Thank you for your interest in applying to this online, Advanced Certificate in Collaborative Response to Family Violence. This web page outlines admissions requirements, application deadlines and process, program fees, and enrollment information specific to the Advanced Certificate in Collaborative Response to Family Violence.

Applying to the Advanced Certificate in Collaborative Response to Family Violence is a two-step process. The first step is to submit an electronic application to CSUMentor (The California State University application portal). The second step is to submit program specific documents required for acceptance into the Advanced Certificate in Collaborative Response to Family Violence program.

The Graduate Admissions and Program Evaluations (GAPE) Office require the following steps to be completed by May 31, 2017 (for the fall 2017 admission cycle).

STEP 1: Formal application to San Jose State University

1. Apply to SJSU by submitting the CSU Mentor application.
   i. Under APPLY, scroll down and click on: Graduate Admission Applications – Apply online (For Master’s, Postbaccalaureate, Doctorate, Credential and Certificate Programs)
   ii. Click on the term for which you are applying (i.e. fall 2017). This will take you to a new page where you can CREATE AN ACCOUNT. Click on the button and follow the instructions.

2. Deadlines for applications can be found at:
   http://www.sjsu.edu/gape/prospective_students/deadlines . You can find our program under the College of Applied Sciences & Arts for Special Session programs.

3. Information for domestic applicants can be found at GAPE Domestic applicants page.
   i. If you are applying for this online certificate program from outside the United States, please disregard the international student instructions. This is for students who are applying to study on-campus with an issued student visa. This program does not issue student visas as it is fully online, except for the immersion experience. Please follow the steps for graduate admission requirements for domestic applicants.

4. Tests, such as GRE or GMAT, are not required for admission into the Advanced Certificate in Collaborative Response to Family Violence.

5. Prospective Students must submit university required documents after submitting a university CSU Mentor application. This will ensure the matching of documents to applications. For detailed application instructions, please use the following brochure.

6. California residency does not affect fees associated with this special session program.
7. The link below takes you to a helpful graphic of the CSU application process: the first step in this two-step application process.
   http://www.sjsu.edu/gape/prospective_students/domestic/GradStudies_infographic_100414.pdf

STEP 2: Department of Justice Studies Application Requirements

The following information must be submitted to the Department of Justice Studies, CRFV Coordinator by May 31, 2017. Three items are required:

1. Current resume
2. Statement of Purpose
   a. Your Statement of Purpose should address:
      i. How interdisciplinary collaboration can enhance our strategies for addressing family violence and challenges faced when working across disciplines and systems;
      ii. How this certificate program will enhance or advance your work in the field of family violence and/or victim services.
3. One letter of recommendation from a supervisor, professor, or colleague that addresses your unique qualities that contribute to collaboration and leadership in your field. Include how your completion of this program would contribute to the work in family violence or other victim services.

Further Instructions: Your statement of Purpose should be 1000 words or less, double-spaced, and 12-point font. All documents should be sent in a .pdf format. Include your name at the beginning of the document and as a page header or footer; include page numbers. Documents should be named using the following protocol: last name.first name_CRFV.Application_document name (ex. Statementofpurpose, resume, or letterofrec)_submission date.

Email all documents to Maureen.lowell@sjsu.edu. Include CRFV APPLICATION in the subject line. A confirmation email within 24-hours, weekends excluded.

Admissions Requirements

Admission to this advanced certificate program requires a bachelor’s degree from an accredited institution and a minimum GPA of 2.5 (where A=4.0). Familiarity with online technology is also a requirement. Work in the field is preferred, but not required. Students not currently working in the field of family violence in some capacity must take the internship course, JS 245B.

Summary of requirements

- Students are required to hold a B.A. or B.S. degree
- Prospective students must have a GPA of 2.5 or higher
- Familiarity with online technology; students must have:
  - A general understanding of computers and technology and willingness to learn and fully utilize the learning management system (Canvas) for completion and submission of all course work.
  - Access to a computer with Internet connection capable of streaming video files and headset.
Work in the field of family violence is preferred, but not required.

Enrollment

Collaborative Response to Family Violence uses a cohort model. Admitted students will study together over the year, culminating in a capstone project. The program begins September 25, 2017 with the 10-week Family and Community Violence Course (JS136).

The second core course, Collaborative Response to Family Violence (JS137), requires successful completion of JS136. The Collaborative Response to Family Violence course includes the weekend immersion experience that takes place at San Jose State University. Students are responsible for all travel expenses (transportation, lodging and food).

The Collaborative Response Seminar series follows JS 137, beginning in Spring 2018 and finishing in summer 2018 with the completion of the capstone project. This seminar series requires successful completion of the core courses: JS136 and JS137. Elective courses will be offered throughout the program.

Students not currently working in the field of family violence in an approved capacity must take the internship course, JS 245B.

For any admissions questions, please contact Maureen Lowell at maureen.lowell@sjsu.edu.