



School of Public Affairs

UNIVERSITY OF COLORADO **DENVER**

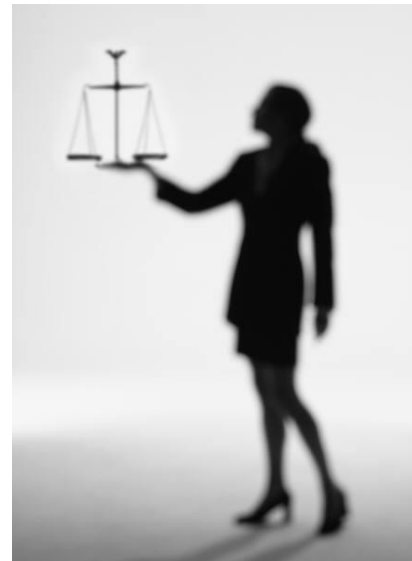
BACHELOR OF ARTS IN CRIMINAL JUSTICE

PROGRAM HANDBOOK

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please contact:

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Approved by the SPA Criminal Justice Committee March, 2009

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Please Note: All information in this handbook is subject to change in accordance with University of Colorado Denver policies and procedures.

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1. Purpose of Handbook

This handbook is designed to facilitate a student's progress toward the Bachelor of Arts in Criminal Justice (BACJ). The School of Public Affairs (SPA) and the University of Colorado have specific rules and regulations for the BACJ program which must be followed in order to obtain the degree. This handbook explains SPA policies and procedures, which are subject to change and can be affected by changes in the policies of the University of Colorado. University-wide policies have priority over the procedures of SPA. Students with questions concerning certain policies or procedures should consult their Academic Advisor, the BACJ Director, the Associate Dean, or the Dean.

2. Bachelor of Arts in Criminal Justice Program Description

Criminal Justice began as an area of concentration in SPA's Master of Public Administration program in 1974. The Master of Criminal Justice program was established in 1980 as a separate degree program within SPA upon recommendation of the University of Colorado Board of Regents and approval by the Colorado Commission on Higher Education.

The School of Public Affairs introduced the Bachelor of Arts in Criminal Justice in the fall 2007 semester. The program was developed in order to meet the demand for criminal justice professionals. According to the United States Department of Labor, the need for various criminal justice professionals in Colorado was projected to increase by an average of 33% from 2002 to 2012.

Criminal justice graduates go on to a wide variety of careers that cross the spectrum of public, nonprofit, and private agencies, including: Colorado Bureau of Investigation; Victim Advocacy; Division of Criminal Justice – Research, Evaluation, Management, or Grant Writing; Corrections – Management; Juvenile Justice – Case Manager, Group Leader, or Counselor; Federal Agencies – DEA, ATF, FBI, Homeland Security and Secret Service; Policing – Statistical Analysis, Communications, Crime Mapping or as a sworn Officer (with the additional POST certification); Corporate or Private Security.

Criminal justice also provides a solid base from which to apply to law school and graduate programs in Sociology, Criminology, or Public Administration.

2.1 School of Public Affairs

The School of Public Affairs (SPA) offers and administers five degrees: the Bachelor of Arts in Criminal Justice, the Bachelor of Arts in Public Service, the Master of Criminal Justice, the Master of Public Administration, and the Doctor of Philosophy in Public Affairs. The principle functions of the School are to provide programs of professional education, training, and service for the public and nonprofit sectors and to undertake research on issues of concern to federal, state, and local governments. SPA provides an opportunity for students to enhance their management, administrative, policy, research, and analytic skills.

2.2 Program Mission

The mission of the Bachelor of Arts in Criminal Justice (BACJ) program is:

- (a) To provide an intellectually stimulating academic and professional environment in which students and faculty may grow and develop to their full potential;
- (b) To educate students who are preparing for or pursuing a career in criminal justice, offering realistic preparation for practical success in the workplace and to facilitate the development of skills and capabilities necessary to become a catalyst within the profession so as to enhance the viability and growth of the discipline in an ethical and just manner
- (c) To make continuing significant contributions to knowledge and excellence of practice in the fields of criminal justice and allied Social and behavioral sciences through teaching, research, dissemination of knowledge to the public, and direct service to local, state and national constituent communities and criminal justice agencies.

2.3 Curriculum Objectives

The BACJ program offers a liberal arts basis and was designed to meet the certification standards established by the Academy of Criminal Justice Sciences. Upon completion of the program, students will:

- (a) be able to draw on multiple disciplines and research traditions to identify and understand the social and behavioral contributors to crime and delinquency;
- (b) have a comprehensive understanding of the institutions in the criminal justice system and how politics and policy making affect these institutions;
- (c) have effective critical thinking and oral and written communication skills;
- (d) have a comprehensive knowledge of the ethical concerns of the criminal justice field;
- (e) understand how perceptions of the criminal justice system vary cross-culturally, and how such differences influence policy and public perception;
- (f) understand the impact and interplay of public policy on the trends, solutions, and research in the field;
- (g) have acquired the skills to engage in effective written and oral communication;
- (h) have demonstrated honed interpersonal and leadership skills;
- (i) have developed a basis for the skills necessary to perform information analysis; engage in critical thinking, problem solving, and evaluation.

2.4 Learning Objectives

Learning Objectives: Students will become innovative thinkers and skilled professionals in the field of criminology and criminal justice by developing five main competencies, including: (1) substantive knowledge, (2) research skills, (3) critical thinking, (4) effective communication, and (5) diversity and cultural literacy.

Substantive Knowledge - Students will develop a broad-based understanding of the nature, causes, and consequences of crime and victimization, and the societal institutions designed to deal with issues of crime and justice. Students will become

familiar with current policies and practices related to the most pressing issues influencing individuals, families and communities affected by crime. Students will develop an understanding of how historical, cultural and structural forces influence the causes of crime/victimization, the social construction of crime/victimization, and the responses of the criminal justice system.

Research Skills - Students will develop facility with methodological and analytic techniques, both quantitative and qualitative, to systematically study problems of crime and justice. Students will be competent consumers of research and also be able to design and conduct basic empirical research studies.

Critical Thinking - Students will develop the essential ability to make informed judgments and make significant contributions to solutions to today's most pressing justice related issues through critical consideration of a large and diverse body of knowledge. Students will develop and enhance their ability to gather relevant information and weigh alternative explanations.

Effective Communication - Students will learn to write for both professional and academic audiences and will understand how to craft effective literature reviews and research summaries. Students will develop public speaking skills in order to become comfortable presenting their work in public forums. They will also learn to work in a team environment with classmates, as well as organizations external to the school to develop effective cooperative communications skills essential to success in almost every organization. Students will learn to effectively communicate with diverse populations, including different: races, classes, genders, sexual orientations, developmental capabilities and religious perspectives.

Diversity, Inclusion, and Cultural Literacy - Students will learn to critically appreciate their own cultural and personal histories, as well as the values and traditions of others, and seek to evaluate a range of points of view in understanding the causes and consequences of crime, social construction of crime, and the criminal justice system.

2.5 BACJ Administration

The BACJ program is administered by SPA. The School has its own internal procedures and requirements for the BACJ degree. Forms and information are available from the SPA office. Completed forms should be returned there. The BACJ Program Director is the key administrative officer for the program. The Program Director chairs the CJ Committee, which recommends overall CJ policies and serves as the central contact for matters regarding program procedures.

3. ADMISSIONS

3.1 Freshmen

Freshmen admitted to CU Denver may declare their major directly to the School of Public Affairs BACJ program. Applicants need to be high school graduates or have earned a High School Equivalency Certificate (GED).

Admission is based on several factors. The most important factors are grade point average, high school rank, scores on the ACT or SAT, and previous coursework. GED applicants are considered on the basis of their GED scores, ACT or SAT scores, and any completed high school credits.

The online application for admission and additional application instructions are listed on the Office of Admissions webpage: www.ucdenver.edu/Admissions.

3.2 Transfer Students

Any student who has completed college coursework after graduation from high school is considered a transfer student for admission purposes. Students who have completed college courses while still enrolled in high school are considered as entering freshmen.

Students who have 23 or fewer semester credits hours of completed college-level course work at the time of application are considered for admission based upon their high school grade point average, high school courses/units completed, ACT or SAT scores, and college or university GPA.

Students with 24 or more semester hours of completed college-level course work at the time of application are considered for admission based primarily upon performance in college courses.

The cumulative GPA is calculated as or converted to a 4.0 scale and will include all college and university course work attempted, including course work from foreign institutions. Although high school transcripts are not required for an admission decision, if students have 24 or more college level semester hours completed, they are strongly encouraged to submit their official high school transcripts to aid in certain requirement completion towards graduation.

The online application for admission and additional application instructions are listed on the Office of Admissions webpage: <http://www.ucdenver.edu/admissions/transfer/requirements/Pages/AdmissionRequirements.aspx>

3.3 Change of Major

Students can apply to the School of Public Affairs from another school or college at CU Denver. Students interested in applying for admission need to meet with the BACJ Academic Advisor and submit the Intra-University Transfer (IUT) form.

The IUT form can be obtained through the Office of the Registrar or the School of Public Affairs' BACJ Academic Advisor.

Students must be a current CU Denver undergraduate with a minimum of a 2.0 cumulative grade point average. Students in their first semester at CU Denver who do not yet have a GPA may not be guaranteed transfer until after completion of their first semester. Contact the School of Public Affairs, 330-315-2228, or the Office of the Registrar, 303-315-2600, with questions on the process.

3.4 Non-Degree Admission

Non-Degree admission is a status designated for students seeking to enroll without the intentions of pursuing a degree. There are two non-degree designations; Undergraduate non-degree which is intended for students that have not received a bachelor's degree and they do not intend to complete a bachelor's degree and Graduate non-degree for students that have completed a bachelor's degree or higher and do not intend to complete a degree. Students who intend to only complete pre-requisites and have a bachelor's degree completed can only apply for graduate non-degree status.

Parameters surrounding admission as a non-degree student are:

- Students must be age 20 or older. If under 20, students can only apply for summer semester.
- Students must have a cumulative GPA of 2.0 or higher for all coursework taken at, and be eligible to return to any college of university previously attended.
- Students must pay a \$50 non-refundable application fee via Credit Card.
- Non-degree students are not eligible for financial aid, student loans, most scholarships, or tuition assistance.

Applications and additional information for Non-Degree Applicants can be found on the Office of Admissions webpage:

<http://www.ucdenver.edu/admissions/nondegree/information/Pages/default.aspx>

3.4.1 Non-Degree Admission Financial Concerns

Non-degree students are not eligible for financial aid, student loans, most scholarships, or tuition assistance. Tuition rates are based on the students admission classification, regardless of the level of course(s) for which the student registers:

- If the student does not have a bachelor's degree, they will be classified as an undergraduate non-degree seeking student for billing purposes and assessed tuition at the upper-division rate. The Colorado Opportunity Fund (COF) is available if the student is eligible.
- If the student does have a bachelor's degree, they will be classified as a graduate non-degree seeking student for billing purposes and assessed the graduate tuition rate.

Students are financially responsible for all courses in which they register for, even if they do not attend. See the Bursar Calendar for important financial deadlines/dates.

For questions and/or concerns related to non-degree status, students should contact the Bursar's Office directly at 303-315-1800.

3.5 Admission Deadlines

Admission to the BACJ program is made on a semester basis. Application deadlines for priority consideration are as follows:

Fall Semester	July 22nd
Spring Semester	December 1st
Summer Session	May 1st

Although students may still submit applications after the priority deadline and until the final deadline, students are strongly encouraged to submit all application materials by the priority deadline. Applications may be considered at any time, which means that files are reviewed as soon as they are complete. Students are notified by letter as soon as admission is granted by the University of Colorado Denver and the School of Public Affairs.

3.6 Readmission of Former and Suspended Students

University of Colorado students who have not registered and attended classes at CU Denver for one year or longer and who have not attended another institution since last attending CU Denver are considered returning students and must formally apply for readmission.

Application materials may be obtained online at:

<http://www.ucdenver.edu/admissions/apply/Pages/apply.aspx>

Students who have been suspended from the University and wish to re-apply must also submit a Petition for Re-admission to the School of Public Affairs. Students should first submit an Application for Re-admission and will then be provided with further instructions regarding the petition process.

Students who have attended another college or university since last attending the University of Colorado must apply as a transfer student and meet the transfer student admission criteria. Students must pay the \$50.00 (subject to change) non-refundable application fee and submit official transcripts from all colleges and universities they previously attended.

Transcripts must be sent directly from the issuing institution to:

University of Colorado Denver, Office of Admission
Campus Box 167
P.O. Box 173364
Denver, Colorado 80217-3364

4. BACJ DEGREE REQUIREMENTS

4.1 Course Load

The normal course load for a full-time student is 12-15 semester credit hours per fall or spring semester. A normal course load for summer semester is 6-9 semester credit hours. To be considered a full-time student for financial aid purposes, students must be enrolled in at least 12 credit hours each semester, including summer.

Incoming freshmen wishing to complete their degree within 4 years (8 semesters) should successfully complete 15 credit hours per semester or 30 credit hours per year.

The normal course load for a half-time student is 9 credit hours for fall and spring semester and 3 credits for summer semester.

4.2 BACJ Credit Hour Requirements

Students completing a BACJ at the University of Colorado Denver will complete a minimum of 120 credit hours. The general degree requirements are:

- 120 total semester credit hours passed
- Minimum 45 semester hours of upper-division course work (3000 and above)
- 36-38 semester credit hours in CU Denver general education core curriculum
- 46-48 semester credit hours in general electives
- Minimum 21 semester credit hours of resident CRJU coursework
- Minimum 21 semester credit hours of upper-division CRJU (3000 and above) coursework
- Minimum of 30 hours of resident credit; 21 out of the last 30 hours in resident course work
- Minimum of 2.0 CU cumulative grade point average
- Fulfillment of all college and major graduation requirements

4.3 CU Denver General Education Core Requirements

The General Education Core Requirements for CU Denver students provides BACJ students with a broad general education competencies based on a liberal arts foundation. At the same time the core requirements allow students flexibility based on their individual backgrounds and specific educational and career goals.

The core curriculum requires 9-10 semester credit hours of Intellectual Competencies and 27-29 semester credit hours in defined Knowledge Areas.

4.4 Core Intellectual Competencies

All BACJ students must complete ENGL 1020 Core Composition I, ENGL 2030 Core Composition II, and one 3-4 credit semester credit hour math course from the approved list. See section on the Math Placement Exam for information related to math course options and eligibility.

BACJ students should consult with their Academic Advisor, the CU Denver Catalog, or the Degree Audit for a list of acceptable math courses. It is recommended, however, that all BACJ students complete MATH 1110 College Algebra to satisfy the Core math requirement.

Intellectual Core Competency courses must be satisfied with a minimum grade of a C-. Pass/Fail grading is not an option for the Core Intellectual Competencies.

4.5 Core Knowledge Areas

All BACJ students must satisfy 7 knowledge areas as defined by the CU Denver General Education Core Requirements. The 7 knowledge areas and semester credit hours required in each area are:

1. Natural & Physical Sciences, Math: 7-8 semester credit hours which must include at least one lab physical or biological science course. *Students cannot apply one math course to both the Core Intellectual Competency and the Knowledge area,*
2. Behavioral Sciences: 3 semester credit hours,
3. Social Sciences: 3 semester credit hours**,
4. Arts: 3 semester credit hours,
5. Humanities: 3 semester credit hours,
6. Cultural Diversity: 3 semester credit hours,
7. International Perspectives: 3 semester credit hours

**BACJ students may apply both SOCY 1001 Introduction to Sociology and CRJU 1000 Criminology & Criminal Justice: An Overview towards the Social Sciences Core requirement and the Criminal Justice major. The minimum passing grade for these courses is C-.

BACJ students should consult with their Academic Advisor, the CU Denver Catalog, or the Degree Audit for a list of acceptable knowledge area courses. Knowledge area courses can be met with any passing grade or the pass/fail grading option.

4.6 SPA Graduation Requirements

SPA has additional graduation requirements as follows:

1. Social Sciences: 6 credit hours**
2. Foreign Language: second semester proficiency (0-10 credit hours)***

**BACJ students may apply both SOCY 1001 Introduction to Sociology and CRJU 1000 Criminology & Criminal Justice: An Overview towards the Social Sciences Core requirement and the Criminal Justice major. The minimum passing grade for these courses is C-.

***Students may fulfill the foreign language requirement through a second semester level course equivalent to CU Denver with a minimum grade of "C-" (1.7), satisfactory proficiency testing through the Department of Modern Languages, or submitting a copy

of their high school transcript detailing completion of a second year (LEVEL II) high school course with a minimum grade of "C-" (1.7) in the second semester of the second year. Any courses student complete that are below the second semester level will be applied to general elective credit.

4.7 Math Placement Exam

All undergraduate students must complete a minimum of 3-4 semester credit hours of college level math. Some math courses require prerequisites or satisfactory placement exam scores for registration.

For MATH 1070 and MATH 1110, the below prerequisite exam scores are strongly recommended; they are not required prerequisites. In other words, the below exam scores are for informational purposes only and are not strictly enforced. It is strongly recommended that students take one of these exams to determine whether they are sufficiently prepared, and if they are not, we recommend they spend some time reviewing the prerequisite material. Options for reviewing material are described below.

MATH 1401 (Calculus I): Students **must** meet one of the requirements in order to register. No exceptions to the prerequisite requirements are made. If you have not already met one of the prerequisite requirements, it is particularly important for you to take one of the exams *early* so that you will have plenty of time to review material and, if necessary, re-take a prerequisite exam before registering for classes. Also, note that MATH 1120: College Trigonometry and MATH 1130: Precalculus Mathematics are courses that are designed to prepare students for the MyMathTest Calculus prerequisite exam.

The Department of Mathematical and Statistical Sciences' policy on prerequisite completion is strict. We will NOT sign a student into a course requiring that prerequisite until the course shows up on the student's record in the University of Colorado Denver system as having transferred as the correct University of Colorado Denver prerequisite. A hard copy of the student's record is NOT sufficient, because these documents can be easily altered. The student must contact the registrar to confirm that their transcripts have been processed. Once the course has transferred as the correct University of Colorado Denver prerequisite course, then the student should be able to register for the new course themselves.

After confirming with the registrar that your transcripts have been processed, but you still cannot register for the course, you may contact mathstaff@ucdenver.edu or (303-315-1700) to verify your records. Please provide your student ID number. It may be that the course transferred but not as the correct prerequisite. If this is the case, then you will need to take the prerequisite course here at University of Colorado Denver before you can take the course that you want to take. However, if the course did transfer as the correct prerequisite and you still cannot register then (and only then!) will we help you register.

Prerequisite Exam Information

Course	MATH 1070	MATH 1110	MATH 1401
ACT-Math	24	24	27
SAT-MATH	560	560	620
AP Calculus (AB or BC)	Test score of at least 3	Test score of at least 3	Test score of at least 3
MyMathTest	Prep for Algebra: 17/25	Prep for Algebra: 17/25	Prep for Calculus: 17/25
Accuplacer *	Elementary Algebra test: 85	Elementary Algebra test: 85	College Level Math test: 80

* Accuplacer is no longer offered at the University of Colorado Denver.

Students who meet the prerequisite requirements are considered to have sufficient mathematical background to pass their math class. Of the students who meet the appropriate prerequisites, between 60% and 80% successfully complete the course with a grade of C or better. Students who meet the suggested prerequisites and who do not pass the class often have poor study habits or have non-academic pressures or issues which keep them from focusing on their academics.

4.8 General Elective Requirements

Depending on previous foreign language proficiency, all BACJ students are afforded 45-49 semester credit hours of general elective credits toward their bachelor's degree. General electives allow students to explore other academic areas of interest, study abroad, pursue a complimentary undergraduate minor or certificate, and provide a well-rounded liberal arts education. Students are encouraged to consult with their Academic Advisor while determining how to best utilize their general elective requirements.

A maximum of 8 semester hours of activity courses in physical education from Metro-pooled list only can count toward the 120 hours required for the degree

4.9 Major Course Requirements

All BACJ students are required to complete the 21 semester credit hours listed below in addition to SOCY 1001 Introduction to Sociology with a grade of C- or better. All BACJ students are required to complete a minimum of 21 semester credit hours of upper-division (3000 and above) CRJU coursework. If a student fails to earn a C- in any of the required criminal justice courses, it must be repeated with a satisfactory grade. Repeat

Credit Hours	Courses
3	CRJU 1000 Criminology & Criminal Justice: An Overview
3	CRJU 2041 Criminological Theory
3	CRJU 3100 Criminal Justice Research Methods
3	CRJU 3150 Statistics for Criminal Justice*
3	CRJU 4042 Corrections
3	CRJU 4043 Law Enforcement
3	CRJU 4044 Courts and Judicial Process

*Students must complete CRJU 3100 with a grade of C- or better before they will be allowed to take CRJU 3150. **THERE ARE NO EXCEPTIONS TO THIS PRE-REQUISTE.**

First year students are encouraged to complete SOCY 1001 Introduction to Sociology and CRJU 1000 Criminology & Criminal Justice: An Overview. All students are advised to complete SOCY 1001 Introduction to Sociology, CRJU 1000 Criminology & Criminal Justice: An Overview, and CRJU 2041 Criminological Theory before attempting upper-division (3000-4000 level) CRJU courses.

4.10 Major Elective Requirements

Students must complete a total of 15 credit hours of approved electives, with 9 credit hours taken of CRJU coursework and 6 credit hours outside of CRJU from an approved list. Students should discuss elective options with the Academic Advisor. All elective courses are three credit hours.

Not all Criminal Justice electives are offered every semester. Typically 7-9 Criminal Justice electives are offered each fall and spring semester and 3-5 during the summer semester. Please see the BACJ Academic Advisor for an updated list of Criminal Justice elective offerings.

Please consult the University of Colorado Denver Catalog for a complete description of elective courses:

<http://catalog.ucdenver.edu/>

CRJU Electives

CRJU 3160 White-Collar Crime
 CRJU 3220 Community Corrections

 CRJU 3250 Violence in Society
 CRJU 3251 Crime and the Media
 CRJU 3252 Violent Offenders
 CRJU 3280 Trauma Among Correctional Populations

Outside Electives

ANTH 4090 Political Economy of Drug Culture
 COMM 4040 Communications, Prisons & Social Justice
 COMM 4750 Legal Reasoning & Writing
 COMM 4265 Gender & Communication
 ECON 3300 Economics of Crime & Punishment
 HIST 4308 Crime, Policing & Justice in America

CRJU 3290 Capital Punishment	HDFR 4075 Family Policy & Law
CRJU 3310 Contemporary Issues in Law Enforcement	SOCY2462 Social Psychology
CRJU 3320 Police-Community Relations	SOCY3020 Race & Ethnicity in the USA
CRJU 3330 Serial Killers	SOCY 3040 Drugs, Alcohol & Society
CRJU 3410 Probation and Parole	SOCY3600 Social Relations
CRJU 3420 Pleas, Trials and Sentences	SOCY3700 Sociology of the Family
CRJU 3510 Drugs, Alcohol and Crime	SOCY3490 Criminology
CRJU 3520 Juvenile Justice	SOCY4340 Juvenile Delinquency
CRJU 3530 Juvenile Delinquency	SOCY4440 Social Inequality
CRJU 3540 Crime and Delinquency Prevention	SOCY4460 Hate Groups & Group Violence
CRJU 3575 Mentally Disordered Offender	SOCY4471 Sociology of Corrections
CRJU 4010 Public Service in Emergency Management and Homeland Security	SOCY 4460 Crime and Inequality over the Life Course
CRJU 4120 Race, Class, and Justice	SOCY 4700 Sociology of Law
CRJU 4121 Ethics in Criminal Justice	SOCY4770 Women & Crime
CRJU 4130 Poverty, Crime, and Justice	PSYC3135 Organizational Psychology
CRJU 4140 Domestic Violence and Crime	PSYC3205 Human Dev I: Child Psychology
CRJU 4150 Sex Offenders and Offenses	PSYC3215 Human Dev II: Adolescence and Adulthood
CRJU 4170 Victimology	PSYC3265 Drugs, Brain, and Behavior
CRJU 4171 Homicide Studies	PSYC3305 Abnormal Psychology
CRJU 4180 Comparative Study of Criminal Justice	PSYC3610 Psychological Trauma
CRJU 4190 Women, Crime, and Justice	PSYC 3612 Domestic Abuse
CRJU 4200 Wrongful Convictions	PSCI 3034 Race, Gender, Law, and Public Policy
CRJU 4230 Treatment Approaches in American Corrections	PSCI 4124 Denver Politics
CRJU 4252 Criminal Offenders: Evidence-Based Approaches	PSCI 4185 Corruption in the US & Abroad
CRJU 4310 Leadership Roles in Criminal Justice	PSCI 4427 Law, Politics & Justice
CRJU 4410 Criminal Law and Constitutional Procedures	PSCI 4437 Coercion and the State
CRJU 4430 Law and Society	PSCI 4477 Constitutional Law I
CRJU 4440 Courts and Social Policy	PSCI 4487 Constitutional Law II
CRJU 4450 Homeland Security	PSCI 4494 Judicial Politics
CRJU 4520 Gangs and Criminal Organizations	PSCI 4545 Immigration Politics
CRJU 4530 Families and Intergenerational Violence	PSCI 4837 Contemporary Issues in Civil Liberties
CRJU 4600 Special Topics	
CRJU 4700 Community-Based Field Experience and Seminar	

CRJU 4710 Environmental Crime and
Justice
CRJU 4840 Independent Study

4.11 Internship Course Requirements

Students must complete a minimum of 3 credit hours of internship to satisfy the CRJU internship requirement. Students may choose to complete additional internship credits with a maximum accumulation of 9 credit hours. After 9 credits of CRJU internship credits, students are eligible for ONLY not-for-credit internship.

- 1 semester credit hour is equal to 45 hours of on-site internship work experience.
- 2 semester credit hours are equal to 90 hours of on-site internship work experience.
- 3 semester credit hours are equal to 135 hours of on-site internship work experience.
- 4 semester credit hours are equal to 180 hours of on-site internship work experience.
- 5 semester credit hours are equal to 225 hours of on-site internship work experience.
- 6 semester credit hours are equal to 270 hours of on-site internship work experience.
- 7 semester credit hours are equal to 315 hours of on-site internship work experience.
- 8 semester credit hours are equal to 360 hours of on-site internship work experience.
- 9 semester credit hours are equal to 405 hours of on-site internship work experience.

The internship can be paid or unpaid. Students must complete a minimum of 3 credit hours of internship to satisfy the CRJU internship requirement. The majority of students complete a 3 credit hour internship. While students may complete up to 9 credit hours of internship, it is recommended that students complete between 3-6 credit hours of internship in a single semester. Students should work with their Internship Advisor from CU Denver's Experiential Learning Center (ELC) to determine the most appropriate fit.

In order to qualify for an internship, students must meet the following minimum requirements:

- Minimum of 15 credit hours completed with CU Denver
- Successful completion of CRJU 1000 Criminology & Criminal Justice: An Overview and CRJU 2041 Criminological Theory
- Minimum 2.0 cumulative CU Denver grade point average

It is recommended that students begin preparing for an internship upon completion of 60 total semester credit hours including 12 credit hours completed in the criminal justice major.

Internship guidelines and procedures are set and maintained by the Experiential Learning Center (ELC) and can be obtained from either the ELC or your BACJ Academic Advisor. Students must follow the guidelines and procedures set by the ELC in order to be successfully enrolled in CRJU 4939 Internship and receive credit.

Suggested Internship Timeline

Suggested Timeline	For a Summer Internship	For a Fall Internship	For a Spring Internship
Complete the online ELC Internship Workshop and create your Handshake Profile	Feb-March	April	Sept-Oct
Make an appointment with your Internship Advisor at the Experiential Learning Center to identify potential sites, discuss strategies, and get tips to begin your search. Call 303-315-7258	Jan - March	April - July	Sept – Oct
Talk with your CRJU academic adviser to learn how an internship will fit into your college degree program.	Dec - Feb	March	September
Research and apply for internships.	Feb – April (some programs require earlier application)	April - Aug	Aug – Dec
Brush up on your interviewing skills and begin interviewing with employers.	Feb - April	April - Aug	Aug – Dec
Accept internship offer, finalize arrangements with site supervisor and complete the internship agreement in Handshake	March - May	May - August	Nov - Early Jan
Enroll in the internship course via instructions sent from the ELC Internship Advisor	Prior to first day of the semester	Prior to first day of the semester	Prior to first day of the semester

Important Note: With respect to applications for nationally competitive internships, popular local internships, and those that require security clearances (which often close 6-9 months before internship actually begins) it is best to start the process 2 full semesters before you want to intern. Students should note that many federal internship deadlines occur one full year in advance of when the internship experience begins. For additional policy information, steps, or questions on the internship process visit the

Experiential Learning Center's webpage:
www.ucdenver.edu/life/services/ExperientialLearning.

4.12 Request to Waive Internship Requirement

Students who have worked full-time, professionally in the field of criminal justice for at least one year, continuously, may request a waiver of the internship requirement. To do so, they should obtain the Request to Waive the Internship Requirement form from the SPA website or BACJ Academic Advisor. After completing the form (which requests the attachment of a current resume and a written description documenting the applicable work experience), the student should discuss the request for waiver with the Academic Advisor and must obtain approval from the BACJ Program Director. The BACJ Program Director will make the final decision to approve or decline an internship waiver request. If the internship is waived, students will instead complete a 3 credit hour Criminal Justice elective from the approved list.

Volunteer work, other internships, and military experience does not justify waiving the internship requirement, the exception being if a student has one full year of military experience in the military police, courts, or corrections. Other military experience (e.g., aviation) does not count. Students who have worked at least one year, continuously, full-time as a paralegal may have their internship waived if the experience was related to criminal justice--i.e., working as a paralegal in real estate or some other non-criminal justice-related firm will not fulfill the internship waiver requirement.

4.13 Internship Waiver for International Students

International sponsored students, including but not limited to individuals who possess a J-1 or F-1 visa, may choose to waive the internship requirement and, instead, take a three credit hour Criminal Justice elective. The nature of these visas is such that students cannot obtain a career in the United States upon graduation—hence, the primary purpose of the internship requirement, career preparation, does not apply. J-1 and F-1 visas provide an opportunity for an education (or other short-term opportunities for individuals who are not in a post-secondary educational setting); none of the categories within these visas allows recipients to pursue a career in the US. Should internationally sponsored students at CU Denver, including students here on a J-1 or F-1 visa, decide that their educational experience will be enhanced sufficiently to justify completing an internship, they are free to do that. Internationally sponsored students, including ones here on a J-1 or F-1 visa should contact their academic advisor about the best option for them. International sponsored students who are at CU Denver via some other mechanism, excluding J-1 or F-1 visas, should contact their academic advisor to discuss whether an internship waiver applies to them. Within these guidelines, the Program Director will make the final decision to approve or decline an internship waiver request.

4.14 Independent Study Courses

See Appendix A for SPA Guidelines for Independent Study Courses.

4.15 Sample Curriculum

The curriculum outlined below can be used as a model for completing the BACJ degree in 8 fall/spring semesters (4 years). This sample curriculum assumes the student has already met the foreign language proficiency.

Semester 1	Semester 2
ENGL 1020 Core Composition 1	ENGL 2030 Core Composition 2
CRJU 1000 Criminal Justice: An Overview	CRJU 2041 Criminological Theory
SOCY 1001 Introduction to Sociology	Science non-lab Core
MATH 1110 College Algebra	Behavioral Sciences core
First Year Experience	Science w/lab core
Semester 3	Semester 4
Social Science core	Cultural Diversity core
Humanities core	CRJU 4043 Law Enforcement
CRJU 4042 Corrections	CRJU elective
General elective/Minor degree	General elective/Minor degree
General elective	General elective
Semester 5	Semester 6
CRJU 4044 Courts & Judicial Process	CRJU 3150 Statistics
CRJU 3100 Research Methods	CRJU elective
International Perspectives Core	General elective/Minor degree
General elective/Minor degree	General elective
General elective	General elective
Semester 7	Semester 8
CJ outside elective	CJ outside elective
General elective/Minor degree	CRJU 4939 Internship
General elective	General elective/Minor degree
General elective	General elective
General elective	General elective

4.16 Minor Degree Policy

The Criminal Justice Minor is an 18-credit hour degree program, including 3 required courses and 3 electives. A grade of C- or better must be earned in all courses applied to the minor. A maximum of 3 courses/9 credits can be applied as transfer credit from another institution. CLAS Majors completing the CJ Minor cannot “double-dip” and must choose their elective courses from subject areas outside of their major degree. For more information, contact the BACJ Academic Advisor.

Required Courses - 6 credit hours

COURSE #	TITLE
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CRJU 1000	Criminology & Criminal Justice: An Overview
CRJU 2041	Criminological Theory

Choose one of the following – 3 credit hours

COURSE #	TITLE
CRJU 4042	Corrections
CRJU 4043	Law Enforcement
CRJU 4044	Courts & Judicial Process

Approved Electives- 9 credit hours

COURSE #	TITLE

Students should contact the BACJ Academic Advisor for a list of approved electives

5. Academic Credit by Exam or Experience

5.1 Advanced Placement

The University of Colorado Denver utilizes the Advanced Placement (AP) Program, as a way to allow incoming students to gain college credit for lower-level courses and advanced standing in those areas, as they are offered by the University. Students should consult the academic catalog for the year in which they took the exam for information pertaining to scores and academic credit.

AP Scores must be sent directly from the College Board to the Office of Admissions in order to be applied for credit.

5.2 International Baccalaureate

Any student admitted to a University of Colorado campus after June 30, 2003, who has graduated from high school having successfully completed an International Baccalaureate (IB) Diploma program with a minimum score of 4 on each exam, shall be granted a minimum of 24 semester hours of college credit. Students should consult the academic catalog for the year in which they took their exam for information pertaining to scores and academic credit.

5.3 College Level Examination Program (CLEP)

New students at The University of Colorado Denver who have not earned advanced placement credits can still earn university credit for some lower-level courses by taking examinations in areas in which they have demonstrated college-level proficiency. The

College Level Examination Program (CLEP) offers a testing service for this specific purpose and has been a valuable tool for assessing and awarding of college credit.

6. TRANSFERRING CREDITS

6.1 Transfer Credit Guidelines

Coursework taken at any regionally accredited institution of higher education will be considered for transfer on the basis of having similar content to those offered by CU Denver. *Statewide guaranteed transfer courses (GT Pathways) are always accepted, if the minimum grade is earned, and apply to requirements.*

The following types of courses are NOT accepted: Developmental, Remedial, Vocational, Technical, Religious Doctrinal, Orientation, Independent Study, Special Topics, and Internship/Cooperative Education.

6.2 Grade Requirements for Transferred Courses

Only courses in which a grade of C- or better was earned are considered for transfer. Courses in which a grade of Pass (P) was earned are considered for transfer only if a grade of Pass at the sending institution is defined as a C- or better. Students wishing to appeal transfer credit decisions need to contact the BACJ Academic Advisor.

6.3 How the Transfer Process Works

After all official transcripts have been received and the student is admitted, the Office of the Registrar will prepare a transfer credit report indicating which courses have been accepted in transfer by CU Denver and award CU Denver equivalent courses. They will also apply transfer courses eligible for University Core requirements. A copy of this report is available for each student in the student portal in the Degree Audit. After this evaluation, students should contact the BACJ Academic Advisor who will determine how transferred credit applies to specific degree BACJ requirements.

6.4 Age of Academic Courses Eligible for Transfer

The Office of Admissions considers course work for transfer regardless of the age of the academic credit. State guaranteed general education courses will be accepted in transfer and applied to graduation requirements for a period of at least 10 years after course completion. Individual departments, however, may have specific guidelines and policies about age of credit for courses not listed as "state guaranteed" and make the final decision about application of credit toward a degree program. No course older than 10 years can be applied to the BACJ major requirements, only to the Core and General Electives. Students are expected to have current working knowledge of prerequisite courses, regardless of when prerequisite courses were taken.

6.5 Transfer Credit Limits

There is no limit on the number of credit hours a student can transfer to CU Denver. However, a maximum of 15 semester credits of criminal justice coursework can be accepted and applied to the criminal justice major.

6.6 Criminal Justice Coursework Transfer Guidelines

A maximum of 15 semester credits of criminal justice coursework can be accepted and applied to the criminal justice major. The BACJ Program Director has the final discretionary authority to accept or reject criminal justice transfer credits. Students should contact the BACJ Academic Advisor for more information about the transfer process and to appeal decisions in which they disagree.

6.7 Colorado Community Transfer Plan

Beginning with the 2013-14 academic year, students may complete an Associate of Arts degree in Criminal Justice that is transferable to the University of Colorado if all requirements are met. Please contact your Academic Advisor for more information.

Courses completed for an Associate of General Studies (AGS) degree must be evaluated on a course by course basis.

7. PROGRAM ADVISING

Academic advising is a shared responsibility between the student, Academic Advisor, and when needed, Program Director. After a student has been admitted to the BACJ program, they need to meet with the Academic Advisor before registering for their first semester.

The following bullets outline the responsibilities of each party.

7.1 Academic Advisor Responsibilities

- Explain college core curriculum and academic major requirements.
- Explain graduation requirements.
- Verify students' completion of criminal justice major/minor requirements.
- Review transfer credits as it relates to the degree general education core and elective requirements.
- Assist students with learning more about the criminal justice major.
- Introduce students to campus resources that will help them make decisions and feel connected with the University.
- Assist students in establishing an academic plan and career goals and provide support to accomplish goals.
- Help students review and evaluate progress toward the degree.
- Explain academic policies and procedures.
- Coordinate and approve all designated education transactions (i.e. course registration, major changes, college changes, withdrawal from the University, etc.)
- Facilitate the graduation check process.

7.2 Student Responsibilities

- Visit academic advisor at least once each semester, more often if needed.
- Be prepared for each advising session.
- Follow through on actions identified during each advising session.

- Get to know your academic advisor by sharing your personal interests, values, abilities, goals, etc.
- Know University and BACJ Program policies, important dates and deadlines.
- Attend School of Public Affairs activities to further your understanding of career options and to keep abreast with current best practices with the field.

7.3 Program Director Responsibilities

- Approve criminal justice major transfer credits.
- Outline learning agreements for student internships and review requests for waivers.
- Evaluate transfer credit appeals, petitions for re-admission, and all other grievances.

8. SPA Course and Grade Policies

8.1 Academic Probation and Suspension Policy

The following other general rules apply to grading policy and undergraduate students' academic standing with CU Denver's School of Public Affairs.

The calculation of cumulative GPA shall be based on all course work applied to the degree, including any courses taken as a non-degree student. (Note: Courses taken in non-degree status are not included in the overall calculation of GPA on the official transcript, but are included in the overall calculation of GPA within SPA for graduation purposes.)

8.1.1 Probation

- A student who fails to maintain an overall C (2.0 grade-point) average will be placed on probation.
- The probationary status will not be removed until the student returns to an overall University of Colorado minimum 2.0 GPA.
- Probationary students are required to meet with the BACJ Academic Advisor before registering for each semester.
- Probationary students must earn a minimum of a 2.3 GPA each semester until their cumulative University of Colorado GPA is 2.0.
- Probationary students must complete an Academic Success Packet before they will be permitted to enroll in courses for the following semester.
- Probationary students are not required to limit their enrollment, but a lessened schedule is suggested until the probationary status is lifted.
- Students who fail to meet the probationary conditions will be placed on restricted academic probation.

8.1.2 Restricted Academic Probation

- Students who fail to meet the academic probation conditions are placed on restricted academic probation.
- Students on restricted probation must meet with the BACJ Academic Advisor before registering for each semester.

- Students on restricted probation are limited to enroll in no more than 2 classes or 7 credit hours each semester.
- Students on restricted probation must earn a minimum of a 2.3 GPA each semester until their cumulative University of Colorado GPA is 2.0. Students who fail to meet this requirement will be placed on Academic Suspension.

8.1.3 Academic Suspension

- Students who fail to meet the requirements of Restricted Probation are placed on Academic Suspension and will not be allowed to enroll in courses at CU Denver for one year/3 semesters.
- Student can attend another institution during this time and demonstrate improved academic performance (minimum GPA of 2.75)
- Student may petition for re-admission to the School of Public Affairs after the suspension term based on improved academic performance and/or demonstration of changes that will allow for good academic standing.
- Students who are approved for re-admission will be readmitted on Restricted Academic Probation.

8.2 Grade Policies

The University of Colorado Grading System is based on a 4.0 absolute scale.

All students must maintain a 2.0 cumulative grade point average.

The cumulative grade point average is the numeric average of the letter grades received in CU courses.

GPA = total grade points ÷ total graded credits attempted.

8.2.1 Plus/Minus Grades

Faculty members have the option to use plus/minus grades. Including a “+” to a grade adds 0.3 points to students’ grade points. For example, students who earn a B+ will be awarded 3.3 grade points per credit hour. Including a “-” to a grade subtracts 0.3 points from students’ grade points. For example, students who earn a C- will be awarded 1.7 grade points per credit hour.

8.3 Pass/Fail Credit

Core knowledge areas and electives are the only courses that can be taken pass/fail. Core Intellectual Competencies and courses required by the major/minor cannot be completed as pass/fail.

Grades of “D-“or better is translated by the Records office into a P (pass) grade. P grades do not affect students’ GPA.

Students interested in completing a course as Pass/Fail must submit a Schedule Adjustment Form during the drop/add period to the Academic Advisor for processing.

Students interested in completing a course as Pass/Fail after the drop/add period must obtain their instructor's and Dean's approval on a Schedule Adjustment Form. Students should contact the BACK Academic Advisor for assistance.

Students need to consult the academic calendar posted on the Office of the Registrar's webpage; www.ucdenver.edu/admissions/registrar, or with their Academic Advisor for drop/add dates.

8.4 Retakes and Incompletes

8.4.1 Retaking Courses

A student who receives a letter grade for a course that is not passing (less than C- for major and minor courses) may retake the course. Both grades will be used to calculate the student's overall GPA. To retake a course, the student must re-enroll and pay tuition and fees for the course again.

8.4.2 Incompletes

An Incomplete may be granted when the student has successfully completed 75 percent or more of the course and is prevented from completing the class by circumstances beyond their control. The course instructor has full and complete discretion as to whether to grant an Incomplete, and students should be aware that not all faculty will grant Incompletes.

Students in online courses should be aware that they will not have access to the course shell after the ending date of the course, and so incompletes are not available for work that must be completed using the course shell.

If the instructor agrees to grant an Incomplete, the student must make arrangements to complete the remaining coursework with the original instructor within one year. The student may not "sit in" on the class in subsequent semesters. An incomplete contract is available and students should contact the BACJ Academic Advisor for information and details.

Once the coursework is completed, the instructor will change the grade to a letter grade. The Incomplete notation will appear along with the final grade on the student's transcript. If the coursework is not completed within a year, the Incomplete will automatically change to an F on the student's transcript. Students graduation application may be denied if there are one or more Incomplete notations on their academic record.

Additional questions should be directed to your Academic Advisor.

8.5 Retroactive Grade Changes

Students will not be permitted to request grade changes for courses in which a final letter grade has been received except as a result of instructor error or as otherwise warranted through the academic grievance process. A student may not enter into an

agreement with an instructor to retroactively change a final letter grade based on work completed by the student after the course has ended.

8.6 No Credit

Students may register for a course on a no-credit basis through the Add/Drop period. Consult the Academic Calendar for this date. Requests to complete a course for no credit are submitted through the Schedule Adjustment Form. Request for no-credit courses after the add/drop period requires approval from the instructor and Dean. No-credit courses are billed the same as credit courses. This will appear on your official transcript and audit as a non-credit course.

8.7 Drops and Withdrawals

Deadlines for dropping a course are set by the Office of the Registrar and posted on the Academic Calendar for each semester. **Students are responsible for knowing these deadlines.** During the fall and spring semesters students can drop a course during the first week of the semester without being assessed full tuition and without having the course appear on their transcript. Students who drop a course after the first week but before census date may drop in the UCDAccess portal, but a drop charge will apply. Students in intensive format classes must drop prior to the third class meeting to be eligible for a tuition adjustment.

After census date, a student may withdraw from the course via their UCD Access Student Portal. A “W” will appear on the student’s transcript and the student will be financially responsible for the course(s). No financial adjustments will be made for withdrawn course(s).

If the request to withdraw is made after the 10th week of classes (fall/spring semester), the student must file a Late Withdrawal Petition, in addition to a completed Schedule Adjustment Form, in order to obtain special approval from the Program Director. Students will not be allowed to drop after the 10th week of classes simply because they are failing the course; it is the student’s responsibility to work with the instructor to determine if the course should be dropped due to failing grades prior to the 10th week of classes (fall/spring semester). If the student is permitted to withdraw, a “W” will appear on the student’s transcript and the student will be financially responsible for the course(s). No financial adjustments will be made for withdrawn course(s). The detailed Late Withdrawal Policy form can be obtained from the BACJ Academic Advisor.

The final day to submit a Late Withdraw Petition is the Friday before finals week (the last day of regular classes) for the semester. After this date students will be only be permitted to request a retroactive withdrawal from all classes for the semester. The detailed Retroactive Withdrawal Policy and Petition Form can be obtained from the BACJ Academic Advisor.

No tuition reimbursements are available for withdrawals made after census date, and students may be required to repay financial aid received. Students who believe their

circumstances justify an exception to financial obligations may appeal to the University's tuition appeals coordinator.

Be aware, summer deadlines come quicker than regular fall and spring semester guidelines.

Students must initiate a drop or withdrawal and follow the appropriate procedures. Students who fail to do this and do not complete the coursework will be issued a letter grade of "F" for the course. If a student appears on a course roster at the end of the semester, they will be assessed a letter grade, regardless of whether or not they ever attended class.

8.8 Early Alert

The School of Public Affairs participates in CU Denver's Early Alert program. Early Alert is a voluntary program that encourages faculty to identify students who may be struggling before major academic deadlines. The alerts raised may be accessible and shared with relevant student support offices such as but not limited to academic advising, Learning Resource Center, Financial Aid & Scholarships, Office of Military & Veterans Student Services, International Student Services and The Writing Center. Early Alert is intended to be student friendly and support student success.

9. FINANCIAL ASSISTANCE

Please check with the Financial Aid office for loan options and a list of available scholarships: www.ucdenver.edu/student-services/resources/CostsAndFinancing.

Students are encouraged to contact and work with CU Denver's Financial Aid & Scholarship Office to identify funding opportunities.

10. GRADUATION PROCEDURES

Commencement ceremonies are held at the end of the Spring and Fall terms. Students can also graduate in the summer; summer graduates are invited to participate in the fall commencement ceremony in December. Students must apply for graduation by Census Date of the term in which they intend to graduate. Commencement requires a separate registration and fee. Commencement is encouraged but not required for graduation.

10.1 Graduation Steps

In order to graduate, students need to complete the following steps:

1. Students should reference their degree audit to ensure they have met all the requirements of the Bachelor of Arts in Criminal Justice degree.
2. Meet with the BACJ Academic Advisor if you have any questions or concerns.
3. Meet with your minor advisor, if applicable, and confirm that you are completing all minor requirements.
4. Complete the online Graduation Application (found in UCDAccess) no later than census date during the semester in which you plan to graduate.
5. Students will receive notice via their CU Denver email address that their graduation application is either approval or denied

Please be aware that an application for graduation may not be approved if there are one or more Incomplete notations in the degree audit.

If the student does not submit a graduation application, the University is not aware the student intends to graduate and will not be automatically graduated. Students must make the University aware of their intention to graduate by submitting a Graduation Application (found in UCD Access).

10.2 Undergraduate Academic Honors

The School of Public Affairs recognizes outstanding achievement through academic honors. Academic Honors can be separated into two distinct categories: Outstanding Graduate and Dean's List.

10.3 School of Public Affairs Honors

Students who perform exceptionally well academically in the School of Public Affairs will qualify for SPA Honors and will be awarded a bachelor's degree accompanied by the statement *with distinction*. To be eligible for SPA Honors, a student must have completed a minimum of 45 hours at the University of Colorado (at any CU campus), including the final semester, with a 3.75 cumulative grade point average. The 45 hours must be completed in the student's junior and senior years. A maximum of 6 semester hours may be completed with a grade of P (on P/F option) and included in the 45 semester hours.

10.4 Dean's List

Each fall and spring semester, the School of Public Affairs will publish and display a Dean's List, honoring students who demonstrate high scholastic achievement. To be eligible for the Dean's List students must: earn a minimum 3.75 semester grade point average in all CU hours taken during the semester; be enrolled in at least 9 semester credit hours; complete courses for a grade (not P/F); and complete courses through CU Denver Downtown Campus (Metro pooled courses will not be included in the GPA calculation nor count toward the 9 credit hour enrollment requirement).

Students who qualify for the SPA Dean's List will receive notification from the SPA Student Advising Office approximately 4-6 weeks after the end of the semester. Students who make the Dean's List for Fall and Spring semesters may be eligible for a Dean's List scholarship award. Dean's List Scholarship awards vary in amount each semester depending on funding the number of BACJ students who achieve Dean's List status. Dean's list honor is noted on the transcript for each applicable semester.

11. Academic Grievance Procedure

11.1 General

See Appendix A for the SPA Procedures for Resolving Student Academic Grievances.

11.2 Resolution of Other Types of Disputes

This policy only relates to academic grievances at SPA. Other types of disputes are handled in different offices and/or with different procedures, as follows:

- Disputes relating to academic integrity are handled according to SPA's Academic Integrity Policy. Contact your advisor or the Associate Dean for Student Affairs for more information.
- Disputes related to protected category discrimination (such as race, sex, or disability discrimination) are handled by the Office of Equity.
- Disputes related to the conduct of other students are handled by the Office of Student Conduct.
- The Ombuds Office is available to discuss or mediate other types of interpersonal disputes if needed.

11.3 Constitutional Rights

Nothing in this procedure is intended to nor should be construed as abrogating the rights under law accruing to students in SPA.

12. Academic Honor Code

With respect to matters of academic dishonesty, SPA subscribes in full to provisions contained in the CU Denver Student Academic Honor Code and to procedures for its implementation in the CU Denver Catalog. Copies of the Academic Honor Code are available in the SPA office.

Appendix A

SPA GUIDELINES FOR INDEPENDENT STUDY COURSES

Independent study courses allow students the opportunity to explore content beyond the current curriculum that closely relates to student interests. The student is guided and monitored by a faculty mentor during the independent study. Independent studies are available in all of SPA's degree programs under the following course numbers:

- BACJ – CRJU 4840
- BAPS – PUAD 4840
- MPA – PUAD 6840
- MCJ – CRJU 6840
- PhD – PUAD 8840

To be eligible for a SPA independent study, the student must:

- Be enrolled as a SPA student, or, if the student is enrolled in another CU Denver unit, have the written permission of the other unit;
- For SPA students, have successfully completed at least three SPA courses (this requirement may be waived with program director approval);
- Have earned at least a 2.5 GPA for undergraduate students or a 3.0 GPA for graduate students in their studies so far; and
- Have the permission of the faculty member who will be supervising the independent study.

Faculty requirements for supervising an independent study are:

- SPA appointment as a tenured, tenure-track, clinical teaching track, research track, instructor, or senior instructor status;
- SPA appointment as a lecturer or other faculty category, with the permission of the program director; and
- Capacity and intent to provide direct oversight of the independent study to ensure that it warrants academic credit

The subject of the independent study should meet the following requirements:

- Address content that falls within the discipline of public affairs or criminal justice and that is not covered by a regularly scheduled course in the program; and
- Require the student to engage in a course of study equivalent to a regular course in the program in terms of academic rigor and work required.

The student and the faculty member should agree in advance on meeting times, readings and other assignments, the amount of time the student is expected to put in per week (typically 8-10 hours per three credits), the expected product/s (such as one or more papers or other projects), and grading criteria. Independent study expectations must be confirmed in a written syllabus for the independent study and in the Special Processing Form described below. Depending on the difficulty and complexity of the

project, the faculty may determine that the independent study warrants anywhere from one to six credits, although three is typical.

CU Denver requires students to complete a Special Processing Form before they can enroll in independent study courses. This form is available from SPA advisors, and must be submitted before the semester add/drop deadline. The Special Processing Form, which must be signed by the participating faculty member, must contain a description of the project, the expectations for a paper or other project outcome, and the number of hours to be devoted to the independent study by the student each week. It is expected that the information contained in the Special Processing Form and in the syllabus for the independent study will be consistent.

No more than six graduate credit hours of Independent Study may be applied toward a graduate degree, and no more than three undergraduate credit hours of Independent Study may be applied toward an undergraduate degree.

Supervision of independent studies generally does not warrant additional compensation for regular faculty, although exceptions may be made under unusual circumstances requiring a significant amount of additional work by the supervising faculty member. Lecturers who agree to supervise an independent study may receive an honorarium.

Adopted by Faculty Council 11/10/17

Appendix B

SPA PROCEDURES FOR RESOLVING STUDENT ACADEMIC GRIEVANCES

This document describes the procedures by which a student may seek to resolve a dispute about an academic issue, such as a grade in a SPA course or a decision about academic standing in a SPA program.

Please note that faculty members have wide discretion in assigning grades, and this discretion will not be disturbed absent evidence that the faculty member has made a clear mistake, has failed to adhere to stated standards, or has otherwise engaged in arbitrary behavior. It is the student's responsibility to provide evidence that the faculty member acted outside of their traditional discretion.

Disputes about grades in non-SPA courses or relating to non-SPA programs should be handled according to the grievance resolution process of the unit involved.

Informal Resolution of Academic Grievances

Absent unusual circumstances, students must first discuss the situation with the faculty member involved to see whether an informal resolution is possible.

Filing a Grievance

If the student and the faculty member are unable to reach resolution, the student may file a grievance with the Associate Dean for Student Affairs. All grievances should be filed as quickly as possible, preferably within the same or following semester but in no case to exceed six months after the decision that is the subject of the grievance.

The grievance may be filed via email or in paper format, and should contain all of the following information:

- The student's name, degree program, and student ID number
- The name of the faculty member involved, if any
- The course name and semester, if the dispute involves a course
- A brief statement of the nature of the grievance (not to exceed two pages)
- Any evidence that the student wishes to be considered in support of the grievance, such as a course syllabus, assignments, and communications with the faculty member
- The remedy requested by the student

Grievance Investigation

The Associate Dean will acknowledge receipt of the grievance, forward a copy to the faculty member involved and to the faculty program director. The faculty program

director may decide to seek informal resolution by mediating between the student and the faculty member. If the faculty program director does not seek or obtain informal resolution, the Associate Dean will begin investigating the grievance. Investigation of the grievance will include speaking to the student and to the faculty member involved, and the Associate Dean may request additional information from the student or the faculty member. The Associate Dean of Student Affairs may also seek input or support on the investigation from the Associate Dean of Faculty affairs as needed.

In the event that the Associate Dean for Student Affairs is involved in the circumstances leading to the grievance, the grievance will be investigated by the Associate Dean for Faculty Affairs.

The Associate Dean will conclude the investigation and prepare a written report. The Associate Dean will strive to complete this report within 30 days of the filing of the grievance; however, please note that additional time may be required due to breaks between semesters or over the summer or efforts by the faculty program director to resolve the dispute informally.

Decision by the Dean

The Associate Dean's report shall be submitted to the Dean and shall include a recommendation about the disposition of the grievance. Within ten business days, the Dean will decide whether or not to follow the recommendation, and will forward a copy of the report together with the Dean's decision on the disposition of the grievance to the student, the faculty member, and the faculty program director.

Appealing the Dean's Decision

If the student is not satisfied with the Dean's decision, he or she may make a written request to the Dean that a faculty panel be appointed to review the grievance and consider the appeal. This request should be submitted within ten business days after receipt of the Dean's decision, and may be submitted via email. The Dean shall appoint a panel consisting of three faculty members who were not involved in the original circumstances of the grievance. The faculty panel will consider the evidence and will make a written report with recommendations to the Dean within 30 days, unless additional time is required due to breaks between semesters or over the summer. The Dean will decide whether to uphold or deny the appeal, and will notify the student and faculty member of that decision in writing within ten business days.

The decision of the Dean is final with respect to students in the BACJ, BAPS, and MPA programs. Students in the MCJ and PhD programs may be permitted to appeal the Dean's decision to the Graduate School according to its procedures.

Resolution of Other Types of Disputes

This policy only relates to academic grievances at SPA. Other types of disputes are handled in different offices and/or with different procedures, as follows:

- Disputes relating to academic integrity are handled according to SPA's Academic Integrity Policy. Contact your advisor or the Associate Dean for Student Affairs for more information.
- Disputes related to protected category discrimination (such as race, sex, or disability discrimination) are handled by the Office of Equity.
- Disputes related to the conduct of other students are handled by the Office of Student Conduct.
- The Ombuds Office is available to discuss or mediate other types of interpersonal disputes if needed.

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