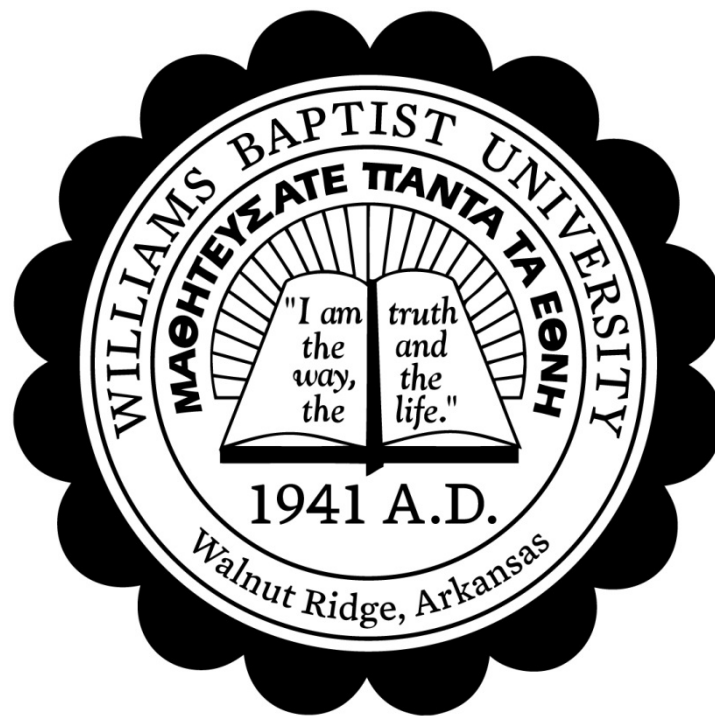


# WILLIAMS BAPTIST UNIVERSITY

## Criminal Justice Program Catalog 2020-2021



**Educate, Equip, and Enrich for Christ**

Volume 3  
Number 1

## Accreditation

Higher Learning Commission

Council for the Accreditation of Educator Preparation

Institutional Memberships:  
 Association of Southern Baptist Colleges and Schools

Council for Christian Colleges and Universities

Independent College Fund of Arkansas

Independent Colleges of Arkansas

National Association of Independent Colleges and Universities

National Association Intercollegiate Athletics

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## **About WBU**

Williams Baptist University is a Christian, liberal arts University. Williams is known for its academic excellence and personal attention, with a student-to-teacher ratio of 14-to-1, as well as its warm, Christ-centered environment. There are over 500 students on WBU's main campus at Walnut Ridge, Ark., and a total enrollment of about 600. Students live in on-campus residence halls and apartments, off campus, and commute.

Williams offers undergraduate and graduate programs to prepare students for a wide array of career options, and it is ranked in the top tier of southern colleges & universities by US News & World Report. It is accredited through the Higher Learning Commission and by the National Council for Accreditation of Teacher Education.

Williams is owned and operated by the Arkansas Baptist State Convention.

## **Mission Statement**

Williams' mission is to provide an excellent, holistically Christian, liberal arts education, while compassionately shaping students' lives.

## **Vision Statement**

Williams' vision is to produce exceptional graduates prepared to engage local and global cultures through a Christ-centered worldview.

## **Purpose Statements**

To provide opportunities to profess, practice, and strengthen one's faith and to encounter Biblical values.

To provide a caring campus community with opportunities for service to others, leadership preparation, and wholesome recreation.

To provide and assess programs of liberal arts, professional studies, and lifelong learning for a diversified traditional and non-traditional student body.

To provide an organization responsive to the needs of students, personnel, programs, and facilities, with a commitment to planning and leadership.

To provide an aesthetically pleasing campus glorifying to God's creation.

To provide and execute a plan which secures adequate resources to sustain and advance the institution.

To provide a positive image of the quality programs, faculty, students, staff, and graduates of the University.

To provide serviceable facilities which sustain the mission of the University

To provide a technologically sophisticated infrastructure which supports academic, student, and administrative services.

To provide cultural experiences, thought provoking events, and educational enrichment for the campus community and the community at large.

To provide a healthy athletic atmosphere which engages the team members, the campus community, and the community at large.

To provide desirable housing for students and faculty.

## **Institutional Academic Goals**

To produce students who demonstrate an understanding of the Judeo-Christian heritage and Christian world view.

To produce students who demonstrate the ability to communicate effectively across the curriculum.

To produce students who demonstrate the ability to reflect critically upon the environment, society, and self.

To produce students who demonstrate the ability to apply critical thinking and analytical skills to become more effective problem solvers.

To produce students who demonstrate an appreciation for a healthy lifestyle that will promote lifelong health and fitness.

To produce students who demonstrate a competence in at least one particular body of knowledge.

## **Introductory Information**

### **Student Responsibility**

Students are responsible for knowing the policies and procedures stated in this catalog. Policies and procedures are frequently reviewed and are subject to change without notice.

### **Summary Information**

Calendar: Semester Plan: Summer, Fall and Spring terms

Degree: Bachelor of Science in Criminal Justice

Williams Baptist University is accredited by the Higher Learning Commission

(<http://www.ncacihe.org>) located at 230 North LaSalle Street, Suite 7-500, Chicago, IL 60604-1411. The HLC can be contacted at: 800-621-7440, (312) 263-0456, or by email at [info@hlcommission.org](mailto:info@hlcommission.org).

Entrance Requirements: SEE ADMISSIONS

For Further Information Contact: Director of Admissions, Williams Baptist University, P.O. Box 3737, Walnut Ridge, AR 72476

Phone: 870-759-4120 Fax: 870-759-4163

E-mail: [williamsbaptistuniversity.com](http://williamsbaptistuniversity.com)

## CRIMINAL JUSTICE ACADEMIC CALENDAR 2020-2021

### FALL SEMESTER

#### August 18, 2020 – December 4, 2020

August 18 (Tuesday).....	CJ Term 1 Begins
October 5 (Monday).....	Last Day to Withdraw from CJ Term 1
October 9 (Friday).....	CJ Term 1 Ends
October 12 (Monday).....	CJ Term 2 Begins
November 30 (Monday).....	Last Day to Withdraw CJ Term 2
December 4 (Friday).....	CJ Term 2 Ends

### SPRING SEMESTER

#### January 05, 2021 – April 28, 2021

January 5 (Monday) .....	CJ Term 1 Begins
February 22 (Monday) .....	Last Day to Withdraw CJ Term 1
February 26 (Friday).....	CJ Term 1 Ends
March 1 (Monday) .....	CJ Term 2 Begins
April 26 (Monday) .....	Last Day to Withdraw CJ Term 2
April 28 (Wednesday).....	CJ Term 2 Ends
May 1 (Saturday) .....	Commencement

### SUMMER TERM,

#### May 3, 2021 – June 25, 2021

May 03 (Monday) .....	CJ Term 1 Begins
June 21 (Monday) .....	Last Day to Withdraw CJ Term 1
June 25 (Friday) .....	CJ Term 1 Ends

# Criminal Justice Program

## 1. Purpose

This catalog is designed to facilitate a student's progress toward the Bachelor of Science in Criminal Justice. Williams Baptist University has specific rules and regulations for the program which must be followed in order to obtain the degree. This document explains those policies and procedures, which are subject to change and can be affected by changes in the policies of Williams Baptist University. University-wide policies have priority over the policies in this catalog.

## 2. Introduction

The Bachelor of Science in Criminal Justice offers an in-depth scientific study of crime, criminal behavior, and the response by the United States justice system to these problems. Throughout this degree program the student will study theories and applications of criminal justice, corrections, and criminology. Upon completion of the degree program the student will have gained understanding in criminal procedure, the adjudication process, ethical issues, forensic science, police administration, and knowledge regarding current trends in criminal justice. This program was developed with the objective of meeting the needs for quality instruction and knowledge being given to those professionals already in their career fields, or those who have a strong interest in a career in public safety, such as law enforcement or corrections. Keeping this objective in mind, the Bachelor of Science in Criminal Justice is being offered exclusively online through Williams Baptist University in an effort to clear roadblocks from the paths of those professionals already working in their chosen career fields. Offering the program online gives the student flexibility to complete coursework, regardless of his or her personal work schedule.

### 2.1 Program Mission

The mission of the Bachelor of Science in Criminal Justice program is:

- (a) To provide an intellectually stimulating academic and professional environment in which students and faculty may grow and develop to their full potential;
- (b) To educate students who are preparing for or pursuing a career in criminal justice, offering realistic preparation for practical success in the workplace, and facilitating the development of skills and capabilities necessary to become a catalyst within the profession in order to enhance the viability and growth of the discipline in an ethical and just manner;
- (c) To make continuing significant contributions to knowledge and excellence of practice in the fields of criminal justice and allied social and behavioral sciences through teaching, research, dissemination of knowledge to the public, and direct service to local, state and national constituent communities and criminal justice agencies.

### 2.2 Curriculum Objectives

The Bachelor of Science in Criminal Justice program offers a liberal arts basis and was designed to meet the certification standards established by the American Criminal Justice Association. Upon completion of the program, students will:

- (a) be able to draw on multiple disciplines and research traditions to identify and understand the social and behavioral contributors to crime and delinquency;
- (b) have a comprehensive understanding of the institutions in the criminal justice system and how politics and policy making affect these institutions;
- (c) have effective critical thinking and oral and written communication skills;
- (d) have a comprehensive knowledge of the ethical concerns of the criminal justice field;
- (e) understand how perceptions of the criminal justice system vary cross-culturally, and how such differences influence policy and public perception;
- (f) understand the impact and interplay of public policy on the trends, solutions, and research in the field;
- (g) have acquired the skills to engage in effective written and oral communication;
- (h) have demonstrated honed interpersonal and leadership skills;
- (i) have developed a basis for the skills necessary to perform information analysis; engage in critical thinking, problem solving, and evaluation.

### **2.3 Program Administration**

The Bachelor of Science in Criminal Justice program is administered by Williams Baptist University. The Vice President for Academic Affairs, Criminal Justice Advisory Board, Faculty Boards, and the Program Director oversees the program to ensure quality. The Bachelor of Science in Criminal Justice Director is the key administrative officer for the program. The Director chairs the CJ Advisory Board and serves as the central contact for matters regarding program policies. The CJ Director reports to the Dean of Online and Graduate Studies, who reports to the Vice President for Academic Affairs. All program changes or modifications must be first approved by the Academic Affairs Committee, as described in section 20.3.5.1 of the [Williams Baptist University Employee Handbook](#).

### **3. Admissions**

The Bachelor of Science in Criminal Justice program is a unique program to Williams Baptist University, and because of this the admissions process is specific for the program. All applicants wishing to attend Williams Baptist University must complete an [Application for Admission](#). An applicant applying to the Bachelor of Science in Criminal Justice program must be eighteen years of age, and should be employed in a career field of criminal justice, such as: law enforcement, corrections, security, the legal field, or a similarly related field. If the applicant does not meet the aforementioned requirements, then they must have a well prepared career plan that can be articulated in writing.

Applicants who are not currently employed in a related criminal justice field will need to submit:

- 1) A written letter, of not less than 300 words, stating why the applicant wants to enroll in the program and their career plan, and 2) Three (3) letters of reference. An optional personal interview with the applicant may be required at the request of the Program Director or University Administration.

#### **3.1 Transfer Students**

Any student who has attended a college or university must submit the following:

1. Official copies of transcripts from all colleges and universities attended.



2. An official high school transcript and official ACT or SAT score report if the applicant has fewer than 24 transferable credit hours.

Transfer students may transfer no more than 66 semester credit hours as per Williams Baptist University policy. For students applying to the Bachelor of Science in Criminal Justice program, they may transfer up to a maximum of 15 semester credit hours of courses equivalent to the major required courses.

### **3.2 Re-Admission of Former Students**

A previously enrolled student in good academic standing in a degree program may re-enter Williams after absence of a full fall or spring semester. An [Application for Re-Admission](#) must be submitted and the application fee is waived.

Any student applying for re-admission to the University must have met any outstanding financial obligations to Williams and be current on all student loans.

Official transcripts from each college or university attended since the last enrollment at Williams must also be submitted.

### **3.3 Students Living On-Campus**

The Bachelor of Science in Criminal Justice program is entirely online for the purpose of allowing students currently working in the field of Criminal Justice to complete the program. It is common knowledge that professionals in the field of Criminal Justice work irregular and varying hours, and would not have the luxury of attending courses on the WBU campus. Students living on campus may take Bachelor of Science in Criminal Justice program major courses as electives, with prior approval from the student's current academic program director, academic advisor, and the criminal justice program director.

## **4. Course Requirements**

The Bachelor of Science in Criminal Justice program requires a total of 120 semester hours for degree completion. Those hours are broken into the following categories: Major Required Courses, Free/Transfer Electives, Prior Professional Experience/Internship Electives, and General Education Requirements.

### **4.1 Course Load**

Courses for the Bachelor of Science in Criminal Justice program are offered in 8-week terms. Since a normal fall or spring semester is 16 weeks long, each semester will be offered in two-parts for students enrolled in online Bachelor of Science in Criminal Justice program, e.g. fall I, fall II, spring I, and spring II. To better accommodate students who are currently employed in their profession, there will be one 8-week summer term as well.

The normal course load for a full-time student is 12-15 credit hours per a full semester, i.e. fall, spring, with 6 credit hours being the normal course load for the summer term. Since this program is broken into two 8-week semesters per fall and spring semesters, a normal course load for a full-time student would be 6 or more credit hours taken per sub 8-week term; therefore, the student would earn a minimum of 12 credit hours per fall and spring semesters, and 6 credit hours during the summer term. This would allow the student to satisfy most financial aid

requirements. Students are encouraged to contact the Financial Aid Office with questions regarding financial aid and this program. The Office of Financial Aid at WBU can be contacted at [https://williamsbaptistuniversity.com/theme-overview/financial\\_aid/](https://williamsbaptistuniversity.com/theme-overview/financial_aid/).

The normal course load for a part-time student is 9 or less credit hours per a full semester, i.e. fall and spring, or 3 credit hours for summer. Since this program is broken into two 8-week semesters per fall and spring semesters, a normal course load for a part-time student would be 3-6 credit hours taken per sub 8-week semester; therefore, the student would earn a minimum of 9 or less credit hours per fall and spring semesters.

#### **4.2 CJ Program Credit Hour Requirements**

Students completing a Bachelor of Science in Criminal Justice program at WBU will complete a minimum of 120 credit hours. The general degree requirements are:

- a) 120 semester credit hours passed for program completion
- b) 45 semester credit hours in major required courses as listed in this catalog
- c) A minimum of 45 semester credit hours in general education courses
- d) Minimum 30 semester hours of upper-division course work (3000 and above) taken at WBU
- e) Up to 15 semester hours of prior professional experience/internship electives
- f) Up to 15 semester hours of accepted/transfer electives
- g) Minimum of 2.0 cumulative grade point average
- h) Minimum of 2.0 grade scored in all major required courses
- i) Fulfillment of all University and major requirements

#### **4.3 WBU General Education Core Requirements**

The General Education Core Requirements for WBU students provides Bachelor of Science in Criminal Justice students with broad general education competencies based on a liberal arts foundation. At the same time the core requirements allow students flexibility based on their individual backgrounds and specific educational and career goals.

The core curriculum requires 3 credit hours of Old Testament studies and 3 credit hours of New Testament studies.

#### **4.4 General Education Requirements**

All Criminal Justice students must complete the general education requirements of the degree plan. The general education requirements make up 45 semester credit hours of the degree program and consist of the following courses:

<b>Courses</b>	<b>Credit Hours</b>
Micro Computer Applications I	3
English Composition I	3
English Composition II	3
Fundamentals of Speech	3
World Literature I or II	3

<b>Courses</b>	<b>Credit Hours</b>
Humanities Elective	3
American Government	3
Old Testament	3
New Testament	3
U.S. History	3
Introduction to Sociology	3
General Psychology	3
Contemporary Math	3
Biological Science	3
Health and Safety	3
<b>Total</b>	<b>45</b>

#### **4.5 Prior Professional Experience and/or Internship Electives**

##### **4.5.1 Prior Professional Experience Electives**

Students may earn up to 15 semester credit hours based on approved credit earned from years of experience and/or continuing education in fields related to law enforcement, public safety, military investigative services, emergency services, etc. Documentation must be submitted by the student and evaluated by the director of Criminal Justice to determine the appropriate credit award. Prior professional experience is calculated at a rate of one semester credit hour of credit given per every 120 hours of on-site, documented, work experience, with a total 360 contact hours equaling credit for one practicum course, or at a rate of one semester credit hour of credit given per every 45 hours of documented classroom and/or training hours. To earn credit for prior professional experience the student should contact his/her Academic Advisor and request to complete a Prior Professional Experience Assessment. The cost of the assessment is \$75. Prior professional experience elective deficiencies may be satisfied with other coursework taken through Williams Baptist University or through an Internship.

For students wishing to transfer years of experience in the fields related to law enforcement, public safety, military investigative services, emergency services, etc., they will need to submit documentation of their work history. Prior learning assessments such as challenge exams and/or portfolio-based assessments will be used to judge the validity and worth of prior experience. The CJ Director and Dean of Online and Graduate Studies will utilize appropriate rubrics for assigning credit based on best practices.

##### **4.5.2 Internship Electives**

Internships must be approved by the Director and shall be in a related field to criminal justice. During an internship the student may work in a full-time or part-time, paid or

not-paid capacity. Examples of qualified jobs include, but are not limited to: jailer/correctional officer, law enforcement officer, security guard, law clerk, or court advocate.

To qualify for an internship students must meet the following requirements:

1. Successful completion of CJ 2003: Principles of Criminal Justice **and** CJ 2103 Ethics in Criminal Justice.
2. Have a minimum 2.0 cumulative GPA.

Students may earn up the maximum of 15 semester credit hours for this section of the program by completing an internship. 1 semester credit hour is equal to 45 hours of on-site, documented, internship work experience, with a total of 135 contact hours equaling one practicum course. Prior experience is calculated at a rate of 1 semester credit hour of credit given per every 120 hours of on-site, documented, work experience, with a total 360 contact hours equaling credit for one practicum course. To earn credit for prior experience the student should contact his/her Academic Advisor and request to complete a Prior Professional Experience Assessment. Internships are divided into the following practicum courses:

<b>Courses</b>	<b>Credit Hours</b>
CJ 1603: Internship I	3
CJ 1703: Internship II	3
CJ 2603: Internship III	3
CJ 2703: Internship IV	3
CJ 3603: Internship V	3
<b>Total</b>	<b>15</b>

#### **4.6 Accepted/Transfer Electives**

Criminal Justice students may earn up to 15 semester credit hours from approved transfer credit from regionally accredited colleges and universities, military training approved for academic credit through the American Council on Education an approved technical/professional training credit. Free elective deficiencies may be satisfied with other coursework taken through Williams Baptist University.

For current Arkansas law enforcement officers, previous training classes that have been certified by the Arkansas Commission on Law Enforcement Standards and Training (CLEST), class hours taught by the Criminal Justice Institute, and/or classes taught by the Arkansas Department of Correction Academy to its employee for professional development may transfer for credit.

Those wishing to seek approval of training hours will be required to submit documentation of training for consideration of approval. Equivalent out-of-state training may be considered on a case-by-case basis. One semester credit hour is equal to 45 hours of certified classroom instruction. The CJ Director will evaluate transfer work submitted for possible credit, as is common practice within each department.

#### 4.7 Major Required Courses

All Criminal Justice students are required to complete each major required course with a letter grade of C (2.0) or better. If a student fails to earn a C in any of the major required courses, the course must be repeated with a satisfactory grade. The major required courses make up 45 semester credit hours of the degree program and consist of the following courses:

<b>Courses</b>	<b>Credit Hours</b>
CJ 2003: Principles of Criminal Justice	3
CJ 2103: Ethics in Criminal Justice	3
CJ 2203: Principles of Corrections	3
CJ 2303: Introduction to Forensic Science	3
CJ 2403: Criminal Procedure I	3
CJ 3003: Criminal Procedure II	3
CJ 3103: Police Administration	3
CJ 3203: Community Corrections	3
CJ 3303: Terrorism and Counterterrorism	3
CJ 3403: Criminological Theory	3
CJ 4003: Comparative Justice	3
CJ 4103: Juvenile Justice	3
CJ 4203: Crisis Management	3
CJ 4303: Community Policing	3
CJ 4403: Diversity in Criminal Justice	3
<b>Total</b>	<b>45</b>

#### **CJ Course Rotation**

Fall Term 1 (First 8 Weeks):

CJ 2003 Principles of CJ\*

CJ 2203 Principles of Corrections \*\* (Not required for on-campus student degree plan)

CJ 4003 Comparative Justice

CJ 4103 Juvenile Justice

Fall Term 2 (Second 8 Weeks):

CJ 2103 Ethics in CJ\*

CJ 2303 Intro to Forensic Science

CJ 4203 Crisis Management

CJ 4303 Community Policing

**Spring Term 1:**

CJ 2403 Criminal Procedure I

CJ 3103 Police Administration

CJ 3303 Terrorism and Counterterrorism

**Spring Term 2:**

CJ 3003 Criminal Procedure II

CJ 3203 Community Corrections

CJ 3403 Criminological Theory

CJ 4403 Diversity in CJ

\* CJ 2003 and CJ 2103 are the two prerequisite courses required for all 3000 and 4000 level criminal justice course

**4.8 Bachelor of Criminal Justice Degree Program Breakdown**

General Education Requirements	45
Prior Experience Electives	15
Accepted/Transfer Electives	15
Major Required Courses	45
<b>Total</b>	<b>120</b>

**Course Descriptions****CJ 1111 Prior Professional Experience** (1 Credit Hour) (May be repeated.)

Students may earn up to 15 semester credit hours based on approved credit earned from years of experience and/or continuing education in fields related to law enforcement, public safety, military investigative services, emergency services, etc. Documentation must be submitted by the student and evaluated by the director of Criminal Justice to determine the appropriate credit award.

**CJ 1112 Prior Professional Experience** (2 Credit Hour) (May be repeated.)

Students may earn up to 15 semester credit hours based on approved credit earned from years of experience and/or continuing education in fields related to law enforcement, public safety, military investigative services, emergency services, etc. Documentation must be submitted by the student and evaluated by the director of Criminal Justice to determine the appropriate credit award.

**CJ 1113 Prior Professional Experience (3 Credit Hour) (May be repeated.)**

Students may earn up to 15 semester credit hours based on approved credit earned from years of experience and/or continuing education in fields related to law enforcement, public safety, military investigative services, emergency services, etc. Documentation must be submitted by the student and evaluated by the director of Criminal Justice to determine the appropriate credit award.

**CJ 2003 Principles of Criminal Justice (3 Credit Hours)**

This course focuses on the formal crime control process in the United States. Students will examine the agencies and processes involved in administering justice: the police, the prosecutor, the courts, and correctional systems.

**CJ 2103 Ethics in Criminal Justice (3 Credit Hours)**

Students will identify and explore ethics and values in the criminal justice system, paying special attention to issues of social inequality. Discusses remedial strategies and behavior relating to unethical behavior from an individual and group perspective.

**CJ 2203 Principles of Corrections (3 Credit Hours)**

This course provides an analysis of major correctional systems; their objectives and programs as they relate to the rehabilitation of offenders. This course seeks to provide students with an analysis and evaluation of contemporary correctional systems. All aspects of the correctional system will be discussed, including, but not limited to, sentencing, probation, intermediate sanctions, jail and prison, parole, and inmate issues. The course will include discussion of recent research concerning the correctional institution and the various field services.

**CJ 2303 Introduction to Forensic Science (3 Credit Hours)**

This course gives an overview of general principles of forensic science, techniques, equipment, and methodologies as used in crime laboratories. Focus on fingerprint and firearm identification, trace evidence (hair, fiber, paint, glass), blood, DNA evidence, forensic documentation examination, crime scene kits, and forensic microscopy.

**CJ 2403 Criminal Procedure I (3 Credit Hours)**

In this course Constitutional aspects of criminal procedures, including investigations, arrests, search and seizures, pre-trial processes, trial rights, sentencing, and appeals. Part I focuses primarily on the rights protected by the Fourth Amendment.

**CJ 3003 Criminal Procedure II (3 Credit Hours)**

In this course Constitutional aspects of criminal procedures, including investigations, arrests, search and seizures, pre-trial processes, trial rights, sentencing, and appeals will be examined and discussed. Part II focuses primarily on the rights protected by the Sixth Amendment. **Prerequisite:** CJ 2003 Principles of Criminal Justice, CJ 2103 Ethics in Criminal Justice, & CJ 2403 Criminal Procedure I. **NOTE:** CJ 2403 may be taken as a Co-Requisite.

**CJ 3103 Police Administration (3 Credit Hours)**

This course takes an organizational management and systems approach to the study of police administration. Emphasizes the administration of various police function, organizational structures, resources management, operational techniques, professional ethics, and leadership principles and their implications for generalized and specialized units. **Prerequisite: CJ 2003 Principles of Criminal Justice & CJ 2103 Ethics in Criminal Justice**

**CJ 3203 Community Corrections (3 Credit Hours)**

This course focuses on probation, parole, and other intermediate sanctions and community treatment options. Each is examined from both punishment and treatment model perspectives. **Prerequisite: CJ 2003 Principles of Criminal Justice & CJ 2103 Ethics in Criminal Justice**

**CJ 3303 Terrorism and Counterterrorism (3 Credit Hours)**

This course examines the indigenous and external sources of terrorism, and declared and implied objectives or strategies operations, tactics, and the countermeasures that are created. This course will take an even closer look at prioritizing terrorism while trying to focus on other U.S. problems and foreign policy objectives. **Prerequisite: CJ 2003 Principles of Criminal Justice & CJ 2103 Ethics in Criminal Justice**

**CJ 3403 Criminological Theory (3 Credit Hours)**

This course focuses on the various theories of crime and delinquency causation, the philosophical assumptions on which the theories rest, the policy implications of the theories, their weaknesses, and the current research on each perspective. In addition to exploring the theories, students examine the philosophical assumptions on which all theories are based while exploring the policy implications of the various theoretical perspectives, the weaknesses of each theory, and the research designed to test theories. **Prerequisite: CJ 2003 Principles of Criminal Justice & CJ 2103 Ethics in Criminal Justice**

**CJ 4003 Comparative Justice (3 Credit Hours)**

The class will examine issues related to crime throughout the world. The student will identify, analyze, and compare the criminal justice systems in the U.S. with those of other countries. The course will explain the basic worldwide philosophies of law and justice, the arrangements for crime prevention and law enforcement, and the methods of selecting judges and juries around the world. **Prerequisite: CJ 2003 Principles of Criminal Justice & CJ 2103 Ethics in Criminal Justice**

**CJ 4103: Juvenile Justice (3 Credit Hours)**

Theoretical foundations of delinquency causation. Historical tracing of the American juvenile justice system, including the juvenile court and its jurisdiction, police interaction with juveniles, and treatment and correctional strategies for young offenders; along with examination of prevention and treatment approaches will all be covered in this course. **Prerequisite: CJ 2003 Principles of Criminal Justice & CJ 2103 Ethics in Criminal Justice**



### **CJ 4203 Crisis Management (3 Credit Hours)**

The course develops managerial skills in crisis avoidance, management, and recovery. Students learn how to respond to situations creating danger to organizations, their employees, and the public. **Prerequisite:** CJ 2003 Principles of Criminal Justice & CJ 2103 Ethics in Criminal Justice

### **CJ 4303 Community Policing (3 Credit Hours)**

This class explores how community policing is both a philosophy and an organizational strategy that allows police and community residents to work closely together in new ways to solve the problems of crime, fear of crime, physical and social disorders, and neighborhood decay. **Prerequisite:** CJ 2003 Principles of Criminal Justice & CJ 2103 Ethics in Criminal Justice

### **CJ 4403 Diversity in Criminal Justice (3 Credit Hours)**

This course examines the interrelationship of race, class, and gender with the criminal justice system in law enforcement and the correctional system. **Prerequisite:** CJ 2003 Principles of Criminal Justice & CJ 2103 Ethics in Criminal Justice

### **CJ 1603/CJ 1703/CJ 2603/CJ 2703/CJ 3603 Criminal Justice Internship**

Internships must be approved by the Director and shall be in a related field to criminal justice. During an internship the student may work in a full-time or part-time, paid or not-paid capacity. Examples of qualified jobs include, but are not limited to: jailer/correctional officer, law enforcement officer, security guard, law clerk, or court advocate.

To qualify for an internship students must meet the following requirements:

1. Successful completion of CJ 2003 Principles of Criminal Justice **and** CJ 2103 Ethics in Criminal Justice.
2. Have a minimum 2.0 cumulative GPA.

Students may earn up the maximum of 15 semester credit hours for this section of the program by completing an internship. One semester credit hour is equal to 45 hours of on-site, documented, internship work experience, with a total of 135 contact hours equaling one internship course. **May be repeated for a total of 15 hours credit.**

## **5. Program Advising**

Academic advising is a shared responsibility between the student, academic advisor, and when needed, Program Director. After a student has been admitted to the Bachelor of Science in Criminal Justice program, the student will meet with the Academic Advisor before registering for courses. Correspondence via e-mail with the Academic Advisor is an acceptable method for off-campus students.

The following bullets outline the responsibilities of each party.

### **5.1 Academic Advisor Responsibilities**

- Explain University core curriculum and academic major requirements.
- Explain graduation requirements.

- Verify students' completion of criminal justice major/minor requirements.
- Register students in courses.
- Assist students with learning more about the criminal justice major.
- Inform students of campus resources that will help them make decisions and feel connected with the University.
- Assist students in establishing an academic plan and career goals and provide support to accomplish goals.
- Help students review and evaluate progress toward the degree.
- Explain academic policies and procedures.
- Coordinate and approve all designated education transactions (i.e. course registration, major changes, withdrawal form WBU, etc.).
- Facilitate the graduation check process.

## **5.2 Student Responsibilities**

- Contact academic advisor at least once each semester, more often if needed.
- Be prepared for each advising session.
- Follow through on actions identified during each advising session.
- Get to know your advisor by sharing your personal interests, values, abilities, goals, etc.
- Know Williams Baptist University and the Bachelor of Science in Criminal Justice policies, important dates, and deadlines.

## **5.3 Program Director Responsibilities**

- Approve criminal justice major transfer credits.
- Review requests for student internships and outline learning agreements for internships approved.
- Review transfer credits as it relates to the degree's major and elective course requirements.
- Evaluate transfer credit appeals, petitions for re-admission, and all other grievances.

# **6. WBU Course and Grade Policies**

## **6.1 Academic Probation and Suspension Policy**

The following other general rules apply to grading policy and undergraduate students' academic standing with WBU. The calculation of cumulative GPA shall be based on all course work applied to the degree, including any courses taken as a non-degree student. The following is WBU's policy on Academic Probation and Suspension:

Students attempting less than 60 hours of credit are placed on academic probation if their cumulative GPA is less than 1.5 on hours attempted at WBU. Students placed on academic probation whose GPA on work attempted the following semester is less than 1.65 will be suspected for one semester.

Students attempting at least 60 semester hours of credit will be placed on academic probation any time the cumulative GPA falls below 2.00. A student will be academically suspended if the following applies:

- A cumulative GPA of 1.65 or less on 60 through 75 attempting hours.
- A cumulative GPA of 1.80 or less on 76 through 89 attempted hours.
- A cumulative GPA of 1.90 or less on 90 attempted hours and above.

Students who enroll under academic probation will be suspended after one semester if their current GPA on hours attempted at WBU falls below a 1.5.

The purpose of academic suspension is to provide students with time away from University to examine and re-evaluate their academic problems and goals. Students who are suspended must submit an application for readmission.

## **6.2 Grade Policies**

The Williams Baptist University Grading System is based on a 4.0 absolute scale as follows:

A – 4 points per semester hour

B – 3 points per semester hour

C – 2 points per semester hour

D – 1 point per semester hour

F – 0 points per semester hour

All student must maintain a 2.0 cumulative grade point average. The cumulative GPA is the numeric average of the letter grades received in courses.

$$\text{GPA} = \frac{\text{Total Grade Points}}{\text{Total Graded Credits Attempted}}$$

## **6.3 Pass/Fail Credit**

General knowledge areas and electives are the only courses that can be taken pass/fail. Core intellectual competencies and courses required by the major/minor cannot be completed as pass/fail.

Students interested in completing a course as pass/fail should contact the Registrar's Office.

## **6.4 Retakes and Incompletes**

### **6.4.1 Retaking Courses**

A student may not retake any course more than twice during the course of the degree program, regardless of whether the need for a retake results from a low grade, an incomplete, or a course withdrawal. Extreme exceptions can be petitioned to the Program Director.

A student who receives a letter grade for a course that is too low to qualify for credit (less than a 2.0 for major courses) may retake the course once. The grade in the last course

taken will be used to calculate the student's overall GPA. To retake a course, the student must re-enroll and pay tuition and fees for the course again.

### **6.4.2 Incompletes**

An Incomplete may be granted when the student has successfully completed 75 percent or more of the course and is prevented from completing the class by circumstances beyond their control. The course instructor has the discretion as to whether to grant an incomplete, and students should be aware that not all faculty will grant Incompletes.

Students in online courses should be aware that they will not have access to the course shell after the ending date of the course; therefore, Incompletes are not available for work that must be completed using the course shell.

If the instructor agrees to grant an Incomplete, the student must make arrangements to complete the remaining coursework with the original instructor within three months. The student may not "sit in" on the class in subsequent semesters.

Once the coursework is completed, the instructor will change the grade to a letter grade. If the coursework is not completed within three months, the Incomplete will automatically change to an F on the student's transcript.

### **6.5 Retroactive Grade Changes**

Students will not be permitted to request grade changes for courses in which a final letter grade has been received except as a result of instructor error or as otherwise warranted through the academic grievance process. A student may not enter into an agreement with an instructor to retroactively change a final letter grade based on work completed by the student after the course has ended.

### **6.6 Drops and Withdrawals**

Deadlines for dropping a course are set by the Office of the Registrar and posted on the Academic Calendar for each semester. It is the responsibility of the student to know the important dates during the academic semester. Those dates can be found at WBU's website: <http://www.wbcoll.edu/>.

In order to withdrawal from a course, current students must complete a [Withdrawal Form](#) from the Registrar's Office. Students who withdraw before the beginning of the final examination period will have a W recorded on the permanent record. A student who withdraws without following this required procedure will be recorded as having withdrawn unofficially and each grade will be recorded as an F, and no fees will be refunded. Refunds for withdrawals will be made according to the Refund of Fees Schedule as follows:

During the first full week of class – 100% Refund

After the first full week of class – Students are not eligible for a refund.

## FINANCIAL INFORMATION

### SPECIAL FEES AND EXPENSES

Special fees are assessed when applicable and are due when assessed. *Other* special fees may be assessed, (e.g. honor society fees).

Online CJ Program Course Per Hour.....	350.00
Administrative Course Withdrawal Fee.....	\$ 15.00
Charge.....	15.00
Dishonored Check.....	(first time) 20.00
	(second time) 35.00
Graduation Fee.....	130.00
Late Registration Fee.....	100.00
Replacement Diploma Fee.....	50.00
Transcript.....	10.00
Prior Professional Experience Assessment .....	75.00

### 7. Payment of Accounts

All charges are due and payable on the first day of classes. Accounts can be paid online through the WBU website, by calling the business office at [870-759-4123](tel:870-759-4123), or by paying in person. Accounts can be paid by cash, cashier check, money order, or major credit card. Personal checks will be accepted; however, should this form of payment be made, transcripts will be placed on hold for fifteen business days. Students who have not paid their balance in full, or arranged financial aid through WBU's financial aid office, by the start of the second week of classes will be dropped.

### 8. Financial Assistance

Please check with the Financial Aid Office for loan and grant options, and a list of available scholarships: [http://www.wbcoll.edu/financial\\_aid\\_scholarships.aspx](http://www.wbcoll.edu/financial_aid_scholarships.aspx).

All students are strongly encouraged to check with the Financial Aid Office, even if the student thinks he or she is not eligible. Faculty and staff at Williams Baptist University strive to serve our students, and the professionals working in this office have the most up-to-date information.

### 9. Student Complaint/Grievance Policy

Williams Baptist University strives to provide effective and positive services and experiences. Online student may register their concerns and/or complaints regarding WBU personnel, services, regulations, or other perceived nonconformities to the Vice President of Academic Affairs.

Complaints must be filed in writing in order for an official investigation to occur. The official investigation may result in a disciplinary hearing or other appropriate measures to ameliorate the complaint.

## **10. Graduation Procedures**

Williams Baptist University's graduation ceremony is held at the end of the Spring term. If a student graduates during the Summer or Fall terms; the student is invited to participate in the Spring commencement ceremony in May. The student is required to meet with his or her Academic Advisor at least four eight-week terms before the student intends to graduate, in order to apply for graduation and schedule to take the Educational Testing Service (ETS) Major Fields Test (MFT) in Criminal Justice. The ETS MFT is used for program evaluation purposes and, although required for graduation, will not count for or against the student's GPA.

Once the Academic Advisor has ensured that all program requirements have been met, less what the student must complete during his or her last term, the student will be able to file an Intent to Graduate Form with the Registrar's Office. It is required that this process be completed at the beginning of the full semester in which the student intends to graduate.

## **11. Student Code of Conduct**

Williams Baptist University holds high ideals and expectations of each student who chooses to join its community. In upholding these ideals, Williams proclaims the values of the worth of the individual; personal integrity; critical, independent thinking; self-discipline; and community responsibility and accountability, and seeks to experience the growth and fulfillment which characterize a dynamic environment. University regulations go into effect when an individual matriculates and continues until the time of graduation or withdrawal. By the act of registration, the student agrees to accept the standards and regulations reflected in this document and other publications of WBU, such as the Student Handbook, found at: <http://eagle.wbcoll.edu/handbook/Student.pdf>.

## **12. Notification of Rights under FERPA for Postsecondary Institutions**

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Williams Baptist University receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Williams Baptist University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Williams Baptist University who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Williams Baptist University.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- To other school officials, including teachers, within Williams Baptist University whom the school has determined to have legitimate educational interests. This

includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against



him or her. (§99.31(a)(14))

- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

## WILLIAMS BAPTIST UNIVERSITY BOARD OF TRUSTEES

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**Mr. Dave Russell**, 324 Dunwoody, Jonesboro

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**Angela Flippo, M.B.A.**..... Vice President for Enrollment Management

### Administrative Staff

**Aaron Andrews, M.A.**..... Interim Bursar

**Larry Bailey**..... Computer Services Technician

**Tonya Bolton, B.A.**..... Director of Advising & Retention

<b>Kay Lynn Bennett</b> .....	Administrative Assistant, Academic Dean
<b>Aneita Cooper, Ph.D.</b> .....	Director of Counseling
<b>Morgan Durham B.S.E.</b> .....	Human Resource and Payroll Specialist
<b>Lisa Foley</b> .....	Financial Aid Specialist
<b>Laura Freeman, B.S.</b> .....	Admissions Counselor
<b>Amber Grady, M.S.</b> .....	Dean of Students
<b>Jim Hartness</b> .....	Chief of Police; Director of Campus Security
<b>Tracy Henderson, B.A.</b> .....	Registrar
<b>Kayla Malcom</b> .....	Administrative Assistant, Office of Admissions
<b>Blake McGinnis, B.A.</b> .....	Director of Information Technology
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<b>Lynette Rose, A.A.</b> .....	Administrative Assistant, Office of Business Affairs
<b>Amy Steele.</b> .....	Admissions Records Coordinator
<b>Rachel Steele, B.S.</b> .....	Admissions Counselor; Asst. Dir., Admissions & Financial Aid
<b>Hannah Vernon B.S.</b> .....	Admissions Counselor
<b>Andrew Watson, Ed.D.</b> .....	Director of Financial Aid

### **Faculty 2020-2021**

Ann Webb, Dean of Graduate and Online Studies  
B.S.E, M.S.E., Ph.D., Arkansas State University.

Chris Hankins  
B.S., M.A. in Criminal Justice, Arkansas State University; A.A.S. Black River Technical College

Brian Luetschwager, Director of Criminal Justice  
A.A.S. & E.M.T. - University of Arkansas Community College in Batesville  
B.S. - Arkansas State University; Further Studies - American Public University  
M.A. – American Public University Systems

Darren Plaster,  
B.S., University of Central AR; Master of Criminal Justice, Boston University