

Division of Academic Affairs
Office of Dual Degree Programs

***A Student
Guide to the
CUNY Justice Academy
Degrees at
Hostos Community College***





**CUNY Justice Academy
At Hostos Community College
Joint Degree/Dual Admission A.A /B.A A.S/B.S Programs
with John Jay College**

Criminal Justice
Forensic Science
Fraud Examination and Financial Forensic

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Eugenio María de Hostos Community College
Division of Academic Affairs
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This guide provides important information about the joint degree/dual admission CUNY Justice Academy programs at Hostos Community College with John Jay College (JJ).

It is important for all CUNY Justice Academy majors to keep abreast of program requirements and changes. The best way to stay informed is to maintain frequent communication with your faculty advisor, program administration, and with your fellow students.

Be advised that you, the student, are your best advocate and are responsible for meeting all program and degree requirements that have been approved by Hostos Community College, John Jay, and the NY State Department of Education.

It is a privilege to be a part of the CUNY Justice Academy program. Mentoring/Advisory Council is serious about the success of the programs and its students, so progress of each is monitored at the beginning and end of each semester.

Review this booklet carefully. If you still have questions, follow up with your faculty advisor or the advising coordinator of the program.

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Program Overview

Eugenio María de Hostos Community College (HCC) and John Jay College of Criminal Justice propose to offer an Associate in Arts (AA) degree in Criminal Justice as a jointly registered, dual admission program with the existing Bachelor of Arts in Criminal Justice (BA) at John Jay College of Criminal Justice. The program will provide HCC students with the first two years of the curriculum required at John Jay. Upon successful completion of the lower division at HCC, students will have a seamless transition to the upper division of the baccalaureate program at John Jay. The dual/joint program will offer increased educational opportunities for Hispanics, African Americans and other underrepresented minorities in criminal justice fields who might otherwise be denied access to higher education. The collegial nature of the program will facilitate the transition to the professional portion of the curriculum.

About the CUNY Justice Academy:

The CUNY Justice Academy (CJA) is a transfer-focused collaboration that links selected associate degree programs at six City University of New York (CUNY) community colleges to baccalaureate degree programs at John Jay College of Criminal Justice.

Becoming a CUNY Justice Academy Student:

By majoring in Criminal Justice (CRJ), Forensic Science (FOS) or Forensic Financial Analysis (FFA) at one of the participating CUNY Community Colleges, students are automatically part of the CUNY Justice Academy.

THE CUNY JUSTICE ACADEMY PROGRAM

What is the CUNY Justice Academy?

By majoring in Criminal Justice (CRJ), Forensic Science (FOS), or Financial Analysis (FFA), **you are automatically part of the CUNY Justice Academy (CJA)**. The CJA is a partnership of six CUNY community colleges with John Jay College of Criminal Justice to help you make the transition to a baccalaureate degree.

Why be part of the CUNY Justice Academy?

- **Have guaranteed admission to John Jay College.** When you successfully complete your community college requirements, you not only receive an associate degree

but have the option of guaranteed transfer for John Jay provided you meet minimum entrance requirements:

- GPA of 2.0 or better (2.5 in FOS)
 - Completed a 3 credit college-level English course with a grade of 'C' or better from a CUNY college
 - Completed Elementary Algebra or a 3 Credit college-level math course at CUNY college
-
- **Avoid forms and fees.** As a CJA student, you do not have to fill out an application for John Jay College or pay seat deposit fee. You simply confirm your intent to transition during your final semester.
 - **Make you community college credits count.** CJA ensures that you do not waste time and money by taking the wrong courses toward your bachelor's degree.
 - **Start at John Jay as third year student.** As a CJA member, you can transition to John Jay College with your associate degree and 60 credits and start as third-year student in a bachelor's degree program.

CUNY Justice Academy (CJA) Academic Forgiveness Policy

If you were dismissed from or left John Jay on academic probation and wish to return to John, you may be eligible for the CUNY Justice Academy (CJA) Forgiveness Policy, provided you meet certain eligibility criteria. The policy allows students, who qualify, to re-enter John Jay with their GPA reset to 0.0.

Please note: Prior John Jay course credits are retained, and will no longer be factored into your GPA, but the grades will remain visible on your transcript.

To qualify for the CJA Academic Forgiveness Policy, you must:

- Earn your associate degree from one of our CJA partner community colleges (Borough of Manhattan, Bronx, Hostos, Kingsborough, LaGuardia, or Queensborough community colleges.)
- Complete at least 30 credits at your community college.
- Complete a CJA major (Criminal Justice, Fraud Examination and Financial Forensic, or Forensic Science)
- Earn a community college GPA of at least 2.5

In order to apply for the CJA Academic Forgiveness Policy, you must:

- Have graduated from your community college the semester prior to enrollment, and **your degree must be posted on your transcript.**
- Contact your CJA advisor (<http://www.jjay.cuny.edu/cja-advisors>) to review your records and help you determine if you meet eligibility and application criteria.

You are NOT subject to the CJA Academic Forgiveness Policy:

If you left John Jay in **good academic standing**. You should be able to transition to John Jay provided you have completed all other transition requirements. However, you should still meet with your CJA advisor (<http://www.jjay.cuny.edu/cja-advisors>) before registering for your classes.

Do I have to take Writing Intensive courses?

As of 2003, **ALL** Hostos Community College students are required to take two (2) Writing Intensive(WI) courses to graduate. Students will not be able to graduate without complete this requirement. When registering for your courses, make sure the course is designated as WI. Writing Intensive courses meet certain criteria so your WI classes may be different from your non-WI courses.

How to find Writing Intensive (WI) Classes in CunyFirst?

- Go to CUNYfirst Class Search page, choose **Hostos Community College** from the **Institution Drop-Down** menu
- Select the appropriate **Term**
- Under **Class Search**, choose **Writing Intensive Course** from the **Course Attribute Drop-Down** menu
- Click the **Search** button
- You will get a complete list of all Writing Intensive courses.

Search for Classes

Enter Search Criteria

Search for Classes

Institution	Hostos Community College
Term	2025 Fall Term

Select at least 2 search criteria. Click Search to view your search results.

Class Search

Subject	
Course Number	is exactly
Course Career	Undergraduate
Course Attribute	Writing Intensive Course
Course Attribute Value	Writing Intensive Course
Requirement	
Designation	<input checked="" type="checkbox"/> Show Open Classes Only

Additional Search Criteria

Session	
Mode of Instruction	
Meeting Start Time	greater than or equal to
Meeting End Time	less than or equal to
Days of Week	include only these days
	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun
Class Nbr	
Course Keyword	
Minimum Units	greater than or equal to
Maximum Units	less than or equal to
Course Component	
Campus	
Location	
Instructor Last Name	begins with

How do I re-apply to after withdrawing / taking a leave of absence?

If you are re-admitted, you will be held responsible for meeting all degree program requirements.

Students may not be readmitted until they have been separated from the University for at least one semester or the equivalent calendar time. An official leave of absence is required for readmission to the College. All readmission applications must be on file in the Registrar's Office one month prior to the first day of classes and validated with the appropriate fee of \$10.00 (non-refundable). For more information visit:

www.hostos.cuny.edu/ooa/apply/appreadm.html

ePermit and Deadlines

The Joint dual degree program provide the opportunity to plan in advanced the ePermit request. Students that are planning to take ePermit must meet with their CUNY Justice Academy Advisors

Summer and Fall semester: The first week of April.

Spring: The first week of November.

Note: The student is responsible for applying for an ePermit for each course that you want to take. As your ePermit goes through the approval process, you will receive emails from the ePermit system. Emails are automatically sent to your free Hostos student email account.

May I take ePermit courses at other CUNY institutions?

Yes

If you request an ePermit, you MUST:

Prior to submitting your ePermit request:

- Pass all of your Placement Tests (for Senior colleges)
- Have a GPA of 2.5 or above
- See your academic advisor and follow procedures
- Clear all STOPS
- Apply online
- Activate your Hostos e-mail account (you will receive e-Permit updates via e-mail)

How to apply for ePermit: STEPS (online)

You must apply through your CUNYFirst account

Once your ePermit is approved:

- BURSAR at Hostos
- REGISTER at the host college
- Present your Hostos Bursar's receipt to the host college
- Bursar

Prior to the first day of classes:

- Cancel via the online ePermit system any ePermits you do not want to take at the host college.
- Drop the ePermit course(s) at the host college, AND

- Notify the Hostos Registrar to drop the PERM course(s) at Hostos

Once classes begin:

- Bring (HCC registrar's office) proof of registration or drop / withdrawal for each ePermit
- Adhere to the withdrawal deadlines at BOTH the host college and Hostos, which may differ

Between the 3rd and 5th week of classes:

- Bring the Hostos Registrar's Office an enrollment certification letter from your host college showing the courses you are taking there.

What if I receive an ePermit but don't take the course?

If you have paid for an ePermit course but decide not to take it, you must request a letter from the Registrar's Office at John Jay and provide the letter to the Registrar's Office at Hostos. The letter must indicate your official course schedule at JJ.

Caution: What if I withdraw from an ePermit course?

If you withdraw from an ePermit course will earn a "W." This "W" will appear on your official transcript. You must have a strong reason to justify the decision to apply for a "W." It is strongly suggested to talk to your faculty advisor before withdrawing from any course. In order to earn academic credit, the course must be repeated.

What if the ePermit deadline has passed?

Once the ePermit system is closed, you may not sign up for any more courses. It is your responsibility to keep track of all ePermit deadlines.

Caution: What if I fail an ePermit course?

According to the CUNY grading policy, courses taken on ePermit **are exempt from the benefits of the F grade policy**. F grades will be factored into the student's semester and overall GPAs.

What happens after I complete an ePermit course?

You no longer need to bring us a copy of your transcript or proof of dropping your e-permit course. Transcripts are accessed electronically to post the home course equivalent and grade each semester by the Registrar's Office.

Grades Policy

F - Grade Policy

"When an undergraduate student receives the earned academic grade of "F," "FIN," "WU," or an administrative failing grade, and that student subsequently retakes that course and receives a grade of "C" or better, the initial grade of "F" will no longer be computed into the cumulative grade point average. The "F" will remain on the transcript. The number of failing credits that can be

deleted from the grade point average calculation shall be limited to 16 for the duration of the student's undergraduate enrollment in the institutions of The City University of New York."

INC - Incomplete

This grade indicates that the objectives of a course have not been completed for good and sufficient reasons. For an instructor to grant INC, the student must have met the instructor's attendance requirements in the course, completed most of the coursework and have a passing semester average. Whether or not the student is registered at HCC, the INC becomes a **FIN grade** if the missing coursework is not completed by the 8th week of the semester immediately following the semester in which the INC grade was assigned. The FIN grade is computed into the GPA as an F. THE STUDENT SHOULD NOT RE-ENROLL FOR THE SAME COURSE WHILE THE INC GRADE IS PENDING.

W - Withdrawal without penalty

This grade indicates that a student has good and sufficient reasons for withdrawing from the course, and is doing so at a time when he or she is doing passing work, prior to the tenth week of the course.

WU - Unofficial Withdrawal

Given for non-attendance. Replaces NC grades assigned prior to 1980. This grade is included in the computation of the GPA and counts as a failure (F). www.hostos.cuny.edu/oor/academic/grades

Change of Curriculum

- Students must meet with a CUNY Justice Academy Advisor to discuss the advantages or disadvantages of this change and how those courses will be used in the new curriculum.
- Students who desire to change their academic program must submit a **Change of Curriculum form**. This form must be approved **ONLY** by the CUNY Justice Academy Coordinator or The Advising Coordinator of the program. After this process the form must be turned into Registrar's Office D-207.

Note: Students must be advised at the moment of the change it. Students on probation (<2.0 GPA) will not be able to change major.

How do I activate my Hostos student email account?

You can activate your Hostos student email account by visiting the Informational Technology Office located A226. Activating your email account is free.

***Special Note:** All official communication from the Joint Dual Degree Program Administration, your faculty advisor, and other Hostos offices and personnel will be sent to your Hostos email account, **ONLY**. You may not use personal email accounts such as yahoo, hotmail, msn, gmail, etc.

Program Requirements

**Hostos Community College Program of Study
Leading to the A.A. Degree in Criminal Justice
CUNY PATHWAYS – Criminal Justice (AA)**

REQUIRED COMMON CORE	CREDITS
English Composition:	
ENG 110 Expository Writing	3
ENG 111 Literature and Composition	3
Mathematical and Quantitative Reasoning	3
**MAT 120 Probability and Statistics (Strongly Recommended)	
Life and Physical Sciences	3
(Select one from the list)	
FLEXIBLE COMMON CORE	
World Cultures and Global Issues	3
HIS 201 OR United States History: Through the Civil War HIS 202 United States History: Reconstruction to the Present	
U.S. Experience in Its Diversity	3
**POL 101 American Government (Strongly Recommended)	
Creative Expression:	3
VPA 114, VPA 141, VPA 192, ENG 210, ENG 212, ENG 214	
Individual and Society:	3
**SOC 101 Introduction to Sociology (Strongly Recommended)	
Scientific World	3
(Select one from the list)	
One (1) additional course from the Flexible Common Core:	3
ENG 200, ENG 213, ENG 223, ENG 225 OR LAC 101, LAC 108 OR BLS 101, 114 (Recommended courses)	
MAJOR REQUIREMENTS	
CJ 101 Intro to Criminal Justice	3
CJ 150 Role of Police in the Community	3
CJ 201 Issues in Law Enforcement	3

CJ 202	Corrections and Sentencing	3
LAW 101 OR LAW 203	Law & Social Change Constitutional Law	3
LAW 150	Criminal Law	3
SOC 150	Criminology	3
Additional Degree Requirements:		
VPA 192	Fundamentals of Public Speaking	3
Foreign Language		3-4
Electives		2-3
Total Credits for Degree		60
**Note: If you are planning to attend John Jay College you must take the following courses: MAT 120, POL 101 and SOC 101.		

Hostos CC Pathways Common Core Approved Courses

Required Common Core Courses			Flexible Common Core Courses				
English Composition	Mathematical and Quantitative Reasoning	Life and Physical Sciences	World Cultures and Global Issues	U.S. Experience in Its Diversity	Creative Expression	Individual and Society	Scientific World
ENG 110	MAT 100	BIO 110	ANT 101	BLS 114	ENG 203	CJ 101	BIO 120
ENG 111	MAT 105	BIO 210	BLS 101	ENG 225	ENG 204	ECO 101	BIO 130
	MAT 115	BIO 220	ENG 200	HIS 210	ENG 210	ECO 102	BIO 210
	MAT 120	BIO 230	ENG 213	HIS 211	ENG 212	ENG 223	BIO 220
	MAT 160	BIO 240	ENG 215	LAC 101	ENG 214	ENG 224	BIO 230
	MAT 210	CHE 105	ENG 222	LAC 132	ENG 221	ENG 228	BIO 240
	MAT 220	CHE 110	HIS 201	POL 101	VPA 114	ENG 230	BIO 260
	MAT 310	CHE 210	HIS 202	WGS 100	VPA 141	LIN 100	BIO 310
		CHE 220	HUM 100		VPA 181	LIN 102	CHE 210
		ENV 110	LAC 108		VPA 192	LIN 103	CHE 220
		PHY 105	LAC 118			PSY 101	CHE 310
		PHY 110	POL 207			PSY 110	CHE 312
		PHY 120	SPA 117			PSY 120	MAT 160
		PHY 210	SPA 118			PSY 121	MAT 210
		PHY 220	WGS 200			SOC 101	MAT 310
							PHY 110
							PHY 120
							PHY 210
							PHY 220

**Hostos Community College Program of Study
Leading to the A.S. Degree in Forensic Science
CUNY PATHWAYS – Forensic Science (AS)**

REQUIRED COMMON CORE	CREDITS
English Composition	
ENG 110 Expository Writing	3
ENG 111 Literature and Composition	3
Mathematical and Quantitative Reasoning	4
MAT 210 (degree requirement) Calculus I	
Life and Physical Sciences	4
BIO 210 (degree requirement) General Biology I	
FLEXIBLE COMMON CORE	
World Cultures and Global Issues	3
HIS 201 OR United States History: Through the Civil War HIS 202 United States History: Reconstruction to the Present	
U.S. Experience in Its Diversity	3
LAC 101 The Latino Experience in the United States	
Creative Expression	3
VPA 192 Fundamentals of Public Speaking	
Scientific World	4
BIO 220 (degree requirement) General Biology II	
One (1) additional course from the Scientific World	4
CHE 210 (degree requirement) General Chemistry I	
MAJOR REQUIREMENTS	
CHE 220 General Chemistry II	4
CHE 230 Quantitative Analysis	4
CHE 310 Organic Chemistry I	3
CHE 312 Organic Chemistry I Lab	2

CHE 320	Organic Chemistry II	3
CHE 322	Organic Chemistry II Lab	1
MAT 220	Calculus II	4
PHY 210	General Physics I	4
PHY 220	General Physics II	4
Total Credits for Degree		60
<p>Note: Students must maintain an overall Grade Point Average of 2.5, and a minimum grade of 'C' in Biology, Chemistry, Mathematics, and Physics courses to be retained in and graduated from the program.</p> <p>http://www.hostos.cuny.edu/oaa/ddp/</p>		

Hostos CC Pathways Common Core Approved Courses

Required Common Core Courses			Flexible Common Core Courses				
English Composition	Mathematical and Quantitative Reasoning	Life and Physical Sciences	World Cultures and Global Issues	U.S. Experience in Its Diversity	Creative Expression	Individual and Society	Scientific World
ENG 110	MAT 100	BIO 110	ANT 101	BLS 114	ENG 203	CJ 101	BIO 120
ENG 111	MAT 105	BIO 210	BLS 101	ENG 225	ENG 204	ECO 101	BIO 130
	MAT 115	BIO 220	ENG 200	HIS 210	ENG 210	ECO 102	BIO 210
	MAT 120	BIO 230	ENG 213	HIS 211	ENG 212	ENG 223	BIO 220
	MAT 160	BIO 240	ENG 215	LAC 101	ENG 214	ENG 224	BIO 230
	MAT 210	CHE 105	ENG 222	LAC 132	ENG 221	ENG 228	BIO 240
	MAT 220	CHE 110	HIS 201	POL 101	VPA 114	ENG 230	BIO 260
	MAT 310	CHE 210	HIS 202	WGS 100	VPA 141	LIN 100	BIO 310
		CHE 220	HUM 100		VPA 181	LIN 102	CHE 210
		ENV 110	LAC 108		VPA 192	LIN 103	CHE 220
		PHY 105	LAC 118			PSY 101	CHE 310
		PHY 110	POL 207			PSY 110	CHE 312
		PHY 120	SPA 117			PSY 120	MAT 160
		PHY 210	SPA 118			PSY 121	MAT 210
		PHY 220	WGS 200			SOC 101	MAT 310
							PHY 110
							PHY 120
							PHY 210
							PHY 220

Hostos Community College Program of Study
Leading to the A.S. Degree in Fraud Examination & Financial Forensics
**CUNY PATHWAYS –Fraud Examination
& Financial Forensics Program (AS)**

REQUIRED COMMON CORE		CREDITS
English Composition:		6
ENG 110	Expository Writing	
ENG 111	Literature and Composition	
Mathematical and Quantitative Reasoning		3
**MAT 120 (Required)		
Life and Physical Sciences (Select one from the list)		3-4
FLEXIBLE COMMON CORE		
World Cultures and Global Issues		3
U.S. Experience in Its Diversity		3
Creative Expression		3
Individual and Society		3
Scientific World		3-4
MAT 160 OR MAT 210 (Required)		
One (1) additional course from the Flexible Common Core		3
MAJOR REQUIREMENTS		
ACC 110	College Accounting I	4
ACC 111	College Accounting II	4
ACC 150	Computerized Accounting	3
ACC 201	Intermediate Accounting I	3
ACC 250	Personal Income Tax	3
CJ 101	Introduction to Criminal Justice	3

Select One (1) of the following elective sequence		
BUS 100 AND	Introduction to Business	6
BUS 210 OR	Business Law I	
LAW 101 AND	Law and Social Change	
Law 150	Criminal Law	
Free Electives*		3
Total Credits for Degree		60

*Advisor approval is needed prior students registering

Note: The program has received a waiver to specify particular course must take in STEM areas of the common core (Math and Quantitative reasoning). If students take a different course in this area, they will be certified as having completed the common core area, but it may not be possible for them to finish their degree program within the regular number of credits.

For more information visit: www.hostos.cuny.edu/oa/ddp/

Required Common Core Courses			Flexible Common Core Courses				
English Composition	Mathematical and Quantitative Reasoning	Life and Physical Sciences	World Cultures and Global Issues	U.S. Experience in Its Diversity	Creative Expression	Individual and Society	Scientific World
ENG 110	MAT 100	BIO 110	ANT 101	BLS 114	ENG 203	CJ 101	BIO 120
ENG 111	MAT 105	BIO 210	BLS 101	ENG 225	ENG 204	ECO 101	BIO 130
	MAT 115	BIO 220	ENG 200	HIS 210	ENG 210	ECO 102	BIO 210
	MAT 120	BIO 230	ENG 213	HIS 211	ENG 212	ENG 223	BIO 220
	MAT 160	BIO 240	ENG 215	LAC 101	ENG 214	ENG 224	BIO 230
	MAT 210	CHE 105	ENG 222	LAC 132	ENG 221	ENG 228	BIO 240
	MAT 220	CHE 110	HIS 201	POL 101	VPA 114	ENG 230	BIO 260
	MAT 310	CHE 210	HIS 202	WGS 100	VPA 141	LIN 100	BIO 310
		CHE 220	HUM 100		VPA 181	LIN 102	CHE 210
		ENV 110	LAC 108		VPA 192	LIN 103	CHE 220
		PHY 105	LAC 118			PSY 101	CHE 310
		PHY 110	POL 207			PSY 110	CHE 312
		PHY 120	SPA 117			PSY 120	MAT 160
		PHY 210	SPA 118			PSY 121	MAT 210
		PHY 220	WGS 200			SOC 101	MAT 310
							PHY 110
							PHY 120
							PHY 210
							PHY 220

YOUR TRANSITION TO JOHN JAY COLLEGE

Step 1: Receive an invitation email

- If you are about to graduate with your associate degree in a CJA major (Criminal Justice, Forensic Science, or Forensic Financial Analysis) a a minimum GPA of 2.0 for CRJ & FFA, 2.5 in math and science for FOS, or 2.5 if formally dismissed from JJC; you will send an email (to your CUNY account) inviting you to confirm your decision to enroll at John Jay via an online confirmation link.
- You will be notified by email when your confirmation is received and your credit evaluation is started.
- You do not need to submit a CUNY application.

Step 2: File for Graduation

- Consult your community college academic advisor to ensure you meet all graduation requirements.
- Visit the Registrar's Office on your campus to file for graduation.

Step 3: Receive an advisement email

- Once your transfer credits have been evaluated, you will receive an email inviting you to attend an advisement session and register for classes.
- Be patient; evaluating your transfer credits will take several weeks. In the meantime, get familiar with your intended major requirements at: www.jjay.cuny.edu/majors

Step 4: Attend an advisement session at John Jay

- Sessions are optional, but highly recommended because they provide reassurance that you are selecting classes that you need to fulfill John Jay bachelor's degree requirements.
- This is also a great opportunity to meet CJA advisors and fellow CJA students!

Step 5: Register for classes

- Register for your John Jay classes through CUNY First. You are welcome to register on your own, and then follow-up with and advisor to review your selections.
- Remember to change your College Code to John Jay on your FAFSA.

Step 6: Check CUNYfirst and submit final transcript ASAP

- Check on CUNYfirst to ensure that your final grades are posted and your associate degree is conferred. In order to ensure you are taking necessary courses at John Jay, it is critical that your credit evaluation is up-to-date.
- You must also submit transcripts from any non-CUNY institutions previously attended to John Jay's Office of Testing and Evaluation (524 W. 59th ST., Suite L.71). This will not happen automatically.

For more information

Visit us at:

<http://www.hostos.cuny.edu/oaa/ddp>

“Recipe for success: Study while others are sleeping, work while others are loafing, prepare while others are playing, and dream while others are wishing.”
~William A. Ward

Good luck and great success in the coming semester!