

# **Criminal Justice Distance Learning Program**

## **Administration of Justice Concentration**

Department of Criminology and Criminal Justice  
Western Carolina University

The Bachelor of Science in Criminal Justice with a concentration in Administration of Justice is a distance learning program targeting criminal justice professionals. The Administration of Justice concentration is designed for the criminal justice professional to examine the current principles and practices of today's criminal justice organizations. The courses are structured to facilitate the career path of the criminal justice professional and to provide an advanced study in criminal justice leadership, management, supervision, organizational behavior, human resources, and technology. Students also have the option of declaring a minor in Emergency and Disaster Management to complement their Criminal Justice major.

Acceptance into the Criminal Justice Distance Learning Program is highly competitive and often requires application and admission to Western Carolina University as much as two semesters in advance of planned attendance. General admission requirements for undergraduate students can be found on the Western Carolina University Admission Requirements website. Regardless of a prospective student's acceptance to Western Carolina University, the acceptance of a prospective student into the Criminal Justice Distance Learning Program is not guaranteed.

The admission process involves four discrete steps:

1. Prospective students first apply to Western Carolina University by following the admissions process to the university.
2. Prospective students will also apply to the Criminal Justice Distance Learning Program by completing a Supplemental Application (see below).
3. If admitted to the university, notice will be sent to the Criminal Justice Distance Program Director.
4. The Criminal Justice Distance Program Director will then evaluate the applications and, in consultation with a committee of faculty members, make admissions decisions for the online Criminal Justice program.

### **Admissions Criteria to the Criminal Justice Distance Learning Program**

To be eligible to apply for admission to the Criminal Justice Distance Learning Program, a prospective student must meet the application requirements of the University and:

- Have an Associate of Arts (A.A.) degree; or
  - Have an Associate of Science (A.S.) degree; or
- (Note that the A.A. or the A.S. are the optimal degrees for a seamless transfer, having been designed for that purpose.)
- Have completed the "44 General Core" courses that satisfy the General Education/Liberal Studies requirement for a North Carolina community college; or
  - Have completed all coursework that satisfies Western Carolina University's Liberal Studies requirement.

AND

- Have a cumulative grade point average of 2.0 or higher on all previous coursework;
- Have a minimum of one year of verifiable work experience in a criminal justice -- or related agency.
  - Note: To document your criminal justice experience, a letter from your agency administrator must be submitted with the Supplemental Application.

The following criminal justice courses at a community college will transfer into the major at Western Carolina University as follows:

- a) CJC 111 transfers as The Criminal Justice System (CJ 150)
- b) CJC 121 transfers as Police in Society (CJ 320)
- c) CJC 132 transfers as Criminal Courts (CJ 330)
- d) CJC 141 transfers as Institutional Corrections (CJ 340)
- e) CJC 212 transfers as Ethics in Criminal Justice (CJ 370)

The BSCJ will require the following:

- 60 semester hours of 300 and 400 level coursework;
- 30 semester hours must be completed from WCU course offerings;
- All transfer work will be assessed by applying the statewide North Carolina Community College articulation agreement.

### **Deadlines for Applying to the Criminal Justice Distance Learning Program**

For priority consideration, all application materials must be submitted and available for a review by the Criminal Justice Distance Learning Program Admissions Committee by the following dates:

- For acceptance to a Fall semester: March 1st
- For acceptance to a Spring semester: October 1st

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**SUPPLEMENTAL APPLICATION**

Name \_\_\_\_\_ DOB \_\_\_\_\_

Mailing Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

Home phone (\_\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_\_) \_\_\_\_\_

**Previous Higher Education Coursework**

- Number of semester hours completed prior to admission \_\_\_\_\_
  - Number of semester hours completed at a community college(s) \_\_\_\_\_
  - Number of semester hours completed at a senior (4-year) institution(s) \_\_\_\_\_
- Most recent semester grade point average \_\_\_\_\_
- Most recent cumulative grade point average \_\_\_\_\_

**Criminal Justice Work Experience**

List your most recent criminal justice work experience:

Name of Agency	City and State	Title of Position / Rank	Dates From / To
			/
			/
			/

**Statement of Professional Goals**

Attach a typed written statement of two to three pages in length describing your criminal justice work experience, previous college coursework, and how you intend to use a four-year degree in Criminal Justice with a concentration in Administration of Justice to enhance your career in criminal justice.

Your written statement must be formatted using: 1) Times New Roman font, 2) a font size of 11, 3) one inch margins on all sides, 4) double-spaced, and 5) 2 to 3 pages in length. Include as a header, your name and intended semester of enrollment.

I certify that all the above information is true and accurate to the best of my knowledge.

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

Once complete, the Supplemental Application, criminal justice agency letter documenting the applicant's experience, and the Statement of Professional Goals should be mailed to:

Director  
Criminal Justice Distance Learning Program  
Department of Criminology and Criminal Justice  
Western Carolina University  
413-A Belk Building  
Cullowhee, North Carolina 28723