

WILEY  
COLLEGE

**CRIMINAL  
JUSTICE  
ADMINISTRATION**

STUDENT HANDBOOK

W

GO FORTH *inspired.*



Criminal Justice Administration  
Handbook

GO FORTH *inspired.*

## INTRODUCTION

Working adult students frequently have unique goals, along with other primary life responsibilities, that necessitate a more flexible approach to the design of learning experiences, the scheduling of classes, and the formulation of a program of study. To meet these needs, Wiley College offers the Criminal Justice Administration Program (CJA), a program leading to a Bachelor of Arts Degree in (BA) with a concentration in Criminal Justice Administration (used interchangeably with Criminal Justice Administration Program [CJA]). All ideas, concepts, implementation strategies, and goals are driven by research and data that support academic success for the adult learner.

Wiley College developed the CJA Program to meet the needs of adult students who are 25 years of age and older, with not less than two years of college credit (60 semester hours), who are seeking a baccalaureate degree. These non-traditional students are typically full-time employees and prefer evening and weekend study so that they may continue to work.

The program is offered in a structured cohort format, with 15 to 25 students enrolled in each cohort, and who remain in the same cohort through graduation. The typical scheduling design is to take one course at a time, one night a week for four hours between 6 pm to 10 pm. Each course generally lasts for a period of five weeks. The cohort-based approach to instruction has proven to be effective with adult learners. This cohort approach allows for student-to-student support and the opportunity to participate in a collaborative environment.

Students are introduced to social-psychological perspectives, including cultural diversity and views of deviance, as they apply within the criminal justice system; basic criminology; correctional theory; constitutional and ethical considerations in criminal law enforcement; investigational practices and procedures; leadership and management of enforcement personnel; and research design and statistics.

The use of an accelerated timetable for coursework completion is derived from successful academic models found in adult education programs of a similar nature. Research shows this academic model to be effective for three reasons:

1. It allows students to concentrate on one course at a time.
2. It requires students to spend significant amounts of time in preparation outside of class.
3. It builds cohesiveness among students and stimulates accelerated learning.

The CJA faculty members are made up of Wiley College professors and adjunct instructors from the criminal justice field who are practicing professionals. All faculty members have experience with adult learners. Instructors use a variety of instructional techniques; however, they must also dedicate a significant segment of their class time helping students sort out the vast amount of information they have gained from reading, research, and writing assignments. All faculty members are available to students during their office hours; or students may call or email and make appointments with non-faculty adjuncts.

Students must complete the minimum course load of 120 credit hours to graduate with the Bachelor of Arts Degree with a concentration in Criminal Justice Administration. The total course work may include prior college transfer credits and credit hours obtained through the College Level Examination Program (CLEP) and Credit for Prior Learning (CPL). To transfer credits from another institution, students must have received a “C” letter grade or better in order for the credits to be accepted. Credits for developmental or remedial courses are not accepted for transfer, regardless of the grade earned. A minimum *grade-point average of 2.0 in all course work* undertaken in this program at Wiley College is required for graduation. The minimum *grade-point average of 2.0 in the concentration area* is also required for graduation.

The accelerated courses in the Criminal Justice Administration Program are rigorous. It is necessary to acquire significant amounts of course subject matter through extensive reading and completion of related assignments. Students must schedule their time wisely and discipline themselves to meet the intensive schedule and the reading and research demands of the program. Because the Criminal Justice Administration Program is extensive and rigorous, students must have access to the internet (preferably high speed) for success in the program.

### **THE MISSION STATEMENT OF WILEY COLLEGE**

Wiley College, founded in 1873 in Marshall, Texas, is a historically black, primarily liberal arts, residential, co-educational, baccalaureate degree-granting institution affiliated with The United Methodist Church.

Committed to the principle of educational access, the College serves traditional and non-traditional students from diverse backgrounds who have expressed a desire and potential for learning in a Christian environment. The College, in fulfilling its basic purpose of providing a liberal arts education with a global focus, endeavors to provide an intellectually stimulating environment, promoting student competencies in communication, as well as critical and analytical thinking. The College also supports spiritual, ethical, moral, and leadership development. To achieve these superordinate goals, the College promotes an atmosphere of academic freedom and employs a faculty committed to excellence and innovation in teaching, advising, and scholarship. The faculty provides a rigorous curriculum for preparing graduates for professional or graduate studies and/or productive careers in traditional and emerging career fields.

Wiley College is committed to shared governance and exemplary stewardship of its resources. The College employs innovative techniques and strategic planning in all its administrative processes, using cutting-edge technology in the delivery of services to its clientele. Acknowledging its covenant relationship with The United Methodist Church, the College affirms the ideal of social responsibility and seeks to contribute to the welfare and revitalization of its community.

## **INSTITUTIONAL STRATEGIC GOALS**

Guided by the mission and core values of Wiley College, the Criminal Justice Administration Program will assist in the attainment of current institutional priorities or strategic goals for the College's development as listed below.

1. Wiley College will continue to refine and strengthen its academic offerings and will support the continued development of the three centers of excellence.
2. Wiley College will provide faculty, administrators, and staff with opportunities for professional and leadership development to enhance performance.
3. Wiley College will be unrelenting in its pursuit of a campus culture that reflects a collective commitment to the mission of the College and fosters distinctive competence and pride among employees to deliver excellent performance. Wiley College, a faith-based community of learners, expects all employees to embrace religious ideals and infuse these in day-to-day operations.
4. Wiley College will recruit students from diverse backgrounds yet continue to focus on the recruitment and retention of those who have been under-prepared for, or traditionally under-represented or under-served, in higher education including students of color, first-generation college students, students for whom English is a second language, as well as low-income and non-traditional students.
5. Wiley College will use resources effectively and efficiently to ensure a fiscally stable environment.
6. Wiley College will increase the level of external funding to support new and existing programs and services.
7. Wiley College will enhance its efforts to become responsive to community and alumni needs.
8. Wiley College will improve and expand its physical facilities.

## **ROLE OF THE OFFICE OF ACADEMIC AFFAIRS**

The Office of Academic Affairs is responsible for overseeing the development of college curricula, engaging qualified and competent faculty, defining academic regulations and policies, guiding instructional delivery, and promoting student progress. This is achieved by quality programs leading to the baccalaureate degree and characterized by these goals:

1. Improve the quality of the human experience.
2. Lay the foundation for future roles of leadership and community service.
3. Provide the breadth and depth of disciplinary preparation required for entry directly into work career paths or for entry into graduate and/or professional schools.

The desired outcome is that Wiley graduates will be critical consumers in an information age, proficient practitioners, and concerned contributors, functioning effectively in a pluralistic, highly technological, rapidly changing, global society.

The curricula for the BA and the CJA Program are managed by the Division of Social Sciences and Humanities, one of five divisions within Academic Affairs. Organizational charts, presented in Appendix I, show the structures of Academic Affairs, the Division of Social Sciences and Humanities, and the CJA.

## **OVERVIEW OF THE CRIMINAL JUSTICE ADMINISTRATION CONCENTRATION**

### **CJA Objectives**

The CJA is designed to achieve the following objectives for non-traditional students:

1. To help non-traditional students complete their academic careers with the skills necessary for college success.
2. To provide occupational exposure to non-traditional students who plan to enter graduate or professional studies.
3. To assist non-traditional students who are uncertain about a career or major choices.
4. To help non-traditional students launch their careers by obtaining suitable employment upon graduation, or to help them plan and develop their graduate and/or professional education.
5. To provide flexibility in coursework along with professional or technical components for added marketability.

### **CJA Vision**

Wiley College is dedicated to enriching people's lives through excellence in teaching, research, and service. The CJA Program aspires to be recognized as an excellent learning community creating an environment in which non-traditional students reach their full potential: academic success, lifelong learning, integrity, ethical behavior, and excellence in an atmosphere of fairness and respect.

### **CJA Mission**

The mission of the CJA Program is to produce courses and instructional support services of excellence that address the special needs of the adult learners or non-traditional students. Good teaching is a priority of this program and quality education is the capstone of its mission. This derived from concern for adult learners at the individual level and innovative instruction supported by appropriate learning technologies. CJA is committed to assessment measures, outcomes, and continuous improvement to continue providing a high-quality education.

### **CJA Role and Scope**

This program embraces the assumption that criminal justice personnel must function within a dynamic environment in which uncertainty and change are a given. Success in the twenty-first century will be influenced by the enforcer's capacity sensitively to scan the environment, to assess

facts and evidence for their relevance, to make informed decisions, and to take appropriate actions for maximum effectiveness within a given situation.

The ability to communicate clearly and persuasively, founded on self-awareness and relationships with others, is integral to this process. Case studies and class discussions are excellent tools that are used for the development of these capabilities. CJA is a professional program that focuses on the application of these skills, as well as alert awareness of circumstances and possibly relevant evidence, management, leadership, and ethical principles to the corrections environment.

Upon completion of the CJA Program, graduates are expected to demonstrate the following competences or improvements in five areas: Communication Skills; Analytical Thinking Skills; Common Body of Knowledge; Leadership, Teamwork and Collaboration; and Ethical Personal Responsibility.

1. Communication Skills
  - a) Comprehend, critically interpret, and communicate relevant information and ideas in written form in commonly accepted style and format.
  - b) Comprehend, critically interpret, and communicate relevant information and ideas in oral form, such as professional formal reports or court testimony.
2. Analytical Thinking Skills
  - a) Develop and apply various research methods to gather and evaluate information critically and analyze complex issues and construct logical conclusions.
  - b) Develop and exercise *qualitative* problem-solving skills to creatively synthesize ideas.
  - c) Develop and exercise *quantitative* problem-solving skills using scientific methods.
3. Common Body of Knowledge
  - a) Gain appreciation of constitutional issues, and the influence of socio-cultural viewpoints and interactions, as they apply to law enforcement issues.
  - b) Develop skills to assume managerial or professional responsibilities in the current criminal justice environment and related fields (e.g., probations and parole, forensics, work with Federal agencies).
  - c) Master foundational knowledge and skills within the set of core courses required of all CJA students.
4. Leadership, Teamwork and Collaboration
  - a) Develop and exhibit effective leadership skills.
  - b) Develop the knowledge and skills essential for collaborating and communicating effectively in teams.
  - c) Exhibit the ability to anticipate changes in one's personal and professional environment and manage the change process under conditions of ambiguity and risk.
5. Personal Responsibility: Ethics, Values, Multicultural and Diversity Understanding
  - a) Develop multi-cultural awareness.

- b) Develop and exhibit professional and personal judgments based on ethical consideration and societal values.
- c) Develop and exhibit personal and professional commitments to the community (civic responsibility, community service, natural environment).
- d) Demonstrate the knowledge, skills, and attitudes essential for working in partnership with people of diverse backgrounds.

## **ADMISSION TO THE CRIMINAL JUSTICE ADMINISTRATION CONCENTRATION**

### **Admission Requirements**

Adult students interested in pursuing the Bachelor of Arts with a concentration in Criminal Justice Administration are admitted to Wiley College using the same criteria and processes used to admit any other transfer student, along with some additional criteria. Person seeking admissions to the program must:

- Be admitted to Wiley College.
- Be 25 years of age or older.
- Have completed the equivalent of two years of prior college work with at least 60 semester hours of college credits that include the 40 credit hours of General Education, or their equivalent, detailed in this *Student Handbook* (see p. 10).
- Have a GPA of at least 2.00.
- Be employed or have had significant work experience.

### **Conditional Admission Requirements**

Conditional admission is awarded to applicants for whom all official required documents have not been received by the time of registration, but who have provided acceptable evidence for admission. In certain and unique cases, a student may be admitted to the BA program with a concentration in Criminal Justice Administration conditionally if the student has less than 60 semester hours of prior college work (at least 51 credit hours). To be admitted under the conditional category, the candidate must have compensating qualities, and the admissions committee must approve the admission. In such cases, the student is considered a candidate until the deficiency has been removed. If admitted, the student must sign an agreement to make-up or correct the deficiency. A deficiency can be addressed through the following methods:

- Concurrently enrolling in the needed course(s) at Wiley College or another accredited institution.
- Earning the needed credits through the College Level Examinations Program (CLEP) at Wiley College.

A documented program of study will be developed by the conditional student with his/her CJA advisor to take advantage of the offerings by Wiley College and other accredited institutions to make up all deficiencies in the most efficient manner and to prepare the candidate to join a program



cohort upon completion of all pre-requisites. No students may be admitted to a cohort with less than 60 credit hours.

## REGISTRATION AND ORIENTATION

Orientation sessions are held approximately three weeks prior to the first-class period of each semester. Registration sessions are scheduled thereafter generally at the college in Marshall. Class schedules and materials are issued during these sessions to students who complete all registration requirements. Personnel from the CJA staff, Financial Aid, the Office of Business and Finance, Student Affairs and Enrollment Services, the Library, and Information Systems and Technology are all part of the orientation sessions. These service offices are incorporated in orientation and registration to ensure that students understand the degree program and the institution.

## SCHEDULE FOR REGISTRATION AND ORIENTATION SESSIONS

CJA students may register at locations and times different and separate from those for regular traditional students at Wiley College. The sessions listed below are held on the Wiley Campus at the Hodge Center and are specifically designed as a “one-stop event” for the convenience of the new and continuing CJA students.

- For Fall Semester: Monday of the 3<sup>rd</sup> week in July from 2:00 pm – 8:00 pm
- For Spring Semester: Monday of the 2<sup>nd</sup> week in Dec. from 2:00 pm – 8:00 pm
- For Summer Semester: Monday of the 3<sup>rd</sup> week in April from 2:00 pm 8:00pm

New or continuing CJA students who are unable to attend or complete registration at the above times, may still register before or after such dates, but must do so by visiting the CJA, Financial Aid, Business, and Registrar’s offices at the Wiley College campus in Marshall, in that sequence, during regular business days and hours up to one week before the first scheduled session for any CJA course. New or continuing students who have not completed registration according to these guidelines and timetables will not be admitted to any class under any conditions.

## GENERAL DEGREE REQUIREMENTS

The BA degree with a concentration in Criminal Justice Administration has the following requirements:

*Associate of Arts Degree or Equivalent Transfer Credits*  
*60 Semester Hours - minimum to qualify for CJA Program*

General Education Requirements	40 Semester Hours
Major Field of Study Requirements	45 Semester Hours
Electives	<u>35</u> Semester Hours
<b>Total Semester Hours</b>	<b>124</b>

### Courses Required to Satisfy General Education Requirements

Completion of the General Education Requirements as follows:

Introduction to Computer Science .....	3 Semester Hours
English Composition I .....	3 Semester Hours
English Composition II .....	3 Semester Hours
World Literature I .....	3 Semester Hours
U.S. History I .....	3 Semester Hours
U.S. History II .....	3 Semester Hours
Humanities .....	3 Semester Hours
Survey of Mathematics .....	3 Semester Hours
College Algebra .....	3 Semester Hours
Introduction to Physical Science (or Biology)...	4 Semester Hours
Introduction to Sociology (or Psychology).....	3 Semester Hours
Survey of Religion and Philosophy .....	3 Semester Hours
Speech Communication .....	3 Semester hours
<b><u>Total</u></b>	<b><u>40 Semester Hours</u></b>

### Courses Required to Satisfy the Major Field of Study

CRJA	3300	Transitions through Adult Life	3 Semester Hours
CRJA	3302	Selected Topics in Social Psychology & Deviance	3 Semester Hours
CRJA	3304	Selected topics in Comparative Criminal Justice	3 Semester Hours
CRJA	3305	Introduction to the Criminal Justice System	3 Semester Hours
CRJA	3307	Issues in Constitutional Law	3 Semester Hours
CRJA	4309	Criminal Investigation	3 Semester Hours
CRJA	4310	Criminal Law and Procedure	3 Semester Hours
CRJA	4312	Criminology	3 Semester Hours
CRJA	4314	Correctional Theory	3 Semester Hours
CRJA	4320	Criminal Justice Management	3 Semester Hours
CRJA	4325	Leadership	3 Semester Hours
CRJA	4335	Issues in Diversity	3 Semester Hours
CRJA	4345	Ethics and the Administration of Justice	3 Semester Hours
CRJA	4355	Research Design and Statistics	3 Semester Hours
CRJA	4360	Field Experience	3 Semester Hours
<i>CRJA</i>	<i>4357</i>	<i>Research Design*(see below)</i>	<i>3 Semester Hours</i>
<i>CRJA</i>	<i>4365</i>	<i>Statistics*(This course breakout is scheduled to begin Fall 2012, upon approval of the Board of Trustees. They will replace CRJA 4355 and CRJA 4360.)</i>	<i><u>3 Semester Hours</u></i>
<b>Total</b>			<b>45 Semester Hours</b>

### COURSE PLANS

There are three plans available for potential students who are interested in pursuing the Bachelor of Arts with a concentration in Criminal Justice Administration (CJA). These plans are geared to a starting term during the year and illustrate sample course distribution over the expected period of study (18-24 months) and are presented in Appendix 2. The plan depends on the semester in which the student is accepted to start the CJA Program.

Please be aware that students may start anywhere in the course sequence, depending on the course offerings during the student's starting semester. Should this be the case, the student would begin as early in the course sequence as possible, and continue attending through consecutive semesters until all 15 core concentration courses have been completed.

Students who enter the CJA Program with an Associate of Arts (AA) degree generally are exempt from meeting the General Education course requirements, as these courses typically have already been taken. However, they still must earn a total of 120 total credits through this program to receive their BA in Criminal Justice Administration. Should additional credits be needed, students are encouraged to take additional free elective courses or use qualified CPL hours.

## COURSE DESCRIPTIONS

<b>Course</b>	<b>Semester Hours</b>
<b>CRJA 3300</b> <b>Transitions Through Adult Life</b> This module closely examines the nature of transitions in adult life and explores the skills needed to successfully navigate those transitions by “mastering the art of self renewal.” As an adult development module, <i>Transitions Through Adult Life</i> wrestles with both historic and contemporary adult development theory. Through a process of self-discovery, adult learners come to a new understanding of themselves and others.	<b>3</b>
<b>CRJA 3302</b> <b>Selected Topics on Social Psychology and Deviance</b> This module uses the major theoretical approaches in social psychology to provide adult learners with a deeper understanding of how people relate to and are changed by the social contexts in which they find themselves. This social-psychological perspective is, in turn, used to investigate critically the concept of deviance within the criminal justice systems.	<b>3</b>
<b>CRJA 3304</b> <b>Selected Topics in Comparative Criminal Justice</b> This module focuses on current issues and trends within criminal justice systems outside of the United States. It enables adult learners to discover the unique advantages of these systems and determine their applicability to the U. S. system.	<b>3</b>
<b>CRJA 3305</b> <b>Introduction to the Criminal Justice System</b> This module surveys the history and philosophy of the U.S. criminal justice system by providing adult learners with an overview of crime, criminals, and causal theories; the jurisdiction of local, state, and federal criminal justice agencies; the functioning of the court system, sentencing, prisons, and parole. This module also examines court specialty areas of criminal justice such as juvenile delinquency, drugs and crime, and an exploration of the future of criminal justice.	<b>3</b>
<b>CRJA 3307</b> <b>Issues in Constitutional Law</b> This module examines Supreme Court decisions on significant controversies that affect the criminal justice system. Every decision is considered in terms of the circumstances that gave rise to the controversy; the constitutional arguments of the parties to that controversy; the doctrines, rules, and policy choices the Court announced in resolving that controversy; and the salient consequences resulting from the judicial outcomes of that controversy.	<b>3</b>
<b>CRJA 4309</b> <b>Criminal Investigation</b> This module introduces adult learners to the entire investigative process and explains how the development of community policing strategies has affected the process. Through simulations and hands-on activities, adult learners will develop the basic skills and attitudes that are necessary to conduct criminal investigations properly.	<b>3</b>
<b>Course</b>	<b>Semester Hours</b>

<b>CRJA</b>	<b>4310</b>	<b>Criminal Law and Procedure</b> This module explores the principles of criminal responsibility. It focuses on the procedural steps used to enforce criminal law and, at the same time, protect the rights of individuals. It also provides adult learners with an overview of the structure and function of the court system.	<b>3</b>
<b>CRJA</b>	<b>4312</b>	<b>Criminology</b> This module examines a number of significant sociological perspectives on crime. It explores criminal law and public perceptions of crime, types of crime, and the use of data analysis in crime prevention strategies.	<b>3</b>
<b>CRJA</b>	<b>4314</b>	<b>Correctional Theory</b> This module considers the social, economic, and political consequences of crime and punishment from a number of critical perspectives. These perspectives enable adult learners to understand the casual relationship between various social factors.	<b>3</b>
<b>CRJA</b>	<b>4320</b>	<b>Introduction to Criminal Justice Management</b> This module covers basic management concepts and functions with an emphasis on the roles and responsibilities of managers in criminal justice organizations.	<b>3</b>
<b>CRJA</b>	<b>4325</b>	<b>Leadership</b> This module enables adult learners to understand and develop their leadership style within criminal justice organizations. Role-playing and leadership-inventories are used to develop insight into human relations and to develop the personal and interpersonal skills needed in leadership roles. Emphasis is placed on the ability to anticipate and manage change.	<b>3</b>
<b>CRJA</b>	<b>4335</b>	<b>Issues in Diversity</b> This module helps adult learners to become more aware of their own particular perspective, to gain insights into minority group positions and feelings, to be able to consider events from more than one viewpoint, and to apply diversity awareness skills in order to increase their effectiveness and safety on the job.	<b>3</b>
<b>CRJA</b>	<b>4345</b>	<b>Ethics and the Administration of Justice</b> This module introduces adult learners to several diverse ethical issues and provides tools for understanding and subsequently dealing with each of these issues as they relate to criminal justice professionals.	<b>3</b>

<b>Course</b>	<b>Semester Hours</b>
<b>CRJA 4365    Statistics</b> An introduction to the use of statistical information and the relationship between research and statistical procedures used to analyze research data.	<b>3</b>
<b>CRJA 4370    Research Methods</b> This course will aid in the advancement of the students' skills in research methodology. It is designed to help adult learners become more aware of their own perspective, to gain insight into minority group positions and feelings, to be able to consider events from more than one viewpoint, and to apply diversity awareness skills in order to increase their effectiveness and safety on the job. (Also offered as CRIJ 4370)	

### **CREDIT FOR PRIOR LEARNING (CPL)**

Credit for Prior Learning (CPL) is any applicable learning, knowledge or skills acquired prior to enrollment in the Criminal Justice Administration Program. Non-traditional students enrolling in CJA will be permitted to convert applicable previous learning experiences into credit hours if they have been in the workplace for 3-5 years. For example, if a non-traditional student has been involved in training programs, written company handbooks, has been involved in volunteer work, or taken non-credit or independent studies, he or she may be eligible to receive credit hours for this prior work. However, there is no guarantee of earning portfolio credits. The number of portfolio credits earned depends on each non-traditional student's experience and the extent to which that experience is documented and deemed to be equivalent to comparable learning achieved in college-level coursework.

Once a non-traditional student is matriculated in the CJA Program and appears to fit the experiential qualifications, such student may prepare and submit his/her portfolio. The portfolio consists of a resume, an autobiography, narratives, and documentation that demonstrate certain learning as it applies to coursework at Wiley College. A student may earn up to 24 semester hours through a combination of credit for prior learning (CPL) and the College Level Examination Program (CLEP).

## **Benefits of CPL**

Credit hours for prior work have the following benefits to non-traditional students:

1. Provides an opportunity to acquire college credits based on learning from work/life experience.
2. Reduces the amount of time required to earn a degree.
3. Reduces the overall cost of education.

During the first semester in the degree program in Criminal Justice Administration, the adult students will be given an estimate of the number of CPL credits they may receive once their transcript has been evaluated and a draft portfolio is examined. Criteria for receiving credit for portfolios also include these conditions:

1. The amount of credit awarded is clearly stated and is in accord with commonly accepted good practice in higher education, including:
  - i. National Program on Non-Collegiate Sponsored Instruction
  - ii. Council for Adult and Experiential Learning (CAEL): Assessing Learning - Standards, Principles, and Procedures
  - iii. American Council on Education: College Credit Recommendations
2. Credit is awarded only in areas offered within the current curriculum of the Criminal Justice Administration Program and is appropriately related to the student's educational program.
3. Decisions regarding the awarding of credit and the determination of such credit are made by a certified evaluator (e.g., faculty member) in consultation with the CJA Director, the Division Dean and the Vice President for Academic Affairs.
4. The CJA Program awards CPL credit only to enrolled non-traditional students.
5. The CJA Program ensures that CPL does not duplicate credit awarded for courses required for General Education or courses required to satisfy the major field of study.
6. Criminal Justice Administration requires that the portfolio clearly validates the evaluation process and criteria for awarding credit for prior experiential learning as described above.
7. Credit for Prior Learning is identified as "CPL" credit on the student's transcript.

## **Advisor's Role in the Portfolio Process**

An advisor guides each non-traditional student through the process of evaluating his or her portfolio. The benefits of a guided portfolio development are that it:

1. Provides assistance with navigating the assessment process for non-traditional students.
2. Provides an opportunity to explore work and life experiences and accomplishments in depth.
3. Promotes development of academic skills and enhances motivation to work toward career goals.

4. Provides an opportunity to be mentored and evaluated by an advisor who has appropriate assessment expertise through continued professional development.
5. Facilitates understanding of learning outcomes and evaluates college-course offerings in preparation for creating a portfolio.
6. Provides a flexible and interactive environment to explore personal and experiential learning as a part of a cohort group.
7. Promotes an ability to conduct effective research and provide accurate documentation.
8. Promotes critical and analytical thinking.
9. Promotes a broader understanding of the personal definition of learning.

### **Credit for Prior Learning for Veterans**

Veterans with at least one year of military service may be allowed a maximum of six (6) semester hours of credit in health and physical education in accordance with the recommendations of the Commission on Accreditation of Service Experiences. In addition, veterans admitted to the Criminal Justice Administration Program may qualify for additional credit for prior learning experiences.

### **The Portfolio**

The portfolio is an extensive document summarizing prior academic achievement, professional training, and significant personal experience. The portfolio serves several purposes:

1. It reviews and documents students' prior learning.
2. It provides students with the opportunity to assess for themselves the progress of their own careers, education, and personal development.
3. It provides documentation which the College can evaluate in assessing credit for prior learning.

The portfolio evaluation process requires the following:

1. Review of experience to identify potentially creditable learning relating proposed credit to academic, personal, and professional goals.
2. Evidence to support the claim for credit, measurement of the degree and level of competence achieved.
3. Record of results.

Credit is granted only for demonstrated learning, not for experience alone. The portfolio is kept on file at Wiley College for a period of five (5) years. (An application for Credit for Prior Learning and Release Form can be found in Appendix 4).



## **COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)**

The College Level Examination Program (CLEP) is a national program of credit through examination that provides students the opportunity to obtain recognition for college level achievement. Wiley College accepts credits earned through CLEP in its Criminal Justice Administration Program. All students who plan to sit for a CLEP examination must first pay a fee of \$80.00 to the Office of Business and Finance and present the receipt to the test administrator.

A minimum score of 320 is necessary for three (3) semester hours of credit. The testing office will forward all test scores to the Office of Records/Registrar for conversion to credit hours and subsequent posting to transcripts. Credit received for passing scores on CLEP examinations is equated to specific courses at Wiley College and is recorded as a Pass grade on the transcript.

CLEP examinations may not be taken for courses previously taken for credit or audit or to satisfy requirements for the major.

For information concerning CLEP testing dates, contact the Office of Institutional Research, Planning and Assessment at (903) 927-3237.

## **FINANCIAL AID**

Preparing for a college education requires a great deal of advance planning. To assist students in making appropriate financial preparations, the Financial Aid Office makes available a fact sheet containing a number of important topics for consideration. Each student should become familiar with these topics and make a checklist of those points which might require attention.

### **Gift Assistance**

Pell Grants are awarded based on demonstrated financial need. Eligibility is determined through the Free Application for Federal Student Aid (FAFSA). Pell Grants are provided by the Federal government and administered by the College.

### **Educational Loan Program**

Direct subsidized and unsubsidized loans are available to students in the CJA Program. Eligibility levels for loan programs are determined through a confidential needs analysis using data from the FAFSA.

### **General Information**

Any student wishing to apply for financial assistance should contact the Financial Aid Office. The Financial Aid Office is available to answer questions and help determine eligibility for financial assistance. Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. The telephone numbers are (903) 927-3216 and 1-822-658-6889. Conference hours are available by appointment.

To determine financial aid eligibility in a timely manner, students should contact the Financial Aid Office four to six weeks prior to the beginning of classes. At that time, students may ask questions about the Criminal Justice Administration Program (CJA). Students who call with requests will be mailed the Financial Assistance Packet which includes the FAFSA and the steps necessary to apply.

## CRIMINAL JUSTICE ADMINISTRATION PROGRAM POLICIES

### Use of the Charter School Facilities in Shreveport

**No Children:** One particular policy with zero-tolerance is: “No Children are allowed to be in the facility at any time, for any reason, even for short periods of time.” Students and teachers who ignore or disregard this policy must be subject to serious disciplinary action by the College. The monitoring responsibility rests with the Wiley College personnel.

**ID Badges:** All teachers and students are required to wear, in a readily visibly manner, the Wiley College identification badges as long as they are on the facilities or grounds. Security personnel are authorized to escort persons without an ID Badge out of the facilities at any time.

**Class Lists:** Lists of students registered for each class at the charter school will be provided to the Charter Officials by the end of the first week of each class for general education courses, and for each Cohort operating at the charter by the end of the first week of each semester.

**Loitering:** Wiley College students and staff are expected to enter and exit the facilities for specific classes and specified times in designated locations. Normal use of assigned classrooms, restroom facilities and Wiley Office is expected, but unscheduled use of other areas and loitering throughout the facilities is not permitted.

**Classroom Furniture and Equipment:** Wiley College faculty and students share the use of the furniture and equipment in the assigned classrooms. Wear, tear, damage, or defacing occurring during Wiley College’s use must be reported so it can be repaired, made whole, or replaced as soon as possible, at Wiley College’s expense. The College reserves the right of passing on the cost to the person or persons responsible for careless use resulting in repair or replacement charges.

**Food in Classrooms:** Because of the hours in which the classes are scheduled (generally between 5:00 PM and 10:00 PM), tolerance for bringing and consuming small amounts of food and drinks is permitted in the classroom but only under the following conditions: (a) food may be brought in and consumed in the classroom, ONLY as directed by the instructor in each course. (b) The instructor has the right to forbid all food consumption, permit it only at certain designated times, or allow it even during class providing it does not interfere with any one individual in the class. (c) Each person who brings food and drink into a classroom, is responsible for leaving the area clean and REMOVING all left-over materials, food, containers, napkins, paper bags, trash, cans, etc. when they leave. No Wiley College trash is to remain at the facility when a class is over for the evening. (d) The ultimate responsibility for leaving a classroom in order rests on the instructor, who

must ensure the classroom is left clean, boards are erased clean, and no trash is left behind in the room. Anything left by the students, must be cleaned, and removed by the instructor so the classroom is left in order, regardless of the original condition prior to the start of the class.

**Communications:** The utmost courtesy and friendliness are encouraged in all interactions between students, faculty and staff and the officers and personnel at the charter school. However, any requests, concerns, scheduling of the facilities, complaints, or negotiations of any sort must be conducted, without exceptions, by the Director of the Program through the Office of the Vice President for Academic Affairs. This is part of the contractual conditions for facility use.

**Attendance**

The Bachelor of Arts degree with a concentration in Criminal Justice Administration is a concentrated program of study requiring an intense level of participation on the part of the student. Student success in the course work depends on attendance and punctuality along with the personal and small group relationships facilitated in class sessions. For these reasons, there are no “free” or “automatic” absences. It is acknowledged that during the course of a semester, there may be one or more unavoidable absences. These absences *must* be arranged with the instructor, if possible, *before the class meets to obtain the assignment(s)*. If the absence is unavoidable, and the instructor is informed, the following guidelines apply:

1. There is a limit of one (1) excused absence per course.
2. Make-up assignments for an absence are determined by the instructor.
3. Students must make-up for missed sessions. If the absence/make-up work is not cleared up by the deadline set by the instructor, grade of an “F” will result for that course.

The CJA office monitors attendance records kept by the instructors. If a student is absent two or more class periods, he/she will be administratively withdrawn from the class and must register again to repeat it at a later date. Each absence equals 20% of the total class sessions. Absences totaling 40% of the sessions automatically require either withdrawal (W) or a grade of “F”.

**Grading System**

**Grades are issued as follows:**

**Quality points are as follows:**

A	Superior Performance (90-100)	4 quality points per semester hour
B	Above Average Performance (80-89)	3 quality points per semester hour
C	Average Performance (70-79)	2 quality points per semester hour
D	Poor Performance (60-69)	1 quality point per semester hour
F	Failing (Below 60)	0 quality points per semester hour
W	Withdrawal*	
I	Incomplete*	
CR	Credit by Examination*	
AU	Audited Course*	

\*These grade symbols are not counted in the GPA as credits attempted. To receive credit, the course must be repeated, and a satisfactory grade earned.

### **Incomplete “I” Grades**

The Incomplete grade “I” is given to a student who has a satisfactory record in a course, but a portion of course work is not completed by the end of the semester because of serious or extenuating circumstances. When there are extraordinary and documented reasons, a “Request of an Incomplete Grade” has to be approved by the Director of the Criminal Justice Administration Program, the Division Dean, and the Vice President for Academic Affairs. The grade “I” is given no scholastic credit. If permission is granted for an “I” grade, the student must meet the stipulated condition within a specified period. When the work has been completed satisfactorily, the “I” grade is removed and replaced with a letter grade and credit.

Incomplete work must be completed as stated on the Request of an Incomplete Grade form, but never after the end of the first nine weeks of the following semester. The “I” grade must be changed to a permanent grade. If the work is not completed within the stated time frame, the grade in the course automatically becomes an “F”.

### **Evaluation and Examinations**

A high level of student participation is required in this program. Extensive assignments involving reading, research, on-line work, and projects must be completed before and during class sessions. Evaluation is based upon these criteria: (a) progress on assignments, quizzes, and examinations; (b) participation in classroom discussions; (c) on-line activities; (d) completion of specific assignments other than reading and research; and (e) completion of summary papers. Summary papers are most often submitted during the last week of a course. All summary papers require integration of theory and experience and must demonstrate college-level writing.

## **Academic Dishonesty**

Students who choose to attend Wiley College are expected to adhere to the academic standards established to promote integrity, responsibility, trust, and respect. Therefore, students at Wiley College are required to act with integrity. Wiley College believes that knowledge without character is perilous; therefore, the College insists on personal integrity in support of academic excellence. Wiley College assumes that all students are aware that academic dishonesty is improper and that it will not be tolerated.

Students are expected to refrain from cheating which includes, but is not necessarily limited to, copying from another's test or quiz paper; using supplementary materials (calculators, notes, books, transmissions, etc., not authorized by the examiner/instructor); substitution for another student in taking a test; using, buying, selling, stealing, soliciting, transporting, or removing in whole or in part an un-administered test or key information regarding same.

Wiley College defines academic dishonesty as "an act or attempted act, of giving or obtaining aid and/or information by illicit means in meeting any academic requirements, including examinations". It also includes any form of cheating, plagiarism, falsification of records, collusion, or giving false information to any College official.

Plagiarism and collusion will not be tolerated. Plagiarism is the submission or incorporation of someone else's work in one's academic assignment without permission and/or appropriate acknowledgment. Collusion is collaboration with another person or persons in preparing projects, take-home examinations, or tests, etc. without proper authorization. Falsifying records such as alteration of grades or other records will not be tolerated. Possible penalties for violation of scholastic honesty policies for all students involved may be any of the following:

1. Warning
2. Receiving "F" for the test or paper
3. Receiving "F" for the course
4. Withdrawal/dismissal from current course enrollments
5. Probation
6. Suspension from the College for a period as warranted by the severity of the offense
7. Permanent dismissal
8. Denial or revocation of degree

The instructor, along with the appropriate College officials, will determine the appropriate measures for dealing with dishonesty if it is encountered.

## **Withdrawal**

The grade "W" indicates official and documented withdrawal from a course or from the College before the last day set by the college to withdraw without a failing grade.

## **Withdrawal and Refund Policy**

To withdraw from the program, the student must notify the CJA office and complete and submit to the Registrar a withdrawal form. Students receive credit only for courses completed. A copy of the withdrawal form will be placed in the student's folder. However, it should be noted that withdrawal from the program will jeopardize financial aid for the remainder of that academic year.

A student wishing to withdraw from a course must complete an Add/Drop Form and obtain written authorization from the instructor to receive a "W" grade for the course. Students who do not withdraw officially, but stop attending class, will be assigned an "F". Verbal withdrawals cannot be accepted.

The term **refund** is defined as any amount of financial aid and/or cash payments received by the College minus the amount retained due to the charges incurred by the student for the student's actual period of enrollment. Any student who withdraws from the institution may be eligible for a refund of institutional charges, according to the published refund policy. However, a student who received financial aid and withdraws from the institution may be required to repay all or a portion of the financial aid awards to the appropriate financial aid programs.

*Note: Fees for books, materials, library, and other services will not be refunded.*

## **Application to Return to Active Status**

Students who have officially withdrawn from their cohort and wish to return and join a new group must adhere to the following:

1. Be officially re-admitted to Wiley College (See Admission p. 8)
2. Notify the CJA office of the desire to return.
3. Provide the following evidence:
  - a. All academic work and records must be up-to-date
  - b. Incomplete grades have been resolved
  - c. Financial arrangements have been made including a required fee of \$50.00 for application processing and clearance from the Financial Aid Office.

When the CJA Director acknowledges that provisions have been met, students must complete an application for return to active status and complete a new registration form with courses for a new semester. The student will be assigned to a new cohort when the application has been approved and signed by the CJA Director, registration has been completed and clearance obtained from the Business Office.

*Note: Students who have been out of the program for one (1) year or more, must join a new cohort and must matriculate under the most recent College catalog.*

## **TUITION AND OTHER FEES**

### **Tuition Payment**

Tuition must be paid at registration prior to the beginning of each semester. Registration for each semester is held on the main campus prior to the first-class session of the semester. Students are not permitted to attend any class without registration and clearance from the Business and Finance Office. (The Tuition and Fee Schedule can be found in Appendix 4).

### **Assessment of Portfolio Credits**

A standard fee in the amount of \$100.00 is charged for the portfolio evaluation. If credit is awarded, the additional fee per hour of credit is \$60.00. Portfolio credits earned by students will be placed on their transcripts. Students must pay for portfolio assessments before the transfer takes place.

## **STUDENT SUPPORT SERVICES**

Students in the Criminal Justice Administration Program are offered the same array of services as other Wiley students, including personal counseling, academic advising, financial aid counseling, career counseling, transfer counseling, tutoring, study skill classes, graduate school counseling, cultural and enrichment activities, and access to computers.



## GRADUATION REQUIREMENTS

Candidates for graduation with a Bachelor of Arts degree with a concentration in Criminal Justice Administration qualify based on the requirements for graduation as stipulated in the current *Wiley College Catalog*; these include:

- Complete all requirements of the Criminal Justice Administration Program.
- Submit a complete application for graduation and secure the approval of the advisor and the Division Dean at the start (first week) of the last semester of attendance. An application for graduation form can be found in Appendix 5.
- Attain a cumulative GPA of at least 2.00 on a 4.00 scale.
- Take the Rising Junior Examination during the first semester in the CJA Program.
- Take the Subject Field Test and Senior Comprehensive Examination during one of the last two semesters prior to graduation.
- Pay graduation fees applicable to the year of graduation. (Graduation fees are subject to change without prior notification.)

CJA graduates are expected to score a minimum of 140 points out of 200 on the Subject Field test and at least 20 points on each of the sub-tests to demonstrate attainment of appropriate competencies. (An Application for Graduation can be found in Appendix 6).

## PARTICIPATION IN COMMENCEMENT

To participate in commencement exercises, a student must have completed all requirements for the BBA in Criminal Justice Administration as verified by a degree audit certified by the student's advisor, the Division Dean, the Office of Academic Affairs, and submission to the College Registrar.

Students who find they will not complete their requirements by the due date may write to the CJA Office to request a change in their degree completion date. The original graduation fee will be applied to the latter graduation. However, if a diploma has been ordered and the degree has not been completed, there will be a "diploma charge" for each diploma ordered.

## TRANSCRIPTS

A transcript is a record of the courses attempted and earned by a student. All grades (passed or failed) appear on the transcript. A transcript of a student's record indicates the following: status, academic record showing courses pursued with semester hours carried, semester hours earned, grades, quality points, grade point average, and grading system. All failures, incomplete grades, penalties, transfer college credits, and a summary are also indicated on the record.

Upon graduation, a student will be mailed a free official copy of his/her transcript. Optionally, an official transcript may be mailed to a school or prospective employer at the request of the student.

Any subsequent requests must be in writing to the Registrar's office accompanied by a \$10.00 transcript fee (Fee for transcript is subject to change).

No transcript will be issued to or for a student who is indebted to the College. The College reserves the right to withhold the issuance of a transcript for any student who is in default on a student loan. Requests by telephone will not be honored. The CJA Office does not issue transcripts. A Transcript Request Form can be found in Appendix 6.

## **ACADEMIC HONORS**

Students in the Criminal Justice Administration Program are eligible for the same academic honors as those awarded to students in the traditional program.

### **Distinguished Achievement Award**

Students are selected from the CJA to be honored at the annual Honors Convocation. Criteria for honor status are the same as those mandated for regular students. The Director and the College Honors Committee make selections for these awards.

### **Sigma Beta Delta**

Sigma Beta Delta International Honor Society in Business, Management and Administration was established to encourage and recognize scholarship and accomplishment among students of business, management, and administration and to encourage and promote aspirations toward personal and professional improvements and a life distinguished by honorable service to humankind.

The Wiley College Chapter of Sigma Beta Delta encourages applications to the sponsor for this recognition.

### **Who's Who Among Students in American Colleges & Universities**

Each year qualified CJA students may be selected for membership in this national publication. Selection is based upon scholarship, citizenship, participation, leadership in academics and extra-curricular activities, and general promise of contributions to business and society.



**APPENDIX 1**

**Course Plans**



Lee P. Brown Criminal Justice Institute

Degree Plan OVERVIEW

Bachelor of Arts in Criminal Justice Administration (Accelerated Adult Program)

General Education Requirements – 40 Semester Hours: These classes (or their approved equivalents from another accredited educational institution, completed with a final grade of “C” or better) are required for graduation. Prior completed courses not applied here may be used to satisfy Free Electives requirement (see below).

Table with 3 columns: Course No., Course Name, Cr. Lists general education requirements such as ENGL-1301, HIST-1301, MATH-1301, etc.

Major Requirements – 45 Semester Hours

NOTE: These courses must be taken in the Wiley College Accelerated Adult Program format.

Table with 3 columns: Course No., Course Name, Cr. Lists major requirements such as CRJA-3300, CRJA-4309, CRJA-4310, etc.

Free Electives – 35 Semester Hours

Free elective hours can be earned by completing traditional course work and/or through Credit for Prior Learning [CPL] Assessment. Students enrolled in the non-traditional Adult Accelerated Criminal Justice Administration Program are eligible to receive up to 24 credit hours for prior learning, based on evaluation of documentation presented in a specific portfolio format. CPL credits may not be used for entry to the Criminal Justice Administration Program.

TOTAL -- 120 Semester Hours

Dr. Tracy Andrus, Sr. – Director
903-923-2420

tandrus@wileyc.edu

Department FAX: 903-938-4578

## Major Requirements – 45 Semester Hours

Course Number	Course Name	Sem/Year	Sem/Year	Sem/Year
CRJA-3300	Transitions Through Adult Life	F <a href="#">Sem. 1</a>	S <a href="#">Sem. 1</a>	SM <a href="#">Sem. 1</a>
CRJA-3302	Selected Topics in Social Psychology and Deviance	F <a href="#">Sem. 1</a>	S <a href="#">Sem. 1</a>	SM <a href="#">Sem. 1</a>
CRJA-3304	Selected Topics in Comparative Criminal Justice	F <a href="#">Sem. 1</a> <a href="#">Sem. 2</a>	S <a href="#">Sem. 1</a>	SM
CRJA-3305	Intro. to the Criminal Justice System	F <a href="#">Sem. 1</a> <a href="#">Sem. 2</a>	S <a href="#">Sem. 1</a>	SM
CRJA-3307	Issues in Constitutional Law	F <a href="#">Sem. 2</a>	S <a href="#">Sem. 2</a>	SM <a href="#">Sem. 2</a>
CRJA-4309	Criminal Investigation	F <a href="#">Sem. 2</a>	S <a href="#">Sem. 2</a>	SM <a href="#">Sem. 2</a>
CRJA-4310	Criminal Law and Procedure	F <a href="#">Sem. 3</a>	S <a href="#">Sem. 2</a> <a href="#">Sem. 3</a>	SM
CRJA-4312	Criminology	F <a href="#">Sem. 3</a>	S <a href="#">Sem. 2</a> <a href="#">Sem. 3</a>	SM
CRJA-4314	Correctional Theory	F <a href="#">Sem. 3</a>	S <a href="#">Sem. 3</a>	SM <a href="#">Sem. 3</a>
CRJA-4320	Criminal Justice Management	F <a href="#">Sem. 3</a>	S <a href="#">Sem. 3</a>	SM <a href="#">Sem. 3</a>
CRJA-4325	Leadership	F <a href="#">Sem. 4</a>	S <a href="#">Sem. 4</a>	SM <a href="#">Sem. 4</a>
CRJA-4335	Issues in Diversity	F <a href="#">Sem. 4</a>	S <a href="#">Sem. 4</a>	SM <a href="#">Sem. 4</a>
CRJA-4345	Ethics and Administration of Justice	F <a href="#">Sem. 4</a> <a href="#">Sem. 5</a>	S <a href="#">Sem. 4</a>	SM
CRJA-4355	Research Design and Statistics	F <a href="#">Sem. 4</a> <a href="#">Sem. 5</a>	S <a href="#">Sem. 4</a>	SM
CRJA-4360	Field Experience	F <a href="#">Sem. 5</a>	S <a href="#">Sem. 5</a>	SM <a href="#">Sem. 5</a>

**NOTE: This is for basic, general reference only. Adding the required General Education and/or Elective courses may modify this schedule.**

## **APPENDIX 2**

### **Credit for Prior Learning Form**

### **Request Form for Credit for Prior Learning**

**WILEY COLLEGE**  
**Division of Social Sciences and Humanities**  
**Criminal Justice Administration Program**  
**Credit for Prior Learning Form**

Name of Student: \_\_\_\_\_ ID# \_\_\_\_\_

Major: \_\_\_\_\_

Department granting credit: \_\_\_\_\_

Division granting credit: \_\_\_\_\_

**Certification for Prior Learning Assessment**

After careful evaluation and assessment of the portfolio submitted, it is the recommendation of the evaluator(s), \_\_\_\_\_ that Mr./Ms./Mrs. \_\_\_\_\_ be awarded \_\_\_\_\_ credit hours for his/her prior work experience. Mr. /Ms. /Mrs. \_\_\_\_\_ is currently employed by \_\_\_\_\_ as a \_\_\_\_\_ and has served in that capacity since \_\_\_\_\_.

(Day/Month/Year)

Course Prefix	Course Number	Title of Course	Credit Hours	Grade	Course Prefix	Course Number	College Equivalent Course	Credit Hours
CPL	01	Trainer		P	CPL	01		
CPL	02	Sales		P	CPL	02		
CPL	03	Customer Service		P	CPL	03		
CPL	04	Supervisor		P	CPL	04		
Total								

Approved: \_\_\_\_\_ Date \_\_\_\_\_  
 CJA Director \_\_\_\_\_

Division Dean of Bus. & Tech. \_\_\_\_\_ Date \_\_\_\_\_

VP for Academic Affairs \_\_\_\_\_ Date \_\_\_\_\_



**WILEY COLLEGE**  
**Division of Social Sciences and Humanities**  
**Criminal Justice Administration Department**  
**Request Form for Credit for Prior Learning**

I, \_\_\_\_\_, give permission to the Portfolio Evaluator(s) to read and assess my portfolio for the purpose of granting Credit for Prior Learning (CPL).

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Witnessed**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

\*One copy (either original or exact copy) must be retained by the CJA for the college. If the student must have the original copy or a copy for his/her records, it is the responsibility of the student to cause such a copy to be made and to assure that a complete portfolio (original or high quality copy) is archive with the CJA.

## **APPENDIX 3**

### **CJA Tuition and Fee Schedule**

## Tuition and Fees for Criminal Justice Administration Program Starting Fall 2008

Cohort	Semester	Credit Hours	Tuition/Hr \$274	Gen. Fee \$25	Tech/Lib Fee \$25	CPL* \$60/Hr. Plus a Flat Fee of \$100 for Evaluation	CLEP \$80**/Test	Total	Date Due	CPL* Hours	CPL \$60			
A	Fall	13	\$3,559	\$325	\$325			\$4,209	15-Aug	1	\$60			
	Spr	12	\$3,285	\$300	\$300				15-Dec	2	\$120			
	Sum	10	\$2,738	\$250	\$250				15-May	3	\$180			
	Fall	15	\$4,107	\$375	\$375				15-Aug	4	\$240			
	Total Hrs	50	\$13,689	\$1,250	\$1,250						\$16,189	15-Aug	5	\$300
B	Spr	13	\$3,559	\$325	\$325			\$4,209	15-Dec	6	\$360			
	Sum	6	\$1,643	\$150	\$150				15-May	7	\$420			
	Fall	12	\$3,285	\$300	\$300				15-Aug	8	\$480			
	Spr	12	\$3,285	\$300	\$300				15-Dec	9	\$540			
	Sum	7	\$1,916	\$175	\$175				15-May	10	\$600			
	Total Hrs	50	\$13,689	\$1,250	\$1,250						\$16,189	15-May	11	\$660
C	Sum	6	\$1,643	\$150	\$150			\$1,943	15-May	12	\$720			
	Fall	13	\$3,559	\$325	\$325				15-Aug	13	\$780			
	Spr	12	\$3,285	\$300	\$300				15-Dec	14	\$840			
	Sum	7	\$1,916	\$175	\$175				15-May	15	\$900			
	Spr	12	\$3,285	\$300	\$300				15-Dec	16	\$960			
	Total Hrs	50	\$13,689	\$1,250	\$1,250						\$16,189	15-May	17	\$1,020
	Spr	12	\$3,285	\$300	\$300				15-Dec	18	\$1,080			
Total Hrs	50	\$13,689	\$1,250	\$1,250			\$16,189	15-Dec	19	\$1,140				
										20	\$1,200			

Costs are fixed if a student completes the 64 hour fast-track program without interruptions. Fees may change from cohort to cohort.

\*\* Estimated cost: \$20 fee to College + Fee to Educational Service

\* Credit for Prior Learning

Selected courses using advanced on-line technology course support incur an additional \$50 fee per credit hour

Cohort	AA Deg.	Program	Electives	Total
<b>Degree Hours:</b>	60+	50	plus 15	equals 125

020209  
Version

## **APPENDIX 4**

### **Application for Graduation**



# Application For Graduation

Wiley College  
Marshall, Texas  
(Initial)

Paid/Receipt \_\_\_\_\_  
Business Office \_\_\_\_\_

**DEADLINE FOR APPLICATION:** Graduating seniors are required to submit applications for graduation at least three months prior to the beginning of their last semester.

### Instructions:

- 1). Answer the following questions and/or provide complete information as requested below.
- 2). The name on your College records **MUST** be the same as your degree. (This means that you must correct your records should your marital status change, or you wish to change your name for any reason, providing you submit the proper paperwork).

Name: \_\_\_\_\_ Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**WHAT DEGREE YOU ARE SEEKING: (CHECK ONE)**

A. A. \_\_\_ B.A. \_\_\_ B.S. \_\_\_ B.B.A. \_\_\_

MAJOR \_\_\_\_\_ SECOND MAJOR (IF APPLICABLE) \_\_\_\_\_

MINOR \_\_\_\_\_ SECOND MINOR (IF APPLICABLE) \_\_\_\_\_

NOTE: A GRADE OF "D" CANNOT BE USED TOWARD GRADUATION REQUIREMENTS IN FRESHMAN ENGLISH, THE MAJOR, MINOR AND TEACHING FIELD.

**IN WHICH TERM WILL YOU COMPLETE ALL REQUIREMENTS (Check one.)? All requirements include all courses, chapel, etc. If for any reason your term of completion changes, you MUST inform the Unit of Student Records/Registrar.**

Year \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_

Have you already met chapel requirements? Yes \_\_\_ No \_\_\_

Are you substituting any courses? Yes \_\_\_ No \_\_\_

If yes, have you made certain all substitutions have been sent in writing to the Registrar?

Have you taken courses elsewhere? Yes \_\_\_ No \_\_\_

If yes, where? \_\_\_\_\_

Are all of your official transcripts for all work taken elsewhere in the Registrar's Office? Yes \_\_\_ No \_\_\_

If no, you must secure official transcripts before you are allowed to graduate.

Are you expecting to earn any credits elsewhere between now and graduation? Yes \_\_\_ No \_\_\_

If yes, have you received approval through a "Permission for Course Transfer" form? Yes \_\_\_ No \_\_\_

Graduation Fee

**\$150.00**

Late Application Fee

**\$30.00**

**Office Use Only**

Date Applied: \_\_\_\_\_

Honors Candidate: \_\_\_\_\_

Receipt No: \_\_\_\_\_

Received By: \_\_\_\_\_

Degree Plan on File: \_\_\_\_\_

NOTE: DEGREES WILL NOT BE POSTED UNTIL OFFICIAL TRANSCRIPTS FOR ALL COURSES HAVE BEEN EVALUATED AND VERIFIED AS VALID TOWARD YOUR DEGREE REQUIREMENTS. GRADES OF "D" WILL NOT TRANSFER IN MOST CASES.

PRINT YOUR NAME EXACTLY AS YOU WISH IT TO APPEAR ON YOUR DEGREE:

LIST PERMANENT ADDRESS AND TELEPHONE NUMBER AT WHICH YOU MAY BE REACHED. UPDATES MUST BE PROVIDED IF THIS CHANGES. REMEMBER TO CHECK YOUR E-MAIL FREQUENTLY THROUGH GRADUATION FOR IMPORTANT INFORMATION.

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_

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

@wileyc.edu \_\_\_\_\_

Do you plan to attend the graduation ceremony? Yes \_\_\_ No \_\_\_

Please advise if your degree is to be awarded in absentia.

Signature \_\_\_\_\_

Date \_\_\_\_\_

# **APPENDIX 5**

## **Transcript Request Form**



Enrollment Services, Unit of Student Records  
711 Wiley Ave., Marshall, TX 75670

## Transcript Request Form

*There is a \$10.00 fee per transcript.*

Name \_\_\_\_\_  
**Last** \_\_\_\_\_ **First** \_\_\_\_\_ **Middle** \_\_\_\_\_

Mailing Address \_\_\_\_\_  
**Street** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

Date of Birth \_\_\_\_\_ SS# \_\_\_\_\_ ID# \_\_\_\_\_  
Month \_\_\_\_\_ Date \_\_\_\_\_ Year \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Reason for transcript request:**  Transfer  Employment  Other  Self  Graduate School

Indicate date of graduation:

Please send \_\_\_\_\_ official transcript(s) of credit earned by me during my attendance at Wiley College.

- Hold for degree. (Your transcript will be mailed after the date of degree conferred is posted)
- Hold for grades. (Your transcript will be mailed after all grades are posted for courses in which you are currently enrolled.)
- Hold for grade change. (Your transcript will be mailed after the Registrar's Office receives a change of grade and corrections have been made.)

***In order to comply with the Privacy Act of 1974, transcripts of credits will be supplied to all students and former students only when requested in writing. All financial obligations must be paid in full and loan notes current. The Unit of Student Records should be notified at least three days before the transcript is needed in order to obtain the necessary approvals before the transcript copy is made. During peak times, such as registration or graduation, or the beginning or ending of a semester, the process may be delayed.***

**FORM OF PAYMENT:** Payments by credit card can be made via phone by calling the Business Office at (903) 927-3207. Once the payment has been processed, the cashier will issue an approval code. The completed form can faxed to (903) 923-8878.

- Check/Money Order # \_\_\_\_\_
- Payment made in the Business Office (attach receipt)
- Payment made by phone Approval Code \_\_\_\_\_

**CHECK ONE**  STUDENT WILL PICK UP TRANSCRIPT  PLEASE MAIL TRANSCRIPT TO ADDRESS BELOW:

Name: \_\_\_\_\_  
Person/Organization

Address \_\_\_\_\_  
Street City State Zip

Signature \_\_\_\_\_ Date \_\_\_\_\_