance with FERPA is available from the director of compliance and student policy concerns in the Division of Student Affairs (732/932-7312).

## STUDENT RESIDENCY FOR TUITION PURPOSES

A determination of residency status for the purpose of tuition assessment is made by the university based on information provided by the applicant in accordance with the procedure outlined in the policy. A copy of the policy may be secured from the registrar's office or the admissions office.

### Procedure

#### *The Initial Determination*

At the time an individual initially applies for admission into any graduate or undergraduate college or division of the university, the respective admissions office determines an admitted applicant's resident status for tuition assessment.

The determination made at this time shall prevail for each term unless a change is authorized as provided hereinafter.

#### *After the Initial Determination*

The status of residency for tuition purposes of students continuing in a college or division of the university is determined by the registrar of the respective college or division. The determination made by the registrar either conforms to the initial determination of the admissions office or reflects a change as provided hereinafter.

#### *Request for a Change of Status*

Requests for a change in residency status are accepted no later than the last week of the term for which changed status is sought. All supporting affidavits, deemed appropriate by the adjudicating official pursuant to New Jersey Administrative Code, Volume 9, Section 5 et seq., must be filed by the petitioner in accordance with the time limit specified in the preceding sentence, but in no case later than four weeks from the conclusion of the term for which the residency assessment is requested. Failure to comply with this provision, unless judged otherwise by the adjudicating official,



voids the petition for the term in question. If, based on the information submitted in the request, the student qualifies for resident tuition assessment, such change relates only to the current and subsequent terms. No adjustments in tuition assessments are made and no refund vouchers are processed for any prior term.

### **Appeals**

Appeals from the initial determination and any determination made after a request by a student for a change in residency status are accepted no later than three months after the date of notification of any such determination. Unresolved appeals are forwarded to either the university director of graduate admissions or to the university registrar. These officers respond to the student within thirty working days of the receipt of the appeal in the appropriate office. Appeals from this determination should be submitted to the vice president for university budgeting by the student within two weeks after the director of admissions or the university registrar has issued a determination. The decision of the vice president for university budgeting will be final.

### **Students' Responsibilities**

Students are responsible for providing relevant information upon which a residency determination can be made. The burden of proving his or her residency status lies solely upon the student. Moreover, it is considered the obligation of the student to seek advice when in doubt regarding eligibility for in-state tuition assessment. If the student delays or neglects to question his or her eligibility status beyond the period specified above, the student forfeits his or her right to a residency assessment to which he or she might have been deemed to be eligible had he or she filed an appeal at the appropriate time.

### **Penalties**

If a student has obtained or seeks to obtain resident classification by deliberate concealment of facts or misrepresentation of facts or if he or she fails to come forward with notification upon becoming a nonresident, he or she is subject to disciplinary action.

## **RESEARCH POLICY AND RESEARCH CENTERS**

Research at the university, apart from that conducted by students in connection with their academic course work, is in general intended to lead to publication in some form so that its results are available to interested persons everywhere. The university does not accept grants from or enter into contracts with governmental agencies or any other sponsors for research projects of which the results may not be made publicly accessible; all university-conducted research must be available for public scrutiny and use.

Most research projects at the university are carried on by faculty members and students within the facilities offered by their own departments, but for on-campus research that cannot be conducted in department facilities, laboratories, or the library, the university has provided a number of cooperative research centers and bureaus. A list of the university's research centers may be found in the Divisions of the University chapter.

Many members of these organizations are active in graduate instruction. Information about their programs and activities may be found in *Research at Rutgers*, a handbook and bibliography published by the Research Council, the university agency that sponsors and coordinates faculty research.

## **PATENT POLICY**

All students are governed by the university's patent policy, which is described in a statement available in the Office of Research and Sponsored Programs and the offices of all deans and department chairpersons.

## **POLICY REGARDING SOLICITATIONS**

The university does not permit personal or mail solicitations or requests for contributions for charitable or other purposes, including the sale of chances, lottery tickets, and raffle tickets or the sale of magazines, Christmas cards, and similar items. Exceptions are made for the United Fund Drive and the Annual Hospitals Appeal.

The issuance or distribution of products or samples of products or leaflets or other printed materials and the posting of signs or advertisements in any building of the university requires the approval and permission of the vice president and treasurer or of the appropriate business manager.

# Student Services

## LIBRARIES

Apart from the Criminal Justice/NCCD Library in the S.I. Newhouse Center, students in the School of Criminal Justice are served by campus libraries: the John Cotton Dana Library and the Justice Henry Ackerson Library of Law and Justice.

The John Cotton Dana Library is located in the center of the campus plaza. The Dana Library has a collection of some 658,829 volumes (including approximately 225,810 federal and state publications), as well as some 792,034 pieces of microform and 15,951 audiovisual items. Subscriptions to more than 3,160 periodicals and other serials are currently maintained. The library's regular hours during the fall and spring terms are: Monday through Thursday, 8:00 A.M. to midnight; Friday, 8:00 A.M. to 7:00 P.M.; Saturday, 10:00 A.M. to 6:00 P.M.; and Sunday, noon to 10:00 P.M. Changes or variations in these hours are posted in the library.

The Dana Library has a wide array of networked microcomputers that provide access to the holdings of all the Rutgers libraries, to the university's information system (INFO), to a large number of bibliographic databases and full-text electronic journals, and to the vast resources of the Internet. There also are many CD-ROM databases that are available for searching or for other kinds of information browsing and usage. In addition, on a fee basis, the library also provides computer-assisted bibliographic search services. Of special note is the Dana Reference Room computing facility, which has applications and other software that allow students to do word processing, email, access the Internet, and work with bibliographic and numeric databases, among other activities.

Dana's librarians are available to meet with individual classes to provide instruction in the use of the library and the information resources and services as part of Dana's information literacy program. These classes are held in a state-of-the-art electronic/multimedia classroom, which is located in the lower level of the library. The librarians at the reference desk provide one-to-one guidance and assistance with the use of information, materials, strategies, and systems, and appointments can be made for more extensive assistance. There also is an intralibrary and interlibrary loan service for borrowing materials or obtaining photocopies of articles from the other Rutgers libraries and from other non-university libraries.

Dana's Media Services, located adjacent to the Institute of Jazz Studies on the library's fourth floor, maintains a collection of multimedia resources—videotapes, audiocassettes, phonodiscs, CD-ROMs, and other nonprint resources. There are also multimedia software applications. A new media distribution system transmits audio and video information to individual carrels, media booths, and media rooms, and computers are available for multimedia computing and for other kinds of computing use. Additionally, the Dana Room, also located in the jazz/media complex, is used as a multi-purpose facility—for film, video, and computer presentations,

musical performances, and seminars. The Institute of Jazz Studies, a branch of the Dana Library, is the world's foremost jazz archive and research facility.

The Justice Henry Ackerson Library of Law and Justice serves the School of Criminal Justice and the School of Law-Newark. The collection holds more than 414,000 volumes, including 145,000 microform volume equivalents. An extensive collection of periodicals also is available. These holdings include criminology journals and leading journals from cognate fields, legal and criminological texts, digests, and citators for all available American jurisdictions. Both the Dana and Law libraries are depositories for publications of the United States Government Printing Office and for New Jersey documents.

Newark students and faculty members also have direct borrowing privileges at the other Rutgers libraries in New Brunswick and Camden. The total holdings of the Rutgers libraries include 3.1 million volumes, 2.5 million documents, 4 million microform units, and 22,780 current serial subscriptions. Students and faculty, upon presentation of a valid Rutgers identification card, may also borrow materials from the libraries of New Jersey Institute of Technology, the University of Medicine and Dentistry of New Jersey, and Essex County College. The catalogs of the holdings of the first two of these libraries, as well as of other major research libraries in the greater metropolitan area, are available on the university's INFO system.

Other available library facilities in Newark include the Newark Public Library and the libraries of the Newark Museum and the New Jersey Historical Society. Requests for borrowing privileges at the Newark Public Library should be directed to Dana's Circulation Department. Additionally, Rutgers is a member of several local, regional, and national resource-sharing networks, such as Infolink, the Eastern New Jersey Regional Library Cooperative, the Reciprocal Borrowing and Lending Program, the New York Metropolitan Reference and Research Library Agency, and the Research Libraries Group.

## COMPUTER CENTER

Rutgers University Computing Services (RUCS) provides computing, networking, and information services in support of instructional, research, and administrative activities by the Rutgers community. All RUCS facilities and Coordinated Instructional Facilities (CIF) are fully networked and are available to the entire Rutgers community. Each matriculated student is provided with a computing account to access communication, computing, and information services. Some of the services include access to electronic mail through the Internet, access to online library catalogs including Rutgers' own IRIS catalog, access to the developing Campus Wide Information Service, word processing, spreadsheeting, desktop publishing, graphics, and access to national and local electronic discussion groups.

The School of Criminal Justice has aggressively pursued a program to upgrade continually the computer hardware, software, and services available to faculty and students. PCs and printers are available for the individual use of each faculty member, and the number of computers available for student use increases each year. A wide variety of software has also been provided to faculty, staff, and students to complement their respective work needs.

Individual PCs located in the school's facilities (faculty offices, the library, staff offices, and student offices) to the Rutgers University Network (RUNet). RUNet gives users access to Internet, email, and other nationwide information and communication resources.

A computer laboratory reserved for the use of students in the School of Criminal Justice provides them with access to specialized software, RUNet servers, and the Internet. Students use the laboratory for introductory and advanced course work, independent research projects, and their master's essays and dissertations. Specialized software, including that for mapping, qualitative data management, and statistical analysis, allows students to keep up with current developments in criminology and criminal justice. The software collection is dynamic and grows as students and faculty focus their research on new areas and techniques. The laboratory also serves as a center of community life for students in the school.

In addition to improving access to extra-university resources, the installation of RUNet has substantially improved the ease of access to existing Rutgers computer resources. These resources include Sun SPARC 10 (Andromeda) and Sun SPARC 1000 (Pegasus) for email, access to IRIS (the computerized catalog of the university's twenty-five libraries on three campuses), and other university resources.

## HOUSING

Rutgers University offers affordable housing to full-time students enrolled in graduate, professional, and undergraduate programs on the Newark campus. There are three options for university housing: Talbott Apartments, Woodward Hall, and Family Housing. Talbott Apartments, an eight-story apartment complex on the central part of the campus, presently houses 352 students, nearly one-third of whom are School of Law–Newark students, one-third a combination of School of Criminal Justice, Graduate School of Management, and Graduate School–Newark students, with the final third composed of undergraduates over the age of twenty-two and upper-level College of Nursing students.

Family Housing, for students who are married or parents of dependent children, consists of two renovated brownstones. One is located at 77 Bleeker Street, next to Talbott and Woodward. The second facility, at 29 James Street, is located directly adjacent to the S.I. Newhouse Center on the corner of James Street and Essex Street in a historic section of Newark and houses several families.

Woodward Hall is a high-rise accommodating 345 undergraduates. It contains a computer laboratory that can be used by any residential student. Furthermore, Woodward Hall houses two part-time academic fellows who specialize in computer services and academic tutoring. Woodward residents are encouraged to become involved not only with the residential community, but also with the surrounding Newark community through various outreach programs. Woodward Hall is open throughout the academic year (September through May).

Woodward and Talbott are staffed with paraprofessionals who are students. A professional staff also is available to assist all residents with personal or academic concerns. A full complement of programs and activities helps new residents find a healthy balance in their academic life at Rutgers–Newark. The Robeson Campus Center, University Athletic Facilities, Dana Library, as well as the S.I. Newhouse Center,

are just minutes from all housing facilities. The Newark Museum and Public Library, the world-class New Jersey Performing Arts Center complex, majestic Symphony Hall, neighborhood art galleries, and the famous Portuguese and Spanish restaurants of the Ironbound district are all nearby. Rutgers, in cooperation with New Jersey Institute of Technology, operates a free shuttle bus service Mondays through Fridays, 4:30 P.M. to midnight, with stops that include Talbott Apartments, the S.I. Newhouse Center, Broad Street Station, and Penn Station, Newark. Public transportation to and from Newark is excellent. Residents are fifteen to twenty minutes away from New York City by bus or train. The New Jersey Transit subway is fewer than three blocks away from Talbott Apartments, and Penn Station is a three- to five-minute ride from there.

Talbott Apartments opened in August 1987. This facility provides residents a four-person apartment (with two or four bedrooms per apartment), full-sized kitchens, and twenty-four-hour security at the entrance to the building. Apartments have an intercom system directly tied to the front desk, which may be used in the event of an emergency or by guard staff to call residents when they receive visitors.

Woodward and Talbott are furnished; Family Housing is not. Utilities (electricity, water, gas, trash removal) are included in the student's housing charge. Most buildings offer on-site laundry facilities and individual apartment controls for heating and air conditioning. Telephone service is available through New Jersey Bell. Meal plans, offered on an all-you-can-eat basis, are available at Stonsby Commons, which is located next to Woodward and Talbott. Limited, on-campus parking is available to residents for an additional fee.

Students with questions about housing and residence life should call 973/353-1037 or visit the Housing and Residence Life web page at <http://andromeda.rutgers.edu/~reslife/>.

## DINING SERVICES

Breakfast, lunch, and dinner are available on a cash basis in Robeson Campus Center whenever classes are in session. Students' choice of dining facilities includes a Main Dining Hall, a "Pizza Hut Plus" snack bar, and the University Club for "upscale" dining. The dining service also provides catering services for student, faculty, staff, and alumni events in Robeson Center and throughout the campus.

Stonsby Commons, opened with Woodward Hall in 1990, offers an alternative style of service to resident students, commuters, and the entire Rutgers community. All meals in this attractive facility are served on an all-you-can-eat basis. Residents of Woodward are required to obtain a meal plan, and residents of Talbott and all other students have the option of purchasing one. Members of the Rutgers–Newark community may also pay a cash equivalent for each meal served.

Information about meal plan options available and all services offered at Stonsby Commons may be obtained from the dining services manager, 973/353-1363 or 5998. Students who wish to sign up for a meal plan should request an application at Robeson Campus Center, Room 219.

## **ATHLETIC AND RECREATION FACILITIES**

The Golden Dome Athletic Center at 42 Warren Street is the home of both the athletic and recreation departments. The Golden Dome Athletic Center houses an eight-lane, twenty-five-yard swimming pool, four racquetball courts, five outdoor, lighted tennis courts, two gymnasiums—the Recreation Gym (which contains two basketball or two regulation volleyball courts) and the Arena Gym (which seats 1,200 for athletic contests)—men’s and women’s locker rooms, and a modern fitness center that contains a free weight and Nautilus room, multipurpose aerobics/wrestling room, and an executive fitness room that contains electronic workout machines such as stepmasters, setup mill, bikes, treadmills, Nordic Tracks, and other state-of-the-art fitness machines.

Alumni Field, with baseball and softball fields, a regulation soccer field, and an all-weather track, is located next door to the Golden Dome Athletic Center.

A varied intercollegiate athletic NCAA Division III (men’s volleyball in Division I) program that features varsity competition in men’s and women’s basketball, tennis, and volleyball, men’s baseball and soccer, and women’s softball is offered at Rutgers–Newark. The Rutgers–Newark Scarlet Raiders provide lots of excitement for their spectators within the nationally renowned New Jersey Athletic Conference.

The recreation department provides a multitude of activities for the Rutgers–Newark community and each term offers some thirty-five to forty-five noncredit activity classes

in aquatics, martial arts, fitness, team and individual sports, and racquet sports. The recreation department also offers a complete intramural schedule, adventure recreation trips, club sports, special events, and community programs.

All of these facilities are available for recreational use by students, faculty, staff, and recreation members. For more information, call 973/353-5924 (recreation) or 973/353-5474 (athletics).

## **CAMPUS CENTER**

The Robeson Campus Center, located at 350 Dr. Martin Luther King, Jr. Boulevard, serves as the focal point for student activities and provides space for all types of gatherings for the Rutgers–Newark community. The campus center is open to all students, faculty, staff, and alumni. It offers a 300-seat dining hall, a Pizza Hut snack bar, the University Club dining facility, a professional art gallery, lounges, meeting rooms, a game room for table tennis, pocket billiards, chess and other table games, offices and mail boxes for student organizations, a card and gift shop, and a multipurpose room capable of holding functions for more than six hundred people.

Information about the services and activities provided by the campus center can be obtained in the staff offices on the second level or by calling 973/353-5568. Information regarding all student organizations and activities on campus is available in Room 203 of the Robeson Center.

## STUDENT ACTIVITIES

The Office of Student Development and the Rutgers–Newark Program Board plan and coordinate an extensive activity program that enriches the educational, cultural, and social experience of students. The Office of Multicultural Student Affairs is responsible for the development of specific programs and activities for a diverse student community. It serves as adviser to minority students and their organizations in all aspects of cocurricular development on campus.

Musicians, both classical and contemporary, regularly appear on campus. The Rutgers–Newark string orchestra, concert band, and university chorus also provide outlets for student musical talent. Art exhibits are a frequent feature at the campus center. Professional and student groups perform at the theater, and frequent trips to New York theaters are promoted by a number of student organizations.

There are close to 100 campus organizations related to academic interests, contemporary problems, the arts, religion, and the professions, and they all encourage students to participate in their regularly scheduled meetings and special events. Several of the major religious faiths maintain fully staffed facilities near the campus.

## STUDENT ASSOCIATION

The School of Criminal Justice Student Association was formed in 1974. All students enrolled in the school and all criminal justice Ph.D. students are members. The association is funded through an allocated portion of the student fee.

The student association sponsors a variety of social and cultural functions in order to bring students, as well as faculty and administration, together in an informal atmosphere. The association plays an important role in serving as a liaison between the students and the faculty and administration. A student association representative attends monthly and special faculty meetings. Student association officers also are asked to serve on committees organized by the Newark provost's office and the Graduate School–Newark dean's office to represent student interests in dealing with issues of importance to student life. Their presence at these various committee meetings enables students to have a voice in the development of both university and School of Criminal Justice matters. The student association also plays a key role in recruitment of students and the orientation and integration of new students in the program.

## GRADUATE STUDENT GOVERNMENT

The primary concern of the Graduate Student Government (GSG) is to assure that the interests of all graduate students are recognized and represented. The GSG is comprised of an executive board that includes a president, vice president, treasurer, secretary, senator, and one voting representative from each of the graduate programs. The GSG works to guarantee that funds from student fees are distributed to participating programs in a manner that encourages quality activities and programs to help enhance the campus environment for all graduate students. The GSG also sponsors a reception each year after graduation for the Graduate School–Newark. At this reception, the GSG distributes awards for excellence in academics, teaching, and research. For further information about the GSG, contact the Graduate School dean's office.

## RUTGERS STUDENT HEALTH SERVICE

The Rutgers Student Health Service, located on the first floor of Blumenthal Hall at 249 University Avenue on the Newark campus, provides medical services for all full-time students. Part-time students may become eligible by paying the student health fee, which includes the basic health insurance plan charge, to the Office of Student Health Insurance, Hurtado Health Center, Rutgers, The State University of New Jersey, 11 Bishop Place, New Brunswick, NJ 08901-1180.

The health center is staffed by physicians, nurse practitioners and registered nurses, health educators, and other professional staff. A wide range of services are provided, including general primary care, gynecology, health education, alcohol and other drug counseling, mental health services, immunizations, allergy desensitizations, laboratory tests, physical examinations, and referrals to other providers. Surgical and critical medical conditions are referred to the student's personal physician, the proper specialist, or an outside hospital for treatment. The health center is open from 9:00 A.M. to 4:30 P.M., Monday through Friday. The center can be reached by telephone at 973/353-5231. Appointments are encouraged to reduce waiting time.

The health center pharmacy, located on the premises, is open from 12:45 to 4:30 P.M., Monday through Friday. The pharmacy can be contacted by telephone at 973/353-5201.

Students are urged to use the health center for medical treatment, health education, and preventive health care. Services are rendered confidentially. Some health services rendered by outside consultants and facilities are the financial responsibility of the student.

## STUDENT HEALTH INSURANCE

All full-time students and those part-time students who elect to pay the student health service and insurance fee, are insured for up to \$5,000 in medical expenses, brought about by illness or accident. This policy provides excess coverage over other group insurance plans. Students have the option to purchase a major medical policy of \$50,000 or \$100,000 sponsored by the university which provides more extensive coverage. Students may also purchase coverage for their spouse or sole domestic partner and children at additional cost. Any student not covered by individual or family policies, particularly international students, should consider this coverage. Information and applications are available from the Newark Health Center, 249 University Avenue, Newark, NJ 07102 (973/353-5231), or from the Office of Student Health Insurance, Hurtado Health Center, Rutgers, The State University of New Jersey, 11 Bishop Place, New Brunswick, NJ 08901-1180 (732/932-8285).

### Compulsory International Student Insurance Fee

All students in F or J immigration status whose visa documents are issued by Rutgers are required to have both the basic and the major medical insurance coverages. The costs for insurance are charged to such students in their term bills. All accompanying family members (spouse and children) must also be insured. Insurance coverage for spouses and children must be purchased through the health insurance adviser located at the Center for International Faculty and Student Services, Rutgers, The State University of New Jersey, 180 College Avenue, New Brunswick, NJ 08901-8537 (732/932-7015).

## **COUNSELING SERVICES**

### **Counseling Center**

A staff of clinical psychologists and other mental health professionals is available to work confidentially with students experiencing personal problems or difficulty coping with the stresses of university life. Appointments to see a counselor located in Blumenthal Hall can be made by calling 973/353-5805.

### **International Student and Scholar Services**

The Office of International Student and Scholar Services, located at 235 Smith Hall, assists nonimmigrant international students with all matters of special concern to them, and serves as a referral source to other university offices, academic departments, and outside agencies. The office provides direct support for employment, immigration, personal, and other matters. The office also sponsors a variety of programs throughout the year.

Advice on immigration includes both general information about students' rights and responsibilities, as well as assistance with procedures and documents required for transfer of schools, extensions of stay, work permission, and practical training experiences. The office also provides support and advice on such matters as adjustment to life in the United States, cross-cultural differences, family concerns, health care and insurance, and other personal concerns. For additional information, call 973/353-1427.

### **Counseling for Disabled Students**

Students who wish assistance due to a disability are advised to contact the adviser for disabled students, who is located in the Robeson Campus Center, Room 203. Special counseling and direct assistance are available to make all programs of the university accessible to any student. Call 973/353-5300 for information and assistance.

On-campus housing for disabled students is available through the Office of Housing and Residence Life, Robeson Campus Center, Room 203. Call 973/353-1037 for further information.

### **Veterans Services**

The Office of Veterans Affairs, located in the Robeson Campus Center, Room 203, serves student veterans at Rutgers–Newark and residents of the surrounding communities. Information and assistance are offered regarding GI benefits, admission, financial aid, work-study programs, tutoring, and employment opportunities. (Certification of a veteran's status as a full-time student is done at the Office of the Registrar, 249 University Avenue.) The staff keeps veterans informed of current state and national legislation affecting them. Both personal and group counseling for veterans can be arranged through this office. For further information, call 973/353-5300.

## Career Counseling and Placement Service

The Career Development Center (CDC), located in Hill Hall, Rooms 309 and 313, offers a variety of services to students and alumni. Professional career counselors are available to help students determine appropriate educational goals and career choices. The staff provides individual career counseling, group workshops, vocational testing, internship information, and special programs. Assistance is given with job search strategies, acquisition of job leads, résumé preparation, and interview techniques. A small career library, housed in the center, offers information about occupations, graduate-professional study, and standardized testing.

Part-time, internship, and full-time employment opportunities are posted at the CDC. Interviews with prospective employers also are available through fall and spring recruitment programs. Annual career fairs are conducted in November and April. For further information, call 973/353-5311 to schedule an appointment. Check out the web site at <http://newark.rutgers.edu/~lynneo/NCAScd.html>.

## DAY-CARE CENTERS

The Mt. Carmel Guild Day-Care Center is available to the children of Rutgers–Newark faculty, staff, and students. It is a professional learning center for young children ages two-and-a-half to six (kindergarten) years. Certified personnel staff the center, which is adjacent to the Newark campus at 39 Bleeker Street. For further information, contact Sister Rita Milheim, director, at 973/643-4956.

The Rutgers CHEN School, located at 51 Rector Street, is available to children of economically eligible students, faculty, and staff of Rutgers–Newark and community residents. Staffed by certified personnel, the Rutgers CHEN School is a professional learning center for young children ages eight months to six years. For further information, contact Laura Harding, director, at 973/624-1681.

## TRANSPORTATION AND PARKING

### Parking

A limited number of parking spaces are available for School of Criminal Justice students in Lot 506, Essex Street. Eligible students should contact the Office of the Dean, School of Criminal Justice, for information regarding availability and registration materials. Permits issued to School of Criminal Justice students for the Essex Street lot are valid only after 3:00 P.M. and must be renewed each term; the current cost for spring 1998 is \$201 per term.

Students may also park at Parking Deck I, 200 University Avenue, Monday through Friday, 7:00 A.M. to midnight, and Saturday 7:00 A.M. to 9:00 P.M.; and Lot 508, adjacent to Bradley Hall at Warren Street, Monday through Friday, 4:00 P.M. to midnight. A Newark campus deck permit is required at all locations. The permit is valid for the entire academic year at a current cost of \$25. In addition to the permit fee, daily rates are charged at the student parking facilities; the current maximum daily rate is \$2.75. Vehicles not displaying a valid Rutgers permit are subject to ticketing and/or towing.

Vehicle registration materials, including registration forms and payment instructions, are mailed to students during the summer. Students should use the return envelope accompanying these materials to expedite processing and to avoid waiting on line during the first week of class. Vehicle registration materials also are made available at new student registrations.

The university assumes no responsibility for security of vehicles or their contents while parked in areas of jurisdiction.

### Shuttle Bus Service

A free shuttle bus service is available to Rutgers faculty, staff, and students between the hours of 3:30 P.M. and 11:30 P.M., Monday through Friday. The shuttle service is provided for the exclusive use of Rutgers and NJIT faculty, staff, students, and their guests. Proper identification in the form of an ID card must be presented to enter the bus. The shuttle's designated stops include key locations around the campus, the S.I. Newhouse Center for Law and Justice, and the Broad Street and Pennsylvania Railroad stations. During the course of the year, the shared Rutgers/NJIT shuttle bus service is supplemented by a shuttle van. Schedules are available at the Office of Parking and Transportation Services, University Police Headquarters, or from shuttle service drivers. For additional information, contact the Office of Parking and Transportation Services, 249 University Avenue, Blumenthal Hall (973/353-5873).

### Railroad Discounts

Full-time students who travel by train are eligible for the New Jersey Transit System student discount program. In order to obtain a discount on the purchase of the monthly commutation ticket, a railroad discount form must be obtained at the train station. Students should present the form to the Office of the Registrar for authorization prior to the purchase of the monthly commutation ticket.

Students who would like assistance in planning their way to the campus or who need more information should contact the Office of Parking and Transportation Services at 973/353-5873. The office is located at 249 University Avenue, Blumenthal Hall (adjacent to Alumni Field).

## PHOTO IDENTIFICATION CARDS

All students, faculty, and staff are required to carry a valid Rutgers identification card at all times. The Rutgers ID must be presented for security purposes, student activities, library, athletic center, computer center usage, registrations, shuttle service, and as deemed necessary by other university departments.

The Office of Parking and Transportation Services processes ID cards for newly admitted students during registration. During the summer, validation stickers are mailed to all preregistered continuing students. Thereafter, all photo ID business is transacted at the Office of Parking and Transportation Services. Initial ID cards are issued free of charge; a fee is charged for replacement IDs. Regular office hours are Monday through Friday, 8:30 A.M. to noon and 1:00 to 4:30 P.M. During the first month of each term, office hours are extended to 6:15 P.M. each Tuesday and Wednesday.

# ALUMNI

## Alumni Relations

The university seeks the full support and interest of its alumni and, in return, offers them a number of services and programs. The responsibility for working with the university's entire alumni body, now numbering more than 270,000, is vested in the Department of Alumni Relations. The department has two main objectives. First, it maintains contact with Rutgers alumni, informing them of the university's programs with the hope that they will assist Rutgers in fulfilling its educational goals. Second, the department encourages alumni to continue their university friendships after graduation through social, educational, and reunion activities.

Most schools of the university have their own alumni association that sponsors programs based on the interests of the graduates of that school. Active membership is maintained through payment of annual alumni dues. Each alumni association is represented in the Rutgers University Alumni Federation, which sponsors university-wide programs such as homecoming, distinguished alumni awards, legislative receptions, group travel, and insurance. The Department of Alumni Relations provides guidance and administrative services to each of the eighteen alumni associations, as well as through a network of regional alumni clubs throughout the country.

The university publishes a magazine for alumni and friends of the university.

The department's Newark office is located at 15 Washington Street, 16th Floor, Newark, NJ 07102 (973/353-5242).

## Rutgers University Foundation

The Rutgers University Foundation was incorporated in 1973 as a semiautonomous division of the university responsible for soliciting funds from private sources.

With a full professional staff and a national network of volunteers who sit on advisory committees and assist in the solicitation of funds, the foundation has steadily—indeed, dramatically—increased the amount of annual private support for Rutgers. This private support provides funding for more than 1,500 university programs that encompass every division of the university and every campus.

In the process of developing new ways to finance programs at Rutgers from nonpublic sources, the foundation has garnered national recognition and awards for its fund-raising and communications. The professional staff includes experts in corporate and foundation relations, an area that accounts for more than half of the private monies received by the university. It also includes specialists in deferred and planned giving, in fund-raising for athletics, in soliciting annual gifts, in obtaining major and special gifts, and in managing campaigns to fund capital needs. The foundation manages one of the largest volunteer phonothons in the nation: more than 1,800 callers, many of whom are students, parents, and faculty members who volunteer their time to solicit funds for their schools and organizations.

In 1984, the foundation undertook the most ambitious fund-raising endeavor in the university's history, the \$125 million Campaign for Rutgers. Using advanced fund-raising methods to identify new philanthropic sources for Rutgers, the foundation structured the campaign to raise funds for areas that have direct bearing on the quality of education and research at the university. Campaign funds were earmarked to support distinguished professorships, to underwrite new program development and departmental research, to allow for renovation of campus facilities, to endow scholarships and fellowships, and to establish a pool of "opportunity resources" for all university divisions. In 1990, the campaign concluded 34 percent over goal and in the process increased annual contributions to the university from \$9 million to \$27 million.

Since the conclusion of the Campaign for Rutgers, annual contributions have continued to rise, exceeding \$53 million during the 1996–97 fiscal year, and the foundation has undertaken several successful multimillion-dollar "special purpose" campaigns: the Campaign for the Center for the Study of Jewish Life, the Campaign for the School of Law–Newark, the 75th Anniversary Fund for Douglass College, the Campaign for Rutgers Stadium and Women's Athletic Scholarships, the Alexander Library Campaign, and the university-wide Campaign for Community, Diversity, and Educational Excellence.

Further information about the foundation may be obtained from the Rutgers University Foundation, Winants Hall, Rutgers, The State University of New Jersey, 7 College Avenue, New Brunswick, NJ 08901-1261 (732/932-7777).



# Course Listing

## **27:202:510. CRIMINOLOGY (3)**

Provides an overview of the nature and scope of delinquency and crime problems; considers problems of the assessment and measurement of delinquency and crime; surveys available theoretical formulations concerning criminal and delinquent behavior.

## **27:202:511. THEORIES OF CRIME AND CRIMINALITY (3)**

Wide survey of criminological theories using original sources. Included are theories that derive from biological, psychological, sociological, geographic, economic, and political perspectives. Development of criminological theory reviewed; fundamental distinctions between classical and positivist theories and between theories of crime and criminality discussed. Relationship between theory and policy considered along with the prospects for developing a true general theory.

## **27:202:512. MEASUREMENT AND CORRELATES OF CRIME (3)**

*Prerequisites: 27:202:510, 540, 542.*

Review and critique of major sources of data for measurement of crime and victimization: official records, surveys of crime victimization in households and individuals, and self-report methods. Data collection procedures and sources for each data source analyzed; sources of measurement error identified. Analyze procedures for aggregating and reporting data and for measuring crime rates. Review patterns and trends over time in specific forms of crime; identify geographic and demographic correlates according to each data source. Factors influencing disparities and convergence between data sets analyzed. Crime rates compared for U.S. and international data, as well as for specific regions within the U.S.

## **27:202:513. CURRENT ISSUES IN CRIMINAL JUSTICE (3)**

Theory and research analyzed on the basis of selected topics depending upon student interest and current issues.

## **27:202:514. DRUGS, ALCOHOL, AND CRIME (3)**

*Prerequisites: 27:202:510, 540, 542.*

Seminar. Review of contemporary knowledge on the many drug-crime relationships. Review of articles that represent dominant views and consideration of alternative perspectives and criticism of empirical research and theory. Survey of the literature examines theory, research, intervention strategies, and crime control policies. Both adolescent and adult behaviors, and also the varieties of licit and illicit drugs associated with crime and delinquency, considered.

## **27:202:515. PSYCHOLOGICAL ANALYSIS OF CRIMINAL BEHAVIOR (3)**

*Prerequisites: Adequate background in psychology, with completion of courses in personality and in psychological measurement especially desirable, and permission of instructor.*

Reviews major theoretical formulations in psychology of personality and behavior (psychoanalytic, phenomenological, learning theory, trait-factor) and the principal scientific methodologies in analyzing human behavior (case study, psychometric, normative-predictive, and laboratory analogue). Also explores current conceptual formulations of the psychological engines of criminal behavior across types of crime. Examines exemplars of classic and current research on personality in relation to specific types of crime. Focuses on biopsychosocial determinants in types of criminal behavior (homicide, larceny) at orthogonal contrast to each other, including intraperson (neuropsychological, cognitive, personality, learning) and extraperson (social learning, vicarious conditioning, role modeling, socio-environmental) variables. Includes field trips to research facilities specializing in neuropsychological studies of deviant behavior. Classes meet at the Center of Alcohol Studies or other laboratories on the New Brunswick campus engaged in biobehavioral research.

## **27:202:516. OFFENDER REHABILITATION (3)**

*Prerequisites: Adequate clinical background and permission of instructor.*

Analysis of research evidence on the effectiveness of clinical treatment in the rehabilitation of offenders in correctional facilities and outpatient settings. Topics to be covered include: definition of target and criterion behaviors in offender rehabilitation; legal constraints and judicial requirements in the inpatient treatment of offenders; individual and group psychotherapy; behavior modification; educational methods; and multimodal approaches in the treatment of offenders in jails, reformatories, prisons, and outpatient settings.

## **27:202:517. VIOLENT CRIME (3)**

*Prerequisites: 27:202:510, 540, 542.*

Investigates and analyzes aggression and violence as forms of individual, group, and societal behavior. Includes an assessment of anthropological, biological, philosophical, political, and sociological theories. Combines student presentations and projects with lectures and tutorials.

## **27:202:518. ADVANCED CRIMINOLOGICAL THEORY (3)**

*Prerequisite: 27:202:510.*

Contemporary criminological theories analyzed and evaluated. Assessments of theoretical advances, including theory integration and general theories of crime.

## **27:202:519. ANALYSIS OF THEORY (3)**

*Prerequisites: 27:202:510, 511.*

The functions of theory building and testing reviewed as fundamental to the application of the scientific method in criminology and criminal justice. Fundamental issues in the philosophy of science and the nature of scientific theories discussed. Selected theories examined and evaluated from sociological, psychological, and biological perspectives. Each student presents and defends a detailed outline of a theory.

## **27:202:520. THE CRIMINAL JUSTICE SYSTEM (3)**

Provides a foundation and overview of the criminal justice system and process. Focuses on critical decisions with emphasis on contemporary issues, controversies, and trends.

## **27:202:521. LAW IN THE CRIMINAL JUSTICE SYSTEM (3)**

Provides an overview of criminal law and procedure. Introduces statutory and case law reasoning as well as empirical information, using the area of the criminal law dealing with the insanity defense, the definitional elements of common law crimes, and the aims of criminal law and procedure.

## **27:202:522. CRIMINAL JUSTICE POLICY PLANNING AND EVALUATION (3)**

*Prerequisites: 27:202:520, 521, 540, 542; basic knowledge of research methods/statistics. Recommended: 27:202:530.*

Focuses on policy planning, program development, and program evaluation in criminal justice. Fundamentals in each of these three areas—derived from applications in business, human services, and social welfare, etc.—are reviewed and then applied to criminal justice. Comprehensive policy planning proposal developed to deal with a carefully defined criminal justice problem or need.

## **27:202:530. ORGANIZATIONAL BEHAVIOR IN CRIMINAL JUSTICE (3)**

Analyzes the structures, functions, and operations of criminal justice agencies, including the police, the courts, and corrections (jail, probation, prison, and parole) within the context of the entire criminal justice system.

## **27:202:531. PROBATION, PAROLE, AND INTERMEDIATE SANCTIONS (3)**

Provides an analysis of the theories and practices of probation, parole, and intermediate sanctions. Emphasis on understanding—as human-service organizations—the functions of probation, parole, and intermediate sanctions. Special attention given to policy developments in the field.

**27:202:532. ADULT INCARCERATION (3)**

Traces the historical development of institutions for confinement and analyzes present trends in correctional practice. Reviews characteristics of various correctional policies and analyzes prison life. Special emphasis on current trends and controversies.

**27:202:533. POLICING (3)**

Examines the police role and law enforcement policy, police organization, personnel issues, management, and operations, as well as coordination and consolidation of police service, police integrity, and community relations.

**27:202:534. PROSECUTION AND THE COURTS (3)**

Reviews functions and practices of prosecutors, with special reference to an analysis of the interrelationships among charging, conviction, and sentencing, and in relation to the functions of police and probation staff. Provides an overview of court goals, functions, and potential for system reform.

**27:202:535. JUVENILE JUSTICE (3)**

Focuses on history and philosophy of juvenile justice; landmark court cases; police handling of juveniles; the juvenile court; and juvenile corrections and rehabilitation.

**27:202:536. COMPARATIVE CRIMINAL JUSTICE SYSTEMS (3)**

Examines world crime and criminal justice surveys of the United Nations; analyzes the relationship between crime rates and differential criminal justice systems, as well as socioeconomic development indicators. In-depth analysis of different worldwide approaches to law enforcement, criminal procedure and criminal law, and juvenile justice and corrections.

**27:202:540. RESEARCH METHODS IN CRIMINAL JUSTICE (3)**

*Corequisite: 27:202:542.*

Provides introduction to research design as applied to problems in crime and criminal justice. Includes the scientific method, basic research designs, and data collection techniques.

**27:202:541. FOUNDATIONS OF SCHOLARSHIP (3)**

Develops rudimentary tools needed for conducting research and for writing reports and scholarly papers in the field of criminal justice. Explores approaches to writing a research paper, report writing, forms of documentation, library resources, data sources, presentation techniques, legal research, and computer usage.

**27:202:542. INTRODUCTORY STATISTICS (3)**

*Corequisite: 27:202:540.*

Provides introduction to elementary statistical methods as applied to problems in crime and criminal justice. Includes problems of data description, data analysis, hypothesis testing and inference, and an introduction to the use of computers.

**27:202:543. INTERMEDIATE STATISTICS (3)**

*Prerequisites: 27:202:540, 542.*

Provides students with sufficient theoretical background and practical experience to enable them to analyze multivariate interval and ratio-level data.

**27:202:550. MASTER'S ESSAY (3)**

A continuation of 27:202:541 Foundations of Scholarship. Culminates in the completion of the master's essay for those students electing the essay option.

**27:202:555. J.D./M.A. DEGREE ESSAY (6)**

The 6-credit paper is the heart of the joint-degree program. Intended to assure that the cross-fertilization of disciplines is successful.

**27:202:556. FIELDWORK IN CRIMINAL JUSTICE (3)**

*Prerequisite: 12 credits of course work completed prior to enrollment. Interested students should meet with their adviser for further information.*

Firsthand experience in the day-to-day operation of a criminal justice program under the guidance and supervision of a faculty member and a practitioner in the field-placement area.

**27:202:610. CRIME CONTROL THEORY AND RESEARCH (3)**

*Prerequisites: 27:202:510, 540, 542.*

Seminar. Analyze theory and research on crime control, including theories of deterrence and social control, their applications in crime control strategies, and the impacts of crime control strategies based on general and specific deterrence, as well as incapacitation strategies. Review and critique research on the effects of criminal and civil legal sanctions and problems in implementing effective sanctions. Methodological issues in the research on crime control assessed. Research on applications of crime control theory to specific crime problems reviewed.

**27:202:611. PSYCHOBIOLOGY OF CRIMINAL AGGRESSION (3)**

*Prerequisites: 27:202:515 or the equivalent and permission of instructor.*

For advanced students interested in the contributions of neuro-psychobiology to understanding the dynamics of aggressive criminal behavior. Methods of investigation in contemporary neurosciences, with focus on brain-imaging techniques. Scientific issues in reasoning via analogy and in the assessment of interspecies evidence. Effects of brain morphology and dysmorphology, neurochemical and neurohormonal dysfunction, and neurotoxicity associated with controlled and noncontrolled substances in the elicitation of aggressive behavior across animal species, with particular focus on studies of the relative incidence of neuropathology and socio-cultural and demographic factors in the elicitation and maintenance of patterns of aggressive behavior. Considers methods of criminal sanctioning and control of criminally aggressive behavior issuing from the neurosciences as alternatives to traditional modes of punishment and incapacitation. Some classes meet off-campus in clinical facilities and/or at the Center of Alcohol Studies on the New Brunswick campus.

**27:202:612. WHITE COLLAR CRIME (3)**

Surveys the history and scope of the study of white collar crime. Discusses issues of definition, examines empirical evidence, and reviews the contributions of white collar crime studies.

**27:202:614. COMMUNITIES AND CRIME (3)**

*Prerequisites: 27:202:510, 540, 542.*

Surveys and analyzes literature on the demography and ecology of crime. Includes reviews of research and theory that address the influences of economics, demography, social organization, and political economy on crimes within cities and neighborhoods. Combines student presentations of published articles with lectures, tutorials, and student projects.

**27:202:615. MARITIME CRIME AND ITS PREVENTION (3)**

*Prerequisite: 27:202:521.*

Seminar. Focuses on crime and crime prevention on the oceans and waterways that carry the bulk of the world's commerce. Analysis of the resurgence of piracy and barratry, seaborne narcotics smuggling, terrorism at sea, thefts of boats and vessels, marine insurance fraud, fisheries offenses, ocean pollution, and common criminality at sea. Capacity of existing law enforcement agencies and the prospect of international cooperation to deal with criminality at sea evaluated.

**27:202:616. ENVIRONMENTAL CRIME PREVENTION (3)**

Theoretical background to opportunity-reducing crime prevention through situational prevention (including key concepts of rational choice and displacement) and its relationship to crime prevention through environmental design, defensible space, and problem-oriented policing. Case studies illustrate the practical and policy difficulties of situational prevention.

**27:202:619. ORGANIZED CRIME (3)**

Defines organized crime, its history, and examines criminological theories to explain it. Also covers nontraditional or so-called emergent organized crime groups, such as urban street gangs, motorcycle gangs, and prison gangs, etc. Examines various investigation, prosecution, and sentencing policies, and considers the policy implications for the future.

**27:202:621. SENTENCING (3)**

*Prerequisite: 27:202:521. Recommended for students interested in the theoretical issues posed by sentencing.*

Examines the objectives of sentencing convicted adult offenders. Discusses criticisms of the traditional rehabilitation-oriented view of sentencing and considers alternative sentencing theories, including incapacitative, deterrence, and "just deserts" models. Techniques for limiting sentencing discretion, including mandatory minimum sentences, presumptive sentences, and sentencing guidelines also discussed, as are noncustodial penalties.

**27:202:624. CRIMINAL PROCEDURE AND THE CONSTITUTION (3)**

Advanced seminar. Examines institutions, phases, and procedural rules of the criminal justice process. Emphasizes critical evaluation of assumptions, realities, purpose, and effects.

**27:202:625. LAW AND SOCIETY (3)**

The sociology of law; some emphasis also on jurisprudential thought and the political analysis of legal institutions. Explores the sources of law and functions and dysfunctions of law in action. Reviews institutional roles of courts, legislatures, and administrative agencies. Includes topics of particular current interest, such as alternative dispute resolution, how the law can help or impede social change, whether Americans have become too litigious, or race and gender issues in achieving justice.

**27:202:626. RELIGION AND CRIME (3)**

Examination of the ways that the institutions and practices of religion intersect with the justice system. Specific topics include theology and legal philosophy, religion and justice reform movements, religion and crime/delinquency, religion in the prison, and the politics of religion and crime.

**27:202:631. POLITICS IN CRIMINAL JUSTICE (3)**

Deals with crime as a political issue and examines how conflicting political philosophies influence criminal justice policy.

**27:202:632. PUNISHMENT AND TREATMENT OF THE JUVENILE OFFENDER (3)**

*Prerequisite: 27:202:535.*

Focuses on post-adjudicatory handling of juvenile offenders. Examines the "get tough" policies directed at chronic, habitual, serious, and/or violent offenders compared with rehabilitation-oriented treatment policies. A range of program models and case examples for dealing with young offenders in both institutional and community settings examined.

**27:202:634. PERSONNEL PRACTICES IN CRIMINAL JUSTICE (3)**

*Prerequisite: 27:202:530.*

Covers major personnel issues in criminal justice organizations: recruitment and selection, staff training and development, personnel appraisal and general supervision. Special attention paid to innovative methods of management.

**27:202:635. CRIMINAL JUSTICE DECISION MAKING (3)**

*Prerequisite: Multivariate statistics.*

Decisions made throughout the criminal justice system, including those of a victim to report a crime, of police, magistrates, prosecutors, judges, correctional agency personnel, and parole boards examined critically. Emphasis on empirical studies of these decisions and on the goals, information needs, and alternatives available for both individual case and policy decisions.

**27:202:640. ADVANCED RESEARCH METHODS (3)**

*Prerequisites: 27:202:540, 542; basic knowledge of research design in the social sciences.*

Analyzes research strategies and methods for research in criminal justice and criminology. Includes analysis of links between theories and methods. Provides detailed review of quantitative and qualitative methods, including research design, sampling, measurement, data collection, and ethical concerns.

**27:202:641. ADVANCED STATISTICAL METHODS (3)**

*Prerequisites: 27:202:540, 542.*

Covers theoretical foundations of general statistical approaches (such as least squares analysis, maximum likelihood estimation, and Bayesian estimation), mathematical foundations for statistics (such as matrix algebra and probability theory), and selected advanced statistical or mathematical techniques for the analysis of criminal justice research problems (e.g., log-linear analysis, failure-rate analysis, and network analysis).

**27:202:642. TIME-SERIES ANALYSIS (3)**

*Prerequisites: 27:202:540, 542, 543.*

Covers statistical techniques of ARIMA time-series modeling. Presents basic approaches to intervention analysis, forecasting, and multiple time-series analysis.

**27:202:644. CLASSIFICATION AND PREDICTION METHODS (3)**

*Prerequisites: 27:202:540, 542. Recommended: Multivariate statistics.*

Critical review of theoretical and practical implications of classification and prediction methods in relation to criminal justice problems. Includes assessment of a number of taxonomic and predictive techniques and of clinical and statistical prediction methods. Evaluation of classification and prediction methods in various decision-making contexts in the criminal justice system emphasized.

**27:202:645. ADVANCED SCHOLARSHIP (3)**

*Prerequisite: 27:202:541 or enrollment in the doctoral program.*

Preparation of a paper for submission to a peer-reviewed journal. All aspects of paper presentation addressed, and the differences between a paper for publication in a journal and other forms of professional writing (such as proposal- and report-writing) are explored. May include synthesis of literature to prepare Core Area Plan.

**27:202:648. QUALITATIVE RESEARCH METHODS (3)**

*Prerequisites: 27:202:510, 540, 542.*

Ethnographic and qualitative field methods and their application to problems of crime and criminal justice. Includes definition of appropriate research problems; data collection, interviewing, and participant-observation; ethical issues of protecting human subjects; coding and analysis of qualitative data; inductive theory construction; presentation of findings; and coordinating qualitative with quantitative methods. Requires collection and analysis of some original data. Also includes microcomputer-based qualitative data analysis techniques.

**27:202:650. INDEPENDENT STUDY (3)**

*Prerequisite: 12 credits of course work completed prior to enrollment. Interested students should meet with their adviser for further information.*

Study under the supervision and guidance of a faculty member.

**27:202:651. TEACHING PRACTICUM IN CRIMINAL JUSTICE (3)**

Under faculty supervision, doctoral students are assigned to instruct undergraduate criminal justice courses within county, private, and state colleges, and in divisions of the university. Placements are made by the supervising faculty member and the cooperating institution. Instructional placements are not guaranteed.

**26:202:701,702,703,704. DISSERTATION RESEARCH IN CRIMINAL JUSTICE (3,3,3,BA)**

*Required of all students involved in preparation, data collection, and writing of Ph.D. doctoral dissertation.*

**27:202:800. MATRICULATION CONTINUED (M.A.) (E1)****26:202:800. MATRICULATION CONTINUED (PH.D.) (E-BA)****27:202:877. TEACHING ASSISTANTSHIP**

*Students who hold teaching assistantships are required to enroll in this course for 3 or 6 E credits per term.*

# Faculty and Administration

**Freda Adler, Professor.** Dr. Adler received her B.A., M.A., and Ph.D. in criminology and sociology from the University of Pennsylvania. Research areas of special interest are in criminological theory, female and cross-cultural female criminality, narcotic and alcohol abuse, judicial education, crime and development, social control, and maritime crime.

**Ko-lin Chin, Associate Professor.** Dr. Chin received his B.A. degree in business from National Taiwan University, an M.B.A. in finance and an M.A. in sociology from the University of Houston, and his Ph.D. in sociology from the University of Pennsylvania. His research interests include street gangs, organized crime, drug use and trafficking, and illegal immigration.

**Ronald V. Clarke, University Professor.** Dr. Clarke received his B.A. in psychology from the University of Bristol and his master's and doctoral degrees in clinical psychology from the University of London. He was formerly head of the Home Office Research and Planning Unit, the British government's criminological research department, and has also served as a research officer in a training school for delinquent boys. His current research examines rational choice in criminological theory, the ecology of crime, and situational crime prevention.

**Marcus Felson, Professor.** Dr. Felson received his B.A. in sociology from the University of Chicago and his M.A. and Ph.D. in sociology from the University of Michigan. He has served as a professor at the University of Southern California and the University of Illinois at Urbana-Champaign. He is interested in the way everyday life produces crime opportunities. His practical concern is using situational prevention measures to reduce crime opportunities and thus lower crime rates.

**James O. Finckenauer, Professor.** Dr. Finckenauer received his B.A. degree in sociology from Gettysburg College in Pennsylvania and his M.A. and Ph.D. degrees in sociology and in human relations from New York University. His research interests include juvenile justice, organized crime, crime and justice in the former Soviet Union, gun control politics, the death penalty, and the politics of crime and criminal justice.

**Allan J. Futernick, Associate Dean.** Dr. Futernick received his B.A. in social studies from the City College of New York and his M.A. and Ph.D. degrees in sociology from the University of Alabama. As a career army officer, he served on the faculties of the U.S. Military Academy, West Point, and the U.S. Army Command and General Staff College. His research interests include military sociology, personnel management, and race and ethnic relations.

**Don M. Gottfredson, Richard J. Hughes Professor Emeritus of Criminal Justice.** Dr. Gottfredson received his B.A. in psychology from the University of California at Berkeley and his M.A. and Ph.D., both in psychology, from Claremont Graduate School. He has gained national prominence for his research on classification and prediction of criminal behavior, on decision making in the criminal justice system, and on policy models for criminal justice decisions.

**Clayton A. Hartjen, Professor.** Dr. Hartjen received his B.A. and M.A. degrees in sociology from San Francisco State University and a Ph.D. degree in sociology from New York University. His research interests include international and comparative criminology, with special emphasis on juvenile delinquency/justice in India, criminological theory, corrections, and social control. He is presently chair of the Department of Sociology and Anthropology, Newark College of Arts and Sciences.

**George L. Kelling, Professor.** Dr. Kelling received his B.A. degree in philosophy from St. Olaf College, an M.S.W. degree from the University of Wisconsin-Milwaukee, and a Ph.D. in social welfare from the University of Wisconsin-Madison. He is currently a Fellow in the Program of Criminal Justice Policy and Management, Kennedy School of Government, Harvard University, and his areas of special interest are the police; the relationships among fear, crime, and disorder; community crime control; and the evolution of policing strategies and tactics.

**Leslie W. Kennedy, Dean and Professor.** Dr. Kennedy received his B.A. degree in sociology and anthropology from McGill University, an M.A. degree in sociology from the University of Western Ontario, and a Ph.D. in sociology from the University of Toronto. He formerly served as a faculty member and in administrative positions at the University of Alberta, Edmonton (Canada). His areas of research interest include criminal victimization, community attitudes toward crime and safety, and crime mapping.

**Michael G. Maxfield, Associate Dean and Professor.** Dr. Maxfield received his B.A. from Ohio State University and an M.A. and Ph.D. in political science from Northwestern University. He is a former faculty member of the School of Public and Environmental Affairs, Indiana University, Bloomington. His research interests include victimization, policing, criminal careers, and community justice. Dr. Maxfield works with local, state, and national agencies to promote frugal evaluation of justice policies.

**Candace McCoy, Associate Professor.** Dr. McCoy received her B.A. degree in political science and Spanish from Hiram College in Ohio. A member of the Ohio Bar, she received her J.D. degree from the University of Cincinnati and practiced law in Cincinnati before beginning her work in sociology of law. She received her Ph.D. in jurisprudence and social policy from the University of California at Berkeley. Her research specialization is plea bargaining, prosecution, and sentencing. She has published studies of victims' rights and has also published on topics related to policing and criminal justice ethics.

**Gerhard O.W. Mueller, Professor.** Professor Mueller received his baccalaureate degree from Castle of Ploen College, Germany. He received his J.D. from the School of Law at the University of Chicago and also earned an LL.M. degree from Columbia University. From 1974 until 1982, he served as chief of the United Nations Crime Prevention and Criminal Justice Branch. Professor Mueller instructs classes on law and criminal justice, constitutional issues and the criminal justice system, criminal justice procedures, selected problems in criminal justice, comparative criminal justice systems, and maritime crime and its prevention.

**Nathaniel J. Pallone, University Professor.** Dr. Pallone received an A.B. and A.M. from Catholic University of America and a Ph.D. from New York University. He served Rutgers as a dean and as academic vice president before assuming his present role, in which he is affiliated with the School of Criminal Justice on the Newark campus and with the Department of Psychology and the Center of Alcohol Studies on the New Brunswick campus. His research and publications are in psychobiology of criminal aggression, the psychodynamics of criminal behavior, criminal sexual psychopathology, and the clinical treatment of criminal offenders, both in correctional institutions and in the community.

**Mercer L. Sullivan, Associate Professor.** Dr. Sullivan received his B.A. degree in English and philosophy from Yale University and his M.Phil. and Ph.D. in anthropology from Columbia University. His research interests include relationships between crime and employment, neighborhood and community influences on crime, child support enforcement, adolescent violence, qualitative research methods, evaluation of community-oriented interventions, and crime and the life course.

**Bonita M. Veysey, Assistant Professor.** Dr. Veysey received her B.A. degree in Judaic studies, her M.S. in rehabilitation counseling, and her Ph.D. in sociology from the State University of New York at Albany. She worked as a researcher in mental health services and corrections policies for fifteen years prior to joining the criminal justice faculty in 1998. Her research interests include mental health–criminal justice system interactions, correctional supervision of female offenders, and issues of violence against women.

**Andrew von Hirsch, Professor Emeritus.** Professor von Hirsch received his B.A. from Harvard College in 1956 and proceeded to study philosophy at Magdalen College, Oxford University, England. He received his LL.B. from Harvard Law School in 1960. His research interests include the philosophy of criminal law, parole alternatives, and sentencing theory.

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*B.A., McGill; M.A., University of Western Ontario;*

*Ph.D., University of Toronto*

**Allan J. Futernick, Associate Dean; B.A., City College of New York; M.A., Ph.D., University of Alabama**

**Michael G. Maxfield, Associate Dean and Professor;**

*B.A., Ohio State; M.A., Ph.D., Northwestern*

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Ian Jacobs, *Ph.D.*, *Associate Provost for University Outreach*

### Newark

Norman Samuels, *Ph.D.*, *Provost*  
Harvey H. Feder, *Ph.D.*, *Associate Provost for Academic Programs*  
Donald L. McCabe, *Ph.D.*, *Associate Provost for Campus Development*  
Norman J. Schnayer, *Ph.D.*, *Associate Provost for Academic Personnel*  
Raymond T. Smith, *Ph.D.*, *Associate Provost for Student Affairs*  
Gene A. Vincenti, *M.B.A.*, *Associate Provost for Budget and Campus Development*

# Divisions of the University

## ACADEMIC DIVISIONS

Rutgers, The State University of New Jersey, provides educational and research services throughout the state on campuses located in Camden, Newark, and New Brunswick. The principal university center is located in New Brunswick, where Rutgers originated two centuries ago.

### **Camden**

Camden offers programs at three undergraduate colleges and at five graduate schools. With an enrollment of five thousand students, it offers exceptional educational opportunities in addition to providing the advantages and resources associated with a major state university.

#### **Faculty of Arts and Sciences–Camden**

Margaret Marsh, *Ph.D.*, *Dean*

Established in 1983 as a result of academic reorganization of the Camden campus, the Faculty of Arts and Sciences–Camden offers academic programs for undergraduate and graduate work in twenty-three arts and sciences disciplines and in a variety of interdisciplinary areas.

#### **School of Business–Camden**

Milton Leontiades, *Ph.D.*, *Dean*

Established in 1988, the School of Business–Camden sets major requirements and teaches all courses leading to the Bachelor of Science degree in the professional areas of accounting and management. The School of Business also sets the major requirements and teaches all courses leading to a Master of Business Administration degree.

#### **Camden College of Arts and Sciences**

Margaret Marsh, *Ph.D.*, *Dean*

A coeducational, liberal arts college, CCAS is the successor institution to the College of South Jersey, which was established in 1927 and became part of the state university in 1950.

#### **University College–Camden**

Margaret Marsh, *Ph.D.*, *Dean*

University College–Camden is an evening college of liberal arts and professional studies serving part-time students since 1950.

#### **Graduate School–Camden**

Margaret Marsh, *Ph.D.*, *Dean*

Graduate programs in the liberal arts were started in Camden in 1971 under the jurisdiction of the Graduate School–New Brunswick. The Graduate School–Camden was established as an autonomous unit in 1981.

#### **School of Law–Camden**

Rayman L. Solomon, *J.D.*, *Ph.D.*, *Dean*

Founded in 1926, the School of Law–Camden joined the university in 1950 as the South Jersey Division of the School of Law–Newark. It became an independent unit of the university in 1967. The law school offers a curriculum leading to the degree of Juris Doctor, including advanced study in special areas.

#### **Summer Session–Camden**

Thomas Venables, *Ed.D.*

The Summer Session, begun in 1913 and established as a division of the university in 1960, offers a wide variety of graduate and undergraduate courses during three sessions in the summer months.

### **Newark**

Newark offers programs at three undergraduate colleges and at four graduate schools. With an enrollment of approximately ten thousand students, it offers strong academic programs, excellent facilities, and an outstanding faculty.

#### **Faculty of Arts and Sciences–Newark**

Steven J. Diner, *Ph.D.*, *Dean*

The Faculty of Arts and Sciences–Newark was established in 1985 to expand and strengthen the instructional program for undergraduate students at the Newark campus. The combined faculties of Newark College of Arts and Sciences and University College–Newark offer courses and academic programs in more than sixty subject areas.

#### **Newark College of Arts and Sciences**

Steven J. Diner, *Ph.D.*, *Dean*

Founded in 1930 as Dana College, this undergraduate, coeducational, liberal arts college became part of Rutgers when the University of Newark was integrated into the state university in 1946.

#### **College of Nursing**

Hurdis Margaret Ann Griffith, *Ph.D.*, *Dean*

The College of Nursing was established in 1956 as an expansion of the university's offerings in the former School of Nursing of the Newark College of Arts and Sciences. Its graduate program is conducted through the Graduate School–Newark.

## **University College–Newark**

Steven J. Diner, *Ph.D.*, *Dean*

University College–Newark is an evening and weekend college of liberal arts and professional studies serving part-time students since 1934. Within the context of the liberal arts tradition, University College students are offered a full range of courses and curricula, including programs in business and preparation for the professions leading to the degrees of Bachelor of Arts and Bachelor of Science.

## **Faculty of Management**

Rosa Oppenheim, *Ph.D.*, *Acting Dean*

Established in 1993, the Faculty of Management encompasses the Graduate School of Management and the School of Management. The School of Management is an upper-division undergraduate school, founded in 1993, that offers the Bachelor of Science degree jointly with either the Newark College of Arts and Sciences or University College–Newark. Degree programs are available in accounting, finance, management, and marketing. The Graduate School of Management, founded in 1929 as the Seth Boyden School of Business and incorporated into Rutgers in 1946, offers three programs. Two of these programs, management and professional accounting, lead to the Master of Business Administration degree. The third program offers the Ph.D. degree in management jointly with the Graduate School–Newark and the New Jersey Institute of Technology.

## **Graduate School–Newark**

Norman Samuels, *Ph.D.*, *Dean*

The Graduate School–Newark was established as a separate instructional division of the university with degree-granting authority in 1976.

## **School of Criminal Justice**

Leslie W. Kennedy, *Ph.D.*, *Dean*

The School of Criminal Justice, which opened in 1974, offers a graduate program that provides students with a sound foundation for work in teaching, research, or criminal justice management. The Master of Arts degree is offered through the school, and the Ph.D. degree is offered in conjunction with the Graduate School–Newark.

## **School of Law–Newark**

Eric Neisser, *J.D.*, *Acting Dean*

The university's graduate programs in law originated in other institutions. The New Jersey School of Law, founded in 1908, and the Mercer Beasley School of Law, founded in 1926, merged in 1936 to become the University of Newark School of Law, which became part of Rutgers in 1946.

## **Summer Session–Newark**

The Summer Session, begun in 1913 and established as a division of the university in 1960, offers a wide variety of graduate and undergraduate courses during three sessions in the summer months.

## **New Brunswick**

The New Brunswick campus is the largest and most diversified of the university's three campuses with sixteen academic units, eighteen hundred faculty, and thirty-three thousand students enrolled in undergraduate and graduate programs.

## **Faculty of Arts and Sciences–New Brunswick**

Richard F. Foley, *Ph.D.*, *Dean*

Established in 1981 as a result of academic reorganization of the New Brunswick campus, the Faculty of Arts and Sciences–New Brunswick teaches all arts and science courses for undergraduate and graduate students in degree-granting units and sets the major requirements for all arts and science majors. Organized into disciplines and departments, it offers forty-four undergraduate major programs and twenty-nine graduate programs, which are administered by the Graduate School–New Brunswick.

## **Douglass College**

Barbara Shailor, *Ph.D.*, *Dean*

Founded in 1918 as the New Jersey College for Women, Douglass is the largest women's college in the nation. While maintaining rigorous standards of instruction in the fundamental disciplines of the liberal arts, Douglass supports and develops programs which link major courses of study to future careers. The college also implements special programs as well as independent activities designed to help women students develop the qualities required for achievement in any field of endeavor.

## **Livingston College**

Arnold Hyndman, *Ph.D.*, *Dean*

Livingston College opened in 1969 as a coeducational institution dedicated to serving a diverse student body reflecting the racial, ethnic, and socioeconomic composition of today's society. As a college of the liberal arts and professions, Livingston is committed to a multidisciplinary program that brings together a diverse group of students, faculty, and staff in a cosmopolitan community dedicated to learning.

## **Rutgers College**

Carl Kirschner, *Ph.D.*, *Dean*

Rutgers College was chartered in 1766 and is the original nucleus around which the university developed. Formerly an undergraduate college for men, it is now coeducational. Dedicated to the promotion of excellence in undergraduate education, Rutgers College provides its students with clear guidelines in the pursuit of a liberal arts education.

## **University College–New Brunswick**

Emmet A. Dennis, *Ph.D.*, *Dean*

University College–New Brunswick is an evening college of liberal arts and professional studies serving part-time students since 1934. Within the context of the liberal arts tradition, University College–New Brunswick students are offered a full range of courses and curricula, including programs in business and preparation for the professions leading to the degrees of Bachelor of Arts and Bachelor of Science.



## **Cook College**

Bruce C. Carlton, *Ph.D.*, *Dean*

A coeducational and residential college, Cook offers undergraduate programs in various applied disciplines with emphasis on environmental, agricultural, food, and marine sciences. Formerly the College of Agriculture and later the College of Agriculture and Environmental Science, Cook College adopted its present name in 1973. Graduate programs are offered through the Graduate School–New Brunswick.

## **College of Engineering**

Michael T. Klein, *Ph.D.*, *Dean*

Instruction in engineering began at Rutgers in 1864, when New Jersey designated Rutgers College to be the State College for the Benefit of Agriculture and Mechanic Arts. The College of Engineering became a separate unit in 1914 and is dedicated to the sound technical and general education of the student. It offers a Bachelor of Science degree in even disciplines as well as a curriculum in applied sciences. Its graduate programs are conducted through the Graduate School–New Brunswick.

## **College of Pharmacy**

John L. Colaizzi, *Ph.D.*, *Dean*

First organized in 1892 and incorporated into the state university in 1927, the College of Pharmacy offers a five-year professional program leading to the Bachelor of Science degree and a graduate program leading to the Pharm.D. degree. Other graduate programs leading to advanced degrees through the Graduate School–New Brunswick are also available. In addition, the college sponsors an extension program for the benefit of practicing pharmacists throughout the state.

## **Mason Gross School of the Arts**

Marilyn Feller Somville, *Ph.D.*, *Dean*

This branch of Rutgers opened in July 1976. The school grants both undergraduate and graduate degrees. Formed to provide an education in the arts of the highest professional caliber, the school offers an M.F.A. degree in visual arts and theater arts; D.M.A., A.Dpl., M.M., and B.Mus. degrees in music; and a B.F.A. degree in visual arts, dance, and theater arts.

## **School of Business–New Brunswick**

Rosa Oppenheim, *Ph.D.*, *Acting Dean*

Approved by the New Jersey Department of Higher Education in 1986, the School of Business–New Brunswick offers both undergraduate and graduate degrees. On the undergraduate level, it is a two-year, upper-division school offering programs in accounting, finance, management, and marketing. The school admits students from Douglass, Livingston, Rutgers, and University colleges in their junior year. The Bachelor of Science degree is jointly awarded by the School of Business–New Brunswick and the undergraduate college. The school's graduate program offers the Master of Accounting degree.

## **School of Communication, Information and Library Studies**

Gustav Friedrich, *Ph.D.*, *Dean*

This school was formed in 1982 by a merger of two schools to provide academic programs that focus on various facets of communication and information science. The school offers undergraduate programs of study in communication, and journalism and mass media. Students are admitted to the school in their junior year from the five residential undergraduate colleges in New Brunswick: Cook, Douglass, Livingston, Rutgers, and University colleges. Bachelor of Arts degrees are awarded jointly by the School of Communication, Information and Library Studies and the undergraduate college. At the graduate level, programs are offered that lead to the degree of Master of Library Service, the Master of Communication and Information Studies, and, jointly with the Graduate School–New Brunswick, to the Doctor of Philosophy degree. Courses for in-service librarians are also provided.

## **Edward J. Bloustein School of Planning and Public Policy**

James W. Hughes, *Ph.D.*, *Dean*

Founded in 1992, the Edward J. Bloustein School of Planning and Public Policy provides focus for all of Rutgers' programs of instruction, research, and service in planning and public policy. The school offers undergraduate programs in urban studies and public health, each leading to the baccalaureate degree. On the graduate level, the school confers Master of City and Regional Planning, Master of Public Health, and Doctor of Public Health degrees; the latter two degrees are offered jointly with the University of Medicine and Dentistry of New Jersey–Robert Wood Johnson Medical School. A dual-degree program in public health and applied psychology leading to the Master of Public Health and Doctor of Psychology degrees is offered with the Graduate School of Applied and Professional Psychology. Programs are also offered that lead to the Master of Science and Doctor of Philosophy degrees in urban planning and policy development; these latter two degrees are conferred by the Graduate School–New Brunswick.

## **School of Management and Labor Relations**

John F. Burton, *Ph.D.*, *Dean*

The School of Management and Labor Relations, formed in 1994, provides undergraduate instruction in labor studies. At the graduate level, programs are offered that lead to the degrees of Master of Science in Human Resource Management, Master of Arts in Labor and Industrial Relations, and Doctor of Philosophy in Industrial Relations and Human Resources.

## Graduate School–New Brunswick

Richard F. Foley, *Ph.D.*, *Dean*

Graduate programs in the arts and sciences have been offered since 1876. The Graduate School–New Brunswick awards advanced degrees in more than sixty disciplines and is responsible for all Doctor of Philosophy degrees at Rutgers–New Brunswick. The faculty is drawn from virtually all academic divisions of the university.

## Graduate School of Applied and Professional Psychology

Sandra L. Harris, *Ph.D.*, *Dean*

The GSAPP was established in 1974 to train direct-service psychologists who have a special commitment to community involvement. It offers the Doctor of Psychology (Psy.D.) degree in professional psychology with specializations in the areas of clinical psychology, school psychology, and organizational psychology. The GSAPP also awards the Master of Psychology (Psy.M.) degree *en passant* to the doctorate; the Psy.M. is not offered as a terminal degree.

## Graduate School of Education

Louise C. Wilkinson, *Ed.D.*, *Dean*

Courses in education were first offered by Rutgers College in the late nineteenth century. A separate school offering its own curricula was organized in 1924. The GSE offers programs leading to the degrees of Master of Education, Specialist in Education, and Doctor of Education.

## School of Social Work

Mary E. Davidson, *Ph.D.*, *Dean*

Established in 1954 to prepare students for professional social work practice, the SSW offers a two-year graduate curriculum leading to the Master of Social Work degree. Jointly with the Graduate School–New Brunswick, it offers a program leading to the Doctor of Philosophy degree, and its faculty also teaches an undergraduate social work program.

## Summer Session–New Brunswick

Thomas A. Kujawski, *Ed.M.*

The Summer Session, begun in 1913 and established as a division of the university in 1960, offers a wide variety of graduate and undergraduate courses during three sessions in the summer months.

## ACADEMIC CENTERS, BUREAUS, AND INSTITUTES

**Advanced Food Technology, Center for.** Food Science Building, Cook Campus

**Agricultural Experiment Station, New Jersey.** Martin Hall, Cook Campus

**Alcohol Studies, Center of.** Smithers Hall, Busch Campus

**American Affordable Housing Institute.** 33 Livingston Avenue, College Avenue Campus

**American Woman and Politics, Center for the.** Wood Lawn, Douglass Campus

**Animal Behavior, Institute of.** Smith Hall, Newark Campus

**Art Museum, Jane Voorhees Zimmerli.** College Avenue Campus

**Biological Research, Bureau of.** Nelson Biology Laboratories, Busch Campus

**Biostatistics, Institute for.** Hill Center, Busch Campus

**Biotechnology Center for Agriculture and the Environment.** Cook Campus

**Ceramic Research, Center for.** Engineering Building, Busch Campus

**Coastal and Environmental Studies, Center for.** Doolittle Hall, Busch Campus

**Computer Aids for Industrial Productivity, Center for.** Hill Center, Busch Campus

**Computer Science Research, Laboratory for.** Hill Center, Busch Campus

**Controlled Drug-Delivery Research Center.** Pharmacy Building, Busch Campus

**Crime Prevention Studies, Center for.** S.I. Newhouse Center for Law and Justice, Newark Campus

**Criminological Research, Institute for.** Lucy Stone Hall, Livingston Campus

**Critical Analysis of Contemporary Culture, Center for the.** 8 Bishop Place, College Avenue Campus

**Discrete Mathematics and Theoretical Computer Science, Center for.** Hill Center, Busch Campus

**Eagleton Institute of Politics.** Wood Lawn, Douglass Campus

**Economic Research, Bureau of.** New Jersey Hall, College Avenue Campus

**Edison Papers, Thomas A.** Van Dyck Hall, College Avenue Campus

**Employment Policy and Workforce Development, Center for.** Edward J. Bloustein School of Planning and Public Policy, 33 Livingston Avenue, College Avenue Campus

**Engineered Materials, Institute for.** Engineering Building, Busch Campus

**Engineering Research, Bureau of.** Engineering Building, Busch Campus

**Fiber Optic Materials Research Program.** Engineering Building, Busch Campus

**Fisheries and Aquaculture Technology Extension Center.** Martin Hall, Cook Campus

**Government Services, Center for.** Edward J. Bloustein School of Planning and Public Policy, 33 Livingston Avenue, College Avenue Campus

**Health, Health Care Policy, and Aging Research, Institute for.** 30 College Avenue, College Avenue Campus

**Historical Analysis, Center for.** 88 College Avenue, College Avenue Campus

**Human Evolutionary Studies, Center for.** 131 George Street, College Avenue Campus

**International Business Education, Center for.** Janice H. Levin Building, Livingston Campus

**International Conflict Resolution and Peace Studies, Center for.** Hickman Hall, Douglass Campus

**International Faculty and Student Services, Center for.** 180 College Avenue, College Avenue Campus

**Jazz Studies, Institute of.** Bradley Hall, Newark Campus

**Jewish Life, Center for the Study of.** 12 College Avenue, College Avenue Campus

**Journalism Resources Institute.** 185 College Avenue, College Avenue Campus

**Marine and Coastal Sciences, Institute of.** Martin Hall, Cook Campus

**Materials Synthesis, Center for.** Engineering Building, Busch Campus

**Mathematical Sciences Research, Center for.** Hill Center, Busch Campus

**Mathematics, Science, and Computer Education, Center for.** Science and Engineering Resource Center, Busch Campus

**Molecular and Behavioral Neuroscience, Center for.** Newark Campus

**Negotiation and Conflict Resolution, Center for.** Edward J. Bloustein School of Planning and Public Policy, 33 Livingston Avenue, College Avenue Campus

**Operations Research, Center for.** Hill Center, Busch Campus

**Packaging Engineering, Center for.** Engineering Building, Busch Campus

**Physics Research, Bureau of.** Serin Physics Laboratories, Busch Campus

**Rutgers Cooperative Extension.** Martin Hall, Cook Campus

**Surface Modification, Laboratory for.** Serin Physics Laboratories, Busch Campus

**Transportation Policy Institute.** Edward J. Bloustein School of Planning and Public Policy, 33 Livingston Avenue, College Avenue Campus

**Urban Policy Research, Center for.** 33 Livingston Avenue, College Avenue Campus

**Waksman Institute of Microbiology.** Hoes Lane, Busch Campus

**Walt Whitman Center for the Culture and Politics of Democracy.** Hickman Hall, Douglass Campus

**Wireless Information Network Laboratory.** Electrical Engineering Building, Busch Campus

**Women, Institute for Research on.** Voorhees Chapel, Douglass Campus

### **Centers Operated Jointly**

**Biotechnology and Medicine, Center for Advanced.  
Environmental and Occupational Health Sciences Institute.  
Hazardous Substance Management Research Center.**

## **UNIVERSITY LIBRARY SYSTEM**

**Alcohol Studies Library.** Smithers Hall, Busch Campus

**Annex.** Annex Building, Busch Campus

**Archibald Stevens Alexander Library.** 169 College Avenue, College Avenue Campus

**Art Library.** Hamilton Street, College Avenue Campus

**Bailey B. Pepper Entomology Library.** John B. Smith Hall, Georges Road and Jones Street, Cook Campus

**Blanche and Irving Laurie Music Library.** Douglass Library, Chapel Drive and George Street, Douglass Campus

**Chemistry Library.** Wright Chemistry Laboratory Building, Busch Campus

**Chrysler Herbarium Library.** Nelson Biology Laboratories, Busch Campus

**Criminal Justice Library.** S.I. Newhouse Center, 15 Washington Street, Newark Campus

**East Asian Library.** Alexander Library, College Avenue Campus

**Institute of Jazz Studies Library.** Bradley Hall, Newark Campus

**John Cotton Dana Library.** 185 University Avenue, Newark Campus

**Kilmer Area Library.** Avenue E, Livingston Campus

**Library of Science and Medicine.** Bevier Road, Busch Campus

**Mabel Smith Douglass Library.** Chapel Drive and George Street, Douglass Campus

**Mathematical Sciences Library.** Hill Center, Busch Campus

**Media Services.** Kilmer Area Library, Livingston Campus

**Paul Robeson Library.** 300 North Fourth Street, Camden Campus

**Physics Library.** Serin Physics Laboratories, Busch Campus

**School of Law-Camden Library.** Fifth and Penn Streets, Camden Campus

**School of Law-Newark Library.** 15 Washington Street, Newark Campus

**School of Management and Labor Relations Library.** Ryders Lane, Cook Campus

**SERC Reading Room.** Science and Engineering Resource Center, Frelinghuysen Road, Busch Campus

**Special Collections and University Archives.** Alexander Library, College Avenue Campus

**Stephen and Lucy Chang Science Library.** Foran Hall, Cook Campus

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