Criminology & Criminal Justice Online

Understanding the Bachelor’s Degree Requirements
Undergraduate students at PSU have four sets of requirements that need to be met in order to obtain a Bachelor’s degree including:

- University requirements
- Bachelor of Arts (BS) or Bachelor of Science (BS)
- Major (CCJ)
- University Studies (UNST)

All of these requirements are summarized in detail in this presentation – however, students should consult the current PSU Bulletin for the official degree requirements:

http://pdx.smartcatalogiq.com/en
DARS is an online tool for tracking progress on all degree requirements at PSU

Students bear final responsibility for using DARS to monitor their academic progress and to select appropriate courses to satisfy their degree requirements

An accompanying demonstration covers how to run a degree audit using DARS
Reading Your DARS: Overview

DARS reports are broken into four major sections covering your:

- General University requirements
- BA/BS requirements
- UNST requirements
- Major requirements
Reading Your DARS: Overview

DARS shows you which course(s) has been used to satisfy a given requirement. DARS provides symbols to let you know if a requirement has been met:
- Green check marks / red (x) in HTML format
- Green (OK) / red (NO) with (+) / (-) in PDF format

This line shows you that the course earned 7.5 credits, the credits were transferred into PSU from another school (“T”), and the student received a “C” in the course.

Note that the DARS report informs you of the topical areas you can use to fulfill any outstanding requirements in the Course List.
At the end of your DARS report you may see additional courses that have not been used to satisfy any of the other specific requirements. These credit hours are applied to your PSU total – remember you will need at least 180 credits to graduate.

LD stands for “lower division” credits – these are usually Freshman / Sophomore level, often numbered 100 - 299.

The “P” shown here for a grade indicates that this class was taken Pass/No Pass and the student passed.
General University Requirements

- **180** Quarter credit hours or more needed to obtain BA/BS
  - Reaching 180 credits does **not** automatically result in awarding of degree
  - Courses need to be correctly distributed to satisfy BA/BS, UNST, & Major req’s
  - PSU is on the quarter system. One semester credit = 1.5 quarter credits

- **72** Minimum number of upper division credit hours
  - Courses numbered 300 or above at PSU – Junior / Senior level
  - Community college courses transfer in as 299 or below

- **2.0** Minimum GPA on PSU courses (“C” average)

- **12** Max Coop. Education (e.g., CCJ 404) credits applied to 180

- **45** Max credits graded “P” (Pass) that can be applied to 180

- **124** Maximum credits transferrable from accredited two-year schools

- **45** of last 60 credit hours applied to 180 must be from PSU (or 165 total)

Undergraduate students at PSU must earn a minimum of 180 quarter credit hours to obtain a Bachelor degree.

The credits “earned” includes credits/courses transferred into PSU from another institution and those taken at PSU.

Once you enroll in courses DARS will tell you how many credits you have “in progress” for the current term.
A minimum of 72 upper division credit hours are required to obtain your Bachelor’s degree.

Upper division courses are those numbered 300 or higher at PSU.

- Courses from junior or community colleges usually transfer into PSU at the 100 or 200 level – Freshman or Sophomore level.
- 300-level classes are usually intended for Juniors.
- 400-level classes are suggested for Seniors.
Students must have a 2.0 GPA (roughly a “C” average) or higher on all PSU coursework. In this case the student has a 3.85.

No more than 12 Cooperative Education credits (classroom teaching combined w/field experience) can count towards the total 180 cr needed – this student has 8 cr.

PSU allows you to transfer in a maximum of 124 credits from junior or community colleges.

Students must complete 45 of their last 60 credits at PSU or have at least 165 credit hours total from PSU.
Students must complete two college-level Writing courses

WR 121 College Writing is required in order to be admitted to PSU as a transfer student. WR 121 will count as one of the required classes

- Students transferring in with less than 90 cr will complete the Writing Requirement with Freshman Inquiry and/or Sophomore Inquiry
- Students transferring in with 90 cr or more will need to have an additional Writing class from the approved list

Catalog Year

The Writing Requirement went into effect with the 2012 catalog

Eligible students may choose to use an earlier catalog

Students may select the catalog in effect during the year they first enrolled at any accredited college/university, or any subsequent year

Each catalog is valid for 7 years, for example the 2011 catalog will expire Summer 2018

Other degree requirements may differ depending upon catalog

See Advisor for help selecting a catalog
Students must choose just one type of degree to pursue. You are free to change from one to the other. However, doing so may result in having to take additional courses to satisfy your new degree.

Courses taken to satisfy BA/BS requirements may also be used to meet any other requirements if they conform to the regular qualification for those requirements (i.e., double dipping is allowed).

- For example, when you take CCJ 330 Crime Control Strategies it can also be applied to your BS or BA Social Science credits.
BS Requirements

Bachelor of Science (28 credits)

- Social Science and/or Arts & Letters (12 credits)
  - Includes PSU or transferred courses from:
    - ARTS & LETTERS - Applied Linguistics, Architecture, Art, Arts & Letters, Communication, Conflict Resolution, English, World Languages and Literatures, Music, Philosophy, Speech and Hearing Sciences, Theater Arts, Writing

- Math/Stats (4 credits)
  - Includes college-level PSU or transferred courses in Statistics or Mathematics

- Science or Lab Science (4 credits)
  - Includes PSU or transferred courses from the following: Biology, Chemistry, Environmental Science & Management, Geography*, Geology, Physics, Science

- Lab Science (8 Credits)
  - Includes PSU or transferred courses within the Science distribution area that have an explicit indication of lab or field work as part of the catalog description

* Depends upon catalog year
BS Requirements: Info for CCJ Online Majors

**Bachelor of Science (28 credits)**

- **Social Science and/or Arts & Letters** (12 credits)
- **Math/Stats** (4 credits)
- **Science or Lab Science** (4 credits)
- **Lab Science** (8 Credits)

**Online Math courses are very rare at PSU. Students needing Math have three options (contact your Advisor for more details):**

1. Take PSU's courses if available
2. Find a community college that offers transferable Math online (we have a list for these)
3. Take your needed Math courses on campus from your local community college

*Note: A prerequisite course or a placement exam may be required*

**Online Science courses are infrequent at PSU. Students needing Science have three options (contact your Advisor for more details):**

1. Take PSU’s courses if available
2. Find a community college that offers transferable Science and lab courses online (we have a list for these)
3. Take your needed Science courses on campus from your local community college
# BA Requirements

**Bachelor of Arts** (28 credits)

- **Fine and Performing Arts** (4 credits)
  - Includes PSU or transferred courses from the following: Architecture, Art History, Art, Dance, Fine and Performing Arts, Music, Music Education, Applied Music, Theatre Arts, Film
- **Arts & Letters** (8 credits)
  - Includes PSU or transferred courses from the following: Applied Linguistics, Architecture, Art, Arts & Letters, Black Studies (certain courses only), Communication, Conflict Resolution, English, World Languages and Literatures, Music, Philosophy, Speech and Hearing Sciences, Theater Arts, Writing
- **Science/Math/Stats** (4 credits)
  - Includes PSU or transferred courses from: Biology, Chemistry, Environmental Science and Management, Geography *, Geology, Mathematics, Physics, Science, Statistics
- **Science or Social Science** (8 credits)
  - Social Science includes PSU or transferred courses from the following: Anthropology, Black Studies (certain courses only), Chicano/Latino Studies, Child and Family Studies, Criminology & Criminal Justice *, Economics, Geography *, History, International Studies, Native American Studies, Political Science, Psychology, Social Science, Sociology, Urban Studies and Planning, Women’s Studies
- **Foreign Language** (4 credits)

*Depends upon catalog year*
The BA language requirement is not defined in credits, but in terms of competence: a student must demonstrate competence equivalent to that normally attained after 2 years of college study. Students with no previous knowledge of a foreign language are advised to complete 2 years in a language. Students who already possess sufficient competence may meet the BA language requirement in any of the following ways:

1. Completion in any foreign language of 203 or its equivalent with a passing grade
2. Completion in any foreign language of a course that has 203 or higher as a prerequisite
3. Demonstration of proficiency in a foreign language equivalent to that attained after two years of college study

There are three ways to demonstrate proficiency:

- in French, German, or Spanish, by passing the CLEP examination with a score high enough for second-year level credit
- in other languages regularly taught by the Department of World Languages and Literatures, by passing a departmental examination with a score high enough for second year level credit
- in any language for which the Department of World Languages and Literatures has a qualified tester, by passing a non-credit departmental examination
BA Requirements: Info for CCJ Online Majors

Bachelor of Arts (28 credits)

- Fine and Performing Arts (4 credits)
- Arts & Letters (8 credits)
- Science/Math/Stats (4 credits)
- Science or Social Science (8 credits)
- Foreign Language (4 credits)

Some classes are available online at PSU but are not managed by the CCJ Online program. Students are responsible for finding applicable classes using the PSU website. Courses taken at community colleges may also be transferrable.

Offerings of online Science and Math classes at PSU remain limited. Check with your Advisor for possible options.

CCJ Online students usually already have this completed with transfer credits. CCJ courses may be able to count towards the requirement, depending upon the catalog being used. Anyone needing additional credits will have to take a course(s) outside of CCJO. In some cases applicable courses may be available online through PSU. You can check on the availability of these classes by contacting your Advisor.

PSU does not currently offer any applicable language courses fully online. Contact your Advisor to explore options for fulfilling this requirement.
Which Degree Should You Pursue: BA or BS?

One way students at PSU decide which degree they want to pursue is to run DARS reports for each degree and then compare the results.

This student has everything done for her BS degree except for Math.

By contrast, if she wanted a BA degree, she would still need to take 4 cr of Fine Arts & complete the Foreign Language Competency.
Almost every university requires students to complete some kind of general education program in addition to their major field of study. PSU's nationally recognized approach to general education is called University Studies or UNST

- UNST begins with Freshman Inquiry, a year-long course introducing different modes of inquiry & providing students with tools to succeed in higher education

- At the Sophomore level, students choose three different Sophomore Inquiry or SINQ courses, each of which covers a unique academic theme

- Student then proceed in later years to take three Junior or Upper Division Cluster courses. There is an upper division cluster for each SINQ topical area and students must take their cluster courses in one of the SINQs they completed. Within each cluster there are 15 or more courses to choose from across a variety of academic disciplines. You cannot use courses from your major for your cluster

- Finally, all students are required to complete a Senior Capstone course which consists of teams of students working together to complete a project addressing a real problem in the community
Your UNST requirements are based on how many credits you transfer into PSU at the time of admission.
The CCJ Online program does not currently offer these courses. They are periodically available online through PSU and students should contact their Advisor to check on availability.

CCJO students who need to take a SINQ course **MUST** take UNST 234 Healthy People/Healthy Places if they plan on completing their Upper Division Cluster using CCJO’s three PHE courses. UNST 234 is not taught through CCJO but is offered online through PSU several times during the year.

Three Upper Division courses from the Healthy People/Healthy Places Cluster are available online to CCJO students, including PHE 326 Drug Education (Fall term), PHE 335 Human Sexuality (Winter), and PHE 446 Community Health (Spring).

Students in the CCJ Online program take UNST 421, a course that has students study a given crime problem and document different ways the offense could be prevented (available every Spring).
Here you can see that the student has completed all of the courses needed to fulfill the Healthy People/Healthy Places Cluster. He/she has also completed the Senior Capstone.

When you run a DARS your UNST requirements come next after the BA/BS area. In this note you can see how many credits were transferred into UNST—this determines how many (if any) SINQ classes you might need to take. This student had 86 cr and needed one SINQ.

Some students may take or have taken other PSU class/es that fall into different Upper Division Clusters. If you are interested in completing a Cluster other than HP/HP, contact your Advisor for help. Not all Clusters are guaranteed to be online.
CCJ Major Requirements

In addition to meeting all of the university requirements, students majoring in Criminology & Criminal Justice at PSU need all of the following to satisfy the requirements of the Major:

- 36 CCJ credits in Core or Required courses
- 8 CCJ elective credits numbered 100 or higher
- 16 CCJ elective credits at or above the 300 level
- 8 CCJ credits of Cooperative Education/Internship
- 68 CCJ credits total required

- All CCJ core and elective courses submitted to satisfy the requirements for the major, whether taken at PSU or elsewhere, must be passed with a grade of “C” (2.00 GPA) or above, “C-” and below are not accepted

- Courses taken under the undifferentiated grading option (pass/no pass) will not be accepted toward fulfilling major requirements
CCJ Online Requirements: Core or Required Courses

9 Core/Required Courses (4 credits each)

- CCJ 300 Criminology and Criminal Justice
- CCJ 301 Policing in America
- CCJ 303 Punishment and Corrections
- CCJ 310 American Courts
- CCJ 320 Theories of Crime & Justice
- CCJ 330 Crime Control Strategies
- CCJ 340 Crime Analysis
- CCJ 380 Criminal Justice Research
- CCJ 420 Criminal Law and Legal Reasoning

Substitutes for campus courses:  

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>CCJ 200 Criminology and Criminal Justice</td>
</tr>
<tr>
<td>b</td>
<td>CCJ 230 Policing in America</td>
</tr>
<tr>
<td>c</td>
<td>CCJ 240 Punishment and Corrections</td>
</tr>
</tbody>
</table>
CCJ Online Requirements: Elective Courses

13 Elective Courses Available (4 credits each)*

- CCJ 410 Correlates of Criminal Behavior
- CCJ 410 Juvenile Offenders
- CCJ 370 Women, Crime and Justice
- CCJ 410 Crimes of the Powerful
- CCJ 410 Offender Rehabilitation
- CCJ 435 Crime, Grime, & Fear
- CCJ 410 Geographic Criminology
- CCJ 410 Applied Crime Mapping
- CCJ 399 Leadership in Criminal Justice Seminar (2 cr)
- CCJ 399 Criminal Justice Ethics Seminar (2 cr)

Additional Electives
- CCJ 410 Parole & Probation
- CCJ 410 Science and Practice of Profiling
- CCJ 399 Terrorism in Context Seminar (2 cr)

* Elective course offerings are subject to change
The CCJ 404 Internship Track provides students with the opportunity, in their own communities, to explore working environments within the criminal justice field and to learn which aspects of the work fit with their personal interests, skills, abilities, working styles and goals. Students put in the hours at their field site and complete the reading and written work to complete the course and earn credit for it.

In our experience, all students, regardless of their occupational experience, benefit from completing an internship. Students can clarify their career goals and have “hands-on” experience they can place on their resumes, as well as contacts and letters of reference for future job applications.

Students interested in the internship track must prepare well in advance and be approved prior to registration.

Step 1 Choose the Internship Site: At least one full term before the term in which the internship is to begin, contact Dr. Lindberg (Internship Coordinator) to discuss requirements and to gather ideas on where to look.

Step 2 Contact the Internship Agency: At least two months before the term in which the internship is to begin, contact the internship site (or several potential sites) with a professional approach (updated resume). Students must have the internship secured before enrolling in CCJ 404.

Step 3 Enroll in Either CCJ 404-ONF or CCJ 404-ONW: Either will work. Select either 4 or 8 credit hours of CCJ 404, depending on whether the student plans on completing all 200 internship hours over the course of one or two terms.

We also realize some students may not be able to complete an internship due to work demands, their family situation or the availability of local agencies. Students can substitute using the Professional Development Track in CCJ 404.
CCJ Online Requirements: Professional Development

- The CCJO Professional Development Track offers students the opportunity to learn more about specific career topics in criminal justice through an examination of selected evidence-based research articles addressing a topic of interest to CJ professionals. Students learn how to review the professional literature, by extracting salient information, to gain a better understanding of what they have read and how the information can assist in current and future work in the criminal justice or another career position. All coursework is conducted online. No advance preparation is needed for students taking the professional development track.

- To complete the professional development track of the internship requirement, students must follow these steps:

  - Step 1: Enroll in four (4) credit hours of CCJ 404 in either the term offering CCJ 404-ONW or CCJ 404-ONF; enrollment will automatically place the student in the professional development track.

  - Step 2: In the next term, enroll in the second four (4) credit hours of CCJ 404, (ONW or ONF) – whichever version is offered in the present term or was not completed in a previous term.

- A student must complete both parts of CCJ 404: ONW and ONF and may not repeat a course (i.e., a student may not take the ONW or ONF version twice).
When you run a DARS your CCJ Major Requirements come next to last. This first area of the report tells you how many CCJ credit hours you have (recall that you need a minimum of 68 total).

The Course List highlights what you still need to take.

The student in this case has completed one CCJ elective so far.
Remember that you must receive a “C” or better in any PSU or transfer course used to satisfy CCJ Major Requirements.

CCJ classes with a “C-” or lower are shown at the end of your DARS report.

Credit hours from non-passing courses (i.e., “C-” or lower) may count toward the 180 minimum you need to graduate, but you will have to retake the course if it is specifically required in CCJ.

PSU has a policy of forgiving grades of “D” or “F” if the course is repeated at PSU for a grade (not P/NP). Credit is retained on the last grade received. The first grade is not used in calculating your GPA but is retained on your transcript. See Advisor for details.
Courses listed in yellow are from the core or required curriculum for CCJ majors – those in white are elective classes currently offered.

CCJ majors need to have 24 credits of electives, with a minimum of 16 in upper division coursework (i.e., 300 or above).

You should choose your electives based in part on the certificate(s) you hope to obtain.
The three certificates: Leadership in Criminal Justice, Advanced Crime Analysis & Criminal Behavior are offered through the College of Urban and Public Affairs and do not show up on your official PSU transcript or DARS.

To track your progress we provide a checklist and application for each certificate (see Advising Center or contact your Advisor).

Once you have completed all of the courses, send us the form and we will issue your certificate.

Enjoy your studies!