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The Prison-to-College Pipeline Student Handbook

John Jay College/CUNY

AY21-22

**INSTITUTE FOR JUSTICE
AND OPPORTUNITY
at JOHN JAY COLLEGE**

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The City University of New York

The City University of New York is the nation's leading urban public university system, comprising 11 senior colleges, seven community colleges, the William E. Macaulay Honors College at CUNY, the Graduate School and University Center, the CUNY Graduate School of Journalism, the CUNY School of Law, the CUNY School of Professional Studies, and the CUNY School of Public Health. The University serves 540,000 students-more than 271,000 degree-credit students and nearly 270,000 in adult, continuing and professional education.

For more than a century and a half, CUNY's story has been one of civic inspiration, responsiveness to public needs, and unshakable commitment to an idea: that quality higher education should be accessible and affordable for all. From its establishment in 1847 as the Free Academy to its existence today as New York City's public institution of higher learning, CUNY has embraced its mission as it has evolved to meet the diverse and growing needs of an ever-changing city.

College Mission

John Jay College of Criminal Justice is a community of motivated and intellectually committed individuals who explore justice in its many dimensions. The College's liberal arts curriculum equips students to pursue advanced study and meaningful, rewarding careers in the public, private, and non-profit sectors. Our professional programs introduce students to foundational and newly emerging fields and prepare them for advancement within their chosen professions.

Our students are eager to engage in original research and experiential learning, excited to study in one of the world's most dynamic cities, and passionate about shaping the future. Through their studies our students prepare for ethical leadership, global citizenship, and engaged service. Our faculty members are exceptional teachers who encourage students to join them in pursuing transformative scholarship and creative activities. Through their research our faculty advances knowledge and informs professional practices that build and sustain just societies.

We foster an inclusive and diverse community drawn from our city, our country, and the world. We are dedicated to educating traditionally underrepresented groups and committed to increasing diversity in the workforce. The breadth of our community motivates us to question our assumptions, to consider multiple perspectives, to think critically, and to develop the humility that comes with global understanding. We educate fierce advocates for justice.

Accreditation

John Jay College is accredited by the Middle States Association of Colleges and Secondary Schools and is a member of the Council of Graduate Schools in the United States. The College is an institutional member of the National Association of Schools of Public Affairs and Administration (NASPAA). Additionally, John Jay programs are registered by the New York State Education Department.

Degrees Offered

Baccalaureate Degrees

Degree Requirements

John Jay College of Criminal Justice candidates for the baccalaureate degree (Bachelor of Arts or Bachelor of Science) must complete at least 120 credits, composed of the general education requirements, a major, and electives (no more than 4 credits of physical education activities courses may be applied in this last category). To receive a baccalaureate degree from John Jay College, students must complete at least 30 credits of coursework in residence and at least 50 percent of their major at the College. Students may not take more than 50 percent of the courses used to fulfill their degree requirements online. In order to earn a Bachelor of Arts degree, at least 90 of the 120 required credits must be in Liberal Arts and Sciences. The Bachelor of Science degree requires a minimum of 60 Liberal Arts and Science credits.

General Education Requirements

John Jay's General Education program offers students great flexibility in selecting courses that meet the broad goals of a liberal arts education. The 42-credit program consists of the Common Core (30 credits) and the College Option (6-12 credits). In the Common Core, students take required courses in English composition, mathematics, and science, and select additional courses from each of the five thematic areas. The College Option consists of a 6-credit Justice Core encompassing issues of justice that are at the heart of the college's mission as well as courses in two additional thematic areas.

The General Education program aims to ensure that every undergraduate acquires fundamental knowledge and skills that are needed for success in college and after graduation. Students should generally complete general education requirements early in their studies as the curriculum is designed to prepare students for more advanced study in majors and minors and helps bolster their academic success.

The General Education program is divided into three components. The **Required Core** ensures that students learn essential new skills in writing, quantitative reasoning, and science. The Flexible Core provides a broad foundation of knowledge in liberal arts and sciences, introducing a variety of different disciplines and ways of knowing. The College Option specifies unique institutional learning goals for each student that are shaped by the College's mission. At its center is the Justice Core, which provides students with the opportunity to learn and communicate about justice in their lives and in the lives of people across different historical time periods and places.

As students acquire specific competencies in these areas, they will also develop skills in research, critical reasoning, and oral and written communication across the General Education curriculum and in their major.

Baccalaureate Majors

John Jay College of Criminal Justice offers the following majors for baccalaureate degree candidates:

Anthropology (BA)
Applied Mathematics: Data Science and Cryptography (BS)
Cell and Molecular Biology (BS)
Computer Science and Information Security (BS)
Criminal Justice: Crime Control and Prevention (BA)
Criminal Justice: Institutional Theory and Practice (BS)
Criminal Justice Management (BS)
Criminology (BA)

Deviance, Crime, and Culture (BA)
Economics (BS)
English (BA) *please note that all P2CP students are English majors while enrolled in the P2CP program*
Emergency Services Administration (BS)
Fire Science (BS)
Forensic Psychology (BA)
Forensic Science (BS)
Fraud Examination and Financial Forensics (BS)
Gender Studies (BA)
Global History (BA)
Humanities and Justice (BA)
Human Services and Community Justice (BS)
International Criminal Justice (BA)
Latin American and Latinx Studies (BA)
Law and Society (BA)
Philosophy (BA)
Police Studies (BS)
Political Science (BA)
Public Administration (BS)
Security Management (BS)
Sociology (BA)
Spanish (BA)
Toxicology (BS)

Double Majors

John Jay College permits double majors for students who have earned at least 12 college credits. No more than two courses may be shared by (credited to) both majors. Double majors are permitted when students elect majors that are 45 credits or less. Students electing to double major in an area where the major requires more than 45 credits must receive approval from the Dean of Undergraduate Studies. Students need to earn a 2.0 in each major and a cumulative GPA of 2.0. Students who complete the requirements for two majors will receive one diploma indicating the first degree earned. Both majors completed will be indicated on the transcript.

Minors

A minor is a course of study that allows undergraduates a second field of specialization. Minors are intended to encourage and officially acknowledge students' attainment of knowledge in more than one academic field, with the goal of broadening their education.

A minor requires 18-21 credits in a particular field different from the student's major. Because many majors are interdisciplinary at John Jay College, some overlap may occur between courses appearing in a major and a minor (or between majors and minors). Only two courses may overlap between a student's majors, minors, or programs. At least 50 percent of the credits in a minor must be taken at the College and at least two-thirds of the credits in a minor must be graded on an A through F basis. A minor shall be completely optional for students and cannot be required by an academic program. Minor requirements must be completed with at least an overall 2.0 (C) grade point average in the courses used to earn the minor that were completed at John Jay College.

The College encourages students to declare minors by the time they have earned 75 credits. Be aware that some minors may have advanced enrollment requirements, specific procedures for completing the minor, or requirements and/or restrictions concerning grades and courses, which may be used to fulfill the minor.

Accounting Minor
Addiction Studies Minor

Africana Studies Minor
Africana Studies Honors Minor
Anthropology Minor
Art Minor
Biology Minor
Chemistry Minor
Community Justice Minor
Computer Science Minor
Corrections Minor
Counseling Minor
Creative Writing Minor
Criminology Minor
Cybercrime Minor
Digital Media and Journalism Minor
Dispute Resolution Minor
Economics Minor
Emergency Management Minor
English Minor
Environmental Justice Minor
Film Studies Minor
Fire Science Minor
Fraud Examination Minor
Gender Studies Minor
Health and Physical Education Minor
History Minor
History and Law Minor
Homeland Security Minor
Human Rights Studies Minor
Human Services Minor
Humanities and Justice Minor
Interdisciplinary Studies Minor
Journalism Minor
Latin American and Latinx Studies Minor
Latin American and Latinx Studies Honors Minor
Latinx Literature Minor
Law Minor
Mathematics Minor
Music Minor
Philosophy Minor
Police Studies Minor
Political Science Minor
Psychology Minor
Public Administration Minor
Security Management Minor
Social Entrepreneurship and Innovation Minor
Sociology Minor
Spanish Minor
Speech and Media Minor
Sustainability and Environmental Justice Minor
Theatre Arts Minor
Writing and Rhetoric Minor
Writing Minor

Academic Standards

Attendance

Students are expected to attend all class meetings as scheduled. Excessive absence may result in a failing grade for the course and may result in the loss of financial aid. The number absences that constitute excessive absence is determined by the individual instructor, who announces attendance guidelines at the beginning of the semester in the course syllabus.

Summary of Grading System

Students are expected to complete all course work in courses enrolled. Faculty member evaluates and assigns a grade to students based on their course performance. The letter grades assigned will appear on the transcript and will be converted to numerical value for calculating the grade point average (GPA).

The grade system for completed courses is as follows:

Grade	Numerical Value	Explanation
A	4.000	Excellent
A-	3.700	Excellent
B+	3.300	Very Good
B	3.000	Very Good
B-	2.700	Very Good
C+	2.300	Satisfactory
C	2.000	Satisfactory
C-	1.700	Poor
D+	1.300	Poor
D	1.000	Poor
D-	0.700	Poor
F	0.000	Failure
P	--	Passing

Grade	Explanation
FIN	Incomplete Changed to Grade of F
INC	Incomplete
PEN	Pending
W	Withdrawal
WA	Administrative Withdrawal
WN	Withdraw with No Attendance
WU	Withdrew Unofficially
R	Repeat

Good Academic Standing

Students must meet specific grade point average requirements at specific levels of credit to remain in good academic standing.

Credits Attempted	Minimum Cumulative GPA Required
0–12	1.50
13–24	1.75
25 and above	2.00

The Dean's List

Full-Time Dean's List

At the end of each fall and spring semester, John Jay College issues a list of full-time matriculated undergraduate students who have achieved distinguished semester records. The list will be generated one month after the last day of finals by the Office of the Registrar. The Dean's List is published on the college's web site and a notation is made on the student's transcript.

The Dean's List recognizes students who have completed all of the following requirements at the time the list is computed for the semester the dean's list is to be awarded:

- Enrolled as a matriculated student in a baccalaureate degree-granting program
- Completed a full-time program of at least 12 credits, in addition to any courses taken as P/F, which must be successfully completed (designated by P).
- Earned a semester GPA of 3.5 or better
- All grades are C (2.0) or better (grades of C- or below will disqualify the student)
- No marks of Incomplete (INC), NGR, PEN, R, W, WA, *WN, or WU

Part-Time Dean's List

At the end of each spring semester, John Jay College issues a list of part-time matriculated undergraduate students who have achieved distinguished academic records. The Dean's List for part-time students recognizes students who have completed the following requirements at the time the list is computed for the semester the dean's list is to be awarded:

- The Dean's List for part-time students is calculated once a year at the end of each spring semester.
- The calculations are based on fall term, winter session, and spring term in the same academic year.
- The student must be a matriculated student in a baccalaureate degree-granting program for all terms and sessions in which he or she has enrolled in that academic year.
- The student must earn grades of C (2.0) or better in all courses taken (grades of C- or below will disqualify the student).
- Any marks of Incomplete (INC), NGR, PEN, R, W, WA, *WN, or WU, if any are present when the dean's list is run for the academic year, will disqualify the student.

***No student is eligible for both full- and part-time dean's lists. Any student enrolling in 12 or more graded credits (not counting pass/fail courses) in any single term during the academic year will be ineligible for part-time dean's list in that year. Instead, such students will be considered for full-time dean's list in the term(s) where they have full-time enrollment.

*Once the Dean's List published, it is final. Students who later attain a qualifying average through a grade change or removal of an Incomplete will not be included on the dean's list for that semester.

Please note: effective spring 2018 and onward, the Office of Undergraduate Studies will not be printing Dean's List Certificates. Certificates will be made available electronically and will only be emailed to John Jay student email accounts.

The Dean's List Achievement Awards and Reception for Graduating Seniors

The Dean's List Achievement Award is granted to those students that have earned the Dean's List honor every semester of enrollment at John Jay College. These students are celebrated each Spring term with a special reception ceremony. Eligible students are personally invited by the Office of Undergraduate Studies.

Academic Probation

Students with grade point averages that fall below the required minimum will be placed on academic probation. During this probationary period, students who make satisfactory academic progress will continue to maintain their academic standing with the college and their concurrent eligibility for financial aid.

All students should meet with the Otisville Program Coordinator at least once a semester. P2CP program administrators will support students in making good academic progress in their classes, prepare them for registration, and help students in planning their future course of study in the community. Students on academic probation may be required to meet with the Otisville Coordinator for additional meetings.

Academic Dismissal

The academic records of students who fail to meet the minimum retention standards are reviewed each year by the Academic Review Committee, which determines whether there has been satisfactory progress toward meeting required standards. Students who, in the judgment of the committee, have not made adequate progress are dismissed from the College. Upon dismissal, a student may not enroll at John Jay College for at least one year. There is no presumption that students will be readmitted after one year.

Students who receive three Fs, FINs, WUs, Rs, or WNs, or any combination thereof in remedial or developmental courses are not permitted to continue at the College. Students may not appeal the denial of registration. Students may apply for readmission after completing the equivalent remedial or developmental course at a community college.

Reinstatement after Academic Dismissal

Students who have been dismissed from the College because of poor academic performance may seek reinstatement after one year. The process for reinstatement is initiated by the submission of an application for readmission. Deadline dates are available on the academic calendar on the College's home page.

Deadlines are strictly enforced. Students are encouraged to reapply as early as possible. The application is reviewed by the Readmissions Committee, a decision is made and the student is notified in writing.

Students who are considered appropriate candidates are referred to an academic advisor. A student approved through this process is admitted to the College on academic probation and must follow the plan developed in the advising session. Students on probation have a hold on their registration until they meet with an advisor. Failure to meet the conditions of this agreement may result in permanent dismissal.

Second Chance Policy

John Jay College of Criminal Justice recognizes a student's progress toward an undergraduate degree may often be interrupted for a variety of reasons. This Second Chance Policy applies to former John Jay students and allows individuals in the following situations to request permission to be readmitted to the College and begin with a new grade point average.

After a minimum absence of at least two (2) consecutive years, matriculated students who have been dismissed for academic reasons (other than academic dishonesty), or who have voluntarily "stopped out" on academic probation, may seek readmission to John Jay College through this policy. Students whose cumulative GPA does not meet John Jay College's good academic standard and who earned **no more than forty-five (45) credits** during their initial enrollment at the College may be permitted to readmit under this policy and have none of their previous John Jay College coursework counted toward the computation of their cumulative reentry GPA.

Students will be screened for eligibility for the Second Chance Policy when they apply for readmission. Students who meet the criteria for the Second Chance Policy will be provided with a Second Chance application along with their readmission decision. Second Chance applicants will be required to present a thoughtful educational plan that includes academic and career goals, strategies for achieving them, and evidence of personal growth and change since their previous enrollment at John Jay. The plan may also include evidence of preparedness to succeed such as documentation of learning through previous or current work experience and/or community service or transcript(s) of college-level courses completed at other accredited institutions. The College Readmission Committee will assess the student's circumstances and plan in order to make a final decision on their Second Chance application. Please note that after the conclusion of the readmission process, students may not apply for Second Chance retroactively.

Upon reentry under this policy, all previously earned grades will be removed from the calculation of the student's GPA index but will continue to remain visible on the transcript along with a notation indicating the student's readmission date. Additional terms and conditions of this policy include:

- **Academic Status:** The student is subject to all existing academic policies and practices at the time of readmission.
- **Advisement:** The student may not register for classes until the student meets with an academic advisor to select an appropriate course load and schedule.
- **GPA:** The student's GPA will be recalculated using only grades earned from the point of their readmission to John Jay College. All previous coursework and grades will continue to remain visible on the student's transcript along with a notation indicating their readmission date under the policy.
- **Graduation:** The student must earn at least thirty (30) credits in residence at John Jay College after being readmitted under this policy and meet all other graduation requirements.
- **Other Requirements:** The student must complete all current, published College-wide and program-specific matriculation requirements in effect at the time of their readmission under this policy.
- **Usage:** This policy may be implemented only once during the student's academic career at John Jay College.

Grades for Incomplete Course

Grade of FIN

The grade of FIN is assigned by the Office of the Registrar when, after the subsequent semester, the grade of INC is not resolved. The grade of FIN is computed into the GPA as a grade of F. Grade of FIN received during the last semester in courses required for graduation will result in the postponement of graduation.

Grade of INC

Grade of Incomplete (INC) may be given only to those students who would pass the course if they were to satisfactorily complete the missing work; it is within the discretion of the faculty member as to whether or not to give an INC. If a faculty member decides to give a grade of INC, the faculty member will provide the following information during online grade submission at the conclusion of the semester:

- The grade the student has earned so far
- The assignment(s) that are missing, and
- The percentage of the final grade that the missing assignment(s) represents for this purpose

If the course takes place during the fall or winter semester, then the incomplete work is due by the student no later than the end of the third week of the following spring semester. If the course takes place during the spring or summer semester, then the complete work is due no later than the end of the third week of the following fall semester. It is within the discretion of the faculty member to extend this deadline under extraordinary circumstances.

When completing the Change of INC form, the faculty member agrees to grade the student's outstanding course work as specified on the form and to submit the student's grade for the course any time from the date the student submits the completed work until the end of that semester. This policy should be included on the undergraduate course syllabi. If the student does not successfully complete the missing work, the faculty member may change the grade to a letter grade. If the faculty member does not submit a change of grade, the grade of INC automatically becomes the grade of FIN at the end of that semester for undergraduate students only.

This policy does not apply to laboratory courses nor for internship courses for which neither professor nor the department can reasonably accommodate the missed lab or internship work as described herein.

A grade of INC received during the last semester in courses required for graduation will result in the postponement of graduation.

Grade of W

The grade of W indicates withdrawal without academic penalty. Students must apply for withdrawal from a course between the first and tenth week of the semester, or otherwise indicated in the academic calendar. The grade of W is not computed in the GPA. However, a grade of W may affect the student's eligibility for financial aid. Grade of W received during the last semester in courses required for graduation will result in the postponement of graduation. Faculty members cannot assign the grade of W.

Grade of WN

The grade of WN is assigned by the instructor when a student has never attended a registered class and has not applied to withdraw without academic penalty (see *Grade of W*). Effective fall 2009, grade of WN is computed as a grade of W with no academic penalty. Students in receipt of a grade of WN may result in the adjustment of financial aid funds. A grade of WN received during the last semester in course required for graduation will result in the postponement of graduation.

Grade of WU

The grade of WU is assigned by the instructor when a student has never attended class or has ceased attending class and has not applied to withdraw without academic penalty (see *Grade of W*). The grade of WU is computed in the GPA as a grade of F. Students in receipt of a grade of WU may result in the adjustment of financial aid funds. A grade of WU received during the last semester in courses required for graduation will result in the postponement of graduation.

Grade of PEN

The grade of PEN is a grade assigned by the faculty member when he or she suspects or determines that an academic integrity violation has taken place that warrants formal intervention. Grade of PEN is removed or changed when the application consultation, appeal, and/or adjudication processes are complete.

Grade of WA

The grade of WA is assigned to students who fail to comply with the Proof of Immunization Policy of the college. The grade of WA is not computed in the GPA. The grade of WA may affect student's eligibility for financial aid. A grade of WA received during the last semester in courses required for graduation will result in the postponement of graduation.

Grade of R

The grade of R is assigned to students in remedial courses who have attended class regularly and completed course requirements but have not demonstrated sufficient progress to justify a passing grade. The grade is awarded only for remedial or developmental courses, which must be repeated. This grade is not computed in the GPA.

CUNY F Policy

This policy is instituted and applied for academic records in the fall 1990 semester and thereafter. Students who have received a grade of F, FIN, or WU for a particular course may take the same course again in a future semester to earn a higher grade. Students must retake the same course discipline and number, but it is not required to take it with the same faculty member. The student must retake the course at the same institution that offered the course when the student was originally enrolled. Upon retaking the course, if the student receives a grade of C- or better, the new earned grade will be calculated and the grade of F or WU will be subtracted from the cumulative GPA calculation. If the student receives below a grade of C- both the new earned grade and the grade of F, FIN, or WU still remains on the official transcript. This policy is only available for up to five times or 16 credits (whichever is less) for the duration of the student's undergraduate enrollment in CUNY.

If the student receives a grade of F, FIN, or WU in the course taken the second time, both the failure grades will be computed into the GPA. If the student takes the course the third time and receives a grade of C- or better, then both of the previous grades of F, FIN, and/or WU will not be computed into the GPA. Thus, the student forfeits the total credits for the first and second time the course was taken.

CUNY F Procedure

Students who wish to benefit from the CUNY F policy must register for the same course in a future semester in the institution the course was originally taken. Upon receiving the grade of C- or better, the Office of the Registrar will automatically update the academic database annually during the semester.

Withdrawing from Courses

Students are academically responsible for all courses in which they are registered. A student who is unable to meet attendance requirements may withdraw from a course through the tenth week of the semester. Withdrawal from courses requires completion of the P2CP course withdrawal form and a discussion with a P2CP program administrator. In place of the withdrawal form, students may also send program administrators a secure message expressing their desire to drop a course. To use this method, students must include 1) the course name and number, 2) the name of the professor who teaches the course, and 3) the reason the student wishes to drop the course. Students should be aware that any withdrawal may affect financial aid eligibility in future semesters.

From the first week through the tenth week of the semester students may withdraw from a course through the process outlined below (*How to Withdraw from a P2CP course*) without academic penalty. From the fourth to tenth weeks of the semester, students may withdraw from a course through this process without academic penalty. A grade of W will be applied to the student's record.

Failure to attend class and subsequent failure to withdraw officially can result in a grade of WU or WN.

Requests to withdraw after the tenth week must include medical, occupational, psychological, or other appropriate documentation. Such withdrawals must be approved by the Registrar. In unusual cases, such as those arising from illness or transfer to another correctional facility, requests for retroactive resignation (resignation after the completion of a semester) may be filed with the Registrar. Such applications must include substantial documentation. These applications are reviewed by a committee and the student will be notified through P2CP program administrators.

The grade of W awarded for an approved resignation is not computed in the student's grade point average. However the grade of WU is.

Withdrawing from a P2CP Course

Students who determine that they would like to drop a course that they are enrolled in must complete the P2CP Course Withdrawal Form or send a secure message, that includes the information listed above, and meet with someone from the P2CP administrative team to discuss the decision and possible outcomes. Students who wish to drop a course should inform a P2CP administrator as soon as possible to mitigate negative outcomes. Students should initiate the process by contacting an administrator or sending a secure message. Discussions about dropping a course may include topics such as minimum enrollment requirements, implications for the DOCCS educational hold, continued access to P2CP services, and documentation that may be required by the Registrar.

Official Class Standing

Each student is considered to be in one of eight classes, according to the number of credits that have been earned.

Level	Class Credits
Lower Freshman	0 – 14.9
Upper Freshman	15 – 29.9
Lower Sophomore	30 – 44.9
Upper Sophomore	45 – 59.9

Lower Junior	60 – 74.9
Upper Junior	75 – 89.9
Lower Senior	90 –104.9
Upper Senior	105 or more

Credit for Prior Learning

Matriculated students may apply for credit for relevant college-level learning gained through experiences outside a formal college setting. A maximum of 45 such credits may be applied to the student's degree. Credits may be obtained by examination, by completion of evaluated training programs, through individualized Prior Learning Assessment, or a combination of these.

Prior learning credit may be awarded as course-equivalent credit or as elective credit. Once posted, these credits cannot be removed from the student's transcript.

Course-equivalent credit is awarded for prior learning that is determined to be equivalent in content and level to a course offered by the college and is assigned the course number of the equivalent course. Course-equivalent credit will not be awarded if the student already has credit for the equivalent course. Course-equivalent credit may be used to fulfill any program requirements the equivalent course fulfills.

The college determines passing scores and course equivalencies in accordance with CUNY policy, based on the recommendations of the American Council on Education (ACE) and the National College Credit Recommendation Service (NCCRS) in consultation with the academic departments.

Credit for Evaluated Training Programs

Students may receive credit for training programs that have been evaluated by the American Council on Education (ACE) or the National College Credit Recommendation Service (NCCRS). Contact the Prior Learning Coordinator in the Office of Undergraduate Studies undergrad@jjay.cuny.edu

Individualized Prior Learning Assessment

Students may seek credit by preparing a portfolio to document their prior college-level learning from experience. Students who wish to pursue the portfolio option may do so by enrolling in the Prior Learning Seminar or by permission of the Prior Learning Coordinator in the Office of Undergraduate Studies.

Credit for Military Service

The college follows the recommendations of the American Council on Education (ACE) in granting credit for military training, based on review of students' military transcripts. Members of the Army, Navy, Marine Corps, Coast Guard, and National Guard order official transcripts through the Joint Services transcript (JST) system at <https://jst.doded.mil>. After requesting an official transcript through JST, notify the Office of Testing and Evaluation at testing@jjay.cuny.edu and they will retrieve your transcript from the JST system. Members of the Air Force order official transcripts sent to John Jay from the Community College for the Air Force (CCAF) at <http://www.au.af.mil/au/barnes/ccaf/transcripts.asp>. The maximum number of credits earned for military service is forty-five credits.

Academic Integrity

Academic dishonesty is prohibited in The City University of New York. Penalties for academic dishonesty include academic sanctions, such as failing or otherwise reduced grades, and/or disciplinary sanctions, including suspension or expulsion.

Definitions and Examples of Academic Dishonesty

Cheating is the unauthorized use or attempted use of material, information, notes, study aids, devices or communication during an academic exercise. The following are some examples of cheating, but by no means is it an exhaustive list:

- Copying from another student during an examination or allowing another to copy your work
- Unauthorized collaboration on a take-home assignment or examination
- Using notes during a closed-book examination
- Taking an examination for another student, or asking or allowing another student to take an examination for you
- Changing a graded exam and returning it for more credit
- Submitting substantial portions of the same paper to more than one course without consulting with each instructor
- Preparing answers or writing notes in a blue book (exam booklet) before an examination
- Allowing others to research and write assigned papers or do assigned projects, including use of commercial term paper services
- Giving assistance to acts of academic misconduct/dishonesty
- Fabricating data (all or in part)
- Submitting someone else's work as your own
- Unauthorized use during an examination of any electronic devices such as cell phones, palm pilots, smart phones, tablet devices, computers or other technologies to retrieve or send information.

Plagiarism is the act of presenting another person's ideas, research or writings as your own. The following are some examples of plagiarism, but by no means is it an exhaustive list:

- Copying another person's actual words without the use of quotation marks and footnotes attributing the words to their source
- Presenting another person's ideas or theories in your own words without acknowledging the source
- Using information that is not common knowledge without acknowledging the sources
- Failing to acknowledge collaborators on homework and laboratory assignments
- Internet plagiarism includes submitting downloaded term papers or parts of term papers, paraphrasing or copying information from the Internet without citing the source, and "cutting and pasting" from various sources without proper attribution.

Obtaining unfair advantage is any activity that intentionally or unintentionally gives a student an unfair advantage in the student's academic work over another student. The following are some examples of obtaining an unfair advantage, but by no means is it an exhaustive list:

- Stealing, reproducing, circulating or otherwise gaining advance access to examination materials
- Depriving other students of access to library materials by stealing, destroying, defacing, or concealing them
- Retaining, using or circulating examination materials, which clearly indicate that they should be returned at the end of the exam
- Intentionally obstructing or interfering with another student's work

Falsification of records and official documents. The following are some examples of falsification, but by no means is it an exhaustive list:

- Forging signatures of authorization
- Falsifying information on an official academic record
- Falsifying information on an official document such as a grade report, letter of permission, drop/add form, I.D. card or other college document

Course Load

Maximum Number of Courses in a Term

Due to the complex nature of providing college courses to incarcerated students, course enrollment is primarily determined by the P2CP Academic Director. P2CP policy requires that students take courses offered when they will fulfill general education requirements, which are necessary for all CUNY students to complete in order to graduate with either an associate's or baccalaureate degree.

P2CP students may be given a choice about the number that they are enrolled in depending upon the type of courses offered and the number of general education credits a student has previously accumulated. Courses may be offered that will count as an elective and therefore not fulfill a general education requirement. In these circumstances, the opportunity to enroll in elective courses will be determined by the Academic Director. Factors that contribute to this determination include:

- The number of credits students have previously accumulated
- Student GPA
- The number of seats available

The number of seats available is determined by the space provided and pedagogical considerations.

Maximum Number of Courses for Students on Academic Probation

The Academic Review Committee of John Jay College limits the number of credits that campus-based students on academic probation may take to 7 credits, 9 credits, or 12 credits, depending on the student's academic record. For P2CP students, the number of credits that students on academic probation may take will be determined by the P2CP Academic Director in collaboration with P2CP program administrators. Typically it is required that a student retake a course they have failed the next time that course is offered.

Financial Aid

Financial aid is available to matriculated students in the form of grants, loans, scholarships, and part-time student employment (Federal Work Study). Grants provide funds that do not have to be repaid. Loans must be repaid, with interest, in regular installments over a prescribed period of time. Scholarships are funds granted based on academic excellence. Federal Work Study consists of part-time employment, either on campus or for an outside agency contracted through the City University of New York.

Applications for financial aid must be filed each year. Students will receive a reply when their application is processed. If there is a problem with inconsistent or insufficient data, Social Security number, citizenship, Immigration and Naturalization status, or Selective Service status, the student will be notified by a separate letter and must discuss with a P2CP program administrator to make any adjustments. If a student is selected for a process called verification, a letter will also be sent and proof of income must be furnished and a verification sheet must be completed. Students must comply with any request of documentation in order to complete the verification process.

Academic Requirements for Title IV Financial Aid (Federal Pell Grants)

In order to be making satisfactory academic progress toward a degree, for purposes of receiving Title IV student financial assistance (Federal Pell Grant, Federal Work Study, Federal Perkins Loan, Federal Direct Loans and Federal SEOG), an undergraduate student must meet the minimum standards specified below:

Minimum GPA

Achieve at least the GPA required to meet the college's minimum retention standard, or successfully appeal to be placed on academic probation; if enrolled in a program of more than two years, achieve at least a "C" average, or its equivalent, at the end of the second academic year, or have an academic standing consistent with the requirements for graduation.

Credits Attempted	Minimum GPA
0.5–12	1.50
13–24	1.75
25–upward	2.00

Maximum Time Frame

May not attempt more than 150% of the credits normally required for completion of a baccalaureate degree.

John Jay College Student Life: Essential Career Skills

College is more than just a series of classes taken as you make your way to the graduation stage. The full college experience includes a range of challenges and moments of learning, both inside the traditional classroom and throughout our community. For many of you this kind of learning started long before you declared a major. These are

the lessons you were taught by family, part-time jobs, social groups, and other influential people in your life. You have always been a growing, changing individual, and that growth will continue as you pursue new opportunities in your college years.

If knowledge is power, skill is an engine—channeling that power into energy you can use to move forward. At John Jay, we want to make sure you’re getting both the knowledge and the skills you need to reach the next level.

During your time here, you will focus on developing five essential skills for success: Leadership & Teamwork, Communication, Social Justice & Civility, Critical Thinking, and Healthy Living.

Leadership & Teamwork

You don’t have to be a CEO to be a leader. Leadership happens in the day-to-day moments, evolving through collaborative work and community contributions. You can be a productive team member by capitalizing on the talents, values, and interests you already possess. By working well with others, you will be able to guide your group in creating effective change.

Students who have developed the essential skill of Leadership and Teamwork:

- Will develop an understanding of their talents, values, and interests.
- Will demonstrate the ability to activate themselves and others to serve and work collaboratively.
- Will apply strategies to create inclusive communities based on shared values in their everyday interactions with family, friends, and colleagues.

Communication

Interacting with people is a necessity in professional life, whether you’re speaking face-to-face, writing, or expressing yourself through body language. Excellent communicators not only have a firm grasp of grammar and syntax, but anticipate how their message will be received and make adjustments for different audiences. Understanding information communicated to you by others is equally important, so you’ll also develop tools to help you listen, read, and observe effectively.

Students who have achieved competency in the essential skill of communication:

- Will demonstrate an ability to write and speak with intention and precision.
- Will exercise proper use of grammar and syntax.
- Will have an understanding of how their messages are received, and be able to adjust language, tone, and presentation to best reach a variety of audiences through appropriate methods of delivery.
- Will approach communication as a two-way channel, challenging themselves to listen, read, and observe for optimal understanding.

Social Justice & Civility

The effects of oppression, privilege, and power are continuously present in our daily lives. As a citizen of the modern world, you must face these issues with understanding. Social justice begins with establishing respect for people’s many intersecting identities and creating spaces that allow equitable access to opportunities. As you learn about these dynamics, you will become well-equipped to advocate for yourself and others in the face of injustice.

Students who have developed the essential skill of Social Justice & Civility:

- Will integrate knowledge of social justice, inclusion, oppression, privilege, and power into their daily lives.
- Will advocate on issues of social justice, oppression, privilege, and power that impact people based on local, national, and global interconnections.

- Will apply strategies to connect and build meaningful relationships with others while recognizing the multiple, interacting identities, perspectives, and developmental differences that people hold.

Critical Thinking

You have a wonderful mind, and by the time you leave college, you should know how to use it. Fierce advocacy requires that you think for yourself, basing decisions on evidence and reliable sources. When you take a stance on a topic, you should be able to clearly explain your point of view, and also remain open to understanding different perspectives. The issues we face are rarely as simple as “right” versus “wrong.” There’s plenty of gray area, and critical thinking skills will help you navigate those unclear spaces.

Students who demonstrate critical thinking skills are able to:

- Make decisions that are ethical.
- Provide valid evidence for why their decisions are sound and evaluate information to arrive at defensible conclusions.
- Be open minded and flexible about changes to their decisions.
- Differentiate between fact and opinion.
- Acknowledge that things are not always “either/or” or “right or wrong.”

Healthy Living

It’s hard to succeed when you’re not feeling well. Physical, emotional, financial, and spiritual stressors can all take a toll on your well-being. That’s why it’s so important that you take care of yourself and seek out help when you need a little extra support. When you embrace the idea of personal wellness, you will begin to develop habits that enrich your life for years to come. Sure, there will be hard times every now and then—but you’ll be better prepared to deal with those obstacles in a safe, helpful, and responsible way.

Students who have developed the essential skill of Healthy Living:

- Will identify the attitudes, thoughts, choices, and behaviors associated with lifelong health and wellness.
- Will learn to incorporate and take an active role in their personal wellness (physical, emotional, financial, and spiritual) that supports a healthy lifestyle.
- Will utilize coping, harm-reduction and helping skills that support personal and academic success and contribute to increased self-efficacy.
- Will develop knowledge, skills, and attitudes which impact their individual behavior and move their communities towards shared responsibility.

The Prison-to-College Pipeline Program at Otisville Correctional Facility

The Prison-to-College Pipeline (P2CP) program is operated by the John Jay College Institute for Justice and Opportunity (the Institute), located at John Jay College of Criminal Justice in Manhattan. P2CP offers credit-bearing CUNY general education courses to students incarcerated at Otisville Correctional Facility. P2CP is a reentry-focused model that recruits applicants who are nearing release and planning to return to New York City. In addition to offering credit-bearing courses, students enrolled in P2CP have access to a supportive learning community and suite of academically focused programming and services to help students prepare for continued education in the community.

The John Jay College Institute for Justice and Opportunity’s Prison-to-College Pipeline includes:

College level courses: All courses are accredited, credit-bearing, and taught by CUNY faculty. Courses offered include a variety of liberal arts disciplines including English, Sociology, Anthropology, Mathematics, Science, and more.

Learning Exchange: Students enrolled in John Jay classes in the community travel to attend class with their P2CP peers at Otisville Correctional Facility. The Learning Exchange is a credit-bearing course that meets once per month for an academic year. Each session is facilitated by a different CUNY professor to provide students with an opportunity to gain exposure to additional disciplines and deepen their understanding of the value of networking with their peers. *Please note that this class may not be offered due to challenges raised by COVID-19.*

Strategies for Success (S4S): This is a non-credit bearing college acculturation course that all new students are required to take in their first semester. S4S will introduce students to college culture, expectations of college-level study, and provide students with tools to help strengthen skills for academic success.

Academic advising days: Prior to each semester, students will be required to attend an advising session, where course offerings for the upcoming semester are reviewed. In these individualized discussions, staff will identify courses the student needs to fulfill general education requirements and any elective courses students may opt into.

Academic counseling: Students may meet with staff to discuss interests, questions, and concerns that relate to academic study post-release. Examples include: colleges and universities of interest, majors and minors, graduate school, financial aid, general education requirements, the transferability of completed course work, and career interests. Additionally, P2CP staff will provide students with an overview of the Institute's *New York State Back to School Guide*, which can supplement academic counseling discussions.

Guest speakers: During the summer and winter breaks, we invite guest speakers to come and provide information to help students explore the connection between a college degree and a future career. Guest speakers cover topics including professional licensure in fields such as law and social work, and Institute programs such as the Navigator Certificate program.

Academic Reentry Planning (ARP): In the six months leading up to release, students begin developing individualized academic reentry plans. These plans address both the students' basic needs and their goals related to continuing their education in the community.

Letters of support for parole hearings: Students who are preparing for appearances at the parole board are welcome to request letters of support from P2CP. Upon request, each student may get one letter from the Director of Statewide Educational Initiatives, Jessica Jensen, representing support from P2CP administrative staff. Additionally, each student may get one letter from Academic Director, Carla Barrett, representing support from P2CP faculty. Letters from faculty who have taught courses students have successfully completed may also be available by request. Please let someone from the P2CP administrative or ARP team know if you are interested in receiving letters of support.

Legal Reentry Planning: The Institute partners with Community Service Society (CSS) to provide P2CP students access to civil legal services that may help reduce barriers to employment. Services include assistance cleaning up RAP sheets, assistance with certificates of relief from disabilities and certificates of good conduct, and other information and services pertaining to potential employment discrimination.

The P2CP computer lab: A computer lab and college library is provided for P2CP student use. Located in building 105, the lab contains 20 computers for students to use to type papers, take math tutorials, and access encyclopedias, instructional videos, and more. Additionally, the lab contains typewriters which can also be used to prepare assignments and papers for class. The college library, located in the computer lab, contains books and other resource materials that can be used to supplement the readings that are assigned for each class.

P2CP student housing: P2CP students may move into the student housing unit in building 115. Students have shared that the student housing unit offers a quieter environment that makes studying and connecting with other students easier.

P2CP Specific Policies

P2CP specific policies were created to adequately respond to the unique environment of offering college instruction and services within a carceral environment. The following section provides a list of these policies.

Secure Messaging

In order for us to collectively comply with DOCCS policy, it is important that we follow the following guidelines:

- All correspondence must be related to your participation in the college program
- College programs can only send one pre-paid stamp with each secure message
- Students must respond by using the pre-paid stamp provided by the college program (i.e. not stamps that students purchase themselves)
- Group secure messages are not permitted and no message may contain information regarding or intended for other applicants or students
- If an applicant is not accepted into the program or transferred to another facility, all secure messaging must cease between the student and the program

We will send you secure messages (SMs) with a pre-paid stamp so that you can communicate with us using this service. Please feel welcome to use this stamp to initiate communication with us or to respond to communication that we have sent to you. We suggest that you use your stamps carefully by asking multiple questions within one message, as appropriate and possible.

In replying to your message, we must abide by Family Education Rights and Privacy Act (FERPA) guidelines, which were established in 1974 to protect the privacy of students' educational records. In order to comply with FERPA, we must consider the potential impact on the security and privacy of students' personal information, particularly in relation to legal guidelines established by FERPA. As you may be aware, JPAY's secure messaging system is monitored by DOCCS. Therefore, we cannot disclose your personal information related to academic status, student ID number, registration, or grades over the secure messaging system. If you send us questions related to these topics, they will be answered by regular mail.

We are now permitted to have two staff people manage the P2CP SM account on behalf of the P2CP program. DOCCS Central Office has permitted the program director for all college-in-prison programs in the state. In the case of P2CP, this person is Jessica Jensen, the Director of Statewide Educational Initiatives. They have also permitted the P2CP Program Manager, Denisse Martinez. Jessica and Denisse will be the sole staff members monitoring this account and will share your messages and related information with other Institute staff and faculty as appropriate so that we are able to best meet your needs. Please be aware that because there are only two people monitoring this account on behalf of the entire program, it may take up to two weeks to receive a response to your inquiries. We apologize that this turnaround time is not quicker.

Communication Between College Volunteers and P2CP Students

Instructors, workshop facilitators, community-based Learning Exchange students, and Institute staff are all considered 'volunteers' of the college by DOCCS. Therefore, certain rules dictate the kind of communication that is permitted between college volunteers and students enrolled in P2CP. Below is the P2CP policy on communication that we ask all students to follow so that we are all compliant with DOCCS volunteer policy and expectations.

- All written and verbal communication between college volunteers and P2CP students must directly pertain to the program, academics, and academic reentry planning.

- Written and verbal communication that is personal in nature is not permitted between college volunteers and students. This may include letters, notes, or cards between college volunteers and students that reveal or request personal information about either person and does not pertain to the program, academics, and academic reentry planning.
- All written communication between college volunteers and students is subject to review by DOCCS staff. This includes communication shared via secure messaging.

Adherence to this policy helps to ensure that individual volunteers can maintain their DOCCS volunteer clearance and continue to visit Otisville and other prisons within the DOCCS system. If you have questions or concerns about adhering to the policy, please let a P2CP staff person know.

COVID-19 Related Policies

Both college volunteers and P2CP students must adhere to all COVID-19 related policies set by DOCCS. Keep in mind that as long as the pandemic continues, policy and protocol related to COVID-19 are subject to change. Please adhere to the following rules, unless notified otherwise by DOCCS:

- Everyone involved in P2CP must maintain requisite social distance from each other at all times
- Masks must be worn properly by everyone at all times
- No touching is permitted; this includes handshakes, fist bumps, or elbow taps

Computer Lab Policy

Students are required to sign two computer usage agreements for DOCCS. Please fill them out to be allowed access to the computers and the computer lab. Without signing the forms, you will not be allowed to use either the computers or the lab, which contains typewriters and the college library.

Please note that signing these computer agreements will allow you to use the computers with the understanding that they are to be used for academic purposes only and not for personal use, such as writing letters, grievances, or legal matters. Signing the form acknowledges that you've been made aware of the policy and agree to comply.

If you have questions or concerns about signing the forms or adhering to the policy, please let a P2CP staff person know.