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Affiliation Agreements

Policy:
Affiliation Agreements are legal contracts between CUNY and clinical facilities at which CUNY students fulfill their externships. They are mandated by The City University’s Office of the General Counsel. Forensic Psychology graduate students are required to submit an Affiliation Agreement at a pre-selected health facility. The contract is prepared, reviewed, approved and executed by CUNY’s office of legal counsel.

Procedure:
The Administrative Director Graduate Studies oversees and processes all Affiliation Agreements. Forensic Psychology students must secure two original agreements through either the Office of Graduate Studies or the Forensic Psychology office during their first semester, submit them to his/her preferred site, have them signed and returned to the Administrative Director of Graduate Studies who then forwards them to CUNY Counsel. CUNY Counsel approves, signs, and returns the Affiliation Agreements to the Administrative Director. One original is returned to the site, and one is filed in the Office of Graduate Studies.

To date there are over 300 approved sites. If a student chooses not to use one of these sites, if a facility prefers to use its own affiliation agreement, or if the facility is out of state, the process is significantly longer because of the likelihood of protracted negotiations between CUNY Counsel and the facility. Any additions or deletions to the Affiliation Agreements are reviewed by CUNY Counsel and may be rejected. The normal turn-around preparation time for an unaltered contract is 2-4 months; for an out-of-state, or altered contract or new site, the process may take 8 months to 1 year.

An evaluation report by the supervisor at the facility is forwarded to the Forensic Psychology Program Director at the conclusion of the externship.

Form:
The agreement prepared by CUNY Counsel may be obtained via the following link: http://www.cuny.edu/about/administration/offices/la/affiliation-agreements.html

Appointment with the Dean of Graduate Studies

Policy:
Graduate students may meet with the Dean of Graduate Studies to discuss academic or other matters after they have consulted with their respective Program Director.

Procedure:
You may request an appointment by contacting the Executive Assistant to the Dean at graduatestudies@jjay.cuny.edu or 646.557.4775.

**Form:**
There are no forms applicable.

## Committee on Graduate Studies

### Policy:
The Committee on Graduate Studies (CGS) is responsible for establishing general policy for the graduate programs, subject to review by the College Council. The CGS has primary responsibility for admissions, curriculum, degree requirements, course and standing matters, periodic evaluation of graduate programs, and for other areas of immediate and long-range importance to the quality and growth of graduate study. The CGS is also responsible for policy on all matters relating to graduate student honors, prizes, scholarships, and awards.

The CGS consists of the following members: the Dean of Graduate Studies (Chair of the Committee), the Dean of Students, Vice President for Enrollment Management, the Graduate Program Directors, the BA/MA Program Director, the Chief Librarian and two graduate student representatives.

### Procedure:
The CGS meets four times per semester (spring and fall). The Administrative Director of Graduate Studies prepares the agenda, minutes and relevant materials pertaining to graduate studies. They are forwarded to the CGS members approximately two weeks prior to the scheduled meeting. Curriculum and program changes are voted and submitted to the College Council for approval and then included in the Chancellor’s Report as part of a Board Resolution from John Jay College.

**Form:**
The CGS agenda and minutes can be obtained from the Office of Graduate Studies.

## Comprehensive Exams

The Criminal Justice and Protection Management programs offer a comprehensive examination option. The Forensic Computing, Forensic Science and Forensic Psychology programs do not offer comprehensive exams. Forensic Computing and Public Administration students must take a qualifying exam (see Qualifying Exam). Forensic Science students must write a thesis. Forensic Psychology students can write a thesis (see Thesis) or complete an externship (see Externship).
Criminal Justice (CRJ) Comprehensive Exam

Policy:
The CRJ comprehensive exam is given at the end of the fall and spring semesters. Students in the CRJ program who are not following the thesis track must take and pass the exam. If a student fails the exam twice, he/she may be dismissed from the program. However, in unusual circumstances and at the discretion of the program director, a student may be permitted to take the exam a third time. If failed for the third time, the student will not receive a degree.

Note: The Comprehensive Review Course (CRJ 793) is not required, but strongly recommended. Students who take CRJ 793 receive 3 credits and a grade determined by the score on the comprehensive exam. Students who do not take CRJ 793 are eligible to take the comprehensive exam once they have completed 30 credits.

Procedure:
CRJ students must notify their program director when they intend to take the exam. CRJ students who are not registered for CRJ 793 must notify the program director two weeks prior to the last day of classes.

Form:
There is no form.

Protection Management (PMT) Comprehensive Exam

The PMT comprehensive examination is given twice a year. All students must either take the comprehensive exam or complete a thesis.

Procedure:
PMT students must visit the John Jay website (http://web.jjay.cuny.edu/~pub-mgt/) to retrieve all the necessary materials for taking the exam. It is also recommended that they consult the PMT program director with regard to exam questions or other concerns.

Form:
There is no form.

Course Credit

Policy:
As is common among master’s programs in the City University of New York, the standard 3 credit master’s course meets for 30 hours plus conferences each semester. Science courses that require labs add appropriate lab hours and credits. The graduate catalogue, course syllabi and registration system communicate credits and required hours of instruction. Courses are approved by College and University governance as well as the New York State Department of Education. The Master of Public Administration programs
are accredited by NASPAA. The graduate class schedule grid allocates 2 clock hours to each class session.

**Course Waiver (PAD 700, PAD 704)**

**Policy:**
Matriculated graduate students may request a waiver of PAD 700 if she/he has an undergraduate degree in public administration and waiver of PAD 704 if she/he has completed three courses in economics with a grade of B or better at the undergraduate level.

**Procedure:**
The student fills out “Course Waiver” form and requests the approval of the appropriate Masters Program Director or the Dean of Graduate Studies.

**Form:**
The Course Waiver form is available from the Office of Graduate Studies.

**Enrollment Confirmation***

**Policy:**
Enrollment confirmation is provided to graduate students for work, loan, internships, medical/insurance or other specific purposes. This confirmation only indicates the student’s current enrollment and active academic status. It is not a substitute for a transcript.

**Procedure:**
The student requests such enrollment confirmation from the Registrar. Upon verification of the student’s transcript the “enrollment confirmation” form is issued to the student.

**Form:**
The Enrollment Confirmation form is available at the Registrar’s Office.

**E-Permit**

**Policy:**
Graduate Students can take up to 12 credits at other CUNY Colleges with the permission of the Dean of Graduate Studies and the appropriate authority at the other CUNY College. Such courses will be credited towards the degree and grades received will be computed in the student’s grade point average. Only matriculated students who have a grade point average of at least 3.0 may apply for an e-permit. The student must complete all prerequisites prior to submitting an e-permit request. A student may not utilize e-permits
in consecutive semesters. To confirm course equivalency the student must provide a course description.

**Procedure:**
Students must apply through the CUNY Portal for the course permit. Go to www.jjay.cuny.edu and click on CUNY Portal. In the search box type e-permit and under the options given click #4 to follow instructions. The student will be notified via email once the application has been processed. Then the student must request the approval of the Dean of Graduate Studies. The student then takes the “e-permit” form to the Registrar’s Office.

**Form:**
Students must apply through the CUNY Portal. The E-Permit Approval Form is available at the Office of Graduate Studies.

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### External Credit

**Policy:**
Matriculated graduate students may be granted up to 3 credits for completion of nonacademic training programs external to John Jay College. The 3 credits are included within the 12 transfer credits permitted for matriculated graduate students.

**Procedure:**
The student fills out “External Credit” form and requests the approval of the appropriate Masters Program Director and the Dean of Graduate Studies.

**Form:**
The External Credit form is available from the Office of Graduate Studies.

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### Externship (FMHC and PSY)

**Forensic Mental Health Counseling (FMHC)**

**Policy:**
All students admitted to the FMHC program are required to complete a 600 hour externship, for which the field work courses (PSY 780 and PSY 781) must be completed. There is an optional thesis track that could be taken in addition, if the student qualifies for it.

**Procedure:**
An affiliation agreement between John Jay College and the externship is required only if the externship site requires it (see Affiliation Agreement). However, there is a written externship agreement, signed by the externship supervisor, the student, and the FMHC Program Director, that must be completed for all current and future FMHC externships. All students must contact the FMHC Program Director for approval and course enrollment.

**Form:**
The affiliation agreement (unlike the externship agreement) consists of a 7 page legal document prepared by CUNY Counsel. It can be obtained from the Office of Graduate Studies or the Psychology Program Director.

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**Forensic Psychology (PSY)**

**Policy:**
All students admitted to the PSY program may choose to complete their degree by following the externship track or thesis track if they qualify. Students who choose the externship track must complete a 300 hour externship, for which the field work course (PSY 780) must be completed.

**Procedure:**
An affiliation agreement between John Jay College and the externship is required only if the externship site requires it (see Affiliation Agreement).

**Form:**
The affiliation agreement consists of a 7 page legal document prepared by CUNY Counsel. It can be obtained from the Office of Graduate Studies or the Psychology Program Director.

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**Grade Appeal**

**Policy:**
Graduate students have the right to appeal a final course grade. Such concerns should first be discussed with the faculty member. If the faculty member reaffirms the final grade, the student should consult his/her Program Director. If this does not resolve matters, the student can appeal to the Committee on Graduate Studies.

**Procedure:**
The student must submit 5 sets of supporting documentation to the Administrative Director of Graduate Studies. A three-member subcommittee of the Committee on Graduate Studies will be appointed to hear the appeal. The faculty member will be notified of the appeal and asked to respond. The student and the faculty member have the right to make brief presentations before the subcommittee. The decision of the subcommittee, if unanimous, is final and will be communicated in writing to the student, the faculty
member, the Assistant Vice President for Enrollment Management and the subcommittee members. If the decision is not unanimous, either party may appeal to the Committee on Graduate Studies, whose decision will be final.

**Form:**
The Grade Approval form is available at the Office of Graduate Studies.

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**Graduate Career Advisement (GCA)**

**Goal**
The main goal of the Graduate Career Advising Office (GCA) is to help graduate students organize a personalized career strategy and to secure competitive employment opportunities. The Graduate Career Advisor is available to meet with the graduate student on an individual basis for career consultations.

**General Policies**
Graduate students currently enrolled in the Masters programs and alumni of the Masters program at John Jay College can meet with the graduate career advisor to discuss professional development and other career related concerns.

All consultations are confidential and scheduled by appointment. Walk-ins are also welcomed. The career advisor will assist graduate students with career information and academic career information in support of career options as it relates to internships, externships, global experiences, summer employment, recruitment and professional placement.

**Scheduling appointments:**
To schedule or re-schedule an appointment with the graduate career advisor please call (212) 484-1302 or email graduatecareers@jjay.cuny.edu.

**Letters of Recommendation:**
Graduate students can secure a letter of acknowledgement from the graduate career advisor indicating that the student is currently enrolled at the college, in good standing and a participant of the college’s career services.

**Recruitment:**
Graduate students participating in college recruitment efforts must be dressed in business attire. It is recommended that students submit their resumes to the graduate career advisor for review before distributing their resumes to perspective employers. Students who are contacted for interviews and accept employment opportunities may notify the career advisor.

**Procedure:**
All completed electronic forms should be sent via email to: graduatecareers@jjay.cuny.edu
Graduate students requesting a consultation should provide a resume in MS Word format.

**Forms:**
The Student Request for Graduate Career Advisement form, the Faculty/Administration Request for Graduate Career Presentation form, and the Graduate Career Advising Brochure Text are available at the Office of Graduate Studies.

**On-Campus Placement**
Students seeking on-campus employment may utilize the CUNY website. Graduate students who are alumni of the CUNY system are eligible for employment opportunities through CUNY CAP. Graduate students eligible for work-study may contact the Financial Aid Office.

**Volunteer Opportunities**
Graduate students seeking voluntarily opportunities (paid or unpaid) and or part-time employment can be assisted by the graduate career advisor.

**Form:** No form required

**Internships**
Graduate students interested in an internship opportunity may contact the graduate career advisor. **Note:** Students seeking to link an internship opportunity with current employment must secure approval from his or her graduate Program Director.

**Procedure:**
- Graduate students interested in internships may provide an electronic and paper copy of their resume to the Graduate Career Advisement office.

- Graduate students interested in internships must have two letters of recommendation: one from a Faculty member at the college and the other from a professional reference. **Note:** only when requested.

- Graduate students interested in internships must be in good academic standing. **Note:** Must have a GPA of a 3.0 or better.

- Graduate students participating and/or enrolled in a credit bearing internship must register for the Internship course (780/781) prior to the start of the internship experience.

- Documents that must be signed by the college designee should be brought to the office at least 10 days prior to any deadline date.
**Form:**
The Graduate Independent Study Prospectus Form is available at the Registrar’s Office and the Office of Graduate Studies.

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**Grade Change**

**Policy:**
A faculty member can change a student’s grade within one year of the end of the semester in which the course was taken. A request to change the final grade may be made either by the student or the instructor.

**Procedure:**
A student should first meet with the faculty member to discuss the final grade. If the instructor agrees to change the grade, he or she must complete a “request for change of grade” form, sign it and submit it to the Registrar’s office. If the grade is more than one year old, then the Dean of Graduate Studies must approve the change of grade. **Note:** The same procedure applies to the grade of incomplete (INC). See Resolution of Incomplete Grades below for further information.

**Form:**
The Request for Change of Grade is available at the Registrar’s Office or the Office of Graduate Studies.

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**Graduate Lecture Series**

**Policy:**
Graduate students who attend the Graduate Lecture Series (9 lectures over 3 semesters) and submit a six to twelve page report of high quality at the end of each semester’s series to the Program Director hosting that series may obtain a total of 3 credits toward their degree requirements.

**Procedure:**
The graduate lecture series takes place every semester (spring and fall). Each series consists of 3 lectures. The six graduate programs rotate responsibility for themes and speakers. After a student has attended a lecture series he or she submits a report to the Program Director hosting the series. Students will not receive credit for participation in a semester’s lecture series if they submit an unacceptable report. If an absence is approved by the host program director, a student may view the videotape of the lecture he or she missed in lieu of attending the lecture. The Program Director sends the outcome to the Office of Graduate Studies. When a student has attended and completed the 3 lecture series (9 lectures) the Office of Graduate Studies will inform the Registrar’s Office. The Registrar’s Office credits the student’s transcript.
Form:
There are no forms. The lecture series videotape and student attendance list can be obtained from the Office of Graduate Studies.

Graduate Scholarships

Most graduate scholarships are administered by the Scholarship Services Office. Only the Reisenbach Scholarship is administered by the Office of Graduate Studies.

The John A. Reisenbach Scholarship

Policy:
The John A. Reisenbach Foundation was formed after the death of John Reisenbach, a young advertising executive who was shot and killed as he made a telephone call from a booth near his home on Jane Street in the West Village. The Foundation funds projects that contribute to the safety and stability of the city, and established this scholarship for graduate students who major in either the Criminal Justice, Forensic Science, or Forensic Psychology programs.

Procedure:
At the end of the academic year, the Administrative Director requests a list from the Office of the Registrar of all graduate students in the three programs who have met the following criteria: 1) a minimum of a 3.5 GPA; and 2) have completed between 9-12 credits. They are sent a letter stating that they may be eligible for the scholarship and, if interested, should submit the enclosed application and forward it to the Office of Graduate Studies. The application includes undergraduate and graduate data (GPA, degrees, program, and employment data) and a personal statement. This statement must reflect a commitment and perspective on how, if selected, the recipient will make NYC a safer and more secure place in which to live.

Applications are reviewed by a committee which consists of the Dean of Research, the Dean of Graduate Studies, the Administrative Director of Graduate Studies, and a member of the Reisenbach Foundation Board of Directors. Finalists are interviewed and a recipient is selected. The scholarship funds continue for the remainder of the recipients’ graduate studies. At the beginning of each semester, the recipient submits his or her Bursar’s receipt to the Administrative Director who forwards it the Foundation for reimbursement.

Forms: The John A. Reisenbach Scholarship Application forms are available from the Office of Graduate Studies.

Graduate Student Center and Computer Lab*

Policy:
The Graduate Student Center and Computer Lab (located in room 410T) are for the use of graduate students. Graduate students can use the Center for such quiet purposes as studying or relaxation. The center is not to be used for such purposes as group study, meetings or loud conversation.

**Procedure:**
The Computer Lab is supervised by the lab assistant and the staff of the Office of Graduate Studies. The graduate student center and computer lab hours are: Monday through Thursday from 9 a.m. to 9 p.m. and Fridays from 9 a.m. to 5 p.m., Saturdays and Sundays closed. Graduate students can use the center and lab anytime during the hours of operation. The hours of operations are posted on the entrance wall. Concerns such as computer problems, noise or other disturbances should be addressed to the lab assistant or the staff of the Office of Graduate Studies to ensure an appropriate working and studying environment in the center and lab.

**Form:**
Center and Lab hours of operations and lab printing procedures are posted at the entrance and inside the lab and can be obtained from the Office of Graduate Studies.

### Independent Study (794)

**Policy:**
A matriculated graduate student can take only one independent study course (3 credits) during his/her graduate program. The student must have completed 12 graduate credits, have a grade point average of 3.3 or better and obtain the approval of a full time tenured or tenure track faculty member who will serve as mentor. A full time tenured or tenure track faculty can supervise no more than 2 independent study students per semester.

**Procedure:**
The student and the professor must fill out the “Graduate Independent Study Prospectus” form. A graduate independent study course (GISC) that corresponds to an existing course should be identified by the discipline and existing course number. A GISC that does not correspond to an existing course should be identified by discipline and course number 794. The faculty must complete the faculty section of the independent study form including the following:

- course discipline and number
- course title,
- course description,
- text and other resources to be utilized,
- student assignment,
- hours required (must be 45 hours),
and student evaluation methods.

The student is responsible for obtaining approval and signatures from both the Instructor and the Dean of Graduate Studies. The student must submit the signed form to the Registrar’s Office by the 2nd week of classes (1st week in summer session) in order to register for the independent study course.

**Form:**
The Graduate Independent Study Prospectus form is available from the One Stop, Registrar Office or the Office of Graduate Studies.

### Maintenance of Matriculation

**Policy:**
In order to receive a degree, a student must be an active matriculated student. Therefore, the student must maintain matriculated status by registering for a course or for MAM 791 (maintenance of matriculation) in the semester in which he/she files for and obtains a degree. In compliance with the CUNY Board reporting and funding requirements, all maintenance of matriculation fees must be received by the end of the second week of classes.

**Procedure:**
A student registers for MAM 791 at the One Stop or online.

**Form:**
There are no forms available.

### New Course and Experimental Course Proposal

**Policy:**
Faculty members and Masters Program Directors can propose a new course (700 level) or an experimental course (800 level) by submitting the new course or experimental course proposal form to the Committee on the Graduate Studies (CGS). The Committee on the Graduate Studies (CGS) must review and approve new or experimental course proposals and faculty credentials.

1. The new permanent courses (700 level) must also be approved by the College Council and Chancellor’s Office before being offered.
2. Experimental courses (800 level) only require the CGS approval.

**Procedure:**
A faculty member or program director obtains a New Course Proposal form from the Office of Graduate Studies. The completed Course Proposal form must be submitted to the Dean of Graduate Studies. This item will be placed on the agenda of the CGS meeting.
The CGS must review and approve the new course or experimental course. If approved the course proposal form and resume of the faculty who will teach the course must be submitted to the Office of Graduate Studies. The Dean of Graduate Studies notifies the Registrar’s Office.

**Form:**
The New Course and Experimental Course proposal form can be obtained from the Office of Graduate Studies.

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### New Faculty

**Policy:**
In order to teach in a Masters Program a faculty member must be approved by the Committee of Graduate Studies (CGS).

**Procedure:**
The Masters Program Director wishing to hire a new faculty member must submit the candidate’s resume/CV to the CGS. The CGS reviews and approves the faculty member’s credentials. If approved a copy of the faculty member’s resume must be submitted to the Office of Graduate Studies.

**Form:**
There are no forms available.

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### Overtally*

**Policy:**
Permission to enroll in a closed class is regularly given only to students who have already completed at least 24 credits when requesting overtally permission. Overtallies are approved only by the Dean of Graduate Studies, with the exception of in person Arena Registration (once in the semester). At that time overtallies can be approved by the appropriate Program Director.

**Procedure:**
The student requests permission to register for a class from the Dean of Graduate Studies. Upon verification of the student’s advanced standing the overtally may be granted to the student. The student must register in person by submitting the approved “overtally” form to the One Stop.

**Form:**
The Overtally form is available at the Office of Graduate Studies.
**Permission for Enrollment in Graduate Courses: Ph.D. Students**

**Policy:**
The Dean of Research works with the Executive Officers of the Doctoral Programs housed at John Jay to monitor doctoral students registration in John Jay master’s level courses in order to have an accurate count of students registered. With the approval of the Executive Officer of his or her doctoral program and Dean of Graduate Studies, and subject to availability of seats, doctoral students can enroll in master’s level courses.

**Procedure:**
The doctoral student requests the approval of the Executive Director of his or her PhD program by filling out a “Permit Form,” and then submits this form to the Dean of Graduate Studies. If permission for enrollment is approved, Dean of Graduate Studies signs “Ph.D. Students: Permission to Take Masters Courses,” form. The student submits the signed form to the Registrar’s Office at the Graduate Center.

**Form:**
The Ph.D. Students: Permission to Take Masters Courses form is available at the Office of Graduate Studies. See the attached sample form. The Permit Form must be obtained from the Executive Director of the Ph.D. program.

**Permission for Enrollment in Graduate Courses: Undergraduate Students**

**Policy:**
Undergraduate seniors with a grade point average of 3.0 or better may take up to 6 graduate credits for undergraduate credit for no additional fee. Only one graduate course (3 credits) may be taken in a semester. **Note:** These courses will not count toward the master’s degree if they have served to fulfill baccalaureate degree requirements.

**Procedure:**
The student requests recommendation of department chair concerned and the approval of the Dean of Graduate Studies.

**Form:**
The Permit form is available at the Office of Graduate Studies.

**Prerequisite Override**

**Policy:**
With the approval of the Dean of Graduate Studies a course prerequisite can be waived based on a student’s academic status and standing.

**Procedure:**
The student fills out the “Prerequisite Override” form and requests the approval of the Dean of Graduate Studies. The completed form must be submitted to the Registrar’s Office.

**Form:**
The Prerequisite form is available at the Office of Graduate Studies.

### Probation and Dismissal

#### Degree Students

**Policy:**
Graduate Students must maintain a 3.0 grade point average. A student whose grade point average falls below 3.0 is subject to dismissal or probation.

**Procedure:**
At the end of every fall and spring semester the Masters Program Directors review all student transcripts and make probation and dismissal recommendations. The Dean of Graduate Studies reviews and approves or rejects the recommendations. A student placed on probation or dismissed from a program is notified by the Dean of Graduate Studies. The student can appeal by writing to the Dean of Graduate Studies. If the student’s appeal is successful the student will be reinstated.

**Form:**
There are no forms.

#### Baccalaureate/Master’s (BA/MA) Program Probation and Dismissal

**Policy:**
BA/MA students must maintain a 3.5 grade point average to earn both the undergraduate and graduate degrees. A student whose grade point average falls below 3.5 is subject to program dismissal or probation. **Note:** A student whose grade point average is between 3.5-3.59 will be warned of the BA/MA academic standards.

**Procedure:**
The BA/MA program director reviews the students’ transcripts and makes probation, dismissal and warning recommendations. The Dean of Graduate Studies reviews and either approves or rejects the recommendations. A student placed on probation or dismissed from the BA/MA program is notified by the Dean of Graduate Studies. A student can appeal by writing to the Dean of Graduate Studies. If the appeal is successful the student will be reinstated.

**Form:**
There are no forms available.
**Non-Degree Students**

*Policy:*
Non-degree students must apply for matriculation during their first semester of attendance.

*Note:* The non-degree students in the NYC Police Studies Certificate Program must apply for matriculation immediately after the completion of the program's 12 credits. Non matriculated students with more than 12 credits are subject to dismissal regardless of grade point average.

*Procedure:*
The Dean of Graduate Studies reviews the non-degree students’ transcripts at the end of each semester. Probation and dismissal decisions are conveyed to the Graduate Admissions Office. That office notifies students in writing.

*Form:*
There are no forms available

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**Qualifying Exams**

**Forensic Computing (FCM) Qualifying Exam**

*Policy:*
The FCM qualifying examination is given twice a year, spring (January) and fall (August), one or two days prior to the beginning of the semester. The qualifying exam can be taken any time after a student has completed FCM 700, FCM 710 and FCM 742. If a student fails the exam he/she may be permitted to retake it for a second time. If a student fails one or two parts but passes the other parts, he/she need only retake the part/s that he/she failed.

*Procedure:*
FCM students must notify their Program Director(s) when they intend to take the exam.

*Form:*
The student must obtain the form from his/her program director.

**Master of Public Administration (MPA) Qualifying Exam**

*Policy:*
The MPA qualifying examination is given twice during the academic year, once in the spring (early March) and in the fall (early October). Students must pass the qualifying exam (previously known as the foundations exam) and the capstone seminar in order to receive the MPA degree. The MPA qualifying exam must be taken after completing PAD 700, 702 and 705 (these courses must be taken within the first 15 credits). The MPA capstone seminar must be taken after the student has passed the qualifying exam and completed PAD 715, PAD 743 and PAD 751. *Note:* Both the qualifying exam and the capstone seminar include materials covered in the courses listed. The capstone exam is phased out and replaced with the capstone seminar course (PAD 771).
Procedure:
MPA students must visit the John Jay website (http://web.jjay.cuny.edu/~pub-mgt/) to retrieve all the necessary materials for taking the exam. It is also recommended that they consult the MPA program advisor and/or program director with regard to exam questions or other concerns.

Form:
The student must obtain the form from http://web.jjay.cuny.edu/~pub-mgt/.

MPA-Inspector General (MPA-IG) Qualifying Exam

Policy:
The MPA-IG qualifying examination is given twice during the academic year, once in the spring (early March) and in the fall (early October). Students must pass the qualifying exam (previously known as the foundations exam) and the capstone seminar in order to receive the MPA degree. The MPA-IG qualifying exam must be taken after completing PAD 700, 702 and 705 (these courses must be taken within the first 15 credits). The MPA-IG capstone seminar must be taken after students have passed the qualifying exam and have completed PAD 715, PAD 740, PAD 742 and PAD 751. Note: Both the qualifying exam and the capstone seminar include materials covered in the courses listed. The capstone exam is phased out and replaced with the capstone seminar course (PAD 771).

Procedure:
MPA-IG students must visit the John Jay website (http://web.jjay.cuny.edu/~pub-mgt/) to retrieve all the necessary materials for taking the exam. It is also recommended that they consult the MPA program advisor and/or program director with regard to exam questions or other concerns.

Form:
The student must obtain the form from http://web.jjay.cuny.edu/~pub-mgt/.

Readmission:

Policy:
If a student has not registered for one or more semesters he/she must apply for readmission. If the student was in good standing with a grade point average of 3.0 or better and has not been registered for fewer than 5 years, the Registrar’s Office processes and approves the application. If the student was not in good standing (with a grade point average of below a 3.0) and/or has not been registered for more than 5 years, the Dean of Graduate Studies must approve or deny the readmission.

Procedure:
The student submits an “Application for Readmission-Graduate Studies” to the Office of the Registrar one month prior to registration. The Registrar’s Office forwards to the Dean of Graduate Studies those applications that require his/her review and approval.

Form:
The Application for Readmission-Graduate Studies form is available at the Registrar’s Office or the Office of Graduate Studies.

Resolution of Incomplete Grade

Policy:
Incomplete is given in lieu of a grade only in exceptional circumstances for students who have been doing satisfactory work and have been unable to complete course requirements. Students who receive an incomplete must fulfill their academic obligations within one calendar year of the end of the semester in which the grade of INC is given. In extraordinary circumstances, the time limit may be extended one additional year with the approval of the Dean of Graduate Studies. Incompletes unresolved in this time period become permanent entries in the student’s records and may not be changed thereafter. A maximum of three grades of Incomplete may be converted to regular grades during the course of a student’s enrollment. In rare circumstances, more than three grades may be converted to regular grades with the approval of the Dean of Graduate Studies.

Procedure:
A student should first meet with the faculty member to discuss the option of receiving an incomplete and the time frame for fulfilling course requirements. After all the course expectations and requirements have been met, the instructor changes the grade by completing a “notification of resolution of IN grade” form (note: not a “request for change of grade” form) and submitting it to the Registrar’s Office. If the resolution is for an IN grade that is more than one year old, the Registrar’s Office requests the approval of the Dean of Graduate Studies.

Form:
The Resolution of Incomplete Grade form is available at the Registrar Office or the Office of Graduate Studies.

Specializations

Policy:
Graduate students enrolled in the Master of Criminal Justice or Master in Public Administration program must validate their specialization/s in the semester in which they are planning to graduate. Students are required to complete 3 courses within the
specialization. Dual specializations are permitted. **Note:** Students may not use the same course/s to fulfill the requirements of more than one specialization. **Note for MPA Students:** Students seeking a specialization other than those described in the Graduate bulletin should consult the program director.

**Procedure:**
The student fills out the “Graduate Specialization Validation Form” and must request the approval of his/her program director. The signed form must be submitted to the One Stop.

**Form:**
The Graduate Specialization Validation form is available at the One Stop.

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**Syllabi**

**Policy:**
Faculty members teaching graduate courses must submit the syllabus for each course they are teaching to the Dean of Graduate Studies by the first week of classes each semester. The syllabus must be filed in the Office of Graduate Studies. Each syllabus serves as a model for new faculty teaching at the graduate level.

**Procedure:**
In the beginning of each semester the Dean of Graduate Studies sends a memorandum to each faculty member teaching a graduate course asking him/her to forward a copy of the syllabus to the Office of Graduate Studies. The syllabi are kept on file. A student, faculty or staff member can review or obtain a copy of a syllabus from the Office of Graduate Studies:

899 Tenth Avenue, Suite 411  
New York, NY 10019  
E-mail:  graduestudies@jjay.cuny.edu  
Telephone:  212-237-8423

**Form:**
There are no forms available.

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**Thesis**

**Criminal Justice Students**

**Policy:**
Students in the CRJ program have the option of completing a thesis rather than the comprehensive exam in order to fulfill their graduation requirements. CRJ students must
have earned an A- or A in CRJ 715 to be eligible to write a thesis. Students doing a thesis must register for and complete the appropriate Prospectus Seminar course (CRJ 791). Students are allowed to register only after they have received permission from the instructor teaching the seminar and have identified a thesis advisor. The thesis advisor must be a full time faculty member.

**Forensic Computing Students***

**Policy:**
FCM students may elect to write a thesis. A student must have passed the qualifying exam in order to write a thesis. **Note:** The thesis option is usually reserved for students who already work in law enforcement. Students doing a thesis must register for and complete the appropriate Prospectus Seminar course (FCM 791). Students are allowed to register only after they have received permission from the instructor teaching the seminar and have identified a thesis advisor. The thesis advisor must be a full time faculty member.

**Forensic Mental Health Counseling (FMHC) Students**

**Policy:**
FMHC students are not required to write a thesis. However, there is an optional thesis track that students could take in addition to the 600 hour required externship, if they qualify. Students writing a thesis must have earned an A or A- in PSY 715, PSY 737, PSY 738 and PSY 769.

**Forensic Psychology Students**

**Policy:**
Students in the PSY program have the option of completing a thesis rather than an externship in order to fulfill their graduation requirements. Students writing a thesis must have earned an A or A- in PSY 715, PSY 737, PSY 738 and PSY 769. Students doing a thesis must register for and complete the appropriate Prospectus Seminar course (PSY 791). Students are allowed to register only after they have received permission from the instructor teaching the seminar and have identified a thesis advisor. The thesis advisor must be a full time faculty member.

**Forensic Science Students**

**Policy:**
Students in the FOS program must complete a thesis to fulfill their graduation requirements. Students must register for and complete the appropriate Prospectus Seminar series (FOS 795-797). Students select a thesis advisor by the end of the FOS 796 course. The first and second readers must be full time faculty members of John Jay College. **Note:** If a student is working with an advisor who is not a faculty member of John Jay College, the advisor acts as the third reader. Students writing a thesis must have completed FOS 710.
Protection Management Students

Policy:
Students in the PMT program have the option of completing a thesis to fulfill their graduation requirements. Students writing a thesis must register for and complete the appropriate Prospectus Seminar course (PMT 791). Students are allowed to register only after they have received permission from the instructor teaching the seminar and have identified a thesis advisor. The thesis advisor must be a full time faculty member.

Public Administration Students

Policy:
MPA students who have passed the qualifying exam, and have a 3.7 grade point average or better can write a thesis as an honors option although it is not required for graduation. Students doing a thesis must register for and complete the appropriate Prospectus Seminar course (PAD 791). Students are allowed to register only after they have received permission from the instructor teaching the seminar and have identified a thesis advisor. The thesis advisor must be a full time faculty member.

All Programs

Procedure:
To register for the prospectus seminar the student together with the faculty teaching the prospectus seminar course complete an Independent Study form and request the approval of the Dean of Graduate Studies. The student submits the signed form to the Registrar’s Office to register for the course. Note: Forensic Science students can register for FOS 795-797 online via e-SIMS or at the One Stop.

Once the thesis has been completed the student requests approval from all readers and the Dean of Graduate Studies. The thesis approval page is submitted to the Registrar’s Office. The Registrar then provides a clearance form which must be signed by the Bursar (indicating that the student has paid the $30 thesis binding fee) and the Library (indicating that the student has submitted 2 bond copies of the thesis and an original signed approval page).

Form:
The Independent Study form is available at the Registrar’s Office or the Office of Graduate Studies. The clearance form must be obtained from the Registrar.

Transfer of Credit

Policy:
Matriculated graduate students can transfer up to 12 credits and must have completed all courses with a grade of B or higher. Courses taken more than seven years preceding the time of graduate application for admission will be accepted ONLY in exceptional circumstances. Note: Credit for courses taken on permit at other CUNY colleges will be included in the 12 credits available for transfer.
**Procedure:**
The student fills out “Request for Transfer Credit” form and requests the approval of the appropriate Masters Program Director and the Dean of Graduate Studies.

**Form:**
The Request for Transfer Credit form is available from the Office of the Registrar or the Office of Graduate Studies.
# Graduate Program Credit Bearing Internships

<table>
<thead>
<tr>
<th>#</th>
<th>Program</th>
<th>Course Name &amp; Number</th>
<th>Credits</th>
<th>#Hours</th>
<th>Course Description</th>
<th>Prerequisites</th>
<th>Notes/Comments</th>
</tr>
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<tbody>
<tr>
<td>1.</td>
<td>Criminal Justice (MA)</td>
<td>Internship CRJ 780-781</td>
<td>3</td>
<td>150 hours per semester (including seminar sessions)</td>
<td>Provides a supervised placement in an appropriate agency, reinforced by a weekly seminar on campus. Integrates the internship experience with the discipline’s literature assigned for classroom discussion. Examines the similarities and differences between internship positions at group seminars. Offers a variety of patterns of involvement in terms of hours, location, and nature of responsibility and work.</td>
<td>None specified.</td>
<td>Offered every semester.</td>
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<tr>
<td>2.</td>
<td>Digital Forensics and Cybersecurity (MS)</td>
<td>Capstone Seminar and Fieldwork FCM 780</td>
<td>3</td>
<td>200 hours per semester with biweekly seminar</td>
<td>Supervised fieldwork on a forensic computing case or a computer security problem, sometimes with the participation of program faculty. The fieldwork is complemented with a biweekly seminar with a corporate partner of the graduate program. Students are assigned to work with either an agency or corporate partner of the graduate program.</td>
<td>Successful completion of the program’s Applied Digital Forensic Science Exam</td>
<td>Offered as an independent study, contact program director.</td>
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<tr>
<td>3.</td>
<td>Forensic Mental Health Counseling (MA)</td>
<td>EXTERNSHIP S Fieldwork in Counseling I PSY 780</td>
<td>3</td>
<td>300 hours, including weekly seminars with adjunct clinical faculty</td>
<td>Provides supervised experience assisting mental health professionals in the assessment, management and counseling of clients. Students work in an applied institutional setting, such as a prison, special treatment clinic, hospital, delinquency or rehabilitation setting. Training includes interviewing and taking case histories, observations, staff and case conferences. Fieldwork training is supplemented with a faculty member.</td>
<td>Students enrolling in PSY 780 and 781 must have completed Clinical Instruction (PSY 758) as a prerequisite. Completion of a minimum of 12 graduate credits in the graduate psychology program and permission of the program director.</td>
<td>Required supervised internship; offered every semester. FMHC students are required to take both courses for the full 600 hours.</td>
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<td>4.</td>
<td>Forensic Psychology (MA)</td>
<td>Same as #3 above</td>
<td>3</td>
<td>Same as #3 above</td>
<td>Same as #3 above</td>
<td>Same as #3 above</td>
<td>Forensic Psychology students are only required to take PSY 780 for a total of 300 hours.</td>
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<td>5.</td>
<td>Forensic Science (MS)</td>
<td>Fieldwork in Forensic Science FOS 780-781</td>
<td>3</td>
<td>400 hours per semester (2-semester course), weekly seminar</td>
<td>This course provides the student with supervised fieldwork experience in appropriate institutional settings. A variety of patterns involvement is available, varying in terms of hours of work, location, nature of assignment, etc.</td>
<td>GPA of 3.0 or higher and permission of the program director.</td>
<td>Offered every semester.</td>
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<tr>
<td>6.</td>
<td>International Crime and Justice (MA)</td>
<td>Internship in International Crime and Justice ICJ 780</td>
<td>6</td>
<td>280 hours per semester; students must post twice weekly</td>
<td>This course aims to connect academic knowledge in the area of international crime and justice with the realities of the field. By participating in a field placement, students should better understand the connections of the local to the global, and their role as professionals in this evolving field of study. This course is delivered online in order to allow students to pursue placements wherever they wish.</td>
<td>Students must have completed all the core courses of the MA in ICJ program, have a 3.5 GPA and have received the permission of the director to pursue the internship track. Exceptionally, and with the permission of the course director, they may take the internship course simultaneously with the capstone course.</td>
<td>Offered every semester.</td>
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<td>7.</td>
<td>Protection Management (MS)</td>
<td>Not Applicable</td>
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| 8. | Public Administration: Public Policy and Administration (MPA) | Internship PAD 780-781 *No longer cross-listed with CRJ 780 because the number of hours for PAD was doubled. | 3       | 300 internship hours per semester and weekly seminar sessions | Students intern in a government agency or nonprofit organization and meet once a week in a seminar to integrate the student’s internship experience with the assigned readings for classroom discussion. While all students will benefit from gaining substantial work experience in their particular area of interest, pre-service students are especially encouraged to complete an internship. Placement is arranged by the instructor in consultation with the individual students. | None specified. | Offered every summer semester.
|    |                                                     |                      |         |             | Students intern in a government agency or nonprofit organization.                                                                                       |                                                                              | Students intern in a government agency or nonprofit organization.               |
| 9. | Public Administration: Inspection and Oversight (MPA)  | Same as #8 above     | 3       | Same as #8 above | Same as #8 above                                                                                                                                                                                                                                                                                                                                       | None specified. | Same as #8 above |
| 10 | Psychology and Law (MA/JD)                          | Fieldwork in Counseling I PSY 780 | 3       | 300 hours, including weekly seminars with adjunct clinical faculty | Provides supervised experience assisting mental health professionals in the assessment, management and counseling of clients. Students work in an applied institutional setting, such as a prison, special treatment clinic, hospital, delinquency or rehabilitation setting. Training includes interviewing and taking case histories, observations, staff and case conferences. Fieldwork training is supplemented with a faculty member. | Completion of a minimum of 12 graduate credits in the graduate psychology program and permission of program director. | Offered every summer semester. |

*Policies not included in the Graduate Bulletin.