

Bachelor of Arts in Criminal Justice Online Degree Completion Program

Student Handbook & Resources



College of Extended
and Global Education

Welcome to the Criminal Justice Online program at California State University, San Bernardino! In this handbook, you will find a thorough overview of the program requirements as well as guidance on the program's student services, tuition & financial aid, curriculum, drop procedures, and more.

Table of Contents

College Contacts	3
Program Contacts	4
Program Requirements	5
Registration and Advising	7
Tuition, Fees, and Other Finance Matters	9
Financial Aid Information	11
Financial Aid Fact Sheet	13
Program Policies and Procedures	14
Student Learning Objectives	18
Other Resources	18
Letter of Intent to Enroll	19
FAQs	20
Forms & Resources	21

College of Social and Behavioral Sciences (SBS)

Department of Criminal Justice
Social and Behavioral Sciences, Room 209
5500 University Parkway
San Bernardino, CA 92407
Phone: (909) 537-5506
Fax: (909) 537-7025

Website: <http://criminaljustice.csusb.edu/>

College of Extended & Global Education (CEGE)

Center for Global Innovation (CGI)
Suite 301
5500 University Parkway
San Bernardino, CA 92407

Phone: (909) 537-5976
Fax: (909) 537-5907
Program Email: cjonline@csusb.edu
Website: <http://cel.csusb.edu/cjonline>

Program Contacts



Janine Kremling, Ph.D.
Program Director

Professor of Criminal Justice

JKremlin@csusb.edu



Rick Flinchum, MPA
Program Specialist

Contact for: Program administration, tuition & finance, student services, general program inquires & issues.

Richard.Flinchum@csusb.edu



Lorena Segovia, MS.Ed
Academic Advisor

Contact for: Academic advising, course registration, academic holds (probation, etc.), graduation progression.

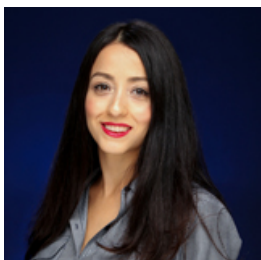
Lorena.Segovia@csusb.edu



Claudia Ochoa, MS.Ed
Student Advisor

Contact for: Application and recruitment advising, admissions inquiries, student retention.

Claudia.Ochoa@csusb.edu



Vanessa Davalos, MA
Program Coordinator

Contact for: Payment processing, installment plans program inquiries, general questions.

Vanessa.Davalos@csusb.edu

Program Requirements

- Students are required to complete 120 Semester Units (180 Quarter) to be eligible for graduation from CSUSB.

The Criminal Justice Online program requires the following prior to admission:

- 60 semester (90 quarter) units of transferrable coursework taken at a community college or regionally accredited university.
- Completion of lower-division general education requirements, including CSU History, Constitution and American Ideals requirement¹. General Education requirements are the university standard defined in the [CSUSB Bulletin](#).
- 2.7 Minimum GPA (overall) required for transfer
- Completion of two prerequisite courses: Introduction to the Criminal Justice System (CJUS 1101) and Criminal Law (CJUS 1102).
 - Students are encouraged to explore [Assist.org](#) to research transferability of courses from their community college. Students are also encouraged to work with their academic/transfer counselors to research transfer requirements at CSUSB prior to graduation at their community college.
- Students are required to formally apply to the CSUSB campus via [CalStateApply](#). The application system will require students to enter their academic information for all previous institutions attended, as well as pay the \$70 application fee.

Upon admission to the Criminal Justice Program, students will be required to complete:

1. University Required Courses (15 Semester Units - up to 18 Units depending on student plan)
 - a. Upper Division General Education (UDGE) – 9 Semester Units
 - i. UDGE – Natural Sciences – SSCI 3325 (Perspectives on Gender)
 - ii. UDGE – Arts & Humanities – PHIL 3001 (Topics in Philosophy)
 - iii. UDGE – Social Sciences – SSCI 3316 (Race and Racism)
 - b. Writing Intensive Courses – 2 Courses Required, 6 Semester Units Total
 - i. University Writing #1 – SSCI 3060 (Expository Writing for the Social Sciences) – 3 Units
 - ii. University Writing #2 – MGMT 3500 – Applied Communication – 3 Units
 - c. Diversity and Inclusion Designation – 3 Semester Units
 - i. As needed, students will either have this requirement fulfilled by:
 1. SSCI 3316 (Race and Racism) – 3 Units
 2. SSCI 3325 (Perspectives on Gender) – 3 Units
 3. CJUS 4451 (Women and Crime) – 3 Units
 - d. Global Perspectives Designation – 3 Semester Units
 - i. Fulfilled by:
 1. SSCI 3316 (Race and Racism) – 3 Units
2. Criminal Justice – Core Courses (7 Courses, 21 Semester Units)
 - a. CJUS 3311 – Research Methods in Criminal Justice – 3 Units
 - b. CJUS 3312 – Statistics in Criminal Justice – 3 Units
 - c. CJUS 3320 – Theories of Crime and Delinquency – 3 Units
 - d. CJUS 3330 – Correctional Theory and Institutions – 3 Units
 - e. CJUS 3340 – Police and Police Systems – 3 Units
 - f. CJUS 5598 – Integrative Studies in Criminal Justice – 3 Units
 - g. SSCI 3060 – Expository Writing in the Social Sciences – 3 Units

¹ The CSU History, Constitution, and American Ideals Requirement are typically fulfilled by the completion of PSCI 2030 and HST 2010.

3. Elective Courses (6 Courses, 18 Semester Units Required) – Up to 9 Semester Units in lower-division electives may be transferred in

As courses are offered, students will be able to indicate preference in the following elective options*:

All courses are 3 semester units unless otherwise indicated

- CJUS 1106 – Introduction to Criminal Investigation
- CJUS 3304 – Criminal Procedure
- CJUS 3350 – Intelligence and Crime Analysis I
- CJUS 3354 – Victimology
- CJUS 3370 – Law and the Courts
- CJUS 3470 – Crime Prevention
- CJUS 4430 – Correctional Administration
- CJUS 4431 – Community Corrections
- CJUS 4435 – Correctional Counseling
- CJUS 4440 – Police Administration
- CJUS 4441 – Community Policing
- CJUS 4451 – Women and Crime
- CJUS 4452 – White Collar Crime
- CJUS 4453 – Gangs
- CJUS 4455 – Forensic Profiling
- CJUS 4460 – Drugs and the Criminal Justice System
- CJUS 4462 – Domestic Violence
- CJUS 4465 – Hate Crime and Law Policy
- CJUS 4466 – Justice and the Media
- CJUS 5506 – Wildlife Crime
- CJUS 5508 – Preventing Crime in Transportation Systems
- CJUS 5550 – Intelligence and Crime Analysis II
- CJUS 5554 – Terrorism
- CJUS 5555 – Homeland Security
- CJUS 5556 – Transnational Organized Crime
- CJUS 5560 – Crime Pattern Detection
- CJUS 5570 – Crime in Public Spaces
- CJUS 5571 – Social Network Analysis
- CJUS 5580 – Juvenile Justice
- CJUS 5585 – Life Course Criminality
- CJUS 5903 – Topics in Criminal Justice

*Elective Classes are subject to change without notice. Courses are offered based on faculty availability and higher student demand. It is possible that not every elective will be offered throughout the program's duration. CEGE will strive to ensure that the students interest in electives are considered when scheduling elective offerings.

Registration and Advising

Course Enrollment:

Upon admission to the Criminal Justice Online program, review of the online Orientation and return of the Letter of Intent to Enroll, registrations will be conducted with the CJO Program Staff each semester.

Newly Admitted Students:

Once you are admitted to the program, you will receive an Admissions Decision via CSUSB email indicating your acceptance. This handbook and the Letter of Intent to Enroll will be included.

Once you have applied to the University, we are required to conduct all our communication through your CSUSB Email.

The Letter of Intent to Enroll is the official indicator that you accept your place in the Criminal Justice Online program, and we are not able to process enrollments without it on file. Submission instructions are specified within the Letter.

Once you have returned the Letter of Intent to Enroll, you will be registered by the Academic Advisor automatically once registration for your admission term has opened. At this point, should you decide not to continue with the program, **you must notify the Academic Advisor of your intention to drop.** Failing to do so prior to the start of the term may result in a balance owed to the University and failing or unauthorized withdrawal grades on your record.

Continuing Students:

Enrollment request links are sent via myCoyote (student) email every semester. Students will need to click on the link and fill out their course requests in two steps:

1. Students will indicate how many courses they want **each semester.** Depending on how courses are offered and what students need, the Program Staff will determine the session breakdown of courses unless a student requests a specific schedule
 - a. 1 Course – 3 Units ****Please be advised that 1 course a semester is below the minimum eligibility for any form of Financial Aid and is not recommended*.***
 - b. 2 Courses – 6 Units
 - c. 3 Courses – 9 Units
 - d. 4 Courses – 12 Units
 - e. 5 Courses – 15 Units
2. Students will be asked to indicate preference in *Elective* courses as they are offered each quarter. They can specify interest in as many or as few courses as they wish. Elective interests will be accommodated as the student's schedule allows, but **Core and General Education courses will always be prioritized to allow for timely program completion.**

Registrations will be completed each semester and enrollment confirmations will be emailed to each student every quarter with balances and tuition deadlines. If you anticipate financial aid, please make sure to follow-up with the Office of Financial Aid to ensure all documentation and steps are completed for funding to be awarded.

If you do not anticipate/are not awarded financial aid for a semester, payment may be made by credit card via telephone by contacting the PACE Main Office at (909) 537-5976 or the Student Services Office at (909) 537-5975. Payments may be made online using the 'Online Payment' link on the CJO Main Page at <http://cel.csusb.edu/cjonline>.

Important Dates and Deadlines:

Program dates and deadlines can be found on the College of Extended and Global Education, PACE Main Website at <http://cel.csusb.edu/cjonline>. Semester specific deadlines will also be communicated to the students each term. Dates are commonly scheduled as follows:

- Open Registration Period: Approximately 7 weeks prior to the start of a term.
- Open Registration Deadline: Approximately 3 weeks prior to the start of a term.
- Late Registration Period (\$25 administrative fee is charged): Approx. 2 weeks prior to term start.
- Payment Deadlines: 1 week prior to the start of a term. *Students with pending financial aid on their account are exempt from this deadline. Balance remainders (amounts NOT covered by Financial Aid) are typically due within 1 week. Deadlines will be communicated with students each term.*
- Drop Deadlines: The program adheres to the Census dates defined by the CSUSB Campus and are typically 10 instructional days (including Weekends) into each session. Specific deadlines are communicated to students via email and posted on the Criminal Justice Online website.
- Drops After Census: After the census deadline has passed, students have through the 4th week of instruction to request a Drop After Census (the Petition is included in the resources section of this handbook). Drops after census are granted with approval of the Instructor and the Director of Academic Programs in the College of Extended and Global Education for serious and compelling reasons.

Academic Advising

For advising regarding program plans, academic progress, course enrollments, academic probation and performance, or any other concerns, please contact Lorena Segovia at lorena.segovia@csusb.edu or at (909) 537-4349. You can also schedule a phone, Zoom (virtual), or in-person advising appointment at

<https://go.oncehub.com/AdvisingAppointment>

Tuition, Fees, and Other Finance Matters

Tuition:

The program currently assesses a fee of **\$420 per semester unit***. All courses in the program are 3 units, and therefore each course currently costs \$1,260. Below is a breakdown of what a typical term could entail cost wise:

Example Schedule (15 Units in One Term)					
Session 1	Units	Fee	Session 2	Units	Fee
Course 1	3	\$1,260	Course 3	3	\$1,260
Course 2	3	\$1,260	Course 4	3	\$1,260
			Course 5	3	\$1,260
Total Due 1 Week Prior to Session 1: \$2,520					
Total Due 1 Week Prior to Session 2: \$3,780					
Total for Semester: \$6,300					

Please refer to the published payment deadlines on the Criminal Justice Online Webpage for each term's deadlines. The program staff also send out periodic reminders each term as deadlines approach, so please remember to check your Coyote Emails regularly.

**Fees are subject to change.*

Payment Methods:

Financial Aid: Please refer to the "Financial Aid" information in the next section.

For financial aid purposes, aid packages are dispersed in relation to the number of units enrolled for a term, based on the following criteria:

- Half-Time: 50% Aid Package Awarded for 6-8 Semester Units Enrolled
- Three-Quarter Time: 75% Aid Package Awarded for 9-11 Semester Units Enrolled
- Full-Time: 100% Aid Package Awarded for 12+ Semester Units Enrolled

For example, if a student is awarded a Pell Grant of \$4,000 and is enrolled in 9 units total, they would be eligible for \$3,000 total of that Pell Grant. Should they add an additional 3 units, they would become eligible for that additional \$1,000 to bring the total award to \$4,000.

In the case of drops, financial aid packages can be adjusted should a student drops below a specific threshold. In the example above, assuming the student was originally enrolled in 12 units and received the full \$4,000, should that student drop a course and be left with 9 units, it is possible that the student would then owe back \$1,000 due to dropping into a different enrollment status.

If you're receiving Financial Aid, always double check with a member of the Program Staff to verify your total units prior to dropping a course.

While this **does not** often apply to Student Loans, please be sure to double check prior to dropping below 6 units in a term that your loans will not be affected.

Payment Methods (continued):

Self-Pay: Student opting to pay by credit card may do so online, but please be advised that **students are not currently able to pay through myCoyote**. CEGE does have a separate payment system that students may make payment through at:

<https://celmarketing.wufoo.com/forms/criminal-justice-online-payment-form/>

This link is also located on the Criminal Justice Online website and is also included in the financial and drop emails sent by the program staff each term.

Installment Plans: Students may opt to break up the payments of their tuition for all or a portion of their balance in each term. This option is available to students who are self-paying for their entire balance and for those who have their balance partially covered by financial aid or third-party payers.

All installment plans are assessed a \$25 administrative fee on the first installment only.

Students may divide their balances into four installments over the duration of a semester (three installments for Summer Sessions). Below is an example of an installment plan for a Fall term:

Sample Installment Plan Breakdown (Fall Term)	
Total Tuition: \$6,325 (5 Classes; no Financial Aid)	
1 st Installment (August + \$25 Admin)	\$1,600.00
2 nd Installment (September)	\$1,575.00
3 rd Installment (October)	\$1,575.00
4 th Installment (November)	\$1,575.00
Total	\$6,325.00

Students opting to go on an installment plan must contact a member of the program staff **prior to the first payment deadline of the term (1 week prior to Session 1)**. Installment plans requested after this date may be adjusted accordingly to ensure that the balance is paid by the end of the term.

If students are current on their installment plans, they will be allowed registration in future terms. Any student who is behind on installments at the time of registration may have their registration held until the installment plan has been paid off entirely.

CEGE also assesses a \$25 late fee for any installment that is made past its given deadline.

Third-Party Payers: Students who are utilizing a third-party to pay for their tuition may contact their CEGE Financial Services to establish a billing for the term. Occasionally, other offices on campus may also need to be consulted:

- For Veterans Benefits (GI Bill, Post 9/11, etc.): Contact the Veteran's Support Center at (909) 537-5195 or at ysc@csusb.edu
- For Vocational Rehabilitation, please provide a copy of your Authorization of Benefits or the name of your Voc. Rehab contact to cjonline@csusb.edu.
- For Employer Payment/Reimbursement, please submit the request to cjonline@csusb.edu.
- For any other requests, please contact cjonline@csusb.edu.

Financial Aid Information

Participants in the Criminal Justice Online (self-supported) program may qualify for Financial Aid. Prospective and current students should complete a [Free Application for Federal Student Aid \(FAFSA\)](#) every year. Even if you do not accept the loan offerings, there is no penalty to submitting a FAFSA application.

Students in the application cycle for the Criminal Justice Online program should file their FAFSA Application as soon as they apply for the program. Should they be admitted, CSUSB will be able to quickly process your FAFSA application, and there are less chances of a delay in your first semester award processing.

Application processing begins every January 1st for the upcoming academic year (starting in August). Eligibility is based on a student's Expected Family Contribution (EFC), federal loan limits, maintaining satisfactory academic progress, and enrollment requirements.

1. Types of Aid

- a. Financial Aid for the Criminal Justice Online program includes (pending a student's eligibility): Federal Pell Grants, Federal Supplemental Opportunity Grants, and Federal Direct Subsidized and Unsubsidized Loans, which are low-interest, federally guaranteed student loans.

Students in the Criminal Justice Online program are considered a "self-supported" student. In this program, the administration of the program relies solely on student tuition and receives no state funding. Because of this, certain types of California State financial aid are not eligible for this program, including Cal Grant A and certain types of Cal Grant B. Students expecting this type of aid should be aware that the programs eligibility may impact them, and should adjust their plans accordingly.

2. Summer Financial Aid

- a. Students may qualify for financial aid for their Summer enrollments based on remaining financial aid eligibility by their *current academic year FAFSA*. For example, if a student (undergraduate) is eligible for a maximum of \$6,500 in Subsidized/Unsubsidized loans during the regular academic year (Fall and Spring semester), and only decides to accept \$4,500 in the year, they are eligible for an additional \$2,000 in Summer Subsidized/Unsubsidized loans. Information regarding annual and aggregate federal direct loan limits based on dependent/independent status and grade level are available on-line at <http://finaid.csusb.edu/typesAid/directLoans.html>.

3. Conditional Admit Status

- a. In order to be eligible for financial aid, a student must be clearly admitted to CSUSB. Conditionally admitted undergraduate students may not be eligible for aid until they are clearly admitted. For that reason, the Criminal Justice Online program does not currently allow for conditional admits.

4. Satisfactory Academic Progress

- a. Students participating in the Criminal Justice Online Program are required to maintain Federal Title IV Regulation requirements regarding academic progress for continued eligibility for financial aid. SAP policies and procedures may change based on Federal Title IV regulations, as well as differing from Academic Regulations. The detailed Satisfactory Academic Progress (SAP) policy as it relates to undergraduate students can be found on the [Office of Financial Aid](#) website.

5. Disbursements

- a. Eligibility for disbursement of federal financial aid is based on a minimum half-time enrollment in undergraduate level courses per semester. Enrollment statuses per semester are defined as follows:
 - i. Half-time: 50% Aid Package awarded: 6-8 units enrolled
 - ii. Three-Quarter Time: 75% Aid Package Awarded: 9-11 units enrolled
 - iii. Full-time: 100% Aid Package Awarded: 12 units or more enrolled

Students are also required to maintain Satisfactory Academic Progress (SAP) and not have any account holds on their record to have their disbursements processed.

The one exception with holds is the CEL Hold, which is simply an indicator on a student's account that they are a distance education student. It **does not** impact financial aid or enrollment.

6. Drops/Withdrawals
 - a. Students who receive financial aid credit to their student account and/or a disbursement refund **and then drop courses or terminate program participation** may be subject to returning a portion or all of the federal aid received, also known as a **Return of Title IV**. The amount that may need to be returned is determined based on when a student drops their courses or their program. The Financial Aid Office will calculate the student's repayment and will send notification to the student. Students will have 45 days to repay the funds to the University. Students **may not** use future financial aid to repay these funds and must make necessary payment arrangements prior to receiving any additional financial aid.
7. Financial Aid Refunds
 - a. Students receiving financial aid disbursement refunds after their tuition is paid are encouraged to enroll in Direct Deposit through their myCoyote account. Refunds may continue to be processed a couple of weeks into a semester and may be refunded after their tuition has been paid first.

Program participants are strongly encouraged to speak with representatives in the Financial Aid Office regarding potential financial aid eligibility. Ensure that you advise the representative that you are a student in the Criminal Justice Online Program.

The College of Extended & Global Education also has a designated liaison with the Office of Financial Aid:



Nicolette Cusino
Financial Aid Advisor

Nicolette.Cusino@csusb.edu
(909) 537-5220

Office of Financial Aid

Phone: (909) 537-5227

Website: <http://www.finaid.csusb.edu/>

How to Apply: <http://www.fafsa.gov>

School Code: **001142**

California State University, San Bernardino
College of Extended & Global Education - Financial Aid Fact Sheet*

CEL Programs	Financial Aid Available, For students who qualify	Type of Application Required	Web Resource(s)	Minimum Enrollment Requirement
On-Line: <ul style="list-style-type: none"> • MBA • MA Teacher Leadership • MSW • MA TESOL 	<ul style="list-style-type: none"> • Federal Unsubsidized Direct Loan • Federal GradPLUS Direct Loan • Private/Alternative Loan 	<ul style="list-style-type: none"> • Federal Personal Identification Number (PIN) • Free Application for Federal Student Aid (FAFSA) • Pvt/Alt Lender on-line application 	<ul style="list-style-type: none"> • https://pin.ed.gov/ • https://fafsa.ed.gov/ • Pvt/Alt Loan information available via lender websites 	<ul style="list-style-type: none"> • 4 units @ 500/600 level courses • For private/alternative loan, depends on lender
<ul style="list-style-type: none"> • BA Criminal Justice On-line 	<ul style="list-style-type: none"> • Federal Pell Grant • Federal Supplemental Opportunity Grant • Federal Perkins Loan • Federal Subsidized Direct Loan • Federal Unsubsidized Direct Loan • Private/Alternative Loan 	<ul style="list-style-type: none"> • Federal Personal Identification Number (PIN) • Free Application for Federal Student Aid (FAFSA) • Pvt/Alt Lender on-line application 	<ul style="list-style-type: none"> • https://pin.ed.gov/ • https://fafsa.ed.gov/ • Pvt/Alt Loan information available via lender websites 	<ul style="list-style-type: none"> • 6 units per term • For private/alternative loan, depends on lender
<ul style="list-style-type: none"> • RN to BSN 	<ul style="list-style-type: none"> • Federal Pell Grant • Federal Supplemental Opportunity Grant • Federal Perkins Loan • Federal Subsidized Direct Loan • Federal Unsubsidized Direct Loan • Private/Alternative Loan 	<ul style="list-style-type: none"> • Federal Personal Identification Number (PIN) • Free Application for Federal Student Aid (FAFSA) • Pvt/Alt Lender on-line application 	<ul style="list-style-type: none"> • https://pin.ed.gov/ • https://fafsa.ed.gov/ • Pvt/Alt Loan information available via lender websites 	<ul style="list-style-type: none"> • 6 units per term • For private/alternative loan, depends on lender
<ul style="list-style-type: none"> • Pharmacy Technician 	<ul style="list-style-type: none"> • Private/Alternative Loan 	<ul style="list-style-type: none"> • Pvt/Alt Lender on-line application 	<ul style="list-style-type: none"> • Pvt/Alt Loan information available via lender websites 	<ul style="list-style-type: none"> • For private/alternative loan, depends on lender
<ul style="list-style-type: none"> • Dietetics Internship (ISPP) 	<ul style="list-style-type: none"> • Private/Alternative Loan 	<ul style="list-style-type: none"> • Pvt/Alt Lender on-line application 	<ul style="list-style-type: none"> • Pvt/Alt Loan information available via lender websites 	<ul style="list-style-type: none"> • For private/alternative loan, depends on lender

*For additional information and or questions, stop by the Financial Aid and Scholarship Office located in University Hall, Room 150 or call them at (909) 537-7800 or visit on-line at www.finaid.csusb.edu .

Program Policies & Procedures

Plagiarism & Cheating

Plagiarism and cheating are violations of the Student Code of Conduct (<https://www.csusb.edu/student-conduct>). Plagiarism is academically dishonest and subjects the offending student to penalties up to and including expulsion from CSUSB. Students in the Criminal Justice Online program are encouraged to work closely with their instructors if they are unsure about academic honesty. Offenses are treated no more or less seriously in the Online program than they would be in an on-campus program.

Withdrawal from the Program

Because of the defined sequence of courses and the accelerated and intensive nature of the program, withdrawing or dropping of any course may prevent students from continuing with the program. Students who anticipating needing to withdraw from the program should contact their Academic Advisor in writing as soon as possible to assess their options.

Dropping Courses

Students must officially request to drop a course via the Course Drop Form on the Criminal Justice Online website. The form is also emailed to students every term along with a reminder on that particular term's drop dates. A course will not appear on the student's record if a drop is requested **prior to the start of the course**.

Please refer to the drop and refund deadlines provided via student email each quarter. They can also be found on the Criminal Justice Online website.

Dropping courses may impact your Financial Aid. Please be advised that dropping below a certain unit threshold may result in your financial aid package being revised, which may result in owing a balance to the University. For example, students who drop below 12 units for a specific term would be considered "part-time", which could result in the financial aid package for the term being reduced by 50%. If you are considering dropping and are receiving Financial Aid, it is imperative to check with the Financial Aid Liaison or the Program Specialist to determine any impact to your Financial Aid.

Administrative Drops

Faculty members and administrative staff may initiate an administrative drop of a student in their courses based on lack of attendance or participation without prior authorization. Students who fail to log in to a course within the first week of classes without contacting the instructor prior **may** be dropped from the course. **Students should not assume they are automatically dropped unless written confirmation is received.**

Leave of Absence

Students must be continuously enrolled until all requirements for the degree are completed. Students who intend to go on any type of leave for one quarter or more must notify a member of the Program Staff as soon as they are sure of their plans.

Students planning to take a leave for **more than two consecutive quarters** MUST submit a Leave of Absence Form to the Office of the Registrar. Petitions for a Leave of Absence must be submitted **PRIOR** to any break in enrollment. With an approved leave of absence, the student may be absent from campus without losing rights to the specific degree requirements for the catalog year in which they were admitted.

Students who break enrollment from the University for more than two quarters without formally applying for a Leave of Absence will be subject to discontinuation and dismissal from the University.

Refunds

Aside from the course drop processes, students should be aware of the following refund procedures and guidelines:

Full Refunds:

- Students must officially Request to Drop either via the online form or via email to a Program Staff member **PRIOR TO THE FIRST DAY OF THE COURSE.**
 - Students who have already paid for their courses will receive a full refund, minus a \$25 administrative fee.
 - In the case of a course cancellation, a full refund of fees will be waived and no administrative fee will be assessed.
 - Students whose Financial Aid has covered their balance should check to see what the impact to their aid package will be. If students are dropping all their courses for a term and have received a Financial Aid refund, it is possible that the disbursement would have to be returned.
 - Students who have not yet paid their fees and are approved for a full refund will have their charges removed but may still be subject to the \$25 administrative fee.

Partial Refunds

- Students withdrawing after the first-class session, but prior to the designated census date will be refunded **65% of total fees, minus a \$25 administrative fee.**

No Refunds

- **No refund will be made for drop requests received after the specified census date for each quarter.** Exceptions to this policy will only be considered under the most compelling circumstances. Such petitions can be sent in letter form with appropriate documentation to: Refund Appeals; CSUSB, College of Extended & Global Education; 5500 University Parkway (CGI-301); San Bernardino, CA 92407 or faxed to (909) 537-5907.
 - Students should also consult with a member of the Program Staff for any questions pertaining to refunds and exceptions.

Refund Checks

- Refund checks are mailed approximately 2-4 weeks after the withdrawal request is received by the College of Extended & Global Education. According to CSU Regulations, credit card accounts cannot be credited.

Please note that all dates are posted on the Criminal Justice Online website (<http://cel.csusb.edu/cjonline>). It is the student's responsibility to understand the dates for respective refunds.

Cancelled Courses

Your courses are self-supporting (not subsidized by state funds/monies), and all course related expenses are paid from student registration fees. Occasionally, this means that courses with low enrollments may be cancelled before they begin. When this occurs, preregistered students may elect to transfer their fees to another course or request a full refund. The College of Extended and Global Education makes every effort to notify students of cancelled courses in advance of the first session.

Grades

Term grades will be posted 2 weeks after the end of the course dates. Grades can be found on the student's myCoyote account after that point.

Blackboard Support/Issues

All courses in the Criminal Justice Online program are conducted via the Blackboard Learning Management System (LMS).

Courses on Blackboard may not appear right away after enrollment and are often made available (active) by the instructor a couple of days prior to the class up until the start date of the course. If you have been enrolled in myCoyote for more than 24 hours and you do not see the course in Blackboard on the start day of the course, contact the Technology Support Center at the information below.

If you enroll late around the beginning of the quarter, or once the course has started, it is possible that the system will take 24-48 hours to upload your Blackboard enrollment. In that case, you may want to contact your course instructor to have them manually add you to the Blackboard course.

If at any time you are having issues logging into Blackboard and need support, contact the Technology Support Center (TSC) at (909) 537-7677 or by emailing support@csusb.edu.

Petition Process

A student in the program may use the petition process for certain changes (i.e. the Drop/Add After Census; Retroactive Withdrawal, etc.) for grade changes, substitutions, or other alterations required for completion of the program. It is recommended that any petition be filed with the appropriate office well in advanced of any deadlines.

If students are ever unsure of their resources or a university process, they are highly encouraged to speak to a member of the Program Staff who can refer them to the appropriate campus resource.

Academic Probation

An undergraduate student is subject to academic probation if at any time the cumulative grade point average in all college work attempted and/or the work completed only at CSUSB falls below 2.0 (Title 5, California Code of Regulations, Section 41300 (a)). The student shall be advised of probation status promptly by the Office of Undergraduate Studies. An undergraduate student shall be removed from academic probation when the cumulative grade point average in all college work attempted and the cumulative grade point average at CSUSB is 2.0 or higher.

If you are placed on Academic Probation, it is imperative to schedule an appointment with the Academic Advisor and develop an academic contract, stipulating the steps towards improving your GPA.

Academic Grievance Policy

Students may obtain information and assistance regarding academic grievances (grade appeal) procedures and guidelines from the Office of Advising & Academic Services, within the Office of Undergraduate Studies. A simple allegation or unsubstantiated assertion is an insufficient basis for lodging a formal complaint. Students must support their allegations with evidence compelling enough to give the Academic Grievance Committee reason to hold a formal hearing. For more information on this process, please visit the student Academic Grievance (Grade Appeal) Procedures Reference Overview at: <https://www.csusb.edu/advising/students/academic-grievance>. A Student Academic Grievance Form (FSD 69-41) will be required when filing a grade appeal.

Graduation Requirement Check

Undergraduate students must request a Graduate Requirement Check (Grad Check) at the Office of Records, Registration and Evaluations located in UH-171, online via their myCoyote Account, or via the paper Grad Check form if they are filing their Grad Check late. Students must request a grad check **when they have completed 90 units towards their degree or approximately six months prior to their graduation term**. Contact Lorena Segovia for questions and guidance at Lorena.Segovia@csusb.edu. To avoid late fees, the Grad Check should be filed by the established deadlines listed below:

Graduation Term:

Summer Session – File by the **First Business Day of January**

Fall Semester – File by the **First Business Day of February**

Spring Semester – File by the **First Business Day of May**

The fee for filing the Grad Check is \$75 for each major/option requested. If the Grad Check is filed after the deadline, an additional \$20 fee for each program will be assessed. Students who do not complete the requirements in the term for which the Grad Check was filed must re-file and pay a \$25 fee for a second Grad Check. If the re-file is submitted after the deadline date, an additional \$20 late fee will be charged for the re-file.

Access to subsequent registration in future terms will not be allowed until the Grad Check has been re-filed. The Office of Records, Registration, and Evaluations will mail the official Grad Check to the address listed on the Grad Check request form.

If a Criminal Justice Online student has completed all program requirements but has not submitted a Grad Check, the Program Staff will not accommodate enrollments in future terms without prior consultation with the Academic Advisor.

Learning Goals for the B.A. in Criminal Justice Online Program

- I. Provide quality instruction in criminal justice studies reflective of the broad range of sociological and procedural subject found within the discipline.
- II. Students can demonstrate mastery of predominant theories and research methods found within the discipline.
- III. Students can demonstrate mastery of specialty knowledge in criminal law, policing, corrections, law enforcement, forensics, and criminology.
- IV. Students can ask critical questions about the major controversies within the discipline of criminal justice.
- V. Students make decisions based on evaluating and analyzing data as well as their understanding of theories of crime and justice.
- VI. Students understand the ethical dilemmas that criminal justice professionals confront.

Other Resources

Services to Students with Disabilities (SSD)

The California State University does not discriminate on the basis of handicap in violation of Section 504 of the Rehabilitation Act of 1973, as amended, and the regulation adopted thereunder. More specifically, the California State University does not discriminate in admission or access to, or treatment of employment in its programs and activities. The Services to Students with Disability Office has been designated to coordinate the efforts of California State University, San Bernardino to comply with the Act and its implementing regulations. For information concerning special services to accommodate a physical, perceptual, or learning disability, please contact the Office of Services to Students with Disability at (909) 537-5238.

Campus Safety Report

California State University, San Bernardino's annual Campus Safety Report includes crime statistics from the previous three years concerning reported crimes that occurred on campus, on public property immediately adjacent to and accessible from the campus and at our satellite, Palm Desert Campus. The report includes institutional policies concerning campus safety and security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You can obtain a copy of this report by contacting the University Police Department at (909) 537-7777 or visiting the campus Police Department website at <https://www.csusb.edu/police>

Federal Family Education Rights and Privacy Act (FERPA)

The Act sets forth the requirements designed to protect the privacy of students' records maintained by the Campus. The law provides students access to their records and the opportunity to challenge a record. The Act also allows the Campus to release "direct information" to certain parties. For more information, see the CSUSB Bulletin of Courses or visit the University's Financial Aid or Student Financial Services website.

Letter of Intent to Enroll

The Letter of Intent to Enroll must be signed and returned to the College of Extended & Global Education by the posted deadline indicated in your acceptance email. If a signed letter is not completed and returned by the posted deadline, registration for the intake term will not be processed, and the College of Extended & Global Education will consider the student as having declined admission.

The letter is provided in your emailed admission notification. Please complete the Letter of Intent to Enroll and submit to cjonline@csusb.edu. Once the Letter of Intent to Enroll is received, it is considered a written agreement for accepted admission and enrollment in the program.

If a student decides not to attend the program after their Letter of Intent to Enroll has been received, they must notify the College of Extended & Global Education before the start of the quarter. Otherwise, tuition fees will be expected to be paid, and a grade of F/WU will be assessed on official transcripts.

The orientation process will provide more information on these processes. Questions can be directed to cjonline@csusb.edu.

Frequently Asked Questions (FAQs)

- **What degree will I earn when I finish the program?**

At the end of the program, students are awarded a Bachelor of Arts in Criminal Justice from California State University, San Bernardino.

- **Will my employer or future graduate school know I completed the program online?**

The CSUSB transcript **does not** make any indication that the program or courses were completed online.

- **Who teaches for the Criminal Justice Online program?**

The program hires the same tenured faculty that currently teach for the Criminal Justice program on the CSUSB campus. We also occasionally contract adjunct faculty from other universities to teach the core or specialized electives.

- **How long will my program take?**

This largely depends on the course load that you prefer. Students opting to take a full-time load, including during the Summer, can potentially finish the program in 18 months. On average, students complete the program within 2 years.

However, this largely depends on your specific preferences and the coursework you are bringing with you. It is highly encouraged that you work with the Academic Advisor on your goals and timeline to see what your options are. Should you need to change your enrollment timing (i.e. full-time to part-time), we are happy to accommodate and adjust your schedule.

- **What are the program fees?**

The program currently charges a rate of \$420 per semester unit. One 3-unit class will cost \$1,260.

On average, students are required to take 19 courses, making an average program cost of \$23,940. However, this overall cost can be lower or higher depending on the number of units your transferring in and the specific courses left to take. Students transferring in with more requirements completed may take as little as 45 units, while some with less courses may take closer to 70 units.

- **Do I have to pay the mandatory student fees (Student Health Fee, Recreation Center, etc.)?**

Because of the online nature of the program, we do not require students to pay the additional costs that would typically cover campus services such as the Student Health Center, Recreation Center, Counseling and Psychological Services, etc. Because these fees are not assessed, students in the online program may not have access to these services covered by the fees.

- **Can I use military or government (workforce, vocational rehabilitation) benefits to pay for the program?**

Absolutely! As you are applying to the program, or become eligible for these benefits, please reach out to the Program Staff at cjonline@csusb.edu to discuss the necessary steps to utilize these benefits.

For Veteran's Benefits, please also connect with the Veteran's Support Center at vsc@csusb.edu.

For Vocational Rehabilitation, please provide a verification of benefits form to cjonline@csusb.edu.

- **I dropped a course, but I still see it in Blackboard. Am I still enrolled?**

No. Occasionally, a student will remain in the Blackboard course and receive notifications even if they have been dropped in the enrollment system. If you have dropped a course, please verify the drop in myCoyote. You may also notify your instructor and have them remove you from Blackboard.

- **Do I need any special equipment or software for the program?**

Because the program is fully online, it is important to ensure that you have uninterrupted access to internet and Wi-Fi at the times you plan to complete your work. The bulk of our courses are asynchronous, meaning that you are not usually required to log in at specific times in your course.

Most courses have deadlines for assignments and ensuring your internet access is sufficient well in advance can prevent unnecessary stressors as you complete your studies.

Students are encouraged to explore the software options that CSUSB has to provide at: <https://www.csusb.edu/its/software/student-software>.

- **How are classes scheduled?**

The Criminal Justice Online program schedules all its courses in two separate Seven (7)-week sessions. This system allows students to take a full load throughout the semester, but also offers students the opportunity to focus on a smaller number of courses at one time.

- **Who should I contact if I have more questions?**

General questions can always be referred to cjonline@csusb.edu, and they will get referred to the appropriate team member. However, you can always reach out to any of the Program Staff and they are always happy to assist you!

Forms & Resources

On the next couple of pages, we have included some of the paper/PDF forms that students commonly search for. Other forms, such as payment and drop forms, can be found on the [Criminal Justice Online](#) website.

- Petition to Drop After Census
- Leave of Absence Form

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO PETITION TO DROP A CLASS AFTER THE CENSUS DATE

INSTRUCTIONS: A separate petition with documentation must be completed for each class to be dropped. Present this petition to the instructor and department chair of the class for approval. Upon approval, present the petition to the Dean or Associate Dean of the College in which you are majoring or to the Office of Advising and Academic Services, UH-380, if you are an undeclared undergraduate. **THIS IS NOT A PETITION FOR A REFUND.**

NOTE: Dropping after census will assign a grade of "W" (withdrawal). Undergraduate students are limited to a maximum of 28 quarter units of withdrawals. Withdrawals for extenuating circumstances are subject to approval as such by petitioning with the Office of Advising and Academic Services.

NAME _____ DATE _____
 ADDRESS _____ TELEPHONE _____
 CITY, STATE _____ ZIP CODE _____ STUDENT ID # _____

UNDERGRADUATE

POSTBACCALAUREATE (GRADUATE)

Major _____ **Unclassified** _____ **Classified** _____
 If Classified, Which program / credential _____

Call Number _____ Course # _____ Course Title _____

Day/Time Class Meets _____

Quarter/Year course taken _____ I am currently enrolled in _____ (total number) units

CHECK APPLICABLE REASON FOR PETITION

() Illness () Work Conflicts () Military orders () Other _____

Describe in detail reason for petition. (Supporting documentation must be attached.)

 Student Signature

 Date

DEPARTMENT CHAIR & COURSE INSTRUCTOR

Student attendance record _____ Approximate grade in course to date _____

() Approve () Disapprove

Reason: _____

() Approve () Disapprove

Reason: _____

 Instructor Signature Date

 Department Chair Signature Date
 (Department Chair of the class)

DEAN OF THE COLLEGE IN WHICH YOU ARE MAJORING or if UNDECLARED Undergrad, check here

() Approve () Disapprove

Reason: _____

For Office Use Only

CNS TIME STAMP

 Dean / Associate Dean's Signature Date

 Director; Advising & Academic Services Date
 (Undeclared Undergraduates ONLY)

UNDERGRADUATE STUDENT REQUEST FOR LEAVE OF ABSENCE

ADVISING & ACADEMIC SERVICES • UH – 380 • (909) 537-5034 • UNDERGRADUATE STUDIES • CSUSB.EDU/ADVISING

PLEASE PRINT:

Name _____ Coyote Email _____
(Last) (First) (MI)

Address _____

Coyote ID _____ Phone _____ Major _____

Degree seeking students who plan to be absent from the university for **THREE** or more terms or plan to enroll in another 4-year university must file a leave of absence. **Summer DOES NOT count as a term.** Census Date is the deadline for the term. If you are on DISMISSAL status, you do not qualify for a Leave of Absence.

Term last enrolled: Yr: _____ Term returning: Yr: _____

Requesting leave for:

MEDICAL LEAVE OF ABSENCE: a statement must accompany requests, from a medical doctor explaining why the student must interrupt enrollment. Exceptions to the two-year limit may be granted under extenuating circumstances.

MILITARY LEAVE OF ABSENCE: for those being inducted, requests must be accompanied by a copy of military orders indicating induction date. For students being called to active military services, Title 5, Section 40401, provides for an extended leave of absence up to a **maximum of five years** due to approved educational reasons and for circumstances beyond a student's control. The university will approve a leave for students called for active military service as a result of mobilization of U.S. military reserves. Students will retain their catalog rights and register for subsequent terms. In the case of students called for active military service, the university will authorize withdrawals throughout the term. For additional information, assistance with dropping current classes and other processing, see the veteran's coordinator in the Office of the Registrar, UH-171, (909) 537-5213.

PERSONAL OR PLANNED EDUCATIONAL LEAVES OF ABSENCE: is defined as a planned interruption or pause in a student's regular education during which the student temporarily ceases formal studies at CSU, San Bernardino. Such activities may be for the purpose of clarifying or enriching educational goals or to allow time for the solution of personal problems and thus enhance the prospect of successful completion of the student's academic program. **This includes completing Basic Skills requirements.** Students who take courses at other institutions must complete a Concurrent Enrollment form with Records, Registration and Evaluations. **A maximum of six (6) consecutive quarters may be approved.**

Briefly describe your reason for a leave of absence:

NOTE: FINANCIAL AID RECIPIENTS: If you fail to return from your leave of absence on the specified date, the Federal Return of Title IV Funds Policy will be initiated to determine your repayment of financial aid funds. You may have a significant financial obligation to CSUSB and/or the Federal Government. Please contact the Financial Aid office whenever your plans change to determine if this will result in a repayment of funds.

INTERNATIONAL STUDENTS: must submit a copy of the leave of absence petition to the Office of International Student Services, CE-356. Visa students must be registered as full-time students except, when after three consecutive quarters of enrollment they decide to take a quarter off. All leave of absence periods **must be approved by ISS prior to taking the leave** in order to report the students properly to the Bureau of Citizenship and Immigration Services (BCIS). Please refer to the *Bulletin of Courses* for policy and procedures.

Returning From Leave of Absence: All students **must complete**, a readmission form available through the Office of the Registrar (UH-171, (909) 537-5200), be submitted within the filing period for the term of return. No application fee will be assessed for leaves of absence that meet the terms of the leave agreement.

Approved by International Student Services:

Student Signature Date

ISS Staff Signature Date

Approve

Disapproved – Reason:

FOR USE BY ADVISING & ACADEMIC SERVICES, UNDERGRADUATE STUDIES

Director Signature, Advising & Academic Services

Distribution: 1) Office of the Registrar; 2) Financial Aid

4/24/2020