Judicial Administration Program

SCHOOL OF Criminal Justice
Advancing Careers in Judicial Administration Overview

The Judicial Administration Program at Michigan State University (MSU) is a community of learners, scholars, practitioners, and organizations dedicated to the advancement of the missions, mandates, and purposes of judicial systems across the globe through expert management and timeless leadership principles and practices.

Our goal is to bring academic rigor and standing to judicial administration through a comprehensive curriculum that offers both certificate programs and a Master of Science in Judicial Administration; research and publications; information collection and dissemination; and mentoring and networking opportunities. The profession of judicial administration achieves greater recognition and prestige through these credentialing mechanisms, which are made possible through MSU in partnership with local, state, national, federal, and international judicial branch education providers; state and federal court systems; professional court-related associations; and colleges and universities.

The MSU School of Criminal Justice is proud to offer the Judicial Administration Program and recognizes that multiple educational options are available for judicial system professionals and the organizations that serve their education and training needs as well as for those who aspire to have a career in local, state, federal, or international judicial systems. This program allows prospective students to determine which level of credentialing fits their academic interests and career goals, keeping in mind that each level can be a stepping stone to the next: noncredit certificate, credit-bearing certificate, and Master of Science in Judicial Administration. Each educational opportunity has a foundation in the ten core competencies created by the National Association for Court Management (NACM) and can be completed via live or online courses.

Academic Programs

Noncredit Certificate

This program is the first of its kind. It allows students an opportunity to gain academic credentials through participating in MSU online courses or those offered by MSU partner-providers. The Judicial Administration Program is designed to allow students to “start where they are” and build upon their existing professional skills and credentials all the way to an academic degree. Students may start and stop with the noncredit certificate, or students can complete the noncredit certificate and apply it toward credit-bearing courses that can culminate in either a bachelor’s or master’s degree. Objective: To build a solid foundation of basic knowledge and skills in judicial administration that can be readily applied in the court environment.
Who should enroll: There are three primary audiences—individuals who are working in the courts or want to work in the courts and aspire to achieve positions of management and leadership and individuals who have come to the courts with expert knowledge from other professions and want to learn the foundations of judicial administration.

Graduate Certificate

If students would like to earn a bachelor’s degree, or they are working professionals with a bachelor’s degree interested in earning a master’s degree, they are ideal candidates for this graduate certificate. This credit-bearing certificate can also stand on its own as a graduate certificate, which allows individuals the opportunity to explore and deepen their knowledge and practice of judicial administration without enrolling in a degree-granting program.

Objective: To add to the basic knowledge and skills of judicial administration by integrating theory and practice from multiple disciplines that will challenge students to develop complex reasoning and critical thinking, broaden their exposure to multiple approaches and methods to managing and leading the courts, and deepen their understanding of the role of the courts in society.

Who should enroll: Individuals who want to apply the twelve graduate credits toward either a bachelor’s or master’s degree. Or, individuals who would like to experience a broader treatment of the subject matter without enrolling in a degree-granting program.

Master of Science in Judicial Administration

If students have a bachelor’s degree or any other advanced degree, they may apply directly to the Master’s Degree Program or do so while they are in the credit-bearing certificate program.

Objective: To build the academic credentials of the student through graduate education that specializes in judicial administration and blends theory and practice from other disciplines, thus allowing the student to master complex issues in judicial administration.

Who should enroll: Individuals desiring a master’s degree and a career in judicial administration.

Opportunities and Benefits for Students

Building Block – Start where you are and build upon your professional skills to advance your career through new educational credentials.

Convenience – Study when and where it suits you and your busy personal and professional life.

Bridge – Join a community focused on helping you throughout your career via mentoring, networking, and timely information sharing.
Exposure – Meet and network with other judicial personnel and judges who share your passion for the mission and mandates of the courts.

Partner-Provider Network

If your organization is either offering or wants to offer education and training to judges and/or court personnel on judicial administration subject matter, you can join with MSU and become a partner-provider in delivering curriculum-based courses that can result in a certificate and/or academic credits for your participants.

Participation is easy. The Judicial Administration Program can approve your programs utilizing contact hours and content requirements or you can offer online learning opportunities by enrolling your audiences in the online MSU courses. If you prefer a blend of traditional live courses and online courses, that can also be accomplished through this program.

When you become a partner-provider, MSU will market your organization’s programs through the network of partner-providers. Through this network, your organization will gain a ready-made curriculum and certificate program that is anchored in the NACM core competencies and more. Equally important is that your organization will be able to extend academic credit for your participants who want a college education.

Opportunities and Benefits for Partners

Make an Academic Affiliation – Join a community of organizations that are affiliating with MSU to extend academic credit to their employees, members, or constituents who enroll in their court-related education and training programs.

Gain a Comprehensive Curriculum – Add value to your education and training programs by delivering curriculum-based courses specializing in judicial administration subject matter.

Launch a Certificate Program – Participate in a certificate program that can stand on its own or be applied toward academic courses in a credit-bearing certificate, undergraduate degree, or a Master of Science in Judicial Administration.

Engage in Blended Learning – Launch a blended learning program that includes traditional live programs and online courses offered by MSU.

Offer Online Education – Engage in a fully online judicial administration certificate program.

Utilize Core Competencies – Encourage the apprehension and application of the knowledge, skills, and abilities found within the NACM core competencies and more.
Noncredit Certificate Requirements

Prerequisites: None

Course Requirements: The noncredit certificate is comprised of sixty contact hours of instruction plus a capstone experience based on the NACM core competencies. Successful completion is possible when students take courses in the following subject matter within five years from their start date.

Core: Forty contact hours with a minimum of six contact hours in each of the following:
- Caseflow Management
- Information Technology Management
- Human Resources Management
- Leadership
- Purposes and Responsibilities of Courts
- Resources, Budget, and Finance

Elective: Twenty contact hours in at least three of the following:
- Court and Community Communication
- Education, Training, and Development
- Essential Components of Courts
- Visioning and Strategic Planning

Capstone: Written assignment and one-on-one conversations with a supervising MSU faculty member

Moving the Noncredit Certificate Forward: Students who successfully complete the noncredit certificate can apply the certificate toward credit-bearing courses by adding thirty online contact hours with a MSU faculty member to their noncredit certificate, thus earning six graduate credits (CI 860 and 864) that can be applied toward the graduate certificate or directly to the Master of Science in Judicial Administration. They may also transfer those credits to another academic institution and apply them toward a bachelor’s or master’s degree, if approved by the academic institution.

Cost of Noncredit Certificate Over Five Years:*
- $20 nonrefundable application fee
- $720 for the required 60 contact hours ($12 per contact hour)
- $60 for the capstone experience

*Costs are subject to change without notice

For More Information: Visit us on the Web at http://cj.msu.edu/programs/judicial-administration-program/ or contact the Judicial Administration Program:
Dr. Maureen E. Conner, Director, connerm@msu.edu
Catharine M. White, Course and Student Administrator, jacperca@msu.edu
Phone: 517.432.1716 Fax: 517.432.3965
Graduate Certificate Requirements

Prerequisites: None

Course Requirements: Students must complete twelve graduate credits within six years of their first course. They may choose courses from the School of Criminal Justice and/or the Department of Political Science, which are listed below. The judicial administration sections of the criminal justice courses concentrate on management and leadership. The political science courses focus on policy analysis. Students are encouraged to select any combination of the courses to meet their career goals.

- CJ 864 Issues in Criminal Justice Elements of Essential Court Operations
- CJ 829 Trends: National and Global Trends in Court Planning
- CJ 812 Criminal Justice Management Seminar Preparing to Lead: Analyzing and Developing Organization and Personal Leadership
- CJ 860 Seminar in Management Topics Historical Foundations/Contemporary Frameworks of Judicial Administration

Moving the Graduate Certificate Forward: After completing the graduate certificate, students may transfer their credits to another university or apply them toward the Master of Science in Judicial Administration.

Application and Tuition:*  
- $20 nonrefundable application fee  
- In-state tuition is $7,167 for twelve graduate credits ($1,791.75 per three credit course for lifelong education in-state students)  
- Out-of-state tuition is $9,186 for twelve graduate credits ($2,296.50 per three credit course for lifelong education out-of-state students)  
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MASTER OF SCIENCE DEGREE IN JUDICIAL ADMINISTRATION

Admission

To be considered for admission to the Master of Science degree program in Judicial Administration, an applicant must:

1. submit a personal statement regarding their academic and professional goals and work and professional experiences.
2. submit scores from a GRE general exam taken within the last five years. The GRE exam is waived for candidates with a cumulative undergraduate GPA of 3.2 or higher from an accredited and recognized college or university, and for applicants with a completed graduate degree.

The School of Criminal Justice recognizes that many applicants have been out of the academic environment for some time, and other factors may be considered in the admission process. A limited number of applicants who do not satisfy the School's regular admission requirements may be admitted on a provisional basis. The decision to grant provisional admission is based on the student's potential contributions to the field of judicial system administration. A student may be enrolled on a provisional basis for only two semesters and must be admitted on a regular basis to be considered a degree candidate. To qualify for regular status, a student must complete a minimum of 12 credits of graduate course work in criminal justice with a GPA of 3.0 or higher.

Requirements for the Master of Science Degree in Judicial Administration: 30 credits

Core Foundation Courses: 15

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<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>CJ 812</td>
<td>Criminal Justice Management Seminar</td>
<td>3</td>
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<tr>
<td>CJ 829</td>
<td>National and Global Trends in Court Planning</td>
<td>3</td>
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<tr>
<td>CJ 860</td>
<td>Historical Foundations/Contemporary Frameworks in Judicial Administration</td>
<td>3</td>
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<tr>
<td>CJ 861</td>
<td>Budget Planning and Resource Allocation for Court Performance</td>
<td>3</td>
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<tr>
<td>CJ 862</td>
<td>Workforce Planning and Management in the Courts</td>
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Core Research Methods Courses: 6 credits required

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<tbody>
<tr>
<td>CJ 811</td>
<td>Design and Analysis in Criminal Justice Research</td>
<td>3</td>
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<tr>
<td>CJ 887</td>
<td>Quantitative Methods in Criminal Justice Research</td>
<td>3</td>
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Approved Electives: 6 credits required

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<tr>
<th>Course Number</th>
<th>Title</th>
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<tr>
<td>JRN 892</td>
<td>Special Topics: Courts in the Media</td>
<td>3</td>
</tr>
<tr>
<td>CJ 863</td>
<td>Courthouse Planning: Space, Technology, Security, and Disaster Recovery</td>
<td>3</td>
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<tr>
<td>CJ 864</td>
<td>Elements of Essential Court Operations</td>
<td>3</td>
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<tr>
<td>Approved Elective</td>
<td>By approval of academic advisor</td>
<td>3</td>
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Plan B Policy Paper: 3 credits required

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<th>Course Number</th>
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<th>Hours</th>
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<tr>
<td>CJ 896</td>
<td>Policy Analysis under Conditions of Change (Plan B Policy Paper)</td>
<td>3</td>
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Location. The Master of Science Degree in Judicial Administration will be offered only as an online program taught over the internet.
Partner-Provider Network Requirements

Organizations Can: Use the judicial administration curriculum and courses or design their own that includes sixty contact hours in the following courses all of which are based on the NACM core competencies:

Core: Forty contact hours with a minimum of six contact hours in each of the following:
• Caseflow Management
• Information Technology Management
• Human Resources Management
• Leadership
• Purposes and Responsibilities of Courts
• Resources, Budget, and Finance
Elective: Twenty contact hours in at least three of the following:
• Court and Community Communication
• Education, Training, and Development
• Essential Components of Courts
• Visioning and Strategic Planning

Participation Verification:
• Submit course objectives, descriptions, faculty biographies, and materials for approval prior to the course offering
• Monitor attendance via attendance sheets
• Provide information about the judicial administration program approved courses in all announcements and materials prior to and during the course offering
• Offer all sixty contact hours within a five-year period or be part of a network of partner-providers that offer courses, thus allowing students to meet the five-year completion requirement early and/or from multiple partner-providers

University-to-University Affiliation Benefits

Universities and Colleges Can: Add a twelve credit-hour, graduate-level specialization in judicial administration to existing public administration, criminal justice, law, and other degree areas by engaging in a collaborative agreement with MSU.

Advantages:
• Offer specialized knowledge in judicial administration for a global marketplace that is increasingly relying on specific expert knowledge and skill
• Prepare students who wish to dedicate their lives to the advancement of the rule of law across the globe
• Meet the needs of international students desiring a career in the courts and legal systems in their own countries

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