



SCHOOL OF CRIMINAL JUSTICE

UNIVERSITY AT ALBANY State University of New York

Application for Admission to the Criminal Justice Major

The Criminal Justice Major:

Admission to the criminal justice major is restricted. Students must formally apply and be accepted as majors in the undergraduate program. The program cannot accommodate all students who apply to be majors, so the admissions committee cannot accept all applicants. Students who are accepted as criminal justice majors typically have demonstrated superior academic abilities through their academic records.

Application Due Dates:

For spring admission, applications must be received by **September 20**. For fall admission, applications must be received by **February 14**. All applications must be returned to Draper 225 before 4pm on the deadline date.

Goals of the Program:

A main goal of the School of Criminal Justice is to provide a sound education in criminal justice theory and research. The undergraduate major is directed toward preparing students for graduate work. The University at Albany criminal justice major is a theoretically-based program that develops qualitative and quantitative research skills, and provides students with a foundation in relevant legal and social science knowledge.

Students are strongly urged to take courses in writing, history, literature and math, and otherwise to establish a broad based liberal arts background. Such a background is especially useful in criminal justice because of the strong emphasis on writing, analysis, and statistical skills.

The major in Criminal Justice leads to a Bachelor of Arts (BA) degree and is not designed to provide exposure to hands-on investigative techniques. Students interested in pursuing careers in policing or criminal investigation (e.g. police, FBI, DEA, etc.) should be aware that these careers do not *require* a criminal justice degree and generally require no exposure to investigation prior to agency training. Most policing agencies are interested in recruiting future officers broadly educated in the arts and sciences. In many cases, agencies are looking for very specific backgrounds in business, law, computers, foreign language, or accounting. The major in criminal justice will not prepare you for an immediate career in forensic investigation or psychology. Students interested in these fields should consider majors in the sciences (chemistry or biology) or in psychology.

Major Requirements:

The course requirements for the major in criminal justice consist of a minimum of 36 credits in the field. Because the study of criminal justice is interdisciplinary by nature, 9 of the 36 credits must come from an approved concentration within another department (see advisor for details). In some instances, the concentration area may be within the minor or second major field.

In addition to the 9 credits of concentration, a minimum of 27 credits must be taken in criminal justice or approved equivalent courses. The 27 credits must be satisfied in the following manner:

- 3 credits in statistics (CRJ 281, SOC 221, PSY 210, or MAT 108);
- 3 credits in research methods (CRJ 282, SOC 220, or PSY 211);
- 21 criminal justice credits, 9 of which must be in CRJ courses at or above the 400 level.

Either CRJ 200, 201, or 202 (or equivalent) must be completed with a grade of B or better before admission to the major; credits earned in these classes are applied toward the major. It is recommended that the statistics course be completed before the methods course. Typically, the CRJ statistics course is offered in the fall and the research methods course is offered in the spring. The following non-CRJ courses can be counted as CRJ major electives:

- SOC 381 Criminology (only if CRJ 200 has not been taken)
- POS 363 American Criminal Courts (cannot be counted if student has taken CRJ 353)
- SOC 283M Juvenile Delinquency

Admission to Undergraduate Major: The Associate Dean of the School of Criminal Justice processes all applications for admission in consultation with the School of Criminal Justice Admissions Committee. The following criteria will be considered for admission:

For Albany Students:

1. Completion of at least 42 credits at the time of application.
2. Grade of "B" or better in CRJ 200, 201, or 202 is a prerequisite to admission.
3. Overall Grade Point Average
4. Breadth and quality of liberal arts background. The Admissions Committee will view favorably students who have strong records in liberal arts, humanities, mathematics, and/or natural sciences.
5. Statement by student of reasons for wanting to undertake a criminal justice major.

For Transfer Students:

As above, except that CRJ 200,201, or 202 may be (1) waived by examination, (2) completed with a "B" or better at the University at Albany, or (3) satisfied through approved transfer credit

Because this program is not intended for students interested in police science, criminalistics, etc., those who have taken courses in such areas at other institutions should expect the credits not to transfer into the major. This may necessitate an extra semester of study to complete the criminal justice program at Albany. Additionally, transfer students should be aware of the University's requirements that students complete a minimum of 18 graduation credits in the major, including 12 credits at or above the 300 level, on the Albany campus. See the Undergraduate Bulletin for general University graduation requirements.

BA/MA Program:

The combined BA/MA program in criminal justice provides an opportunity for undergraduate students of exceptional academic ability to take graduate classes and to have a maximum of 9 credits apply toward the BA and MA degrees in criminal justice. The combined program requires a minimum of 141 credits, of which at least 30 must be graduate credits. To qualify for the BA students must meet all University requirements and college requirements. To qualify for the MA, students must meet all University and college requirements outlined in the Graduate Bulletin. Up to 9 graduate credits may be applied simultaneously to both the BA and the MA programs.

Students are eligible to apply to the combined degree program at the beginning of their junior year, or after the successful completion of 56 credits, but no later than the accumulation of 100 credits. A cumulative GPA of 3.20 or higher and three supportive letters of recommendation are required for admission; however, meeting these requirements does not guarantee admission. Students are considered to be undergraduates until the completion of 120 graduation credits and satisfactory completion of all BA requirements. Upon meeting BA requirements, students are automatically considered as graduate students. See the Undergraduate Bulletin for additional details. To apply to the BA/MA program, students must obtain an application from the Graduate Admissions Office, The Office of Graduate Admissions, University at Albany, 1400 Washington Ave., Albany, NY 12222, and return the application to that same office by the appropriate deadline.

Admission from Undergraduate to Graduate Program:

University at Albany undergraduates with a major in criminal justice are encouraged to apply for acceptance into the graduate program. Graduate school applications for the MA and Ph.D. programs in criminal justice are available in the Office of Graduate Admissions, University at Albany, 1400 Washington Ave., Albany, NY 12222. All applications must be completed and returned to that same office.

University at Albany criminal justice majors whose cumulative grade point average is at least 3.0 may apply for graduate admissions without submitting Graduate Record Exam (GRE) or Law School Admissions Test (LSAT) results. However, the Graduate Admissions Committee requires either GRE or LSAT results for all other applicants, and considers such test results especially useful in all cases, both for admissions and financial aid decisions.

For more information on the Criminal Justice Major, students should stop by Draper 225 for an information packet or check us out on the web at www.albanv.edu/sci.



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This applicant packet includes:

- Directions on how to apply for a major within the School of Criminal Justice .
- An application form
- A transcript release form

Please read the following directions carefully:

1. Provide all requested information on the attached application, including a statement of your reasons for wishing to major in criminal justice. It is important to realize that the statement will be evaluated not just for content, but also for writing ability. It is strongly advised that applicants type their statement of reasons.
2. You must complete and sign the attached Transcript Release Form so that the Registrar will provide a copy of your transcript reflecting coursework completed at the University at Albany and copies of transcripts reflecting coursework at any other colleges or universities that you have attended.
3. No applications will be considered from students who have not completed at least **42** credit hours at the time of application. Additionally, applications submitted by students who have not earned a grade of "B" or better in CRJ 200, 201, or 202 will not be considered.

This application should be used only by students who are matriculated at the University at Albany; no student may be admitted as a criminal justice major via this application who has not first been admitted as a student at the University at Albany.

4. Applications must be completed and returned by 4pm to Draper 225 by September 20 for Spring admission or by February 14 for Fall admission.
5. All applications will be reviewed by the Admissions Committee, and you will be notified, in writing, of admissions decisions before advanced registration begins. Successful applicants will receive pre-registration advisement in the School of Criminal Justice.
6. Because it may be necessary for the admissions committee to contact applicants with questions regarding their application, it is essential that you provide an e-mail address. It is equally important that you type or print legibly your e-mail address. The School of Criminal Justice is not responsible for failed contact due to incorrect or unreadable e-mail information.
7. For additional applications, contact the School of Criminal Justice in Draper 225. For further information, contact the Student Services Administrator of the School of Criminal Justice or the Associate Dean at 442-5210.

PART ONE

SCHOOL OF CRIMINAL JUSTICE

Application for Undergraduate Major in Criminal Justice

PLEASE TYPE OR PRINT LEGIBLY

NAME: _____
(Last) (First)

Social Security Number: _____ Campus ID Number: _____

LOCAL OR CAMPUS ADDRESS:

(Street or Dormitory Box) (Apartment)

(City or Quadrangle) (State) (Zip Code)

Telephone: _____

PERMANENT ADDRESS: (if different from above):

(Street) (Apartment)

(City) (State) (Zip Code)

Telephone: _____

E-MAIL ADDRESS: _____
(Please type or print legibly)

Please note: Our primary means of communication with applicants to the CRJ major is via email. You are strongly encouraged to provide us with a current, working email address that you check on a regular basis.

PART TWO

SCHOOL OF CRIMINAL JUSTICE

Application for Undergraduate Major in Criminal Justice

Please complete the following. If you are unsure of the answers to any of these questions we would advise you to print a copy of your most recent degree audit through the Registrar's website at www.albany.edu/registrar.

1. _____ Total number of credits **completed** to date (all institutions).

2. _____ Number of credits currently in progress at University at Albany.

3. _____ Number of credits transferred to University at Albany.

4. _____ Grade earned in CRJ 200 (if equivalent course transferred, please identify).
OR
_____ Grade earned in CRJ 201 (if equivalent course transferred, please identify).
OR
_____ Grade earned in CRJ 202 (if equivalent course transferred, please identify).

5. _____ Current University at Albany Grade Point Average.

6. _____ Do you currently have a **declared** major at the University at Albany
If so, in what department: _____

(Please do not list intended majors)

PART THREE

SCHOOL OF CRIMINAL JUSTICE

Application for Undergraduate Major in Criminal Justice

Written Statement of Reasons: Please state below your reasons for wanting to major in criminal justice. You may also supply any additional information which may aid in the evaluation of your application, including, if relevant, your future career and/or educational objectives, your past academic performance, honors and recognitions, etc. Please print or type and use additional sheets if necessary. Typing is strongly recommended.

I have read the admissions information material and understand the information and my responsibilities in the application process. I certify that the information that I have supplied on this application is complete and accurate.

Signature of Applicant: _____ **Date:** _____

No person shall on the basis of sex, age, color, creed, disability, national origin, race or sexual preference be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

PART FOUR

SCHOOL OF CRIMINAL JUSTICE

Application for Undergraduate Major in Criminal Justice

A. TRANSCRIPT RELEASE

I hereby give my permission to the School of Criminal Justice to obtain a copy of my University at Albany transcript from the Office of the Registrar, and to obtain copies of my non-University at Albany transcripts that have been filed with the Office of the Registrar.

NAME: _____
(Please Print) (Last) (First)

ID NUMBER: _____

SIGNATURE: _____ DATE: _____

B. PREVIOUS INSTITUTIONS ATTENDED:

Other institutions you have attended and the number of credits completed at those institutions:

1. COLLEGE NAME: _____

Number of credits completed: _____

Grade Point Average: _____

2. COLLEGE NAME: _____

Number of credits completed: _____

Grade Point Average: _____

3. COLLEGE NAME: _____

Number of credits completed: _____

Grade Point Average: _____