

GRADUATE STUDENT HANDBOOK

Masters of Science in Criminal Justice
ONLINE PROGRAM



www.cj.msu.edu

COLLEGE OF SOCIAL SCIENCE
MICHIGAN STATE UNIVERSITY
EAST LANSING, MI

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THE SCHOOL OF CRIMINAL JUSTICE

The School of Criminal Justice was established in 1935 as an academic program providing courses for those seeking careers in law enforcement. Graduate studies in the School of Criminal Justice began in 1956 with the Master of Science degree, followed by the Interdisciplinary Doctoral Program in 1968 and the Doctorate in Criminal Justice in 2001. In 1970, the School's name was changed from the School of Police Administration and Public Safety to the School of Criminal Justice to reflect the new emphasis on the entire system of justice in the United States. Housed in the College of Social Science, the School of Criminal Justice has evolved to provide exemplary undergraduate and graduate programs in which students and faculty apply the theories and methods of science to understanding and solving critical policy issues in both the criminal justice and private security fields.

PROGRAM OVERVIEW

Michigan State University's School of Criminal Justice is the oldest and one of the most respected criminal justice programs in the world. Its graduates have gone on to distinguished careers in public law enforcement, security, and other areas of the criminal justice system. Graduates join elite global alumni, many who are leaders within their chosen field. To continue meeting the needs of law enforcement and private security professionals and maintain its leadership in criminal justice education, the School of Criminal Justice began to offer its Masters of Science in Criminal Justice program on the Internet in 1998. This brought its distinguished academic program to students' personal computers and provided advanced educational opportunities to practitioners. This was the first online degree program to be offered by MSU and in December 1999, the first group of students graduated with their MS in Criminal Justice.

The program is designed to add new dimensions to the skills of career people in various areas of criminal justice and security. A number of online support services are available to assist students as they progress through the program, and the School is able to accommodate the busy schedules of practitioners and other worldwide by bringing the classroom to the student. Courses are offered entirely online, and are taught by the same Ph.D. faculty that is involved in the on-campus program. Two degree specializations are offered for students seeking degrees in Criminal Justice via the internet: Judicial Administration and Security Management. Students interested in declaring a specialization in Judicial Administration should contact Cathy White (gamperca@msu.edu or 517-432-9874).

Most classes are offered on a yearly basis, though some are on a two-year rotation. Therefore, students entering Fall semester can complete their degree within two years, provided they follow the prescribed schedule of courses. Students should bear in mind that some courses have a prerequisite (e.g., CJ 811 must be taken before CJ 887). All resources of the school are available to assist students in the application process and during their time as a Masters candidate. If you have questions about the program, please contact Melissa Christle, Graduate Secretary, burrier@msu.edu or 517-353-7133.

DEGREE REQUIREMENTS

To obtain a Masters degree, the student must complete a minimum of 30 semester hours of coursework beyond the bachelors degree. The requirements for the Master of Science degree in Criminal Justice are as follows:

	Credits
A minimum of 30 credits of coursework	
I. Core courses.....	15
CJ 801 Crime Causation, Prevention, and Control	3
CJ 810 Proseminar in Criminal Justice	3
CJ 811 Design and Analysis in Criminal Justice Research.....	3
CJ 812 Criminal Justice Management Seminar	3
CJ 887 Quantitative Methods in Criminal Justice Research.....	3
II. CJ 800-level courses*	6
III. Approved electives.....	6
IV. CJ 896 Policy Analysis Under Conditions of Change	3

* No more than 3 hours of Independent Study in CJ 890 will be allowed. CJ 894 (internship credit) will not count toward this requirement.

DEGREE REQUIREMENTS FOR SECURITY MANAGEMENT SPECIALIZATION

The requirements for the Masters of Science degree in Criminal Justice with a Security Management specialization are as follows:

	Credits
A minimum of 30 credits of course work	
I. Core Courses.....	15
CJ 801 Crime Causation, Prevention, and Control	3
CJ 810 Proseminar in Criminal Justice	3
CJ 811 Design and Analysis in Criminal Justice Research	3
CJ 812 Criminal Justice Management Seminar	3
CJ 887 Quantitative Methods in Criminal Justice Research	3
II. Security Focus	9
CJ 885 Security Management	3
CJ 886 Security Administration.....	3
III. CJ 894 Practicum or approved electives	6
IV. CJ 896 Policy Analysis Under Conditions of Change	3

DEGREE REQUIREMENTS FOR JUDICIAL ADMINISTRATION SPECIALIZATION

The requirements for the Masters of Science degree in Criminal Justice with a Judicial Administration specialization are as follows:

	Credits
A minimum of 30 credits of course work	
I. Core Courses.....	9
CJ 801 Crime Causation, Prevention, and Control	3
CJ 810 Proseminar in Criminal Justice	3
CJ 811 Design and Analysis in Criminal Justice Research	3
CJ 887 Quantitative Methods in Criminal Justice Research	3
II. Specialization Courses	12
CJ 812 Criminal Justice Management Seminar (JA section).....	3
CJ 829 National and Global Trends in Court Planning	3
CJ 860 Historical Foundations/Contemporary Frameworks of JA	3
CJ 864 Elements of Essential Court Operations	3
III. Approved electives.....	3
IV. CJ 896 Policy Analysis under Conditions of Change.....	3

For more information, please contact Cathy White (gamperca@msu.edu or 517-432-9874) or visit www.judicialadministration.msu.edu.

DEGREE REQUIREMENTS FOR INTERNATIONAL FOCUS

The requirements for the Masters of Science degree in Criminal Justice with an International focus are as follows:

	Credits
A minimum of 30 credits of course work	
I. Core Courses.....	15
CJ 801 Crime Causation, Prevention, and Control	3
CJ 810 Proseminar in Criminal Justice	3
CJ 811 Design and Analysis in Criminal Justice Research	3
CJ 812 Criminal Justice Management Seminar	3
CJ 887 Quantitative Methods in Criminal Justice Research	3
II. International Focus.....	6
CJ 822 Comparative Criminal Justice.....	3
CJ 823 Globalization of Crime	3
III. CJ 894 Practicum or approved electives	6
IV. CJ 896 Policy Analysis Under Conditions of Change	3

ACADEMIC PERFORMANCE

Masters students must maintain a GPA of at least 3.0 throughout their program of study. The accumulation of grades below 3.0 (including N grades in the P-N grading system) in more than two semester courses of three or more credits each removes the student from candidacy for the degree. The student may also be removed from the program if they are not progressing at the appropriate rate.

Students may also be removed from candidacy for the degree for the following: theft or misuse of University property, insubordination, intellectual dishonesty, or violation of law and/or University rules and regulations.

ADMISSION REQUIREMENTS

While a criminal justice undergraduate major is not required for admission to the program, the applicant must have a background of education and occupational experience appropriate to the successful pursuit of graduate work in the School of Criminal Justice. Applicants insufficiently prepared for graduate studies in criminal justice may be required to complete collateral coursework or pursue individualized study.

Applicants must have at least 12 credits of undergraduate coursework in political science, economics, sociology, psychology, anthropology, history, social work, or any combination of such courses; at least six of these credits must be in sociology, psychology, social work, or any combination of such courses.

A limited number of applicants who do not satisfy the School's regular admission requirements may be admitted on a provisional basis at the discretion of the department. A student may be enrolled on a provisional basis for only two semesters; the student's status must be changed to regular to be considered a degree candidate.

In addition to all other application material, international applicants must submit TOEFL scores. Applicants must score at least 550 on the non-computer based TOEFL. Those taking the Internet TOEFL must score at least 80 overall, with no subscore below 19 for reading, listening, and speaking; no writing subscore below 22. Students from primarily English-speaking countries may have this requirement waived at the discretion of the department.

Application instructions can be found at <http://cj.msu.edu/programs/masters-program-in-criminal-justice-online/> under the orange Apply tab. If admission is offered, it cannot be deferred for more than one year.

ACADEMIC GRIEVANCE HEARING PROCEDURES

Each right of an individual places a reciprocal duty upon others: the duty to permit the individual to exercise the right. The student, as a member of the academic community, has both rights and duties. Within that community, the student's most essential right is the right to learn. The University has a duty to provide for the student those privileges, opportunities, and protections which best promote the learning process in all its aspects. The student also has duties to other members of the academic community, the most important of which is to refrain from interference with those rights of others which are equally essential to the purposes and processes of the University. (GSRR Article 1.2)

The *Michigan State University Student Rights and Responsibilities (SRR)* and the *Graduate Student Rights and Responsibilities (GSRR)* documents establish the rights and responsibilities of MSU students and prescribe procedures to resolve allegations of violations of those rights through formal grievance hearings. In accordance with the SRR and the GSRR, the School of Criminal Justice has established the following Hearing Board procedures for adjudicating graduate student academic grievances and complaints. (See GSRR 5.4.)

I. JURISDICTION OF THE SCHOOL OF CRIMINAL JUSTICE HEARING BOARD:

- A. The Hearing Board serves as the initial Hearing Board for academic grievance hearings involving graduate students who allege violations of academic rights or seek to contest an allegation of academic misconduct (academic dishonesty, violations of professional standards or falsifying admission and academic records). (See GSRR 2.3 and 5.1.1.)
- B. Students may not request an academic grievance hearing based on an allegation of incompetent instruction. (See GSRR 2.2.2)

II. COMPOSITION OF THE HEARING BOARD:

- A. The Program shall constitute a Hearing Board pool no later than the end of the tenth week of the spring semester according to established Program procedures. Hearing Board members serve one year terms with reappointment possible. The Hearing Board pool should include both faculty and graduate students. (See GSRR 5.1.2 and 5.1.6.) Faculty serving as Undergraduate Coordinator, Graduate Coordinator, Associate Director, or Director in the School of Criminal Justice are not eligible to serve on the Hearing Board.
- B. The Chair of the Hearing Board shall be the faculty member with rank who shall vote only in the event of a tie. The Chair of the Hearing Board will be appointed by the Director. In addition to the Chair, the Hearing Board shall include an equal number of voting graduate students and faculty. (See GSRR 5.1.2, and 5.1.5.)
- C. The Hearing Board will consist of a minimum of 5 members (i.e., 1 faculty serving as chair, 2 faculty, 2 students).
- D. The Program will train hearing board members about these procedures and the applicable sections of the GSRR. (See GSRR 5.1.3.)

III. REFERRAL TO THE HEARING BOARD:

- A. After consulting with the instructor and appropriate unit administrator, graduate students who remain dissatisfied with their attempt to resolve an allegation of a violation of student academic rights or an allegation of academic misconduct (academic dishonesty, violations of professional standards or falsifying admission and academic records) may request an academic grievance hearing. When appropriate, the Department Chair, in consultation with the Dean, may waive jurisdiction and refer the request for an initial hearing to the College Hearing Board. (See GSRR 5.3.6.2.)
- B. At any time in the grievance process, either party may consult with the University Ombudsperson. (See GSRR 5.3.2.)
- C. In cases of ambiguous jurisdiction, the Dean of The Graduate School will select the appropriate Hearing Board for cases involving graduate students. (See GSRR 5.3.5.)
- D. Generally, the deadline for submitting the written request for a hearing is the middle of the next semester in which the student is enrolled (including Summer). In cases in

which a student seeks to contest an allegation of academic misconduct and the student's dean has called for an academic disciplinary hearing, the student has **10** class days to request an academic grievance to contest the allegation. (See GSRR 5.3.6.1 and 5.5.2.2.)

- E. If either the student (the complainant) or the respondent (usually, the instructor or an administrator) is absent from the university during that semester, or if other appropriate reasons emerge, the Hearing Board may grant an extension of this deadline. If the university no longer employs the respondent before the grievance hearing commences, the hearing may proceed. (See GSRR 5.4.9.)
- F. A written request for an academic grievance hearing must (1) specify the specific bases for the grievance, including the alleged violation(s), (2) identify the individual against whom the grievance is filed (the respondent) and (3) state the desired redress. Anonymous grievances will not be accepted. (See GSRR 5.1 and 5.3.6.)

IV. PRE-HEARING PROCEDURES

- A. After receiving a graduate student's written request for a hearing, the Chair of the Department will promptly refer the grievance to the Chair of the Hearing Board. (See GSRR 5.3.2, 5.4.3.)
- B. Within **5** class days, the Chair of the Hearing Board will:
 - 1. forward the request for a hearing to the respondent and ask for a written response;
 - 2. send the names of the Hearing Board members to both parties and, to avoid conflicts of interest between the two parties and the Hearing Board members, request written challenges, if any, within **3** class days of this notification. In addition to conflict of interest challenges, either party can challenge two hearing board members without cause (GSRR 5.1.7.c);
 - 3. rule promptly on any challenges, impanel a Hearing Board and send each party the names of the Hearing Board members. If the Chair of the Hearing Board is the subject of a challenge, the challenge shall be filed with the Dean of the College, or designee (See GSRR 5.1.7.). Decisions by the Hearing Board chair or the College Dean (or designee) on conflict of interest challenges are final;
 - 4. send the Hearing Board members a copy of the request for a hearing and the respondent's written response, and send all parties a copy of these procedures.
- C. Within **5** class days of being established, the Hearing Board shall review the request, and, after considering all requested and submitted information:
 - 1. accept the request, in full or in part, and promptly schedule a hearing.
 - 2. reject the request and provide a written explanation to appropriate parties; e.g., lack of jurisdiction. (The student may appeal this decision.)

3. the GSRR allows the hearing board to invite the two parties to meet with the Hearing Board in an informal session to try to resolve the matter. Such a meeting does not preclude a later hearing. However, by the time a grievance is requested all informal methods of conflict resolution should have been exhausted so this option is rarely used. (See GSRR 5.4.6.)
- D. If the Hearing Board calls for a hearing, the Chair of the Hearing Board shall promptly negotiate a hearing date, schedule an additional meeting only for the Hearing Board should additional deliberations on the findings become necessary.
- E. At least **5** class days before the scheduled hearing, the Chair of the Hearing Board shall notify the respondent and the complainant in writing of the (1) time, date, and place of the hearing; (2) the names of the parties to the grievance; (3) a copy of the hearing request and the respondent's reply; and (4) the names of the Hearing Board members after any challenges. (See GSRR 5.4.7.)
- F. At least **3** class days before the scheduled hearing, the parties must notify the Chair of the Hearing Board the names of their witnesses and advisor, if any, and request permission for the advisor to have voice at the hearing. The chair may grant or deny this request. The Chair will promptly forward the names given by the complainant to the respondent and visa versa. (See GSRR 5.4.7.1.)
- G. The Chair of the Hearing Board may accept written statements from either party's witnesses at least **3** class days before the hearing. (See GSRR 5.4.9.)
- H. In unusual circumstances and in lieu of a personal appearance, either party may request permission to submit a written statement to the Hearing Board or request permission to participate in the hearing through an electronic communication channel. Written statements must be submitted to the Hearing Board at least **3** class days before the scheduled hearing. (See GSRR 5.4.9c.)
- I. Either party to the grievance hearing may request a postponement of the hearing. The Hearing Board may either grant or deny the request. (See GSRR 5.4.8.)
- J. At its discretion, the Hearing Board may set a reasonable time limit for each party to present its case, and the Chair of the Hearing Board must inform the parties of such a time limit in the written notification of the hearing.
- K. Hearings are closed unless the student requests an open hearing, which would be open to all members of the MSU community. The Hearing Board may close an open hearing to protect the confidentiality of information or to maintain order. (See GSRR 5.4.10.4.)
- L. Members of the Hearing Board are expected to respect the confidentiality of the hearing process. (See GSRR 5.4.10.4.and 5.4.11.)

V. HEARING PROCEDURES:

- A. The Hearing will proceed as follows:

1. Introductory remarks by the Chair of the Hearing Board: The Chair of the Hearing Board introduces hearing panel members, the complainant, the respondent and advisors, if any. The Chair reviews the hearing procedures, including announced time restraints for presentations by each party and the witnesses, and informs the parties if their advisors may have a voice in the hearings and if the proceedings are being recorded. Witnesses shall be excluded from the proceedings except when testifying. The Chair also explains:
 - In academic grievance hearings in which a graduate student alleges a violation of academic rights, the student bears the burden of proof.
 - In hearings in which a graduate student seeks to contest allegations of academic misconduct, the instructor bears the burden of proof.
 - All Hearing Board decisions must be reached by a majority of the Hearing Board, based on a "clear and convincing evidence." (See GSRR 8.1.18.)

(See GSRR 5.4.10.1 and 8.1.18.) For various other definitions, see GSRR Article 8.)
2. If the complainant fails to appear in person or via an electronic channel at a scheduled hearing, the Hearing Board may either postpone the hearing or dismiss the case for demonstrated cause. (See GSRR 5.4.9a.)
3. If the respondent fails to appear in person or via an electronic channel at a scheduled hearing, the Hearing Board may postpone the hearing or, only in unusual circumstances, hear the case in his or her absence. (See GSRR 5.4.9-b.)
4. If the respondent is absent from the University during the semester of the grievance hearing or no longer employed by the University before the grievance procedure concludes, the hearing process may still proceed. (See GSRR 5.3.6.1.)
5. To assure orderly questioning, the Chair of the Hearing Board will recognize individuals before they speak. All parties have a right to speak without interruption. Each party has a right to question the other party and to rebut any oral or written statements submitted to the Hearing Board. (See GSRR 5.4.10.2.)
6. Presentation by the Complainant: The Chair recognizes the complainant to present, without interruption, any statements relevant to the complainant's case, including the redress sought. The Chair then recognizes questions directed at the complainant by the Hearing Board, the respondent and the respondent's advisor, if any.
7. Presentation by the Complainant's Witnesses: The Chair recognizes the complainant's witnesses, if any, to present, without interruption, any statement

directly relevant to the complainant's case. The Chair then recognizes questions directed at the witnesses by the Hearing Board, the respondent, and the respondent's advisor, if any.

8. Presentation by the Respondent: The Chair recognizes the respondent to present, without interruption, any statements relevant to the respondent's case. The Chair then recognizes questions directed at the respondent by the Hearing Board, the complainant, and the complainant's advisor, if any.
9. Presentation by the Respondent's Witnesses: The Chair recognizes the respondent's witnesses, if any, to present, without interruption, any statement directly relevant to the respondent's case. The Chair then recognizes questions directed at the witnesses by the Hearing Board, the complainant, and the complainant's advisor, if any.
10. Rebuttal and Closing Statement by Complainant: The complainant refutes statements by the respondent, the respondent's witnesses and advisor, if any, and presents a final summary statement.
11. Rebuttal and Closing Statement by Respondent: The respondent refutes statements by the complainant, the complainant's witnesses and advisor, if any, and presents a final summary statement.
12. Final questions by the Hearing Board: The Hearing Board asks questions of any of the participants in the hearing.

VI. POST-HEARING PROCEDURES

A. Deliberation:

After all evidence has been presented, with full opportunity for explanations, questions and rebuttal, the Chair of the Hearing Board shall excuse all parties to the grievance and convene the Hearing Board to determine its findings in executive session. When possible, deliberations should take place directly following the hearing and/or at the previously scheduled follow-up meeting. (See Section IV.D above.)

B. Decision:

1. In grievance (non-disciplinary) hearings involving graduate students in which a majority of the Hearing Board finds, based on "clear and convincing evidence," that a violation of the student's academic rights has occurred and that redress is possible, it shall recommend an appropriate remedy to the Department Chair or School Director. Upon receiving the Hearing Board's recommendation, the Department Chair or School Director shall implement an appropriate remedy, in consultation with the Hearing Board, within **3** class days. If the Hearing Board finds that no violation of academic rights has occurred, it shall so inform the Chair or Director. The Chair of the Hearing Board shall promptly forward copies of the final decision to parties and the University Ombudsperson. (See GSRR 5.4.11.)

2. In grievance (non-disciplinary) hearings involving graduate students in which the Hearing Board serves as the initial hearing body to adjudicate an allegation of academic dishonesty and, based on "clear and convincing evidence," the Hearing Board finds for the student, the Hearing Board shall recommend to the Department Chair or School Director that the penalty grade be removed, the Academic Dishonesty Report be removed from the student's records and a "good faith judgment" of the student's academic performance in the course take place. If the Hearing Board finds for the instructor, the penalty grade shall stand and the Academic Dishonesty Report regarding the allegation will remain on file, pending an appeal, if any, to the College Hearing Board within **5** class days of the Hearing Board's decision. If an academic disciplinary hearing is pending, and the Hearing Board decides for the instructor, the graduate student's disciplinary hearing before either the College Hearing Board or the Dean of The Graduate School would promptly follow, pending an appeal, if any, within **5** class days. (See GSRR 5.5.2.2 and 5.4.12.3)

C. **Written Report:**

The Chair of the Hearing Board shall prepare a written report of the Hearing Board's findings, including recommended redress or sanctions for the complainant, if applicable, and forward a copy of the decision to the appropriate unit administrator within **3** class days of the hearing. The report shall indicate the rationale for the decision and the major elements of evidence, or lack thereof, that support the Hearing Board's decision. The administrator, in consultation with the Hearing Board, shall then implement an appropriate remedy. The report also should inform the parties of the right to appeal within **5** class days following notice of the decision, or **5** class days if an academic disciplinary hearing is pending. The Chair shall forward copies of the Hearing Board's report and the administrator's redress, if applicable, to the parties involved, the responsible administrators, the University Ombudsperson and the Dean of The Graduate School. All recipients must respect the confidentiality of the report and of the hearing board's deliberations resulting in a decision. (See GSRR 5.4.12 and 5.5.2.2)

VII. APPEAL OF THE HEARING BOARD DECISION:

- A. Either party may appeal a decision by the Hearing Board to the College Hearing Board for cases involving (1) academic grievances alleging violations of student rights and (2) alleged violations of regulations involving academic misconduct (academic dishonesty, professional standards or falsification of admission and academic records.) (See GSRR 5.4.12.)
- B. All appeals must be in writing, signed and submitted to the Chair of the College Hearing Board within **5** class days following notification of the Hearing Board's decision. While under appeal, the original decision of the Hearing Board will be held in abeyance. (See GSRR 5.4.12, 5.4.12.2 and 5.4.12.3.)
- C. A request for an appeal of a Hearing Board decision to the College Hearing Board must allege, in sufficient particularity to justify a hearing, that the initial Hearing Board failed to follow applicable procedures for adjudicating the hearing or that findings of the Hearing Board were not supported by "clear and convincing

evidence." The request also must include the redress sought. Presentation of new evidence normally will be inappropriate. (See GSRR 5.4.12.1, 5.4.12.2 and 5.4.12.4.)

VIII. RECONSIDERATION:

If new evidence should arise, either party to a hearing may request the appropriate Hearing Board to reconsider the case within **30** days upon receipt of the hearing outcome. The written request for reconsideration is to be sent to the Chair of the Hearing Board, who shall promptly convene the Hearing Board to review the new material and render a decision on a new hearing. (See GSRR 5.4.13.)

IX. FILE COPY:

The Chair of the Department shall file a copy of these procedures with the Office of the Ombudsperson and with the Dean of The Graduate School. (See GSRR 5.4.1.)

GENERAL INFORMATION

ACADEMIC ADVISORS

Academic advisors are available to assist students with:

- Deciding courses and development of programs of study
- Selection of second degree, additional majors, cognates and specializations
- Review of degree requirements
- Planning annual enrollment
- Information on dropping and adding courses, and withdrawal from university
- Referral to other university resources
- Discussions of possible internship and overseas study experiences

Students are responsible for knowing and fulfilling all university, college and major requirements. Use the School of Criminal Justice's *Graduate Planning Guide*, and the University's publications of [Academic Programs](#) and [Description of Courses](#).

Academic Advisor:

Barbara Kolar
128 Baker Hall
517-353-9866
kolarba@msu.edu

Career Development Coordinator:

Tim Homberg
130 Baker Hall
517-432-3197
hombergt@msu.edu

APPLICATION TO GRADUATE

Students must apply to graduate. Applications may be submitted electronically at www.reg.msu.edu under the Graduation/Honors menu. The application must be submitted by the first week of the semester in which the student plans to graduate. **Summer graduates should turn in their application by the first week of Spring semester.** If graduation is denied, the student must reapply, as the application is not automatically forwarded to the following semester.

Graduates are encouraged to come to campus for the traditional graduation ceremony and special school recognition. This is the time to celebrate an important achievement and meet students, faculty, and staff you have worked with during the Masters program.

CHANGE OF ENROLLMENT/REGISTRATION

Students who wish to drop and add courses after registration may do so through the fifth day of classes. To add courses after the fifth day, students must contact the department offering the course (after the fifth day, students may continue to drop courses through the middle of the semester). After mid-term, students may drop courses only with the permission of the dean of their college. Students are reminded to check the Academic Calendar each semester at <http://www.reg.msu.edu/ROInfo/Calendar/Academic.asp> for important dates regarding dropping and adding courses. Fees charged for late enrollment and fees refunded for dropping courses are also listed in the Academic Calendar.

CJ LISTSERV

CJ Listserv is an electronic forum for criminal justice students. If you subscribe, you will receive information about scholarships, job opportunities, upcoming school events, and more. This resource provides an excellent method for the long distance degree student to stay "linked" with the School.

To subscribe, send an e-mail to: listserv@h-net.msu.edu.

Leave the subject line blank, and write the following message in the text:

SUB(space) cj-student (space) your name

Example: Sub cj-student John Doe

If you would like to unsubscribe, please send an email to Tim Homberg at hombergt@msu.edu and ask to be removed from the ListServ.

CORRECTION OF GRADES

A student's grade may be changed only if the first grade is in error. The time limit for the correction of grades is 30 days after the start of a new semester. The Office of the Registrar reserves the right to audit student records and to correct them as necessary.

DEFERRED GRADES

Deferred grades are issued only to graduate students who are doing satisfactory work but cannot complete requirements because of reason(s) acceptable to the instructor. The required work must be completed and a grade reported within six months, with the option of a single six-month extension. If the required work is not completed within the time limit, the DF/Deferred will become U/Unfinished.

EQUIPMENT REQUIREMENTS

Every fully online MSU course requires a minimum of the following common set of tools. Many courses have other specialized technical needs as well. Be sure to check the course syllabus and requirements to read about particular needs for that course. At a minimum, each student needs access to:

1. A browser that meets the [ANGEL minimum requirements](#).
2. Minimum screen resolution of 800x600 (1024x768 recommended)
3. 56K modem or direct connection to the Internet. A broadband (high-speed) Internet connection is recommended (and required for some courses)
4. Adequate responsiveness and performance from your computer. Most computers manufactured within the last four years will meet your needs.

EXIT SURVEY

A new short online exit survey for all students graduating with a Plan A or Plan B masters or with a Doctoral degree was introduced May 9th of 2011. Only students who have applied for graduation will have access to the survey. The survey asks questions about educational experiences in MSU graduate programs, as well as about immediate professional plans. The Graduate School uses data from this survey when reviewing graduate programs and to guide decisions about services and initiatives for graduate students.

The identity of all respondents will be kept confidential and only aggregate (group) information will be made available to faculty and administrators. The students will receive an e-mail message from the dean of the graduate school with a link to the survey. However, students do not need to wait for that e-mail message to complete the survey after applying for graduation. It takes about 5-10 minutes to complete the online survey. Below are the instructions for completing the survey and they are also available from <http://grad.msu.edu/etd/>

Instructions for students:

- Access the following website:
 - Doctoral Students: <https://www.egr.msu.edu/doctoral/survey/>
 - Master's Students: <https://www.egr.msu.edu/masters/survey/>
- Enter your MSU NetID (Login Name) and Password
- Complete all the items on the survey. When finished, click **Submit**.

If you cannot open this survey, please contact Katey Smagur by email at smagurka@msu.edu, and include your name, student ID #, degree level (PhD, MA/MS) and semester of graduation. You will then be notified when you are able to complete the survey.

FREQUENTLY USED WEBSITES AND PHONE NUMBERS

Controllers Office (www.ctrl.msu.edu) - Tuition and housing fees, fee payment schedule, deferred payment plan, etc. 517-355-3343 (Billing and Receivables)

Department of Police and Public Safety (www.dpps.msu.edu) - Police services, parking permits, campus crime statistics, visitor parking, etc. 517-355-8440 (Parking)

Financial Aid (www.finaid.msu.edu) - Instructions for applying for aid, forms, calendar, calculator, etc. 517-353-5940

Graduate School (www.grad.msu.edu) - Graduate education at Michigan State University, forms, financial aid, graduate student resources, etc. 517-355-0301

Michigan State University (www.msu.edu) - General information about Michigan State University, catalogs, enrollment and registration, student organizations, student services, University policies and procedures, search site, etc.

Office for International Students and Scholars (www.oiss.msu.edu) - Admission, travel, immigration rules and regulations, scholarship and grant information, etc. 517-353-1720

Registrar's Office (www.reg.msu.edu) - Tuition, enrollment, financial aid, schedule of courses, University calendar, student services, etc. 517-355-3300

GRIEF ABSENCE POLICY (as approved by University Council)

For master's (Plan A), master's (Plan B) with research responsibilities, and doctoral students, it is the responsibility of the student to: a) notify their advisor/major professor and faculty of the courses in which they are enrolled of the need for a grief absence in a timely manner, but no later than one week from the student's initial knowledge of the situation, b) provide appropriate verification of the grief absence as specified by the advisor/major professor and faculty, and c) complete all missed work as determined in consultation with the advisor/major professor and faculty. It is the responsibility of the advisor/major professor to: a) determine with the student the expected period of absence – it is expected that some bereavement processes may be more extensive than others depending on individual circumstances, b) receive verification of the authenticity of a grief absence request upon the student's return, and c) make reasonable accommodations so that the student is not penalized due to a verified grief absence. If employed as a RA or TE, the graduate student must also notify their employer. Both employer and student will swiftly communicate to determine how the student's responsibilities will be covered during their absence. Graduate teaching assistants (TAs) should refer to the bereavement policy in the MSU GEU CBU Article 18. Students in the graduate professional colleges (CHM, COM, CVM, LAW) with their own grief absence policies are excluded from the above and should follow their own policies. Students who believe their rights under this policy have been violated should contact the University Ombudsperson.

MSU NETID

MSU students receive centrally funded NetIDs so they can utilize various electronic resources and electronic mail. Students should activate their MSU NetID even if they already have another email account. By setting up the MSU NetID, students can:

- Access passworded VU courses
- Receive official communications from MSU that are sent to students by email only
- publish a personal webpage
- access dial-up services
- access public computer labs
- access electronic resources on campus

You will need your PID (Personal Identification Number) and your PAN (Personal Access Number) to activate your MSU NetID. Please visit www.netid.msu.edu for more information.

STUDENT SERVICES

Library Resources - Students taking courses through the Virtual University may also use the resources of Michigan State University Libraries. MSU [Library Distance Learning Services](#) is designed to meet the information needs of students registered for off-campus Virtual University courses and provides online means for requesting library books, materials and services. Each virtual class site has specific resources defined for that course.

Student Organizations – The School of Criminal Justice advises two student organizations; the student chapter of the American Criminal Justice Association (<http://www.acjalae.org/>) and the national honors fraternity Alpha Phi Sigma (<http://www.alphaphisigma.org/>).

Virtual University – The Virtual University provides a 24-hour hotline to assist you with questions regarding equipment, Internet connections, PPP, Netscape or PILOT. They can be reached at 800-500-1554. Additional help is provided by the MSU Computing Information Center from 9am-5pm (EST) Monday-Friday at 517-432-6200.

Writing Center – The MSU [Writing Center](#) maintains a writing laboratory and online resources that assist students with papers and research.

TIME LIMIT

Students must complete the Masters degree within six years. The semester in which the first class that can be applied to the degree is taken is considered the student's first semester in the program.

TRANSFER CREDITS

A maximum of nine semester credits of graduate course work (excluding research and thesis credits) may be transferred into the Masters program from other accredited institutions with Masters programs. The student must have earned at least a 3.0 in the course and we must receive a course description, a syllabus, course transcript, and information which will assist in determining if the course(s) taken meet the course requirements in this program. A combination of graduate course work and MSU Lifelong Education credits can also be considered, not to exceed nine credits total. Please see the graduate advisor for procedures.

COURSE DESCRIPTIONS

CJ 801 Crime Causation, Prevention, and Control (3 credits)

Theories of crime causation. Translation of theory to policy.

CJ 802 Proseminar in Law Enforcement Intelligence Operations (3)

Law enforcement intelligence as an analytic tool for case development and resource allocation. Historical, ethical, legal, and operational issues affecting current practice.

CJ 803 Foundations in Homeland Security (3)

Broad overview and assessment of the contemporary homeland security program.

CJ 809 Special Topics (3)

Please check Michigan State University's Schedule of Courses (www.schedule.msu.edu) to determine which sections are offered in a given semester.

CJ 810 Proseminar in Criminal Justice (3)

Survey of classical and recent literature in criminal justice. Trends and issues that transcend the components of the criminal justice system.

CJ 811 Design and Analysis in Criminal Justice Research (3)

Scientific methods in criminal justice research. Design data collection and analysis, interpretation of findings, and ethical concerns. Computer use in data analysis. Prerequisite to CJ 887.

CJ 812 Criminal Justice Management Seminar (3)

Organization theory and behavior for the criminal justice agency. Organization and policy planning budgeting, forecasting, human resource management, and project implementation.

CJ 822 Comparative Criminal Justice (3)

Globalization, crime causation, measurement, and control in comparative and cross-national contexts. Nature of policing, courts, and corrections in select countries. CJ 822 is required coursework for those pursuing an International Focus specialization.

CJ 823 Globalization of Crime (3)

International crimes and organized crime. Trafficking in women, children, and body parts. Related problems such as firearm violence, money laundering, and corruption that transcend national boundaries. CJ 823 is required coursework for those pursuing an International Focus specialization.

CJ 829 National and Global Trends in Court Planning (3)

Emerging judicial trends. Stakeholder expectations. Impact on judicial branch planning. Regional, national, and global trends that frame strategic issues, planning, actions, and leadership

CJ 837 Counterterrorism and Intelligence (3)

Meanings and concept of terrorism. Nature of both domestic and international terrorist threats. Integration of intelligence and terrorism to understand counterterrorism concepts.

CJ 838 Terrorism (3)

Overview of terrorism, both domestic and international. Examination of the causes and motives that drive terrorists, their methods of operation, and the impact of terrorism on the United States and abroad.

CJ 839 Analytic Thinking and Intelligence (3)

Analytic processes, tools, applications and contemporary issues as applied to the intelligence function.

CJ 845 Environmental Risk Perception and Decision-Making (3)

Theoretical underpinnings of individual decision-making and risk perception processes. Case studies of the interplay of risk perception and decision-making in an environmental and/or criminological context.

CJ 846 Corporate Environmental Crime and Risk (3)

Theoretical accounts and multiple interventions relevant to corporate environmental crime and risk. Use of "Smart Regulation" principles to design interventions to match specific problems.

CJ 847 Global Risks, Conservation, and Criminology (3)

Theories, actors, characteristics and legal instruments associated with risk, conservation, and criminology related to globalization. Current case studies in criminological conservation.

CJ 856 Advanced Topics in Policing (3)

Special topics on policing such as crime analysis, problem solving, police recruitment, retention and development, police behavior and ethics.

CJ 860 Historical Foundations/Contemporary Frameworks of Judicial Administration (3)

Foundations in the legal and historical evolution of courts. Contemporary methods, practices, and theories of court administration, including purposes and responsibilities of courts, rule of law, caseload management, and court governance and leadership models.

CJ 861 Budget Planning and Resource Allocation for Court Performance (3)

Financial resources for courts and court systems. Resource acquisition and allocation strategies, output and outcome measurement for expenditure assessment, efficient and effective resource management, techniques for budget presentation in the public-sector context, alternative budget planning and justification formats, audit formats, revenue enhancement sources and strategies.

CJ 862 Workforce Planning and Management in the Courts (3)

Workforce planning and management in the judicial branch. Selections and forms of employment, including elected and appointed judges and other judicial officers, at-will employees, civil servants, contractual labor and services. Succession planning, methods of employee development, coaching, mentoring, and continuing education.

CJ 863 Courthouse Planning: Space, Technology, Security, and Disaster Recovery (3)

Planning for building or remodeling of courthouse and courtroom facilities. Requirements for federal and state courts. Safe public space, efficient workflow, technology infrastructure for electronic courts, security, and disaster planning and recovery.

CJ 864 Elements of Essential Court Operation (3)

Court management infrastructure systems. Contemporary developments in problem-solving courts. Methods for measuring court inputs, outputs, and outcomes. Constitutional mandates, judicial branch independence and interdependence, transparency, and accountability.

CJ 873 Legal Issues in Criminal Justice (3)

Law as an instrument of social control. Legal basis of criminal law and criminal justice policies. Legal limitations on criminal justice institutions and policies.

CJ 885 Security Management (3)

Organization and management of security operations in business, industry, and government. CJ 885 is required coursework for those pursuing a Security Management specialization.

CJ 886 Security Administration (3)

Administrative and quantitative techniques for security operations. Statistical analysis. Analysis of financial statements. Operations research and computer techniques. CJ 886 is required coursework for those pursuing a Security Management specialization.

CJ 887 Quantitative Methods in Criminal Justice Research (3)

Descriptive and inferential statistics and computer use in criminal justice research.

CJ 890 Independent Study (1-3)

Individual research and writing under faculty supervision.

CJ 894 Practicum (1-6)

Observation, study, and work in selected criminal justice agencies. Participation in domestic and foreign criminal justice systems.

CJ 896 Policy Analysis Under Conditions of Change (3)

Methods of policy analysis in criminal justice settings. Policy analysis for the formulation, adoption, and implementation of change.

FACULTY

PROFESSOR

Joined MSU

Carter, David L.	PhD	1980	Sam Houston State University	1985
Chermak, Steve	PhD	1993	State University of New York-Albany	2005
Finn, Mary	PhD	1989	State University of New York-Albany	2015
Foran, David R.	PhD	1987	University of Michigan	2002
Holt, Thomas	PhD	2005	University of Missouri-St. Louis	2009
Hudzik, John K.	PhD	1971	Michigan State University	1977
Kutnjak Ivkovich, Sanja	PhD/JD	1995	University of Delaware	2007
Maxwell, Christopher D.	PhD	1998	Rutgers University	1998
McGarrell, Edmund F.	PhD	1986	State University of New York-Albany	2001
Morash, Merry A.	PhD	1978	University of Maryland	1980
Nalla, Mahesh K.	PhD	1988	State University of New York-Albany	1992
Smith, Christopher E.	PhD/JD	1988	University of Connecticut	1994
Wilson, Jeremy	PhD	2008	Ohio State University	2008

ASSOCIATE PROFESSOR

Cobbina, Jennifer	PhD	2009	University of Missouri-St. Louis	2009
Corley, Charles J.	PhD	1986	Bowling Green State University	1990
DeJong, Christina	PhD	1994	University of Maryland	1994
Dow, Steven B.	PhD/JD	1999	University of Michigan	1979
Gibbs, Carole	PhD	2006	University of Maryland-College Park	2006
Gore, Meredith	PhD	2007	Cornell University	2008
Maxwell, Sheila R.	PhD	1994	Rutgers University	1994
Melde, Christopher	PhD	2007	University of Missouri-St. Louis	2007
Smith, Ruth	PhD	2003	University of Strathclyde	2005
Wolfe, Scott	PhD	2012	Arizona State University	2017
Zeoli, April	PhD	2007	Johns Hopkins University	2008

ASSISTANT PROFESSOR

Cavanagh, Caitlin	PhD	2016	University of California Irvine	2016
Chaudhuri, Soma	PhD	2008	Vanderbilt University	2008
Hamm, Joseph	PhD	2014	University of Nebraska-Lincoln	2014
Kennedy, Jay	PhD	2014	University of Cincinnati	2014
Zwickle, Adam	PhD	2014	Ohio State University	2014

ACADEMIC ADVISOR

Evarian, Jane	MA	1991	Michigan State University	1990
Homberg, Timothy	MA	2002	Michigan State University	1998
Kolar, Barbara	MA	1996	Michigan State University	1996