



JOHN JAY COLLEGE
THE CITY UNIVERSITY OF NEW YORK
OF CRIMINAL JUSTICE

Office of Graduate Admissions
445 West 59th Street, Room 1101N
New York, New York 10019
graduate.admissions@jjay.cuny.edu

Frequently Asked Questions:

What are the general admissions requirements?

A baccalaureate degree, or the equivalent, from an accredited academic institution is required.

A minimum 3.0 grade point average on a 4.0 scale at the undergraduate level is required for admissions to John Jay College of Criminal Justice graduate programs.

The Aptitude Test of the Graduate Record Examination (GRE) is required for admissions to the Forensic Science, Forensic Psychology, Forensic Mental Health Counseling, Forensic Computing, Criminal Justice and International Crime and Justice Master Programs. The GRE code number for John Jay College is **2115**. Contact information is provided below:

GRE-ETS

P.O. Box 6000

Princeton, NJ 08541-6000

Phone: **1-609-771-7670** / www.ets.org

Applicants with earned Master Degrees, who have taken the GRE within the last seven years and who have achieved the required score for admission to graduate programs requiring the GRE, do not have to re-test. Applicants with earned Master Degrees, who have not taken the GRE, who scored below the required GRE score or whose GRE scores are older than seven years, have to re-take the GRE. The LSAT may substitute for the GRE for some graduate programs. Please contact the Program Director for further information about LSAT substitution.

Applicants, who have not studied in English-speaking countries, are required to take the Test of English as a Foreign Language (TOEFL). John Jay College's **TOEFL code number is 2115-99**. The minimum acceptable TOEFL scores are 550 for the paper-based test, 213 for the computer-based test and 79-80 for the Internet-based test. Contact information is provided below:

TOEFL® Services

Educational Testing Service

P.O. Box 6151

Princeton, NJ 08541-6151, USA

Phone: **1-609-771-7100** / www.ets.org

Knowledge of statistics is required of all M.A., M.S., and M.P.A. candidates, except those applying to the graduate program in Protection Management. Statistics is a prerequisite for Criminal Justice 715, Public Administration 715, and Psychology 715. A student admitted conditionally, without an undergraduate course in statistics, must fulfill this requirement within the first year of entering the program. Having taken an equivalent course approved by the Committee of Graduate Admissions, or having demonstrated proficiency through a qualifying examination, are other options to fulfilling this prerequisite. No graduate credit is given for meeting this requirement.

Three letters of recommendation from academic professors who can comment on the applicant's academic abilities and performance are ideal. Professional references on company letterhead can be used if the applicant has been out of school two years or more. Letters of recommendation should be attached to the prepared reference form.

A personal essay typed of approximately 250-300 words indicating the reasons for wishing to pursue graduate study with particular reference to ultimate career objectives.

Program Requirements

Master of Science in Forensic Computing

A minimum cumulative undergraduate grade point average of 3.0 ("B") and a combined GRE score of 1000 and higher are required. Applicants must also have completed computing courses on data structures and algorithms; an object oriented programming language, and operating systems fundamentals, as well as a year of calculus and mathematic courses in probability and statistics. An applicant who meets the admission requirements, except for the courses in Statistics can be accepted on the condition this undergraduate requirement is completed during the first year of the program. For an updated list of requirements please contact the Program Director Dr. Richard Lovely rlvely@jjay.cuny.edu / 212-237-8767.

Master of Science in Forensic Science

A minimum undergraduate cumulative grade point average of 3.0 ("B") and a GRE preferred combined score of 1,100 or higher are required. At minimum, applicants should have successfully completed the following undergraduate coursework: one year of biology, one year of general chemistry, one year of organic chemistry, one year of calculus, one year of calculus-based physics, one semester of biochemistry and one semester of physical chemistry and one semester of statistics. Students may be conditionally accepted with deficiency in any one of the last three courses provided that the course is successfully completed within the first two semesters of the MS Program. Students who are deficient in several courses should contact the Acting Program Director Dr. Thomas Kubic tkubic@jjay.cuny.edu / 212-237-8891 to discuss the option of taking courses as a non or second degree undergraduate student.

Master of Arts in Criminal Justice

A minimum undergraduate cumulative grade point average of 3.0 and higher ("B") is required. The Graduate Admissions Committee seeks students whose record of performance at the undergraduate level, and whose writing skills, indicate they are likely to do well in graduate school. The GRE is required for admissions. The Graduate Admissions Committee will evaluate the GRE scores as one component of the application profile. An applicant who meets the admission requirements, except for the course in Statistics can be accepted on the condition this undergraduate requirement is completed during the first year of the program.

Master of Arts in International Crime and Justice

A minimum undergraduate cumulative grade point average of 3.0 and higher ("B") is required. Applicants should have 18 undergraduate credits in the social, behavioral or political sciences, including an undergraduate statistics course and an undergraduate economics course. Applicants can be conditionally accepted with deficiency in statistics and/or economics provided that the course(s) are successfully completed during the first year of the program. Applicants are expected to demonstrate proficiency in a Foreign Language. Please contact the Program Director for more information about foreign language competency, rbarberet@jjay.cuny.edu. The GRE is required for admissions. The Graduate Admissions Committee will evaluate the GRE scores as one component of the application profile. An applicant who meets the admission requirements, except for the course in Statistics can be accepted on the condition this undergraduate requirement is completed during the first year of the program.

Master of Public Administration

A minimum undergraduate cumulative grade point average of 3.0 and higher ("B") is required based on the complete record of undergraduate study. Applicants with undergraduate GPA (s) lower than 3.0 can submit GRE scores with their application. Consult with Program Director. Applicants should have completed 18 undergraduate credits in the social sciences. The Graduate Admissions Committee seeks students whose record of performance at the undergraduate level, and whose writing skills, indicate they are likely to do well in graduate school. An applicant who meets the admission requirements, except for the course in Statistics can be accepted on the condition this undergraduate requirement is completed during the first year of the program.

Master of Arts in Forensic Psychology

A minimum undergraduate cumulative grade point average of 3.0 ("B") and a combined GRE score of 1000 and higher are required. At minimum, applicants must have successfully completed the following undergraduate coursework: 24 credit hours of social sciences, 12 of which are in Psychology, plus Experimental Psychology and Statistical Methods. An applicant who meets the admission requirements, except for the courses in Statistics and Experimental Psychology can be accepted on the condition these undergraduate requirements are completed during the first year of the program.

Master of Arts in Forensic Mental Health Counseling

A minimum undergraduate cumulative grade point average of 3.0 ("B") and a combined GRE score of 1000 and higher are required. At minimum, applicants must have successfully completed the following undergraduate coursework: 24 credit hours of social sciences, 12 of which are in Psychology, plus Experimental Psychology and Statistical Methods. An applicant, who meets the admission requirements, except for the courses in Statistics and Experimental Psychology can be accepted on the condition these undergraduate requirements are completed during the first year of the program.

Master of Science in Protection Management

A minimum undergraduate grade point average of 3.0 ("B") and higher is required. Students without an adequate fire science background may be required to take fire science courses at the undergraduate level in order to qualify for matriculation. The Graduate Admissions Committee seeks students whose record of performance at the undergraduate level, and whose writing skills, indicate they are likely to do well in graduate school. Applicants with undergraduate gpa(s) lower than 3.0 can submit GRE scores with their application.

Postgraduate Certificate in Forensic Psychology

Admission to the program will be based upon the following criteria: a bachelor's degree, with an undergraduate GPA of 3.0 ("B"); a graduate degree in psychology, social work, or counseling; a personal statement that supports the applicant's request for admission to the certificate program; appropriate letters of recommendation.

Applicants may download a graduate application by going to: <http://www.jjay.cuny.edu/795.php>

What is the application process?

- A non-refundable application fee of \$125.00 in the form of a check or money order made payable to "**John Jay College**" (**do not send cash**) must accompany your application for admission.
- John Jay College alumni, who include a copy of their valid alumni card with their application, are waived from the application fee. This courtesy is limited to one application fee waiver. The graduate application fee is also waived for Veterans with the submission of a copy of their DD-214 form.
- Completed Application: sections 1-8 including data survey form
- References in sealed envelopes
- Personal statement
- Official Transcripts mailed to the address listed above
- Appropriate Test Scores if required (GRE), (TOEFL) mailed to the above address.

Please have your undergraduate college or university mail an official transcript with degree posted to the John Jay College Graduate Admissions Office at the above address. Applicants, having graduated with a bachelor degree from John Jay College, are **not** required to submit an official transcript with their application. Official copies of transcripts "hand-carried" to John Jay College must be in a sealed envelope. Official GRE and TOEFL scores must be mailed directly from the Educational Testing Service (ETS) to the Graduate Admissions Office at the above address.

International students, whose credentials are not written in English, please request two official transcripts from your university. Request your college to mail one copy to one of the evaluation agencies listed below for translation and the other copy mailed directly to the Office of Graduate Admissions at the above address.

Have your official evaluation report mailed to you and to John Jay College at the address provided above. John Jay College will only accept evaluations from:

American Association of Collegiate Registrars and Admissions Officers (AACRAO)
 Phone: 202-296-3359 www.aacrao.org (click on Foreign Education Credential Service)

Educational Credential Evaluators (ECE) Phone: 414-289-3400 www.ece.org

World Education Services (WES) Phone: 212-966-6311 www.wes.org

Globe Language Services Phone: 212-227-1994 www.globelanguage.com

The fee for this service and the time required for completion of the evaluation varies with each agency.

Applicants from foreign countries are encouraged to submit their completed applications as early as possible. It is of paramount importance when applying that the Application for the Certificate of Eligibility (Form I-20) be completed and all required documentations attached. The application can be obtained from the following site: <http://johnjay.jjay.cuny.edu/registrar/f1student/I-20%20Application.pdf>. Following these procedures will expedite the processing of Admissions Application. This will give admitted applicants ample time for Immigration

What are the application deadline dates?

APPLICATION DEADLINE DATES:

Program	Fall Semester		Spring Semester	
	Domestic Applicants	International Applicants	Domestic Applicants	International Applicants
Protection Management Forensic Computing	April 30th	April 1st	November 1st	November 1st
Forensic Psychology Forensic Mental Health Counseling	May 7th			
Criminal Justice	May 15th			
Public Administration	June 30th			
Forensic Science*	March 15th			
International Crime & Justice*	April 30th	April 1st		

*Forensic Science and International Crime and Justice Programs admit students in the fall semester only.

Who is a full-time student?

Full-time students register for 12 credits/four courses. Part-time students register for fewer than 12 credits. Program Directors may give permission for students to register for 15 credits.

What is the cost of tuition and student fees? (subject to change)

New York State Residence:

Tuition:

New York State Residents:

Full-time students..... \$3,680.00 per semester (12 credits)

Part-time students..... \$310.00 per credit hour (fewer than 12 credits)

Out-of-State Residents:

Full-time/Part-time students \$575.00 per credit hour

Fees:

Student Activity Fee

Full-time students per semester/session: \$30.35

Part-time students per semester/session: \$30.35

Technology Fee

Full-time students per semester/session: \$100.00

Part-time students per semester/session: \$50.00

How long before I can qualify for New York State residency?

Out-of- state graduate students must live in New York State for a period of 12 months immediately proceeding the first day of classes to file for in-state tuition. Documents covering the first and last months of the period are acceptable for proof of residency. Please contact the Office of Graduate Admissions for further information.

What financial aid is available for Graduate Studies?

Financial aid is available to matriculated domestic students in the form of loans and part-time employment (Federal Work Study). Go to: <http://www.jjay.cuny.edu/236.php>

Do you have scholarships?

Yes, go to: <http://www.jjay.cuny.edu/375.php>

Do you provide housing?

There are sources for off-campus housing. One is Educational Housing: www.studenthousing.org. Please contact the Office of Student Activities for additional sources: 212-237-8698.

Do you have job placement? What about internship programs?

The Graduate Career Advisor provides a wide range of services for currently enrolled John Jay College graduate students, assisting them in organizing personalized career strategies and interviewing for competitive employment opportunities. John Jay College sponsors two Career Fairs per academic year. There is no job placement. The Graduate Career Advisor also provides a wide range of services for currently enrolled graduate students assisting them with internship placement.

Do you have academic advisement services?

Graduate students are encouraged to consult regularly with their Program Directors and members of the faculty regarding courses, program requirements, comprehensive exams, thesis preparation and registration. They may also contact The Office of Graduate Studies: graduatestudies@jjay.cuny.edu for information on academic policies and procedures and the graduate lecture series.

Who are the Program Directors?

Criminal Justice:	Dr. William Heffernan, Director, 212-237-8376 / 422T wheffernan@jjay.cuny.edu
International Crime and Justice:	Dr. Rosemary Barberet, Director, 212-237-8676 / 520-10T rbarberet@jjay.cuny.edu
Public Administration:	Dr. Marilyn Rubin, Director, 212-237-8091 / 3415N mrubin@jjay.cuny.edu Dr. Ned Benton, Advisor (Inspector General Track) 212-237-8089 / 3524N nbenton@jjay.cuny.edu
Public Administration-IG (Online):	Dr. Jay Hamilton, Director, 212-237-8093 / 3505N jhamilton@jjay.cuny.edu Diana Neff, Administrative Director, 860-430-9468 dneff@jjay.cuny.edu Gwenn Wallace, Application Administrator, 860-430-9468 gwallace@jjay.cuny.edu
Forensic Psychology:	Dr. Diana Falkenbach, Director, 646-557-4429 / 2121N dfalkenbach@jjay.cuny.edu
Forensic Mental Health Counseling:	Dr. James Wulach, Director, 212-237-8782 / 2424N jwulach@jjay.cuny.edu
Forensic Science:	Dr. Thomas Kubic, Acting Director, 212-237-8891 / 4503N tkubic@jjay.cuny.edu Peter Diaczuk, Advisor, 646-557-4530 / 603B pdiaczuk@jjay.cuny.edu
Forensic Computing:	Dr. Richard Lovely, Director, 212-237-8767 / 4223N rlvely@jjay.cuny.edu
Protection Management:	Dr. Robert Till, Director, 212-484-1379 / 3531N rtill@jjay.cuny.edu
Postgraduate Certificate in Forensic Psychology:	Dr. James Wulach, Director, 212-237-8782 / 2424N jwulach@jjay.cuny.edu

What is the Office of Graduate Studies?

The Office of Graduate Studies provides academic advisement, academic support and career development services to graduate students. The office is located on the fourth floor, room 411T, of Haaren Hall: 212-237-8423 / email: graduatestudies@jjay.cuny.edu / Website: <http://www.jjay.cuny.edu/academics/515.php>

Do you have courses online?

Yes. Refer to the college graduate course schedule on the John Jay College Website prior to registration. The National ONLINE MPA Inspector General's Program: <http://www.jjay.cuny.edu/mpa/>

Is there a health requirement prior to registration?

Yes. John Jay Student Health Center ensures that students comply with New York State Public Health Laws. This law requires that all new college students, born on or after January 1, 1957, provide proof of immunization for measles, mumps and rubella (MMR). Please contact the John Jay College Health Office for further information / email address: healthoffice@jjay.cuny.edu

When are courses offered?

Courses are offered in the fall and spring semesters. Classes meet Monday-Thursday at 4:15PM-6:15PM, 6:30PM-8:20PM, 8:25PM-10:25PM / F&S 9:30AM-11:30AM, 12:30PM-2:30PM. There are two summer sessions.

Do you accept non-degree students?

Very rarely and only with the approval of the Program Director

May I register for summer courses?

Newly accepted graduate students for the fall semester may register for summer classes with permission from the Dean of Graduate Studies.