

# 2009

## Office of Graduate Studies

John Jay  
College of  
Criminal Justice

## [FREQUENTLY ASKED QUESTIONS]

The main purpose of this FAQ list is to make information accessible as possible to our graduate students. Consider reading this short manual if you are an incoming and/or continuing student and especially if you are planning to graduate in the upcoming semester. Some of these questions are asked daily by our graduate students and we are positive that it will answer some of yours. Feel free to add your questions to the list by emailing us at [gradautestudies@jjay.cuny.edu](mailto:gradautestudies@jjay.cuny.edu).

**Do I have an academic advisor?**

Yes, graduate students have an advisor. Each master's program has a Program Director and for some programs there are advisors available.

**Who is my Program Director and how can I contact him/her?**

Please find below a list of your MA Program Director/s and their phone/room contact information (alphabetically ordered by program):

**BA/MA Program Director** *Rosemary Barberet* 212-237-8676/520-10T

**Criminal Justice Program Director** *William Heffernan* 212-237-8376/422-15T

**Forensic Computing Co-Program Directors** *Samuel Graff* 212-237-8767/4223N and *Richard Lovely* 212-237-8685/520T

**Forensic Mental Health Counseling Program Director** *James Wulach* 212-237-8782/2424N

**Forensic Psychology Program Director** *Diana Falkenbach* 646-557-4429/2121N

**Forensic Science Program Director** *Margaret Wallace* 212-237-8492/4411N and Program Advisor *Peter Diaczuk* 646-557-4530/603B

**Protection Management Program Director** *Norman Groner* 212-237-8834/3530N

**Public Administration Program Director** *Jeanne Marie Col* 212-237-8091/3415N and Program Advisor *Robert Sermier* 212-237-8484/3538N

**Public Administration–Inspector General Program Director** *Ned Benton* 212-237-8089/3524N

It is recommended that you e-mail your questions and concerns and then follow up with a phone call if needed. To e-mail your Program Director use the first initial and his/her last name at jjay.cuny.edu (ex Prof. John Smith's email would be [jsmith@jjay.cuny.edu](mailto:jsmith@jjay.cuny.edu)).

### **Who is the Dean of Graduate Studies?**

The Dean of Graduate Studies is Dr. Jannette O. Domingo. To view her biography please visit our website. She can be reached at 212.237.8423 or [graduatestudies@jjay.cuny.edu](mailto:graduatestudies@jjay.cuny.edu).

### **Can I meet with the Dean for academic and/or other concerns?**

Yes, you may. However, you must first meet with your respective Program Director to discuss all academic and non-academic concerns. If matters are not resolved, you may schedule a meeting with the Dean by contacting her Executive Assistant at 646.557.4775 or [graduatestudies@jjay.cuny.edu](mailto:graduatestudies@jjay.cuny.edu).

### **How can I get in contact with my current, prospective or former Professor?**

Students should check the online College's directory (<http://doit.jjay.cuny.edu/intranet/intradir/>) to retrieve the listed e-mail and phone number of the Professor. If no e-mail or phone number is listed students should do one of the following:

1. Contact their respective Program Director to see if they have any up-to-date contact information
2. Contact the department secretary

If the above attempts are not successful, students are encouraged to contact the Office of Graduate Studies at 212.237.8423 or [graduatestudies@jjay.cuny.edu](mailto:graduatestudies@jjay.cuny.edu).

**How many times do graduate courses meet each week?**

Graduate courses meet once per week and each class is two hours.

**How many credits is a graduate course?**

A graduate course is 3 credits with the exception of few MA Forensic Science courses, which are five credits.

**Are weekend courses offered?**

Yes, we offer some courses on Saturday. However, most graduate courses are offered on weekdays in the evening.

**When do classes meet?**

Monday to Thursday scheduled graduate courses usually meet during the following time slots:

- 09:45-11:45\* a.m.
- 11:45-01:45\* p.m.
- 02:10-04:10 p.m.
- 4:15-6:15 p.m.
- 6:20-8:20 p.m.
- 8:25-10:25 p.m.

\*Applicable only to one or two MA Forensic Psychology courses per semester.

On Friday, scheduled NYPD leadership certificate graduate courses usually meet during the following slots:

- 09:30-11:30 a.m.
- 12:30-02:30 p.m.
- 05:00-07:00 p.m.

Note: These classes are only available to NYPD officers who have been admitted as non-matriculated students into the leadership certificate program. There are no exceptions made.

Saturday scheduled graduate courses usually meet during the following slots:

- 09:45-11:45 a.m.
- 12:30-02:30 p.m.

**Are online courses offered?**

Yes. However, these courses are limited to the Protection Management and Public Administration programs

**Are summer courses available?**

Yes. There are two five-week summer sessions in the Criminal Justice and Forensic Psychology programs and one eight-week summer session for the MPA and Forensic Psychology programs. The summer schedule changes and the same courses are not offered at each summer session. The number of sessions and courses vary by program.

**I would like to transfer the credits of a graduate course I successfully completed at another college. What is the procedure?**

Matriculated graduate students can transfer up to 12 credits and must have completed all courses with a grade of B or higher. Credits completed more than seven years preceding the time of graduate application for admission will be accepted ONLY in exceptional circumstances. **Note:** Credit for courses taken on permit at other CUNY colleges will be included in the 12 credits available for transfer. The student must complete the “Request for Transfer Credit” form and request the approval of the appropriate Master’s Program Director. The form is available from the One Stop Office.

**The class I want is closed. How can I get permission to enter a closed class?**

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

**What is considered part time and/or full time?**

A student is considered part time when enrolled for 6 credits and full time for 12 credits.

**How can I get a degree audit? I want to make sure I am on the right track.**

First, students are strongly encouraged to conduct a self audit by referring to the CUNY degree audit tool at [www.cuny.edu](http://www.cuny.edu) and the graduate bulletin. Degree audits are also conducted by the staff of the Registrar's Office. It is recommended that students meet with their respective Program Director/s for clarification and advisement on what classes to take to satisfy their specialization requirements.

**What are 800 level courses? Can I take such course and use it towards my specialization or as an elective?**

The 800 level courses are experimental courses offered for a few semesters unlike the 700 level courses which are permanent and are offered regularly. The 800 level courses are not listed in the graduate bulletin. A course description of the course may be obtained from the Professor teaching the course, the Program Director and/or the Office of Graduate Studies. Approval must be received approval from the Program Director to register for an 800 experimental course, which will be used to fulfill the requirements for a specialization.

**I am taking either the qualifying exam and/or the comprehensive exam but I am not sure when the examination will take place.**

You should contact the Program Director, an advisor in the program or the Secretary of the department for the dates of either the qualifying exam or the comprehensive exam. All information for these examinations is usually available

either from the Program Director or an advisor. Usually, the Secretary of the Department will have information for dissemination to students.

**I am planning to graduate this semester. Is there anything I need to do?**

Yes. You need to apply for graduation at the One Stop. The “Applying for Graduation Form” must be completed. Please note that there is specific deadline for graduation. The deadline is posted on the academic calendar. The CRJ and MPA programs require students to declare and/or validate their specialization. Please ensure that the “Graduate Specialization Validation Form” is completed and the Program Director’s approval and signature are obtained. Both forms must be submitted at the One Stop.

**What do I need to do to register for the thesis prospectus course or to write a thesis?**

The instructions for the thesis prospectus course and for preparation of a thesis can be obtained <http://www.jjay.cuny.edu/academics/739.php>.

**Do you have a question not listed on this FAQ list?**

Please download our graduate studies policies and procedures online at <http://www.jjay.cuny.edu/academics/739.php> or contact us at 212.237.8423 or [graduatestudies@jjay.cuny.edu](mailto:graduatestudies@jjay.cuny.edu).