

Northwest College



Bachelor of Applied Science in Criminal Justice Studies

Student Handbook

2023 - 2024

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Welcome

Dear Criminal Justice BAS Majors,

We welcome students to the NWC Criminal Justice, Bachelor of Applied Science program. As faculty we are committed to helping you achieve your goals. The Criminal Justice Department encourages your pursuit of excellence to prepare for a career in the Criminal Justice System.

The Criminal Justice faculty are committed to preparing you for careers in the field through a challenging curriculum that encompasses areas in law enforcement, courts, corrections, and law. Your student experience will include many opportunities beyond the classroom.

Sincerely,

NWC Criminal Justice Department

Admission/Enrollment into the BAS in Criminal Justice Studies Program

If you are currently enrolled at Northwest College you will not need to complete an Application for Admission to Northwest College. Students who have graduated from NWC one or more years ago or students who have earned their associate's degree from another college will have to apply for or reapply for admission to Northwest College (Go to [NWC Admission Link](#)).

All prospective students interested in the BAS in Criminal Justice Studies program will need to complete the Application for Admission into the BAS of Criminal Justice Studies Program (Go to [BAS in CJS Application Link](#)). The admission consideration process will begin with a prospective student completing the electronic application and then submitting the required documents for internal review.

While Northwest College adheres to an open admissions policy, admission to the College does not guarantee admission to a particular program of study. Select programs, including the BAS in Criminal Justice Studies, have established a separate application process and additional requirements that must be fulfilled prior to admission due to limited space and prerequisites designed to facilitate successful completion. All prospective applicants are encouraged to contact the Enrollment Services Office for specific information.

Prior to applying for admission to the Criminal Justice Studies BAS program, students should complete the requirements necessary to meet the admissions criteria necessary for acceptance into the program. All students interested in applying for the BAS program should contact the Criminal Justice Department or Enrollment Services for guidance on how to meet these requirements prior to applying for admittance to the program.

Students who have previously earned a degree (associate level or higher) are eligible to apply. Students who have completed an associate's degree outside of the Criminal Justice content area will be required to complete three undergraduate introductory courses which serve as prerequisites for some of the upper-division required BAS course work. These courses include:

- Introduction to Criminal Justice (CRMJ 2120) – 3 credit hours
- General Psychology (PSYC 1000) – 3 credit hours
- Sociological Principles (SOC 1000) – 3 credit hours
- **Note:** students needing to complete any, or all, of these courses will be able to count those credit hours toward their additional 18 elective credit hours needed for graduation in the BAS program. A minimum of a C grade, or higher is required for these 3 courses to count toward the BAS of CJS program requirements.

Additionally, students entering the BAS in Criminal Justice Studies program who have completed an associate degree outside of Criminal Justice will then be advised to select lower-division courses in consultation with their advisor from the Criminal Justice Associate of Arts Core courses delivered at Northwest College. For a complete list of Criminal Justice Associate of Arts Core courses, please visit the Northwest College Catalog and visit the Criminal Justice A.A. Program requirements.

Current students who have not completed a degree but will have earned an associate degree prior to the semester start date are eligible to apply. Students who do not meet either of these eligibility requirements are encouraged to work with the Criminal Justice Department or Enrollment Services to create an academic plan for future admission to the BAS program.

Qualified applicants shall be accepted into the program based on the chronological order of their completed application receipt date. **Therefore, it is recommended that interested applicants apply as soon as possible after the opening of the submission period.** The submission period takes place in the spring semester each year, with the potential of a fall semester submission period if availability within the program allows. Students submitting an application in the Spring semester are reviewed for acceptance to begin in the Fall semester (August). Students submitting an application in the Fall semester are reviewed for acceptance to begin in the Spring semester (January). Application submission deadlines will be posted on the Criminal Justice Studies BAS webpage. Applications that are incomplete or submitted after the application deadline may not be considered.

The BAS in Criminal Justice Studies program will consider both full-time and part-time applicants for program admission, however because of limited space within the program students seeking full-time enrollment status will be prioritized for program acceptance. Once admitted the BAS in Criminal Justice Studies program requires students to maintain continuous enrollment (either full-time or part-time). Continuous enrollment is defined as being enrolled in both the fall and spring semesters of each academic year at an enrollment level appropriate to the student's full-time or part-time status. Failure to maintain continuous enrollment will result in administrative withdrawal from the program. If an administrative withdrawal has been initiated that student would then need to reapply for admission and once again compete with other prospective students during the open admission period. Re-entry is not guaranteed.

Additional Program Admission Requirements:

Admittance to the Criminal Justice Studies BAS program requires, but is not guaranteed by, completion of the following:

1. Satisfactory completion of all Northwest College general admission criteria and admittance to Northwest College. This includes submission of the following:
 - General college application for admission
 - Official transcripts from all colleges attended
 - Immunization records
 - Official high school transcripts or equivalent (if the applicant has fewer than 15 completed college semester hours or equivalent quarter hours)
 - International student requirements (if applicable)
2. Completion of an associate or higher-level degree program with a minimum overall GPA of 2.0 for all college-level courses.

Students who do not qualify for admission into the BAS of Criminal Justice Studies program during a given application submission cycle should consult with either the Admissions Office or Criminal Justice faculty to establish a pathway to prepare for future open admission periods.

Overview of Program Course Delivery

Core classes in the BAS of Criminal Justice Studies program will be delivered in a flexible delivery model including one or all of the following modalities:

Face-to-Face format – class will be delivered in a traditional classroom setting with students and the assigned instructor.

Zoom format – class will be delivered in a synchronous format where students can Zoom in and attend a live class via a Zoom link.

Online format – class will be delivered online where instructor videos will be provided and/or recorded Zoom format classes will be embedded.

Students enrolled in the BAS of Criminal Justice Studies program can move seamlessly between the offered course formats based on their individual needs. Because of the complexity of this system of delivery, students are responsible for timely communication with their instructors regarding their method of course participation as well as for meeting their student responsibilities. There may be some classes that cannot meet all 3 flexible delivery options because of instructor constraints, or the nature of an elective course option demands a face-to-face presence. Classes requiring a face-to-face presence will only be offered with some elective course credit options, and students who cannot attend a face-to-face class will be given other flexible delivery options to reach their 42 or more required upper-level credit hours within the program.

NWC Criminal Justice Mission

NWC Criminal Justice offers a curriculum that will provide students with a thorough understanding of the criminal justice system and its interrelationship with society. The courses will give students an in-depth knowledge about the crime problem in society, the perpetrators of crime, and theoretical causes of crime. This foundation will prepare students for successful careers in law enforcement, corrections, courts/legal studies, probation/parole, juvenile justice, and social services. The successful completion of the program will enhance opportunities for career advancement for those already in criminal justice careers or provide a competitive edge for students seeking entry into the field of Criminal Justice. The NWC Criminal Justice program is additionally committed to providing students with a knowledge of and sensitivity to multicultural, racial, class, and gender issues within the criminal justice system, and our larger society.

The Criminal Justice Mission Statement is to prepare students for roles as knowledgeable citizens and responsible criminal justice professionals. In order to accomplish this mission, the Criminal Justice Department has established Program Learning Outcomes.

Assessment Plan for the Northwest College Bachelor of Applied Science in Criminal Justice Studies Degree

I. Relevant Program and Course Outcomes:

A. Program Learning Outcomes

Students will develop an understanding of professional procedures and practical skills necessary for employment in a Criminal Justice organization.

Students will develop an understanding of specialized fields which have emerged in criminal justice and will be able to compare and contrast various historical shifts which have occurred in these areas.

Students will gain an understanding of ethical and cultural awareness within the field of criminal justice.

Students will be able to identify and demonstrate an understanding of criminal justice theory.

Students will be able to produce a research paper conforming to the current professional writing standards of the *Publication Manual of the American Psychological Association* and give a professional presentation to their peers and faculty instructors.

B. Course Student-Learning Outcomes:

CRMJ/SOC 3400 Deviant Behavior

Upon the successful completion of this course students should be able to:

- Explain how social forces shape deviance and how definitions change over time.
- Distinguish between the major theoretical paradigms used in deviant behavior, recognize the major theorists associated with each, and identify how those paradigms guide research in the field.
- Identify and understand the differences between violent and nonviolent acts of deviance.
- Understand how globalization and technology impacts the nature and extent of social deviance in the United States and around the world.

CRMJ/SOC 3450 Serial Killers and Mass Murderers

Upon the successful completion of this course students should be able to:

- Describe the different types of multicide classifications and identify problems involved in adequately defining the phenomenon.
- Understand and apply the major cultural, biological, psychological, and sociological theoretical frameworks to explaining serial and mass murder.
- Understand the difference between sexual offenders and sexual predators and how the spectrum of criminal paraphilia escalates sex crimes.

- Describe demographic, social, and behavioral characteristics of male and female serial killers and mass murderers.
- Understand the utility of forensics as a science in studying and investigating serial murder and the emergence of profiling techniques.

CRMJ 3490 Issues in Policing

Upon the successful completion of this course students should be able to:

- Demonstrate knowledge and understanding the changing trends taking place currently in criminal justice system.
- Understand the various levels and styles of policing and how they interact with one another historically.
- Demonstrate in writing familiarity with contemporary research in policing and strategies for improved performance in use of technology and the impact in community relations through appropriate responses in uses of force
- Demonstrate orally and in writing critical thinking on topics using research results related to police misconduct, accountability, and the future of policing.

CRMJ 3550 Homeland Security & Emergency Management

Upon the successful completion of this course students should be able to:

- Apply the theoretical underpinnings of emergency management to practice.
- Apply different research methodological approaches to theoretical and practical issues in homeland security / emergency management.
- Interpret and analyze research data results related to homeland security / emergency management.
- Analyze the emergency management cycle (mitigations, preparedness, response, and recovery) as applied to urban and rural settings in relation to homeland security issues.
- Demonstrate competency in assessing risk susceptibility, resilience, resistance, and vulnerability among communities and organizations.
- Demonstrate entry level skills specific to the needs of homeland security / emergency management.

CRMJ 3600 Communication and Technology in Criminal Justice

Upon the successful completion of this course students should be able to:

- Demonstrate how to complete a report commonly used in Criminal Justice
- Understand what technology is commonly used in the field of criminal justice.
- Demonstrate an understanding of how to translate a report into a testimony and be able to prepare for court.
- Demonstrate critical thinking, relating to obtaining information, reporting information, and then explaining information to complex investigations

CRMJ 3630 Interview and Interrogations

Upon the successful completion of this course students should be able to:

- Explain and demonstrate understanding of case law and best practices in interview and interrogation.
- Explain and demonstrate the differences between interview versus interrogation and the limitations of each.
- Display and explain in writing the ability to interpret body language and other components that can project deception.
- Recognize, explain, and demonstrate the different techniques of forensic interviewing with special populations.
- Articulate and demonstrate the ability to gain rapport with a suspect and understand the importance of building trust during the interview process.

CRMJ 3685 Advanced Research Methods in Criminal Justice

Upon the successful completion of this course students should be able to:

- Explain the key elements of Criminal Justice research design.
- Produce a viable written proposal for Criminal Justice research at the undergraduate level.
- Present their work to an audience of their peers.
- Reflect on the value of process-oriented work as a strategy for moving from start to finish.
- Describe the different purposes of written, oral, and digital messages and employ appropriate strategies to meet the needs of specific audiences.

CRMJ 4130 Leadership & Management in Criminal Justice

Upon the successful completion of this course students should be able to:

- Demonstrate knowledge and understanding of the roles of administrators and managers in Criminal Justice Agencies.
- Understand how administrators and managers conduct strategic and operational planning.
- Demonstrate an understanding of how administrators and managers evaluate daily activities in CJ agencies.
- Demonstrate critical thinking, research, oral, and written skills related to issues of disparity actions against CJ personnel.

CRMJ 4200 Ethics in Administration of Justice

Upon the successful completion of this course students should be able to:

- Apply the theoretical underpinnings of ethics in criminal justice today.
- Apply different research methodological approaches to theoretical and practical issues in ethics in criminal justice.
- Interpret and analyze research data results related to ethic in criminal justice.
- Analyze the ethics decisions and critical thinking on law, police, courts, corrections, and liability.
- Demonstrate competency in applying ethics.

CRMJ 4270 Organized Crime and Gangs

Upon the successful completion of this course students should be able to:

- Demonstrate knowledge and understanding of traditional and non-traditional organized crime using social theories regarding crime and criminal behavior
- Understand the national and international roots of organized crime and gangs
- Demonstrate an understanding of the different types of criminal activity that organized criminal enterprise and gang's conduct
- Demonstrate critical thinking, research, and oral and written communication about the role of organized crime in trafficking of drugs and people across international borders

CRMJ/PSYC 4370 Criminal Psychopathology

Upon the successful completion of this course students should be able to:

- Describe specific developmental, biological, neurological, behavioral, cognitive, and social forces that contribute to criminal thinking and behavior.
- Identify the characteristics of specific criminal subpopulations.
- Conceptualize criminal behavior from several psychological perspectives.

CRMJ 4705 Terrorism

Upon the successful completion of this course students should be able to:

- Demonstrate knowledge and understanding of domestic and international terrorism
- Understand how law enforcement and government agencies collaborate domestically and internationally through intelligence
- Demonstrate an understanding of how to deter and respond to terrorism
- Demonstrate critical thinking, research, and oral and written communication skills related to terrorism

CRMJ/SOC 4800 Victimology

Upon the successful completion of this course students should be able to:

- Explain and apply the major theories of victimization.
- Describe the extent of victimization that occurs in America relating to property and violent crime.
- Analyze the similarities and differences between intimate and stranger violence.
- Describe numerous different types of victimization that occur in our country such as child and family violence, rape and sexual assault, stalking, school violence, workplace violence, violence against the police, and hate crimes.
- Describe our criminal justice system's response to victims, efforts to treat and compensate victims of crime, and efforts toward restorative justice.

CRMJ 4870 Race, Class, and Gender in Criminal Justice

Upon the successful completion of this course students should be able to:

- Demonstrate in writing their understanding of how socioeconomic standing is impacted by the constructs of race, class, and gender.
- Demonstrate through evaluation the understanding of the impact of current statues in drug crime, violent crime, etc. and the relation to racial profiling.
- Understand and describe community policing, problem-oriented policing, and how their use can influence negative perceptions of the militarization of law enforcement related to protest and civil rights violations.
- Demonstrate the understanding of special topics in criminal justice for consideration of reform including the death penalty, juvenile justice, and sentencing, incarceration, qualified immunity to law enforcement, and drug omnibus bills.

CRMJ 4950 Criminal Justice Senior Seminar

Upon the successful completion of this course students should be able to:

- Demonstrate knowledge and understanding regarding finding, reading, and understating peer review articles related to CJ theories.
- Understand how to conduct research along with an understand research methodology and statistics.
- Demonstrate their ability to complete a research paper.
- Demonstrate critical thinking in their ability to create an oral presentation about their topic and then defend their research to their peers and college faculty.

II. Assessment

- A. Program Learning Assessment Report completed and submitted to the Northwest College Central Assessment Team yearly following Program Learning Assessment Map below:**

Program Learning Outcomes:	Rotation Term*	Courses:
Students will develop an understanding of professional procedures and practical skills necessary for employment in a Criminal Justice organization.	I	CRMJ 3600 CRMJ 3630 CRMJ 4130
Students will develop an understanding of specialized fields which have emerged in criminal justice and will be able to compare and contrast various historical shifts which have occurred in these areas.	II	CRMJ 3550 CRMJ 4270 CRMJ 4705
Students will gain an understanding of ethical and cultural awareness within the field of criminal justice.	III	CRMJ 3490 CRMJ 4200 CRMJ 4870
Students will be able to identify and demonstrate an understanding of criminal justice theory.	IV	CRMJ/SOC 3400 CRMJ/PSYC 4370 CRMJ/SOC 4800
Students will be able to produce a research paper conforming to the current professional writing standards of the <i>Publication Manual of the American Psychological Association</i> and give a professional presentation to their peers and faculty instructors.	IV	CRMJ 3685 CRMJ 4950

*Rotation Terms for Assessment of Program Learning Outcomes: I = Year One, II = Year Two, III = Year Three, and IV = Year 4 of program delivery of courses.

- B. Program Learning Outcomes measured annually as part of the Northwest College Post-Graduate Survey conducted by the office of Institutional Research.**
- C. Program Review completed yearly and submitted to/reviewed by the Vice President of Academic Affairs and the Northwest College Institutional Effectiveness Committee.**

Requirements for Degree Completion

The Bachelor of Applied Science degree in Criminal Justice requires you to complete a minimum of 42 upper-level (3000 and 4000 courses) credit hours and an additional 18 credit hours of college-level elective hours to achieve a total of a minimum of 60 credit hours of instruction for graduation. A minimum grade of “C,” or higher, is required within all program coursework. A grade below a “C” in any required course will have to be repeated for meeting graduation requirements.

Additionally, all BAS Criminal Justice Studies majors must earn a grade of “C,” or higher, in the pre-requisite core courses from the AA program or in any equivalent transfers.

The grading systems used by individual faculty members in the BAS Criminal Justice Studies program will be presented to students in a course syllabus at the beginning of each semester and will remain on file in department offices. Typical assessments used to evaluate student performance will include but may not be limited to graded writing assignments, examinations, quizzes, term papers, presentations, and class attendance.

Course Descriptions of Core and Elective Upper-Division Classes

CRMJ/SOC 3400 Deviant Behavior (3 credits)

This course will examine conflicting and standard definitions of deviance, how definitions change over time, major theories of deviance, and a wide range of behaviors, both criminal and non-criminal, which sociologists identify as deviant. Finally, students will explore how globalization and technology have led to the emergence of new variants of deviance in the United States and around the world. Prerequisites: Earned AA or AAS degree and SOC 1000

CRMJ/SOC 3450 Serial Killers and Mass Murderers (3 credits) - Elective

This course will examine the historical emergence of multicide crimes, different types of multicide, typologies of multicide murderers, the elements of serial and mass murder, myths versus facts of serial murder, and the major theories exploring the causes of multicide. Finally, this course will explore several case studies of high-profile killers guilty of serial and mass murder.

CRMJ 3490 Issues in Policing (3 credits)

This course will offer students fresh perspectives and the latest research on current trends impacting the criminal justice system and policing. Some of the topics explored include the emergence of the police, styles of policing, police culture, police misconduct, use of force, technology in policing, citizen review boards, minority policing, and recent developments in criminal justice reforms.

CRMJ 3550 Homeland Security & Emergency Management (3 credits)

The study of Homeland Security provides students with a comprehensive introduction to U.S. homeland security in the modern world, with a focus on the post-September 11, 2001 era. Examination of the theories, agency missions, laws, and regulations governing the homeland security enterprise through the lens of threat scenarios and countermeasures related to terrorism, natural disasters, emergency management, cyber security, and much more. Students will also explore FEMA and preparedness planning.

CRMJ 3600 Communication and Technology in Criminal Justice (3 credits)

This course prepares students to write clear, accurate and grammatically correct police reports, evidence and laboratory documents, arrest and search warrants, depositions, statements, and other official law enforcement documents. Methods of communication such as note-taking and interviewing mechanics will be addressed along with preparing for court testimony. Finally, this class will examine the latest technologies used by criminal justice practitioners in the field.

CRMJ 3630 Interview and Interrogations (3 credits)

This course will cover the entire sequence of events that occur during the interview and interrogation process. Students will learn the accepted practices and protocols of legal interrogation in moving cases from a preliminary accusation to the ultimate goal of obtaining a confession.

CRMJ 3685 Advanced Research Methods in Criminal Justice (3 credits)

This course is designed to provide students with an overview of the application of research methods used in criminal justice, with a focus on interpretation. Students will explore topics on data collection, methods of data collection, dataset usage, historical analyses, and qualitative and quantitative analyses. Students will learn how to apply and interpret research findings based on real examples in criminological studies.

CRMJ 4130 Leadership & Management in CJ (3 credits)

This course provides a description, analysis, solution, and synthesis of contemporary management problems in a criminal justice organization. This course provides students with an understanding of the day-to-day problems and major issues that CJ administrators routinely encounter, along with solutions to manage those problems/issues. Additionally, the study of operational systems and analysis of the role of supervisors and managers within CJ agencies will be addressed.

CRMJ 4200 Ethics in Administration of Justice (3 credits)

This course presents the three major ethical schools of thought (virtue, formalism, and utilitarianism) in a clear way that emphasizes how ethics impacts individual decision-making. Extensive critical-thinking exercises will help students develop ethical-reasoning skills. Ethical decision-making and criminal justice decision-making are integrated in a systematic way, illustrating the fundamental connection between ethics and criminal justice.

CRMJ 4270 Organized Crime and Gangs (3 credits)

This course provides students with a viable definition of organized crime, a historical overview from the 18th century to present, and the major theories behind why people become involved in organized crime. Topics include the development of organized crime in the northeast and its westward migration along with nontraditional organized crime. This course covers organized crime from the street-level to large international criminal enterprises.

CRMJ/PSYC 4370 Criminal Psychopathology (3 credits)

This course provides an overview of current theories and empirical evidence concerning the relationship between psychological disorder and criminal behavior. The class examines various clinical syndromes and their role in biological, social and psychological genesis of crime, as well as the concept of criminal responsibility. Prerequisite: PSYC 1000

CRMJ 4705 Terrorism (3 credits)

This class covers the topic of terrorism, both domestic and international. Terrorism is the use of violence and destruction against a government or people in order to achieve a goal. A better understanding of terrorism allows for better preparation before terror occurs and a better response after a terror attack. Students will also learn about incident command systems that are used during and after terror attacks.

CRMJ/SOC 4800 Victimology (3 credits)

This course will examine various issues involved in victimology including: the extent of victimization in the United States, victimization theories, controversies over shared responsibility, violent and property crime victims, intimate versus stranger violence, child and family violence, rape and sexual assault, and other additional groups of victims and the criminal justice system's response to victimization and restorative justice. Prerequisite: Earned AA or AAS degree and SOC 1000 or CRMJ 2120

CRMJ 4870 Race, Class, and Gender in Criminal Justice (3 credits)

This class will explore the historical inequities which have contributed to divisive issues in our contemporary criminal justice system surrounding the intersections of race, gender, and class in America. Some of the topics explored will include changes in policing strategies, racial profiling, sentencing bias, perspectives surrounding protests of the police, and the disproportionate imposition of the death penalty on certain groups.

CRMJ 4950 Criminal Justice Senior Seminar (3 credits)

In this class students will utilize the skills and education they have gained over the past several years to complete a capstone project for their degree. Students will complete research on a topic related to criminal justice of their choice to conduct an extensive and in-depth research project. This project will require completion of a final paper and oral presentation on their selected topic. Prerequisites: CRMJ 3685 Advanced Research Methods in Criminal Justice

Note: These course offerings reflect both core and elective course options. Depending on the semester that a student is accepted for enrollment into the program you may or may not have the opportunity to complete every elective course option listed in the curriculum because the sequence of semester delivery will vary among the elective courses in the program.

BAS of Criminal Justice Studies (23-24) Northwest College Academic Map

Semester One

Course	Type	Title	Credits
CRMJ/SOC 3400		Deviant Behavior	3
CRMJ 3490		Issues in Policing	3
CRMJ 3600		Communication and Technology in Criminal Justice	3
CRMJ/PSYC 4370		Criminal Psychopathology	3
		Selected Elective	3
Total Credits:			15

Semester Two

Course	Type	Title	Credits
CRMJ 3630		Interview and Interrogations	3
CRMJ 4130		Leadership & Management in Criminal Justice	3
CRMJ 4200		Ethics in Administration of Justice	3
CRMJ/SOC 4800		Victimology	3
		Selected Elective	3
Total Credits:			15

Academic Dishonesty

Northwest College Sanctions for Academic Dishonesty

The college may act upon any violation of the Academic Code of Conduct. Breaches of the Academic Code of Conduct may result in

- a reduced grade for a particular assignment or test,
- a failing grade for a particular assignment or test,
- a failing grade for the course, without the student option of dropping the course,
- if determined to be a student discipline issue, see General Code of Student Conduct,
- disciplinary probation,
- disciplinary suspension, or
- expulsion.

Additional Sanctions for Academic Dishonesty in the BAS of Criminal Justice Studies Program

To ensure ethical behavior in the Bachelor of Applied Science Criminal Justice Studies Program all types of academic dishonesty are prohibited. Academic dishonesty includes but is not limited to the following: plagiarism, cheating, trafficking, falsifying records, copyright infringement, working on graded materials with others when prohibited, and using AI software to produce graded work, etc. and will be punished by the sanctions listed above in Northwest College's Sanctions for Academic Dishonesty. Faculty teaching in the BAS of Criminal Justice Studies reserve the right to suspend or dismiss a student guilty of a particularly serious infraction. Additionally, any student caught committing a breach of academic dishonesty will have their behavior reported to other faculty teaching in the BAS of Criminal Justice Studies Program and to the Vice President of Academic Affairs at Northwest College. Finally, any student identified in violation of the program's academic integrity standards can expect this information to be disclosed by the BAS in Criminal Justice Studies faculty in future reference checks surrounding job application requirements into the field. **THERE WILL BE NO EXCEPTIONS TO THIS POLICY.**

Expected Behavior in an Academic Setting

All academic settings should be conducive to learning for all students enrolled in the course. Any disruptive activity or behavior that impairs the classroom learning environment and the subsequent successful completion of the course for any student will not be tolerated. Students enrolled in the required courses will likely have differing opinions during a particular course(s) on topics that are covered so respect of differing opinions is essential. Debate and discussion are encouraged during a course, but disrespectful, demeaning, degrading, inflammatory, prejudicial, etc. comments will not be tolerated. Additionally, disruptive behaviors can include unauthorized use of electronic devices, sleeping during class, constant side conversations in class, constantly monopolizing class time, and/or constantly interrupting the instructor or their other classmates. The instructor assigned to teach a course will be responsible for establishing the class setting and

has the authority to take corrective action when misbehavior occurs within his/her learning environment.

Computer and Internet Access

Since the BAS in Criminal Justice Program will be delivered over a variety of modalities which include face-to-face, Zoom, and online it is imperative that each student enrolling in the program has direct access to an up-to-date computer and has reliable Internet access. Not having access to a computer or the Internet will not be a legitimate excuse for missing any graded material by an established deadline. Additionally, students accessing a course through Zoom will need to have a camera and audio capabilities on their computer to participate in class discussions.

Zoom Etiquette

All students enrolled in a course for the BAS in Criminal Justice Studies program but attending synchronously through a Zoom connection will be expected to have their cameras turned on and have access to audio while attending the class in session, unless it has been previously approved by the instructor of the course to have your camera turned off for a legitimate reason. Additionally, it will be expected that Zooming students will adhere to the same expected classroom behavior and class starting and ending times as the students who are attending face-to-face.

For students accessing a class live via Zoom you will need to ensure that you have strict privacy while you are accessing the course because of the sensitive nature of material covered in classes. Many discussions, videos, photos, etc. may contain adult and violent content which will not be suitable for children or other sensitive bystanders.

Statement on Sensitive Material and Trigger Warning

The very nature of the studies associated with Criminal Justice deal with the examination of sensitive material surrounding the most appalling, heinous, and vile behaviors that some humans inflict on other fellow human beings. While we recognize that every student may react differently to some of the difficult subjects covered, these topics have to be included to meet the learning outcomes and prepare students for the realities of professional employment within the field of criminal justice.

A “trigger warning” is defined as “a stated warning that the content of a text, video, lecture, etc., may upset or offend some people, especially those who have previously experienced a related trauma” (Dictionary.com). Again, it is important to inform all students prior to your enrollment in the BAS of Criminal Justice Studies program that we guarantee we will be discussing many topics that will make you uncomfortable and possibly upset. If you have been the victim of a violent crime or suffered the effects of violence with a family member or friend, you will need to deeply reflect on whether you will be able to objectively immerse yourself into the academic rigor of studying the many disturbing behaviors and crimes that will be covered within the

established curriculum. While all faculty members in the program are empathetic to the upsetting responses that may be generated from the content, these topics have to be covered and discussed to prepare students for a career in the field of criminal justice. It will not be possible to modify topics or assignments covered within a course since the entire focus of many courses are based on sensitive topics associated with violent crime and victimization.

Northwest College Alcohol Policy

Northwest College is an alcohol-free campus.

Regardless of age, you are in violation of Northwest College's alcohol policy:

- if you are on college property and found in the immediate area where alcohol is present, whether consuming it or not.
- if you are on college property and under the influence of alcohol and/or exhibiting intoxicated behavior.
- if you are on college property and have alcohol in your possession.

It is a violation of Northwest College's alcohol policy if you are at an off-campus, college-sponsored event, while under the legal drinking age and:

—in possession of alcohol.

—under the influence and/or exhibiting intoxicated behavior.

In order to be consistent with our policy on alcohol and education, the following is the minimum sanction that will occur for alcohol violations on campus or at college sponsored functions or trips.

Policies & Procedures

First Violation: Students may be issued a letter of warning that they are in jeopardy of losing certain campus privileges. Students may also be required to attend a mandatory alcohol education program facilitated by the College. The letter of warning may provide information regarding scheduling the individualized program. The cost of the program is \$100.00 and you may have thirty (30) days** to complete the program. Failure to schedule and complete the program may result in an additional \$100.00 charge assessed to your student account. Please see the Residence Hall Guide and Owner's manual for Residence Hall sanctions. Failure to complete these sanctions may result in further disciplinary action.

Second Violation: The student may be placed on Disciplinary Probation. The student may also be suspended or prohibited from participating in or attending college sponsored events/activities, or restricted from entering designated buildings on campus. Students may also be required to attend a mandatory alcohol education program facilitated by the College. The cost of the program is \$150.00 and you may have thirty (30) days** to complete the program. Failure to schedule and complete the program may result in an additional \$150.00 charge assessed to your student account. The student may also be required to complete a four (4) hour Community

Restitution Project and may receive a letter providing the date and time of this project. Please refer to the Residence Hall Guide and Owner's Manual for Residence Hall sanctions. Failure to complete these sanctions may result in further disciplinary action.

Third Violation: The student may be placed on Disciplinary Suspension, prohibited from participating in or attending college sponsored events/activities, or restricted from entering designated buildings on campus. Students may also be required to attend a mandatory alcohol education program facilitated by the College. The cost of the program is \$200.00 and you may have thirty (30) days** to complete the program. Failure to schedule and complete the program may result in an additional \$200.00 charge assessed to your student account. The student may also be required to complete a four (4) hour Community Restitution Project and may receive a letter providing the date and time of this project. Please refer to the Residence Hall Guide and Owner's Manual for Residence Hall sanctions. Failure to complete these sanctions may result in further disciplinary action.

*** Northwest College reserves the right, at its discretion, to alter or amend the thirty (30) day time period to complete the mandatory alcohol education program.*

Northwest College Drug Policy

Northwest College is a drug-free campus. No student shall possess, consume or distribute controlled substances (except those lawfully prescribed by a medical provider to the possessing student and which are used as prescribed for the medical condition being treated) on the campus of Northwest College, at college sponsored activities or on college sponsored trips. Controlled substances are defined by State of Wyoming statutes and federal laws. These include those categories often known as cannabis, acids, hallucinogens, barbiturates, amphetamines, narcotics or the illicit use of prescription drugs.

Regardless of age, you are in violation of Northwest College's drug policy:

- if you are on college property and found in the immediate area where drugs are present, whether having consumed (consuming) them or not.
- if you are on college property and under the influence of drugs and/or exhibiting drug-related behavior.
- if you are on college property and have drugs in your possession.

It is a violation of Northwest College's drug policy if you are at an off-campus, college-sponsored event, and:

- in possession of drugs and/or drug paraphernalia.
- under the influence of and/or exhibiting drug-related behavior.

Students found to be in violation of alcohol and/or drug policies may appeal the sanctions to the appropriate individual or Student Appeals Board.

Students are responsible for complying with provisions of Wyoming law that make it a crime to possess, sell, deliver or manufacture those drugs designated collectively as controlled substances. Any student who violates that law is subject to prosecution and punishment by the civil authorities and to disciplinary action by the college. Disciplinary action taken by the college may be one or more of the disciplinary sanctions listed under [Sanctions for Violations of General Code of Student Conduct](#), including expulsion from the college. Any student voluntarily seeking assistance with a drug-related problem is encouraged to do so and will be treated with the utmost sensitivity and confidentiality. Such assistance may be sought through the college Student Success Center, Student Health Services, the Residence Hall Staff, the Campus Security Coordinator, or community programs.

ADA Compliance Statement

If you have a disability as described by the Rehabilitation Act of 1973 (P.L. 933-112 Section 504) and Americans with Disabilities Act (ADA) and its amendments (ADAAA) you may be able to receive accommodations to assist in programmatic and physical accessibility. We recommend that you contact the Disability Services Coordinator to meet and discuss formulating a reasonable accommodation plan and provide support in developing appropriate accommodations to aid in your success. Course requirements will not be waived, but accommodations may be made to assist you in meeting the requirements. Assistive Technology may also be available in some areas.

Northwest College does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation or veteran status in its programs and activities. We are an Equal Opportunity Employer and Institution (EOE/EOI). Student inquiries concerning disability services should be directed to the Disability Support Services Coordinator, Student Success Center, 231 W 6th ST BLDG 4, Powell, WY 82435-1860; 307.754.6227. All other compliance inquiries should be directed to the Compliance Officer, Orendorff Building, 231 W 6th ST BLDG 1, Powell, WY 82435-1898; 307.754.6404, or the Office of Civil Rights, U.S. Department of Education, Federal Building, 1244 Speer Blvd. #310, Denver, CO 80204-3582; 303.844.5695; FAX: 303.844.4303; TDD: 308.844.3417; OCR_Denver@ed.gov.

Northwest College Disability Services

Kim Fletcher, Coordinator

Student Success Center, ORB 101
231 W. Sixth Street, Building 4
Powell, WY 82435
307-754-6227 Telephone
307-754-6157 Fax
kim.fletcher@nwc.edu

Jennifer Cannizzaro, Office Assistant

Student Success Center, ORB 101
231 W. Sixth Street, Building 4
Powell, WY 82435
307-754-6135 Telephone
307-754-6157 Fax
jennifer.cannizzaro@nwc.edu

Northwest College Interim Vice President of Student Services

Dee Havig

231 W. Sixth Street, Building 4
Powell, WY 82435
307-754-6102 Telephone
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Dee.Havig@nwc.edu

Hiring Practices in the Field of Criminal Justice

Finally, it is important to point out to all students who are seeking a career in the field of Criminal Justice that extensive hiring practices are in place for many of the careers that exist within the field. While specific hiring practices/requirements may vary from one agency to the next, prospective candidates can often expect to be required to additionally complete and pass many of the following types of additional requirements prior to securing employment:

- Written Examination
- Oral Interview
- Physical Ability Test
- Intensive Background Investigation
 - Fingerprinting
 - Polygraph
 - Extensive Criminal History Background Check
 - Interview with background investigator
- Medical Evaluation
- Psychological Evaluation
- Successful completion of agency's formal academy
- Other requirements an agency may have in place

While earning a higher education degree in the field of Criminal Justice may give you a competitive edge in the hiring process or faster promotion for those already working in the field, it does not guarantee you a job offer without also successfully completing the other extensive agency requirements.

NORTHWEST COLLEGE BAS IN CRIMINAL JUSTICE STUDIES PROGRAM

Acknowledgement of Reviewing the Criminal Justice Studies Student Handbook

By signing below, I acknowledge that I have received and read an overview to the Northwest College BAS in Criminal Justice Studies Student Handbook and am aware of where to access it for future reference. I understand and acknowledge that these policies will be utilized in determining my admittance to, and fulfillment of, the requirements of the program, and my ability to continue in the BAS in Criminal Justice Studies program. I understand I will be notified in a timely manner of revisions and that it is my responsibility to access the handbook and ask the BAS in Criminal Justice Studies faculty for assistance in understanding and complying with these program policies and requirements.

Signature

Date

Printed Name

The Northwest College Criminal Justice Program and the Office of Academic Affairs reserve the right to change without notice any of the material, information, requirements, regulations, or costs published in this handbook. In the event that revisions or additions to the “BAS in Criminal Justice Studies Student Handbook” are required, they become effective immediately, and students will be notified in written form in a timely manner through the student’s Northwest College email.

Final Disclaimer: Issues may arise that are not covered in this handbook.