1979

B.S. in Criminal Justice Catalog

Nova Southeastern University

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NOVA UNIVERSITY
BACHELOR OF SCIENCE IN CRIMINAL JUSTICE

CATALOG, 1979-1980
NOVA UNIVERSITY
OFFICERS
OF THE CORPORATION

Alexander Schure, Chancellor
Abraham S. Fischler, President
Mrs. Mary R. McCahill, Chairman
N.A. Karr, Co-chairman
Robert A. Steele, Vice President
W. Tinsley Ellis, Secretary
ABOUT THE UGCJ PROGRAM*

The Nova University UGCJ program was originally designed to meet the unique needs of police officers. The University now offers the opportunity for personnel in the total criminal justice system to attain college degrees at the upper division. The UGCJ program emphasizes intensive contact hours. Related courses are integrated in a sequence and classroom work is supplemented by both programmed study and conventional homework assignments. The program offers students challenge, reward, and intellectual stimulation. Participation by criminal justice personnel in such a program, which supplements actual job performance, provides full preparation, for a career in public service.

Local, National and International Clusters

Instead of bringing students to courses, Nova University organizes students into regional clusters. Each cluster is made up of a maximum of 30 participants. Clusters meet in major cities throughout the United States, Canada, and the Canal Zone, where participants develop close relationships to which all contribute and from which all benefit.

The program's structure enables criminal justice personnel, attending classes every week (occasionally, every other week, depending upon the particular course and scheduling requirements) to earn baccalaureate degrees in less than two years.

Each student area is designed to be covered in an eight week period. Instruction is conducted in eight intensive seminars under the direction of the instructor.

In the innovative UGCJ Program, content areas are merged in blocks to eliminate course redundancy. Master teachers competent in interdisciplinary areas present these courses as integrated fields of inquiry. All have at least a Master's degree and many have either a Ph.D., Ed.D., or J.D.

Over 250 students are currently enrolled in our undergraduate program. They represent all ranks and various divisions of the total criminal justice system.
The Criminal Justice Program publishes an official bi-monthly newsletter, *The Criminal Justice Chronicle*. Through this vehicle information about faculty, fellow students, important events and developments in criminal justice and criminal justice education is disseminated to students and adjunct instructors throughout all our clusters. These are made available free of charge.

More information about UGCJ can be obtained by contacting the Area Director or calling the Nova University Criminal Justice Department at (305) 587-6660.

**CRIMINAL JUSTICE UNDERGRADUATE PROGRAM ADMINISTRATION**

David W. Britt, Ph.D., Director
Thomas F. Panza, J.D., Associate Director Administrative Affairs
Gary Z. Feinberg, A.B.D., Assistant Director Academic Affairs
William J. Bopp, Ed.D., Consultant
Dick Brickman, Assistant Director For Cluster Coordination
Robert A. Dinkel, Jr., B.S., Assistant Director Student Affairs
Trudy Stone, Senior Secretary
Jan Funcannon, M.A., Senior Secretary For Cluster Coordination
Alice R. Smith, Departmental Secretary

David W. Britt, Director

Dr. Britt received his Ph.D. in Sociology from the University of North Carolina at Chapel Hill in 1969. Since that time he has taught at Vanderbilt and Florida Atlantic Universities before joining Nova in 1977. His major areas of research interests have been conflict, violence, and the relationship of society to other forms of deviance. He has received research grants from LEAA (through the Social Science Research Council), the National Science Foundation, the National Institute of Alcoholism and Alcohol Abuse, and the Department of the Interior. His most recent publications are on topics involving the behavior of police in the prosecution of minor and major crimes, the impact of plea-bargaining on the disposition of cases, the analysis of movement into alcoholism, the reciprocal relationship among norms, deviants, and social environments, and the factors which are conducive to various forms of labor-management vio-
ience and conflict. Dr. Britt has also served as a consultant on several local, institutional and national criminal justice projects.

FACULTY AND STAFF

Gary Z. Feinberg, Assistant Director Academic Affairs

Mr. Feinberg was graduated from Brooklyn College where a B.A. Degree in Sociology was conferred upon him in 1963. He has studied law at the Brooklyn Law School (1963–1965) on a New York State Scholar Incentive Award, and has done graduate work in Sociology and Economics at Brooklyn College (1965–1966) prior to being admitted to Ph.D. Candidacy at New York University where he is currently completing his doctoral dissertation: “Courtroom Organization, A Study of the Bureaucratization of Justice.”

Mr. Feinberg is not new to Nova University. He has been a member of our adjunct faculty—graduate and undergraduate—since March, 1977. In addition to serving as an instructor in our Criminal Justice Program, he has also been responsible for designing and writing course study guides which are used by many of our students.

Previous academic experience includes teaching courses in Sociology, Criminology, and Advanced Research Methodology at the University of South Florida (1968–1973), and at Rutgers: The State University of New Jersey (1967–1968).

Other extensive accomplishments in higher education include: career planning and counseling of students interested in law, law enforcement, and criminal justice administration; curriculum development; and the general academic advising of students.

Mr. Feinberg has also served as a consultant to the Model City's Program in Tampa, Florida, developing for them their original crime prevention component and funding proposal. He also played an instrumental role in founding the Criminal Justice Institute at the University of South Florida and acted as advisor during its incipient stages of development.

Thomas F. Panza, Associate Director for Cluster Coordination

Mr. Panza, as Associate Director for Cluster Coordination, is responsible for the development of new Clusters and the administrative process of existing Clusters. He went to Florida State University and graduated with a B.A. Degree, and Stetson University and graduated with a J.D. Degree. Mr. Panza has taught for Nova University and Florida
Atlantic University. He was formerly an Assistant State Attorney in Dade County and has been engaged in the private practice of law since 1973.

Robert A. Dinkel, Jr., Assistant Director Student Affairs.
Mr. Dinkel was graduated from Nova University with a B.S. degree in Management. He is currently a Master degree candidate at Nova University, where he is completing his Master Thesis.
Mr. Dinkel is not new to the Nova School System. He attended Nova High School and has been with the UGCI program since its inception in October, 1976.
His major areas of interest are police roles and responsibilities, management theory, and personnel administration in criminal justice.

ABOUT NOVA UNIVERSITY

Nova University is a non-profit, coeducational institution committed to career-oriented education through teaching and research.
The central campus is located in Davie, Florida, a small rural community west of Fort Lauderdale which is also home for a number of other important educational institutions including Broward Community College and The University School. Three separate newly constructed buildings (Mailman, Rosenthal, and Parker) house the major educational and research facilities with plans currently under way to erect a fourth building to house the existent Law Center. Offices of the Criminal Justice Program are situated in a modern executive office building just off the central campus.

Nova University received its accreditation in 1971, from the Southern Association of Colleges and Schools, the official accrediting agency for institutions of higher education in southeastern states. In December, 1975, Nova's accreditation was reaffirmed for 10 years.
In addition to its undergraduate degree programs, the Masters Degree is offered in 28 fields. Seven different programs leading to the Ph.D. or Ed.D. are also available. In 1974 The Nova University Center for the Study of Law opened its doors and the Juris Doctor may now be earned at Nova University.
In 1970, Nova University joined in an educational consortium with the New York Institute of Technology, a private, non-profit institution with campuses in Manhattan and Old Westbury, Long Island, New York.
Requirements for Admission and Registration

Applicants who hold an Associates degree (or its equivalent) are automatically qualified for admission to Nova University’s Criminal Justice Program.

Applicants who do not hold an Associate’s degree but who have a minimum of 18 credits toward an Associates degree may enter the program under Special Student Status.

Applicants who enter the program with Special Student Status must have completed an Associates degree by the time they finished the fifth term in the UGCJ Program.

An Applicant who does not meet the above listed Special Students Requirement must voluntarily withdraw from the program until the Associates degree is completed.

Currently enrolled students may be registered by the cluster coordinator during class sessions. Completed forms should be returned through the mails by the stated dates. New students must register in person at the appropriate locations. Check with cluster coordinator or central staff at the Fort Lauderdale campus for the location, day, and hours applicable to individual students.

Application forms may be obtained through the area coordinator or by writing to the Nova University Criminal Justice Department. Admission requires a copy of a high school or equivalency diploma and high school and college transcripts for each such school attended.

The student has the responsibility of requesting all the aforementioned records be mailed to Nova University’s Criminal Justice Program. Follow up inquiries by the student to ensure that we have received these materials is highly recommended so as to prevent delayed response to admission requests.

Readmission of Former Students

Former students in the UGCJ program who wish to return must apply for readmission through Nova University, Ft. Lauderdale, Florida.

Student Academic Progress

To remain in good academic standing an undergraduate student must maintain an average of “C” or higher on all credits attempted (2.0 on a 4.0 scale). In
addition to the minimum cumulative quality point average (2.0) necessary for a baccalaureate degree at Nova University, students must conform to degree requirements for their declared major. Criminal Justice majors must maintain a 2.0 Grade Point Ratio (GPR).

A student who fails to earn a 2.0 average or higher after his first 12 credits of work may be placed on academic probation. At that time a counseling meeting will be arranged and a plan will be devised to assist the student in improving his GPR. A report of this meeting and a recommendation for action will be forwarded to the Student Academic Progress Committee which determines all probation and suspension decisions. Academic probation is removed when the student earns a cumulative average of 2.25 or higher at Nova University.

The academic record of any student who has received any combination of 3 “W” or “I” grades may be referred to the Student Academic Progress Committee. After reviewing the student’s record, that committee is authorized to inform such a student that he or she is not making satisfactory academic progress.

After being placed on probation, a financial aid student must remove the probation during the next term, in order to be eligible for further financial aid.

**Suspension**

If after being placed on academic probation, a student fails to earn a 2.25 or higher within the next 12 credits taken at Nova University, he or she may be suspended by the Student Academic Progress Committee. If such a student does apply for readmission, the student’s application will be considered by the Student Academic Progress Committee. In this review, the committee will recommend whether or not to readmit the student.

The committee’s decision will be based on the probability of the student’s ultimate success in meeting Center requirements and on the recommendation of the director of the academic program in which the student is seeking readmission.

**ATTENDANCE POLICY**

Because of the intensive structure of the UGCI program, regular attendance is required in all courses. The following guidelines will apply:
1) One documented absence per eight-week session is permitted if approved by the instructor.
2) Any student who misses two consecutive classes without acceptable documented proof of absence will be withdrawn from his classes for the sixteen-week period. Veterans should note that notice of this withdrawal will be sent immediately to the Veterans Administration Office and benefits will be terminated as of the last day of attendance.
3) Make-up exams will be given solely at the discretion of the instructor.

WITHDRAWAL FROM THE PROGRAM

Students who wish to withdraw from the program should contact central staff in Fort Lauderdale. Failure to do so may delay transfer to another institution and will prevent release of transcripts.

VETERANS BENEFITS

New students who want to apply for VA benefits should request the necessary VA-related materials at the orientation session.

Any student who has ever received VA benefits other than a home loan must have his VA file number. An incorrect or unknown file number can cause delays. A student should use this number when making inquiries regarding benefits. Since July, 1973, the VA has used the social security number as the claim number.

The Veterans Administration requires that any student who has never used any VA educational benefits must forward with the application a copy of his DD214, copies of birth certificates for all children, a marriage certificate, and divorce decrees if either partner has been married more than once.

It is of the utmost importance that VA students file these papers with the first registration and thereafter forward a term registration with the VA block checked (prior to the first class meeting).

For students who have used VA educational benefits before a Change of Place form should be filed along with any changes in marital status or number of children. Change of Place students should immediately request transcripts from the prior institution so that credit for previous training can be completed.
A delay in the forwarding of previous credit will cause a delay in payment from the VA.

It is the student's responsibility to notify the VA of changes of address or any additional dependents, and to notify the VA if he stops attending classes. In the event of withdrawal or non-attendance, the college will notify the VA and benefits will cease.

Students are considered less than half time by the VA.

ACADEMIC STANDARDS

A student receives one of the following credits for each course taken during a term:

<table>
<thead>
<tr>
<th>GRADE</th>
<th>QUALITY POINTS</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
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<tr>
<td>B</td>
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<tr>
<td>C</td>
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<tr>
<td>D</td>
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<tr>
<td>I</td>
<td>-</td>
</tr>
<tr>
<td>P</td>
<td>-</td>
</tr>
</tbody>
</table>

"I" stands for incomplete

With the written approval of the course instructor, a student may have up to one additional term to complete the course and receive a letter grade. There is a $10 fee for changing incomplete grades. The grade of "I" remains permanently on the record if the work is not completed within the extension period.

"W" stands for withdrawn

Any student wishing to withdraw from a course must file the appropriate form within the first half of the course. Between that time and the last class meeting before the final examination, a student may withdraw and obtain a "W" only with the consent of the instructor on the withdrawal form. All students are expected to attend all classes. A student may be administratively withdrawn if he fails to meet attendance requirements of the instructor.

"P" stands for pass

Certain courses are designated to be graded only P/F.

DEGREE WITH DISTINCTION

A graduating student who has attained a cumulative quality point average of at least 3.80 may be
eligible, upon the recommendation of the Undergraduate Council, to receive his baccalaureate degree "With Distinction." This policy is effective as of January, 1979. To qualify, a student must complete fifty percent of his course work at the Undergraduate Center. These distinctions, when conferred at Commencement, will be noted on the student’s diploma as well as on his permanent record.

TRANSFER APPLICANTS

Students who have completed programs at junior colleges or who wish to transfer to UGCI from recognized institutions are admitted into the program under the same general procedures as new students. Transfer applicants must furnish an official transcript of their previous educational record; student copies are unacceptable.

A maximum of 30 upper-division credits beyond the AA or AS degree may be transferred if there is sufficient overlap with our course structure.

None of our upper level courses (#300 and above) may be challenged on the basis of life experience. Our courses are geared specifically to students who already have had career experience within the criminal justice field.

REQUIREMENTS FOR GRADUATION

All degree candidates must meet the following academic standards before graduation:

- Satisfactorily complete a specific major and degree program as verified by the program
- Satisfactorily complete Special Projects (Readings and/or Internship)
- Achieve a minimum Cumulative Quality Point Average of 2.0
- Demonstrate competencies in areas determined by the program
- Complete sixty hours at Nova University in courses approved by the Program Director.
- Submit a graduation form and $30 graduation fee prior to registration for the last term
- Clear all obligations to the college, as certified by the Bursar.
GRADUATION PROCEDURES

Any U/G CJ student completing degree requirements must file a Graduation Card indicating his degree intentions at the beginning of his final term. The card, along with the graduation fee of $30, should be sent to the Bursar's Office. These cards are available from the Registrar for the Criminal Justice Program, Nova University. Although U/G CJ students may complete requirements in any term, the actual degree and diploma will be dated in the next graduation period the following June.

TUITION AND FEES*

The cost to the student is $35.00 per credit, $105.00 per course. An application fee of $15.00 is required (non refundable). All tuition and fees are payable at registration. Students will not receive credit or final grade(s) for any course(s) until all tuition and fee responsibilities for the course(s) have been fully satisfied.

TRANSCRIPTS

Official copies of transcripts are available upon written or verbal request when accompanied by payment of a $2.00 transcript fee. Such official transcripts will be sent only to prospective employers, educational institutions, or other legitimate agencies. They are not directly available to the student. A special "Student Copy" of his transcript may be obtained by the student upon request. The fee for "Student Copy" transcripts is $1.00 per copy.

Please Note: The Comptroller's Office will not permit the release of any student's official transcript until he has satisfied all his financial responsibilities to the University and divisions thereof.

REFUNDS, WITHDRAWALS, CHANGES OF COURSES

Students who wish to withdraw from a course must submit a written letter of withdrawal. Withdrawal, however, does not constitute an acceptable reason for automatic refund.

*Tuition and fees are subject to change at any time.
Requests for refunds must be made in writing and directed to the Director. Refunds will be based on the postmark date of written notification and not on the last date of attendance. In the event of a refund, the schedule of refunds, except nonrefundable application and college fees, is as follows:

For 75% refund: withdrawal in writing until 7 days after the first class meeting

For 50% refund: withdrawal in writing until 14 days after the first class meeting

No refund beyond 14 days after the first class meeting.

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**COURSE DESCRIPTIONS**

**300. Crime and Justice**

Examination of Crime and Justice. Definition and nature of crime, classification of criminals. Analysis of the roles of the police, the prosecutor, the defense counsel (including the public defender), the coroner, the grand jury, the trial jurors, the probation and parole officers, adult and juvenile correctional institutions personnel, and the federal and state commissions on Law Enforcement and Administration of Justice.

**301. Juvenile Delinquency and Youth Crime**

Development of the individual through childhood and adolescence as it relates to delinquency and crime; the special characteristics of juvenile and youthful criminality; current principles, policies and practices for the prevention and control of youth crime. Factors producing delinquency; juvenile detention; the juvenile court; training schools; treatment of the offender; a review of the Department of Juvenile Services.

**302. Security Administration**

An introduction to the concepts of industrial security from a systems approach. Special emphasis will be placed on the interface of multifaceted private security organizations and their interrelationship with the criminal justice system. Major topics include: a survey of various criminal justice defensive strategies, analysis of motivational aspects of employee theft, internal preventative
methods, development of security survey, security administrator's role and responsibilities and industrial security planning.

303. Basic Legal Concepts
This course covers the judicial process and its evolution, the rights of accused persons, and the administration of justice in the light of the elementary foundations and functions of substantive and adjective law. The theoretical aspects of basic concepts will be examined, but the stress will be on the practical aspects.

304. Introduction to Contemporary Corrections

305. Research Methods in Criminal Justice
An analysis of principal research methods employed in criminal justice. These include: theory and method of design, data collection and quantitative analysis. Current studies and individual research projects are also evaluated.

306. Abnormal Psychology
An analysis of abnormal behavior as a foundation for the understanding of neuroses and psychoses; the nature, diagnosis, and treatment of mental disorders.

307. Communication Techniques for Criminal Justice Personnel
Training students to qualify to meet criminal justice departmental writing standards, which will include common types of reports, with emphasis on process design writing, following instructions and processing simple proposals. Interview techniques employed for personnel selection are compared with those used in interrogation and those used for therapeutic purposes.

308. American Government and Politics
A service course emphasizing the development and evolution of the American system of government. Fundamentals, constitutional principles, the interrelationship of federal/state/local governments, concepts of representation in the American
political system, and the principle institutions of public policy making are considered.

309. Urban Minorities
An in-depth analysis of the diverse ethnic structure of the urban community. Major attention is given to Blacks, Puerto Rican, and Mexican groups. Topics include a survey of each group's social and economic structure; an examination of ghetto conditions and their effects; the impact of urban conditions on the new arrival; a comparison with the adaptation and treatment accorded earlier migrants; the validity of the "melting pot" concept; and a comparison of the life styles of various minority groups.

400. Administration of Juvenile Justice
A survey of juvenile justice development from philosophical, legal and practical perspectives. Reactions by society and the juvenile justice system to such problems as delinquency, dependency, parental neglect and maladjusted youths. The dilemma of civil rights for juveniles. Responsibilities of police, courts, and rehabilitation departments.

401. Criminological Theory
An examination of classical, neoclassic, positivistic, and contemporary theories in criminology, emphasizing causal and non-causal models. Articulating theory with practical programs in crime control, treatment, and prevention.

402. Advanced Law Enforcement Administration
Studies of line and staff functions within the law enforcement agency. Problems in decision making, program development, executive development, execution and evaluation of the Law Enforcement organizational system with emphasis upon the behavioral science approach to the law enforcement organization.

403. Judicial Behavior
This course covers changing values and patterns of judicial behavior, Federal courts and the power of judicial review, fundamental constitutional principles, nationalization and enforcement of the Bill of Rights, the Supreme Court's policy-making role and its effect on economic policy, and the controversy over the arbiter role of the court. Included will be an analysis of constitutional development of rights and duties of the people, and the role of the government as an institution.
404. Introduction to Community Corrections, Probation and Parole
An insight into the non-institutional corrections field. New approaches to corrections will be emphasized. These will include the community corrections approach together with a detailed analysis of the proper function of probation, parole, halfway houses, work-release programs, and pre-release centers. The student will make independent visits of day corrections facilities under the direction of the instructor.

405. Special Projects (Reading and/or Internship)
Practicum designed to broaden the educational experience of students through appropriate observational and work assignments with governmental law enforcement agencies. Correlation of theoretical knowledge with practice will be emphasized.

406. Social Problems
A sociological analysis of social problems. The problems studied include: crime, juvenile delinquency, mental illness, alcoholism, narcotics addiction, homosexuality and poverty. The course examines the role of modern society in fostering social movements, fads, emotional problems and deviations in social development.

407. Counseling
An analysis of the development, principles, and techniques of counseling, the interpersonal aspects of interviewing, and the evaluation of different purposes and methods of counseling, with particular emphasis on client-centered counseling.

408. Constitutional Law
The role of the United States Constitution in the American system of government. Topics discussed include the origins and historical development of the Constitution, the theory and operation of the Supreme Court, and the impact of Supreme Court decisions on the relationship between different branches of government and on the rights of individuals in American society.

409. Victimology
An examination of the historical, theoretical and empirical data on crime and the criminal justice system through the perspective of the crime victim. Topics include typologies of victims,
problems in collecting and interpreting statistical data on crime victims, selected patterns of victimizations, the role of the victim in crime causation, victim images of and attitudes toward the criminal justice system, official and unofficial responses to victimization.

The provisions set forth in this bulletin are not to be regarded as an irrevocable contract between the student and Nova University. The regulations and requirements herein, including fees, are necessarily subject to change without notice at any time at the discretion of the administration. The University further reserves the right to require a student to withdraw at any time, as well as the right to impose probation on any student whose conduct is unsatisfactory. Any admission on the basis of false statements or documents is void upon discovery of the fraud, and the student is not entitled to any credit for work which he may have done at the University. Upon dismissal or suspension from the University for cause, there will be no refund of tuition and fees. The balance due Nova University will be considered receivable and will be collected.

A transcript of a student’s academic record cannot be released until all his/her accounts, academic and non-academic, are paid.

Nova University maintains a system of records which includes application forms, letters of recommendation, admission test scores and transcripts of students’ previous academic records and Nova University transcripts. These records may be made available upon written request through the Office of the Registrar. The law limits access and disclosure to a third party. Such access is given only upon consent of the student or if required by law.

A person does not have the right of access to educational records until he or she has been admitted and has actually begun attending Nova University. There is no prohibition from disclosing such information to the parents of students who are listed on their parents’ federal income tax forms.

Parents or eligible students will be provided a hearing by Nova University if they wish to challenge the content of the record. If still not satisfied, the parents or eligible student may add explanatory or rebuttal matter to the record. If the student or parents are denied access to a hearing or if records are alleged to have been illegally disclosed to a third party, the student or parents may file a complaint with the Office of the Deputy Assistant Secretary (of HEW) for Management, Planning and Technology.

Nova University practices a policy of nondiscrimination in employment and admission. We hire employees and admit students of either sex and of any race, color and national or ethnic origin.
CURRICULUM REQUIREMENTS—NOVA UNIVERSITY
BACHELOR OF SCIENCE DEGREE IN CRIMINAL JUSTICE

Name ___________________ S.S. # ___________________ Entry Date _______________

**CORE CURRICULUM**

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<thead>
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<th>Term</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>Term 1</td>
<td>Introduction</td>
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<tr>
<td></td>
<td>300 Crime and Justice</td>
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<td>400 Administration of Juvenile Justice</td>
<td>3</td>
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<tr>
<td>Term 2</td>
<td>Theory</td>
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<td>301 Juvenile Delinquency and Youth Crime</td>
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<td>401 Criminological Theory</td>
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<td>Term 3</td>
<td>Enforcement Management and Security Administration</td>
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<td>302 Security Administration</td>
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<td>402 Advanced Law Enforcement Administration</td>
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<td>Term 4</td>
<td>Courts</td>
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<td>303 Basic Legal Concepts</td>
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<td>403 Judicial Behavior</td>
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<td>Term 5</td>
<td>Corrections</td>
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<td>304 Introduction to Contemporary Corrections</td>
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<td>404 Introduction to Community Corrections, Probation and Parole</td>
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<td>Term 6</td>
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<td>305 Research Methods in Criminal Justice</td>
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<td>405 Special Projects (Readings and/or Internship)</td>
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<td>Term 7</td>
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<td>306 Abnormal Psychology</td>
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<td>406 Social Problems</td>
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<td>Communication Skills and Interviewing</td>
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<td>307 Techniques for Criminal Justice Personnel</td>
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<td>407 Counseling</td>
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<td>308 American Government and Politics</td>
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<td>408 Constitutional Law</td>
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Earned credits transferred from other institutions ____________

Number of credits remaining as of ________________________, for a Bachelor of Science Degree ________________