

GRADUATE STUDENT HANDBOOK

INTERDISCIPLINARY DOCTORAL PROGRAM



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COLLEGE OF SOCIAL SCIENCE
MICHIGAN STATE UNIVERSITY
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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

The Doctoral Program in Criminal Justice permits students to emphasize the problems of crime, crime control, and justice administration while simultaneously developing a strong foundation in social science theory and research methods. It prepares students for careers in college and university teaching and research, as well as advanced public-policy positions.

Each student develops an in-depth knowledge in one cognate area, consisting of either a basic social science discipline (anthropology, economics, geography, political science, psychology, or sociology) or an interest area relevant to the student's area of study. In addition, a sequence of advanced courses in research methodology and statistics prepares the student for the design, implementation, and interpretation of research. The program is individualized to allow the student, working with a guidance committee, to shape a program of study that is broad in scope yet consistent with specific student interests. Doctoral-level course work in the School of Criminal Justice serves to focus and synthesize the interdisciplinary components and individual experiences.

The program is designed to produce graduates who can apply a variety of research methodologies to the study of crime causation, social reaction, and the legal system. Throughout the program there is an emphasis on the relationship between theory and practice as well as the interconnection of the activities of the many agencies and professions involved in the systems of justice and private security. Through their research, teaching, and practice, graduates can contribute to the development of improved systems for the prevention and control of crime and delinquency.

PROGRAM COMPONENTS

The program of each student shall consist of a minimum of 48 semester credits of course work and 24 credits of dissertation research totaling a minimum of 72 semester credits. The program must be developed in consultation with a guidance committee and approved by the College of Social Science.

By the end of the student's first year of doctoral study, a guidance committee should be chosen and a Report of the Guidance Committee filled out and signed by the student and all committee members. The Report of the Guidance Committee may be printed or filled out online at <http://grad.msu.edu/forms/rogc.xls>.

The student must successfully complete three comprehensive examinations administered by their guidance committee within five years.

The student must submit and defend a dissertation proposal

The student must submit and defend a dissertation reflecting original research focusing on a significant problem or issue in criminal justice. The oral defense and submission of the dissertation must be completed within eight years from the time of first enrollment as a doctoral student.

DEGREE REQUIREMENTS

The student's program will be individually designed under the supervision of a guidance committee. All students must complete relevant criminal justice course work, either in the doctoral program or through completion of a Masters in criminal justice or criminology at an accredited institution.

As a student will not have the guidance committee formed during the first and second semesters of doctoral study, the student should consult with an academic advisor or the Director of Graduate Studies, Dr. Mahesh Nalla, when planning to enroll.

Program requirements vary for students with Masters degrees in areas other than criminal justice. Each student takes course work outside the School in a cognate area. With the approval of the student's guidance committee, relevant post-baccalaureate course work may be incorporated into the cognate requirements. These students will be required to earn a minimum of 30 credits in criminal justice course work while enrolled in the doctoral program.

1. The program of each student shall consist of a minimum of 48 semester credits of course work and 24 credits of dissertation research totaling a minimum of 72 semester credits. The program must be developed in consultation with a guidance committee and approved by the College of Social Science.
2. The following courses must be completed at Michigan State University:
 - CJ 901 Seminar in Contemporary Criminal Justice Theory3
 - CJ 904 Criminal Justice Organizations and Processes3
 - CJ 906 Advanced Quantitative Methods in Criminal Justice Research ...3
 - CJ 907 Advanced Topics in Criminal Justice Data Analysis3
 - CJ 908 Advanced Topics in Criminal Justice.....3
 - CJ 909 Advanced Research Methods3
3. In addition to the 900-level series, 12 credits in criminal justice are required after admission to doctoral studies. Students with graduate credit in criminal justice from MSU or other accredited universities may transfer up to 12 credits of electives toward this requirement, with permission of the guidance committee. The student's guidance committee must approve all course work. No more than 6 credits of CJ 890, Independent Study, may be applied toward this requirement. *The core M.S. courses in criminal justice taught at MSU will not transfer to the doctoral program (i.e., CJ 801, CJ 810, CJ 811, CJ 812, CJ 887).*
4. Students must complete a cognate of 12 graduate credits in a disciplinary department or in an area of professional interest or area of focus (e.g., women's studies, race and ethnicity). Cognates in a disciplinary department are generally in the College of Social Science: Anthropology, Economics, Geography, History, Political Science, Psychology, or Sociology. The student's guidance committee must approve all course work.
5. While enrolled in the doctoral program, all students must complete two advanced courses in research methods, not including CJ 906 and one semester of CJ 907. CJ 907 may be repeated for credit and count towards this requirement when topics have changed.
6. Students may transfer a maximum of 12 credit hours towards requirements 3, 4, and/or 5.
7. All students must successfully complete comprehensive examinations administered by their guidance committee within five years. MSU regulations require 80% of course work on the Report of the Guidance Committee to be completed. The student must be registered during the semester in which he or she takes the comprehensive examinations. Comprehensive examinations are designed to test the student's comprehension of fields of study in criminal justice, and the student's ability to apply that knowledge to important questions.
8. The student must submit and defend a dissertation proposal.
9. The student must submit and defend a dissertation reflecting original research focusing on a significant problem or issue in criminal justice. The guidance committee is responsible for providing direction for the student's research.

All program requirements, including oral defense and submission of the dissertation, must be completed within eight years from the time of the first enrollment as a doctoral student.

EXAMPLES OF COGNATES AND COURSES

Sample timeline and course suggestions for students selecting different cognates

<u>Semester 1 (FS)</u> CJ 901 CJ 909 CJ 906	<u>Semester 2 (SS)</u> CJ 904 CJ 907 cognate course	<u>Semester 3 (FS)</u> CJ elective cognate course methods course	<u>Semester 4 (SS)*</u> CJ 908 cognate course CJ elective
<u>Semester 5 (FS)</u> CJ elective cognate course CJ 999 (3 credits)	<u>Semester 6 (SS)</u> CJ elective methods course CJ 999 (3 credits)	<u>Semester 7 (FS)</u> CJ 999 (9 credits)	<u>Semester 8 (SS)</u> CJ 999 (9 credits)

*Begin planning for comprehensive exams following fourth semester

Our students have taken a wide variety of courses in many different cognate areas. Here are a few examples of cognates completed in the School of Criminal Justice** (NOTE: These courses are for illustration only—they are not pre-approved. The guidance committee must approve all courses in the first year of study)

Organizations (Policing or Corrections Focus):

PSY 860: Industrial and Organizational Psychology
PSY 862: Organizational Psychology & Behavior
PSY 864: Personnel Selection
PSY 866: Topics in Personnel Selection and Human Performance
PSY 961: Training and Organizational Development
PSY 962: Work Motivation and Job Satisfaction
SOC 973 Social Analysis of Work

Communities and Crime:

SOC 838: Comparative Urban Theory
SOC 863: Community Theory and Research
SOC 864: Social Ecology
SOC 867: Social Impact Analysis
PLS 808: Issues in Urban Policy and Services
PSY 870: Ecological-Community Psychology
PSY 871: History and Theory in Ecological Community Psychology
PSY 873: Community Interventions

Juvenile Justice:

HDFS 812 Adolescence in the Family: Ecological Perspectives
HDFS 892 Seminar in Human Development and Family Studies (selected topics)
PSY 809 Developmental Psychology
PSY 847 Developmental Psychology: Adolescence
SOC 820 Contemporary Sociological Research in the Family

**Students are also encouraged to seek out independent study credits with faculty to fulfill cognate requirements. This may allow students to complete credits during summer sessions.

ADVANCED RESEARCH METHODS

The following courses may satisfy your advanced research methods requirement. This is not an exhaustive list. Check the course schedule every semester for offerings in this area. These courses are not pre-approved—the student’s guidance committee must approve all selections.

NOTE: Pay special attention to prerequisites. In some cases, the instructor may allow you to take the course without the exact prerequisite if you can demonstrate you have taken an equivalent course (e.g., SOC 881 and SOC 882 are similar in content to CJ 906 and CJ 907). If you must take the prerequisite, you should only consider courses in your interest area so as not to waste time and credits. For example, if you are working on a cognate in Political Science, you probably will have taken PLS 811, which is a prerequisite for PLS 903.

ANP 829 Research Methods in Cultural Anthropology
ANP 833 Ethnographic Analysis

CEP 991B Special Topics in Educational Statistics and Research Design (PR: CEP 933; selected topics).

EC 820 Econometrics I (PR: EC 801 and STT 430)
EC 821 Econometrics II (PR: EC 820 and STT 442)
EC 822 Econometrics III (PR: EC 820 and STT 442)

HDFS 891 SPSS and Secondary Data Analysis (PR: HDFS 880 and 881)
HDFS 982 Qualitative Research Methods (PR: HDFS 880 and 881)

HST 803 Seminar in Methods of Historical Research

LIR 832 Data Sources in Labor and Industrial Relations

PLS 900 Research Seminar in Political Methodology (PR: PLS 802)
PLS 902 Research Seminar in Evaluation Research (PR: PLS 802)
PLS 903 Policy Analysis Practicum (PR: PLS 811)

SOC 985 Qualitative Field Research (Prerequisite: SOC 881)
SOC 986 Survey Research Principles

STT: Varies

PSY 835 Research Methods: Interpersonal and Individual Behavior (PR: PSY 815)
PSY 865 Research Methods in Applied Psychology (PR: PSY 815)
PSY 872 Field Research in Psychology (PR: PSY 815)
PSY 992 Special Topics Seminars (PR: check with instructor)*

*Previously approved topics: Advanced Experimental Design, Meta Analysis, Analyzing Longitudinal Data, The General Linear Model/Regression Analysis, Concepts and Applications in Meta-Analysis, Advanced Multivariate Techniques for Psychological Research, Categorical Data Analysis, Integrating Qualitative and Quantitative Research Data/Methods.

COURSE REQUIREMENTS

To obtain a Doctoral degree, you must complete a minimum of 72 semester hours of course work and dissertation research.

CREDITS

1. Core courses*18

 CJ 901 Seminar in Contemporary Criminal Justice Theory3

 CJ 904 Criminal Justice Organizations and Processes3

 CJ 906 Advanced Quantitative Methods in Criminal Justice Research3

 CJ 907 Advanced Topics in Criminal Justice Data Analysis¹3

 CJ 908 Advanced Topics in Criminal Justice¹3

 CJ 909 Advanced Research Methods3

2. Graduate Level Criminal Justice Electives**12

3. Cognate courses***12

4. Advanced research methods²6

5. Dissertation Research (CJ 999).....24

*All core courses must be completed at Michigan State University.

** Students with graduate credit in criminal justice may transfer up to 12 credits of electives toward this requirement with permission of the guidance committee. The core M.S. courses in criminal justice taught at MSU will not transfer to the doctoral program (CJ 801, CJ 810, CJ 811, CJ 812, CJ 887).

*** See detailed description of cognate requirements under part 5 of the previous section.

¹ May be repeated for credit when topics change.

² CJ 907 may satisfy this requirement when topics have rotated.

ADMISSION REQUIREMENTS

Applicants must have achieved a grade point average of at least 3.0 in prior undergraduate and/or graduate work. While formal admission to the program does not require completion of a Masters degree, the screening committee looks for a strong methodological and statistical background.

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.

Application forms and instructions can be found at <http://criminaljustice.msu.edu/academic/phdinstructions.php>. If admission is offered, it cannot be deferred for more than one year.

TIMELINE TO COMPLETE DEGREE

The student should assemble their guidance committee and submit Report of the Guidance Committee by the end of the first year in program.

Comprehensive exams must be taken within the first five years of the program. The student must have at least 80% of course work completed.

The dissertation should be defended and the student graduated within eight years of study in the program.

FORMS AND DEADLINES

In order to maintain good standing and graduate in a timely manner, the following forms should be filled out and submitted at the appropriate times.

[Report of the Guidance Committee](#) lists degree requirements for the student and should be signed by committee members and submitted by the end of the first year of doctoral study. Please review the form with the graduate secretary before signatures are obtained.

The upper portion of the [Comprehensive Examination](#) form should be filled out and signed by the student and their committee members at least two weeks before a comprehensive exam is given, then filed with the graduate secretary.

Dissertation Committee Membership and Progress Record lists the student's area of study or tentative dissertation title, and the date of the proposal defense. Once a proposal defense date is set, please provide the date and title to the graduate secretary. The graduate secretary will have the form on hand for signatures at the proposal defense.

[Appointment of a Dean's Representative](#) must be filled out and submitted to the Dean's Office with a copy of the student's dissertation at least three weeks before the date of defense. The Dean's Representative will be a regular faculty member from a unit other than that of the student and will have full rights of participation and voting at the student's dissertation defense. The Dean's Representative is most often the non-CJ faculty member already on the student's dissertation committee. The student should fill out Part A of the form and send it and an electronic version of the dissertation to the graduate secretary. The graduate secretary will complete the form and submit the packet to the Dean's Office.

Record of Completion of Requirements will be filled out by the graduate secretary and provided to the student before he or she defends their dissertation. It is signed by all members of the dissertation committee and given to the graduate secretary once the student has defended his or her dissertation.

FORMATION OF THE GUIDANCE COMMITTEE

During the first semester following admission to the doctoral program, students should familiarize themselves with faculty and their areas of interest, with the view to consider one of them as a potential guidance committee chair. Before the guidance committee is formed, any questions relating to coursework or program requirements may be directed to the Graduate Coordinator. The guidance committee will consist of at least four regular faculty members, three of whom must be criminal justice faculty, one of whom will serve as committee chairperson. The other faculty member must be a representative of the cognate areas of the student's choosing. The guidance committee chair will be responsible for assisting the student with the following:

- Help select the remainder of the committee
- Help design a timeline for the completion of degree
- Meet with student at least once a semester to evaluate the student's progress.

Students and their guidance committee will jointly develop a program of study that fits the unique background, skills and interests of the individual student. The Report of the Guidance Committee must be turned in at the close of one year of study. If for any reason the student elects to change the composition of the committee before the Report of the Guidance Committee is submitted, the committee should be convened to formalize the process of substituting the chair or member. Please pick up a Reconstitution of Guidance Committee form from the graduate secretary.

The program of study must be approved by the director of the School of Criminal Justice, the College of Social Science, and the Graduate School. Any substitutions must be approved in writing by the chairperson of the committee and the appropriate cognate area representative. In addition, the College of Social Science must be notified of the approved substitutions.

On occasion, a committee member is unable to serve any longer (e.g., retires, leaves MSU) and must be replaced. The student will be responsible for notifying the graduate coordinator of any change in the constitution of the guidance committee.

COMPREHENSIVE EXAMINATIONS

The student must be enrolled in at least one credit the semester in which a comprehensive exam is taken. Each student's comprehensive exams will be administered by three School of Criminal Justice faculty members who comprise the guidance committee that is formed during the student's first semester of enrollment in the Ph.D. program. The student will be examined in three areas: two of the three substantive fields of the student's choosing (criminology, criminal justice, law and society) and research methodology. Examination questions may integrate consideration of issues from the student's cognate area. A bank of sample exam questions will be available from the graduate secretary. Note that the sample questions are not exhaustive of all possible questions that may be asked.

The method of administration of the exams will be determined by the committee members and the student. Written examinations are required by the school. Additionally, an oral examination may also be administered at the discretion of the committee.

Comprehensive exams are graded collectively with one of the following outcomes: pass, conditional pass with revisions, or fail. A student who fails a comprehensive exam is required to retake the exam in the same area (e.g., criminology, criminal justice, etc.) before attempting a different comprehensive exam. If a student fails the exam twice, he/she will be removed from the program. If a student receives a failing grade for reason of academic dishonesty, he/she will be removed from the program without an opportunity to retake the exam.

A preliminary plan for comprehensive exams should be discussed at the initial meeting of the guidance committee. A brief memo outlining the comprehensive plan should be signed by the committee and student, and placed in the student's file. This memo will include the type and general content of the examinations. A Comprehensive Exam form should be filed with the graduate secretary at least two weeks prior to taking each exam.

DISSERTATION PROPOSAL

The dissertation proposal can be defended only after all comprehensive exams are successfully completed. A dissertation proposal must be approved by all members of the dissertation committee before the student executes the dissertation. The dissertation committee may be formed in part or in total from the guidance committee, or may be a totally separate body. There should be a proposal defense meeting of the committee, after which the dissertation proposal form indicating members' approval or disapproval is placed in the student's file. The form is available from the graduate secretary and should be picked up before the proposal begins. All students also need approval of the University Committee on Research Involving Human Subjects.

The dissertation proposal should be submitted to the student's dissertation committee for approval at least three weeks before the proposal defense is scheduled. Typically, the proposals are no less than 60 pages, and should include the following:

- Introduction – outlines the project and reasons for doing it
- Well developed theoretical section
- Literature review – a comprehensive review of the most important research that describes what has already been done in this field, and how they will contribute to your work. Identify gaps in existing literature, and explain how the present study will further the understanding of the problem.
- Methods section that describes the present study, data collection, measurement of variables, and proposed statistical procedures.
- Expected results
- A timeline for the completion of the research

DISSERTATION DEFENSE

The student must be enrolled in at least one credit the semester in which the dissertation is defended. The Director of Graduate Studies must be notified one month prior to the oral defense of dissertation. The College of Social Science must be notified of the upcoming defense at least 3 weeks in advance of the scheduled date. A copy of the dissertation should be submitted to the Associate Dean (202 Berkey Hall) with the [Appointment of Dean's Representative](#) form. Please contact the graduate secretary to arrange this. The student must also speak to the graduate secretary regarding the scheduling of a room for the confirmed date and the required forms to be signed by committee members at the dissertation defense.

The student should obtain an up-to-date guide for the preparation of the dissertation from the Graduate School, 118 Linton Hall, or <http://grad.msu.edu/etd/>. A final copy of the dissertation must be submitted electronically to MSU via ProQuest/UMI; the department's copy must be hardbound. It is customary to provide the chairperson of the committee with a hardbound copy as well.

The target date for the **FINAL APPROVAL** of an electronic Thesis or Dissertation to the Graduate School for graduating the semester of that submission is FIVE working days prior to the first day of classes for the next semester. **Be aware that a submission via ProQuest does not mean that the document has been ACCEPTED.** The review process is interactive and final approval can take anywhere from a few hours to weeks, depending upon the extent of the necessary revisions and how diligent the author is when making the necessary revisions. **Graduation on the semester of the electronic submission is only guaranteed if the document is APPROVED on or before the target date for that semester**

Particular attention should be paid to the academic calendar when considering dates for the oral defense. In general, the defense should not be scheduled during the summer semester. If a student must defend at that time, he or she should obtain written consent from all committee members prior to May 1. Written consent implies that the committee members will be present at the defense.

CHECKLIST FOR COMPLETION OF DEGREE

- Be enrolled in at least one credit the semester in which the dissertation is defended. Students do not need to be enrolled the semester in which they graduate.
- Apply to graduate the first week of semester in which the student intends to graduate (this may be done online at <http://www.reg.msu.edu/StuForms/GradApp/GradApp.asp>).
- Check with graduate secretary to make sure all requirements have been met, and that all necessary forms have been signed and forwarded to the appropriate offices. Please do this early in the semester.
- Visit <http://grad.msu.edu/etd/> for information about formatting and submitting your thesis. Graduation and commencement information can be found at <http://commencement.msu.edu/>.
- Determine date and time of defense, and confirm with all committee members. Notify the graduate secretary so she may assist in reserving a room and any necessary equipment (laptop, LCD projector) for the defense.
- Notify the Director of Graduate Studies of the date of defense no later than one month before defense is scheduled.
- Final draft of dissertation sent to Dean's Office with Appointment of Dean's Representative form no later than three weeks before date of defense.
- Defend dissertation and complete any required revisions.
- Submit hardbound copy of dissertation to graduate secretary

- Submit dissertation electronically via ProQuest/UMI at www.etsdadmin.com/grad.msu. Please see deadlines at <http://grad.msu.edu/thesisdissertation/dates.aspx>.

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.

DEPARTMENTAL POLICIES

ACADEMIC PERFORMANCE

Doctoral students must maintain a GPA of at least 3.0 throughout their program of study. If a student receives less than a 3.0 in more than two semester courses (of 3 credits or more) required by the guidance committee, they may be removed from the program. 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.

Guidance committee and dissertation chairs are required to provide annual written feedback that details whether a student is meeting the School's expectations in the following areas: progress toward degree, performance in courses, teaching/research performance, professionalism, oral communications and presentations, written communication, application of knowledge and skills in field settings, and professional development. Criteria for annual review of graduate assistants may be found on page 19.

HUMAN RESEARCH PROTECTION PROGRAM

The Human Research Protection program is an Institutional Review Board (IRB). Federal and University regulations require that all research projects involving human subjects be reviewed and approved by an IRB **before initiation**. All

thesis and dissertation projects must receive approval, even those that do not have direct contact with human subjects (such as secondary data sources). Under the regulations, research is defined as a formal investigation designed to develop or contribute to generalizable knowledge. A human subject of research is an individual (1) from whom an investigator obtains data or (2) about whom the researcher obtains confidential information.

Faculty and students must submit the proper forms when the research they will undertake will include actively gathering the data from human subjects as described above, and/or use of either current or established data of human subjects gathered at a previous time. Failure to do so could result in rejection of your thesis by the Graduate School. Before a graduate student begins any research project, the student should consult with his or her faculty advisor or chair of the guidance committee. For more information about the review process, contact the Human Research Protection office at 517-355-2180, irb@msu.edu, or go to 202 Olds Hall. You may also find information at www.humanresearch.msu.edu.

INTEGRITY AND SAFETY IN RESEARCH AND CREATIVE ACTIVITIES

(an excerpt from the Guidelines for Integrity in Research and Creative Activities)

The conduct of research and creative activities by faculty, staff, and students is central to the mission of Michigan State University and is an institutional priority. Faculty, staff, and students work in a rich and competitive environment for the common purpose of learning, creating new knowledge, and disseminating information and ideas for the benefit of their peers and the general public. The stature and reputation of MSU as a research university are based on the commitment of its faculty, staff, and students to excellence in scholarly and creative activities and to the highest standards of professional integrity. As a partner in scholarly endeavors, MSU is committed to creating an environment that promotes ethical conduct and integrity in research and creative activities.

Innovative ideas and advances in research and creative activities have the potential to generate professional and public recognition and, in some instances, commercial interest, and financial gain. In rare cases, such benefits may become motivating factors to violate professional ethics. Pressures to publish, to obtain research grants, or to complete academic requirements may also lead to an erosion of professional integrity.

Breaches in professional ethics range from questionable research practices to misconduct. The primary responsibility for adhering to professional standards lies with the individual scholar. It is, however, also the responsibility of advisors and of the disciplinary community at large. Passive acceptance of improper practices lowers inhibitions to violate professional ethics.

Integrity in research and creative activities is based not only on sound disciplinary practice but also on a commitment to basic personal values such as fairness, equity, honesty, and respect. These guidelines are intended to promote high professional standards by everyone- faculty, staff, and students alike.

Integrity in research and creative activities embodies a range of practices that includes:

- Honesty in proposing, performing, and reporting research
- Recognition of prior work
- Confidentiality in peer review
- Disclosure of potential conflicts of interest
- Compliance with institutional and sponsor requirements
- Protection of human subjects and humane care of animals in the conduct of research
- Collegiality in scholarly interactions and sharing of resources
- Adherence to fair and open relationships between senior scholars and their coworkers

Please see <http://www.msu.edu/user/gradschl/integrity.htm> for more information.

CONFLICT RESOLUTION

In the event a conflict cannot be resolved informally between a faculty member and student, formal procedures are available. The “Academic Freedom for Students at Michigan State University” (AFR) and the “Graduate Student

Rights and Responsibilities at Michigan State University” (GSRR) documents establish the rights and responsibilities of MSU students and prescribe procedures for resolving allegations of violations of those rights through formal grievances. In accordance with the AFR and the GSRR, the School of Criminal Justice, College of Social Science, has established the following procedures for adjudicating student academic grievances.

These procedures also can be used to resolve disputes regarding allegations of academic dishonesty and violations of professional standards in which no disciplinary action is recommended in addition to a penalty grade of 0.0 in the course. (See AFR 2.4.4.1, 2.4.6, 2.4.6.2, 2.4.8 and 2.4.9; GSRR 5.4.1, 5.5.1 and 5.5.2.) Note: Students may not grieve dissatisfaction with the competence of instruction. (See AFR 2.2.1; GSRR 2.2.1.) Members of the Graduate Employees Union who want to file a grievance that relates to a violation of the Agreement between MSU and the GEU should follow the procedures detailed in the Agreement.

I. THE COMPLAINT PROCESS:

- A. A student who believes an instructor, including a graduate teaching assistant, has violated her or his academic rights shall first attempt to resolve the dispute in an informal discussion with the instructor. (See AFR 2.4.2; GSRR 5.1.1, 5.3.1, 5.3.2 and 5.3.5.)
- B. If the dispute remains unresolved after discussion with the instructor, the student should consult the Associate Director for Undergraduate Studies of the School of Criminal Justice and/or the University Ombudsman for assistance. (See AFR 2.4.2; GSRR 5.3.1 and 5.3.2.)
- C. If the dispute remains unresolved after discussion with the Associate Director or Ombudsman, the student may submit to the Associate Director a written, signed statement requesting a grievance hearing. The statement must (1) specify the alleged violations of academic rights to justify the hearing, (2) identify the individual(s) against whom the complainant is filed and (3) state the redress the student seeks that could be implemented by the Associate Director. (See AFR 2.4.2 and 2.4.6; GSRR 5.3.2, 5.3.5 and 5.3.6.)
- D. A request for a grievance hearing must normally be initiated no later than mid-semester following the semester in which the alleged violation of academic rights occurred (exclusive of summer semester). If the student (the “complainant”) or the instructor (the “respondent”) is absent from the University during that semester, or if other appropriate reasons exist, the Hearing Board may grant an extension to this deadline. If the University no longer employs the respondent before the formal grievance procedures are completed, the grievance may still proceed. (See AFR 2.4.2.1; GSRR 5.3.6.1.)

II. COMPOSITION OF SCHOOL OF CRIMINAL JUSTICE HEARING BOARD:

- A. The School of Criminal Justice shall constitute a Hearing Board no later than the beginning of the fall semester of each academic year. Members shall serve one calendar year (See GSRR 5.1.6.).
- B. The School of Criminal Justice Hearing Board shall include three faculty and three students. The Associate Director for Undergraduate Studies will serve as Chair of the hearing board for undergraduate student grievances, but can appoint a designee in unusual circumstances. The Director of the School of Criminal Justice will serve as Chair of the hearing board for graduate student grievances, but can appoint a designee in unusual circumstances. Undergraduate students will hear cases in which the complainant is an undergraduate student. Graduate students will hear cases in which the complainant is a graduate student. (See AFR 2.4.3 and 2.4.4.1; GSRR 5.1.2 and 5.1.5.)
- C. At the beginning of each academic year, two faculty representatives will be assigned to serve on the School of Criminal Justice Hearing Board for one calendar year by the Director of the School. The Director will select an alternate when the need arises. The hearing board will contain a total of three faculty members, with either the Director or Associate Director acting as chair.

Student members of hearing boards will be selected after a formal grievance is filed.

In the case of a grievance filed by a graduate student, the Graduate Student Representative to the School of Criminal Justice will be notified that graduate student members are needed for a hearing board. That individual will notify the graduate student body that volunteers are needed, and the representative will select four members for the hearing. One individual will be chosen randomly as an alternate.

In the case of a grievance filed by an undergraduate student, the undergraduate student organizations in the School of Criminal Justice (Alpha Phi Sigma and the American Criminal Justice Association) will be notified that undergraduate student members are needed for a hearing board. The student groups will select two members each from their groups. One individual will be chosen randomly as an alternate.

III. REFERRAL TO A SCHOOL OF CRIMINAL JUSTICE HEARING BOARD:

- A. Upon receipt of a written request for a grievance hearing, the Associate Director of the School of Criminal Justice shall transmit a copy of the grievance within ten class days to the Director of the School of Criminal Justice, the Hearing Board members, and to the respondent(s). No one involved in the case may serve on the Hearing Board. In unusual circumstances, the Director of the School of Criminal Justice, in consultation with the Dean, may waive jurisdiction and refer the request for a hearing to the College of Social Science Hearing Board. (See AFR 2.4.2.2, 2.4.2.3 and 2.4.6; GSRR 5.1.2, 5.1.7, 5.3.6.1, 5.3.6.2 and 5.4.3.)
- B. The School of Criminal Justice Hearing Board shall review a written request for a grievance hearing for jurisdiction and judicial merit and request a written response from the respondent(s). After considering all submitted information, the Hearing Board may:
 - 1. Decide that sufficient reasons for a hearing do not exist and dismiss the grievance.
 - 2. Decide that sufficient reasons for a hearing exist and accept the request, in full or in part, and proceed to schedule an appeal hearing.
 - 3. Invite the parties to meet with the board for an informal discussion of the issues. Such a discussion shall not preclude a later hearing. (See AFR 4.4.2; GSRR 5.4.3 and 5.4.6.)
- C. Following a decision by the School of Criminal Justice Hearing Board to schedule a grievance hearing, the Chair of the Hearing Board shall negotiate a hearing date with the parties in a timely manner and schedule an additional meeting only for the Hearing Board in the event that additional deliberations on the findings become necessary. At least three class days before the scheduled hearing, the Chair of the Hearing Board shall notify the respondent(s) and the complainant(s) in writing of the time, date and place of the hearing; the names of the parties to the grievance; the names of the Hearing Board members; and the names of the witnesses and advisers, if any. The Hearing Board may set reasonable time limits on each party to present its case and so inform the parties in the written notification. (See AFR 4.4.3; GSRR 5.4.7.)
- D. If the complainant fails to appear at the hearing, the School of Criminal Justice Hearing Board may either postpone the hearing or dismiss the case. If the respondent fails to appear at the hearing, the Hearing Board may either postpone the hearing or hear the case in the respondent's absence. (See AFR 4.4.5 and 4.4.7; GSRR 5.4.9).
- E. Either party to the grievance hearing may request a postponement of the hearing. The Hearing Board may either grant or deny the request. (See AFR 4.4.6; GSRR 5.4.8.)

IV. SCHOOL OF CRIMINAL JUSTICE HEARING PROCEDURES:

- A. The Chair of the School of Criminal Justice Hearing Board shall convene the hearing at the agreed-upon time, date and place. The Chair will ensure that a collegial atmosphere prevails and enforce time limits, as necessary, for each party's presentation. During the hearing, parties to a grievance shall have an opportunity to state their cases, present evidence, designate witnesses, ask questions and present a rebuttal. (See AFR 2.4.4; GSRR 5.4.10.1.)
- B. To protect the confidentiality of the information, attendance at the hearing may be limited to the Hearing Board, the complainant(s), the respondent(s), witnesses for either party, if any, and an adviser for each party, if any. Any witnesses called by the complainant and the respondent shall be excluded from the proceedings except when testifying. Witnesses must confine their testimony to their own, independent recollection and may not speak for others. The Hearing Board may limit the number of witnesses. Unless otherwise approved by the Hearing Board, advisers and witnesses shall be limited to members of the MSU community (faculty, staff or students). Involvement of an adviser normally should not be required. Each party must present her/his own case, and advisers may have a voice at the hearing. (See AFR 2.4.4.2, 4.2.3 and 4.4.8; GSRR 5.4.10.)
- C. To ensure orderly questioning, the Chair of the Hearing Board must recognize individuals before they speak. All parties have the right to speak without interruption. The School of Criminal Justice Hearing Board may set reasonable time limits on each party to present its case and shall extend equal time to each party.
- D. The hearing will proceed as follows:
 - 1. The Chair of the Hearing Board introduces hearing panel members, the complainant(s), the respondent(s) and the advisers, if any. The Chair reviews the hearing procedures, including time restraints, if any, for presentations by each party and witnesses. The Chair explains that the burden of proof rests with the complainant, with the exception of appeals of allegations of academic dishonesty, in which case the instructor bears the burden of proof. (See AFR 2.4.9.)
 - 2. Opening statements by the complainant(s).
 - 3. Opening statements by respondent(s).
 - 4. Presentation of complainant's case, including statements by the adviser, witnesses and questioning of complainant, complainant's adviser and complainant's witnesses by the respondent and Hearing Board.
 - 5. Presentation of respondent's case, including statements by the adviser, witnesses and questioning of respondent, respondent's adviser and respondent's witnesses by the complainant and Hearing Board.
 - 6. Closing statement by complainant(s).
 - 7. Closing statement by respondent(s).
 - 8. Final questions by Hearing Board.
- E. The School of Criminal Justice Hearing Board shall excuse all parties to the grievance and determine its findings. When possible, deliberations should take place directly following the hearing and/or at the previously scheduled follow-up meeting.
- F. After deliberations, the School of Criminal Justice Hearing Board shall promptly prepare a written report of its findings. 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 Chair shall forward copies to the parties involved, the Director of the School of Criminal Justice, the Dean of the College of Social

Science, the Ombudsman and, in cases involving graduate students, the Dean of the Graduate School. All recipients must respect the confidentiality of the report. When a Hearing Board finds that a violation of academic rights has occurred and that redress is possible, it shall direct the Director to provide redress. The Director in consultation with the Hearing Board, shall implement an appropriate remedy. (See AFR 2.4.5; GSRR 5.4.11.)

V. APPEALS TO COLLEGE OF SOCIAL SCIENCE HEARING BOARD:

- A. Either party to a grievance may appeal the decision of the School of Criminal Justice Hearing Board to the College of Social Science Hearing Board. The appeal must be in writing, signed and submitted to the Dean of the College of Social Science within ten class days following notification of the Hearing Board's decision. While under appeal, decision of the Hearing Board will be held in abeyance. (See AFR 2.4.7 and 2.4.7.3; GSRR 5.4.12, 5.4.12.2 and 5.4.12.3)
- B. A request for an appeal 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 initial Hearing Board were not supported by the preponderance of the evidence. The request also must include the redress sought. Presentation of new evidence normally will be inappropriate. (See AFR 2.4.7.2 and 8.16; GSRR 5.4.12.1, 5.4.12.2 and 8.1.15.)
- C. Upon receiving a request for an appeal of a School of Criminal Justice Hearing Board decision, the College of Social Science Hearing Board may follow the procedures in sections III and IV above.
- D. In hearings involving undergraduate students, a complainant or respondent may appeal a decision of the College of Social Science Hearing Board to the University Integrity Review Board only if (1) the initial hearing took place at the College level or (2) if the hearing involved areas such as allegations of academic dishonesty, violations of professional standards or falsification of admission or academic records. In hearings involving graduate students, a complainant or respondent may appeal a decision of the College Hearing Board to the Graduate Student Judiciary only if the initial hearing took place at the College level. (See AFR 2.4.7.1 and 2.4.7.1.2; GSRR 5.4.12.)

CONTENTS OF ACADEMIC FILE

Students may expect the following to be included in their academic file:

- Application material
- Grade reports
- Checklist (lists the semester a course was completed and the grade received, committee members, etc.)
- Report of the Guidance Committee
- Results of comprehensive exams
- Record of dissertation proposal

Students have access to everything in their file, other than that which they have waived access to, such as letters of recommendation submitted during the application process. Copies of University forms (Report of the Guidance Committee, Record of Comprehensive Exams, and Record of Completion of Requirements) will be provided to the students.

UNIVERSITY RESOURCES

CAREER RELATED SERVICES

PLACEMENT SERVICES

Career Services and Placement (CSP), located in the Student Services Building, includes the Career Development Center

and the Student Employment Office. CSP provides assistance to students and alumni planning careers and seeking jobs in business, industry, government, social services, and education. CSP conducts workshops on constructing resumes, interviewing, conducting job campaigns and related topics each week throughout the semester for students and alumni. A number of career fairs are sponsored during the year. A Summer Employment Fair is usually held in February. For information on these career fairs, check with Career Development Center staff in Room 6, Student Services Building.

CSP provides walk-in advising for quick questions regarding resumes, job searches, or careers at 113 Student Services. Walk-in appointments are limited to 15 minutes and available times may vary from semester to semester. Check for hours posted at 113 Student Services. Regular appointments may be made for more intensive advising on careers and job searches.

Student Employment Office staff help students find part-time and summer jobs on and off campus. All work-study positions are obtained through the Student Employment Office at 110 Student Services. Students must qualify for work-study through the Financial Aid Office before seeking work-study positions.

Registration with Career Development and Placement Service is encouraged for all graduating students. It is particularly important for those seeking employment or planning to continue their education. Students should register for job referrals and on-campus interviewing at the CSP website, www.msu.edu/csp/. Internet access and instructions for accessing the CSP website should be available in any campus computer lab.

SERVICE LEARNING CENTER

The Service Learning Center (SLC) provides opportunities for students to integrate academic work with meaningful community service. There are over thirty programs and more than 500 positions available to students. These positions help to meet established community needs in human service agencies, schools, health agencies, and government.

Students interested in gaining career-related experience through volunteering may contact SLC, complete an application, and interview for a position. Records of students' placements are maintained to verify students' experience. Students may request an SLC transcript. For more information, students should pick up a reference handbook available in Room 26, Student Services Building.

ACADEMIC IMPROVEMENT SERVICES

THE WRITING CENTER

The Writing Center at 300 Bessey Hall can provide assistance with any writing project at any stage. Writing center consultants can assist with selecting a topic, organizing ideas, editing a rough draft, or proofreading a final draft. Call 432-3610 for an appointment.

OFFICE OF SUPPORTIVE SERVICES

The Office of Supportive Services (OSS) was developed to provide academic support, tutorial services and a computer lab for students in need of additional academic support. These facilities and services are offered to students who meet eligibility requirements. The eligibility guidelines include College Achievement Admission Program students (CAAP), handicapper students, minority students, students receiving federal financial aid, and/or students who have below a 2.5 MSU grade point average.

Services available at OSS include: tutorial assistance, a computer laboratory and special computer programs, skill-enrichment programs, graduate school planning assistance, Summer Research Opportunities for Minorities Students (SROP/McNair) scholarships, and Summer University Program Encouraging Retention (SUPER) programs. For more information about any of these programs, please contact the Office of Supportive Services at 209 Bessey Hall or by calling 353-5210.

OTHER ON-CAMPUS RESOURCES

RESOURCE CENTER FOR PERSONS WITH DISABILITIES (RCPD)

The RCPD has staff specialists responding to mobility, visual, hearing, alternative learner concerns, and other handicapper populations, thus enabling their involvement in University activities. The RCPD office is located at 120 Bessey Hall and may be reached at 353-9642 (TTY: 355-1293). Services available are:

Volunteer Reading Services
Oral/Sign Interpreters
Taped Library
Transport Service (on-campus transport)
Optical to Tactile Converter
Environment Accommodation Info or Assistance
Talking Computer Terminal
Assistance in Housing Accommodations
TV Magnifiers
Personal Assistant Referral System
Enlarger/Copier
Student/Faculty Consultation
Kurzweil Reading Machine
Registration Assistance
Telecommunication Device for the Deaf
Campus Orientation

OFFICE OF MINORITY STUDENT AFFAIRS (OMSA)

OMSA coordinates a range of services and programs to help racial/ethnic minority students adjust and succeed at Michigan State University. They provide cultural programming, conferences, opportunities for student leadership, and student advocacy. For more information, you may visit OMSA at 338 Student Services Building, or call 353-7745.

COUNSELING SERVICES

The Counseling Center provides developmental and psychological counseling, including assistance in decision-making on immediate issues and long-range plans. Career, ethnic, self-management, sexual assault and substance abuse counseling are also provided. Special group counseling services are available and will be discussed during the initial meeting with the counselor. A Self-Management Laboratory provides resources for students considering self-directed behavioral changes. The Counseling Center has two locations on campus: one at 207 Student Services Building and one at 335 Olin Health Center. The respective telephone numbers are 355-8270 and 355-2310. Regular office hours are 8:00 a.m. to noon and 1:00 p.m. to 5:00 p.m., Monday through Friday at both locations. Walk-ins are seen for crisis counseling on Wednesdays, 10:00 to 11:00 a.m. and 2:00 to 4:00 p.m.

The Multi-Ethnic Counseling Center Alliance (MECCA), for minority students who wish to work with minority counselors, is located in 207 Student Services. MECCA assists students of all racial and ethnic groups who are experiencing cultural, social or personal conflicts.

The Sexual Assault Crisis and Safety Education program assists victims of rape/sexual assault and helps reduce such incidents in the University environment. An array of workshops, films and presentations are available upon request. Persons may contact the program coordinator in 207 Student Services. There is also a 24-hour crisis line available at 372-6666.

The Testing Office at 207 Student Services is not only a national test and testing information center, but also provides complete testing services for students working with counselors in the assessment of their personal attributes. Resources include interactive computer-based guidance systems that provide assistance in making informed major choices and career decisions. They can help gather information, explore options, and develop strategies for decision-making.

Major and Career Counseling with trained staff is available at both 207 Student Services and 335 Olin Health Center. Counselors assist in dealing with such issues as family pressures, issues of inadequacy, motivation, uncertainty concerning aptitudes and interests, or generalized problems in decision-making. Computer-based guidance systems are available on an appointment basis in these locations:

Career Development Center – 6 Student Services, 355-9510 ext. 335
Learning Resources Center – 204 Bessey Hall, 353-9089
Adult Services, Office of the Vice Provost for University Outreach
22 Kellogg Center, 353-0971
229 East Akers Hall, 353-6387

204 Bessey Hall, 353-9089
Counseling Center Self-Management Lab, 355-8270
Olin Counseling Center – 345 Olin Health Center, 353-5310
Main Library – Career Collection, no appointment necessary

FAMILY RESOURCE CENTER

The Family Resource Center offers resource and referral services to assist parents with locating quality childcare, as well as emergency backup childcare services to meet the emergency and short-term child care needs of students, faculty, and staff, and an elder care referral service to assist individuals who are managing the care of a dependent elder. Free pre-finals childcare is offered each semester for the children of Michigan State University student parents. A Student Parent Organization (Student Parents On a Mission) offers peer support for students with children (<http://www.msu.edu/user/studentp>). The FRC may be reached at 517-432-3745 ext. 146, and additional information is available at <http://www.frc.msu.edu>.

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 Publication of the *Graduate Planning Guide*, and the University's publications of *Academic Programs* and *Description of Courses*.

Academic advisor:

Shannon Burton
126 Baker Hall
517-355-4679
sburton@msu.edu

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

Internship placement coordinator:

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

You may schedule a 30-minute advising appointment with your criminal justice academic advisor electronically. Access the web at <http://www.criminaljustice.msu.edu>. Select Current Students/Advising. You will need your MSU NetID and password. If for some reason you are not able to keep an appointment made with your academic advisor, please be considerate and cancel your scheduled appointment as early as possible so another student may sign up for the appointment time.

APPLICATION TO GRADUATE

Students must apply to graduate. Applications are available at 150 Hannah Administration Building, or 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.

CAMPUS PARKING

Parking on campus during the day is extremely difficult, but after 6:00 p.m., parking permits are not required and parking is more available. During the day, parking is available in a commuter lot which has bus service to campus. To use this lot, you must register your car with the Parking and Safety Bureau. You will find parking and permit information at www.dpps.msu.edu, or you may call 517-355-8440, e-mail parkinfo@dpps.msu.edu, or go to 87 Red Cedar Road.

The City of East Lansing operates a parking ramp just off Grand River, which is within walking distance of campus. Their rates are reasonable.

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 University Calendar in the *Quick Guide to Enrollment and Registration* each semester for important dates regarding dropping and adding courses. Fees charged for late enrollment and fees refunded for dropping courses are also listed in the *Quick Guide to Enrollment and Registration*.

CJ LISTSERV

CJ Listserv is an electronic forum for criminal justice students. If you subscribe, you will receive information about scholarships, graduate assistantships, job opportunities, classroom and scheduling changes, upcoming school events, and more. You will also be able to distribute information related to your educational experience at MSU. Faculty and staff will frequently distribute important information via Listserv. All graduate and undergraduate CJ students are encouraged to sign up.

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

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 changes to a DF/Unfinished.

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, assistantship information, financial aid, graduate student resources, etc. 517-355-0301

Housing (www.hfs.msu.edu/uh) - Graduate housing, University apartments, housing rates, food service, residential rental options, etc. 517-355-9550 (University Apartments and Hall Assignments)

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

GRADUATE ASSISTANTSHIPS

Graduate assistantships are awarded on a competitive basis for incoming masters and doctoral students. All assistantships are dependent on the availability of funds. They may be renewed if funds are available and the student is making satisfactory progress toward the degree and has received satisfactory evaluations from the supervising faculty member.

Students receiving these awards provide support for the School's teaching and research. The graduate assistant's responsibilities require 10 hours per week for a quarter-time appointment, 20 hours per week for a half-time appointment, and 30 hours per week for a three-quarter-time appointment. Graduate assistants are provided a monthly stipend, a nine-credit tuition waiver for each semester the assistantship is held (five-credit tuition waiver for summer semester), with in-state tuition rates for any credits above those waived, and student health insurance. Matriculation fees are waived.

Graduate assistants are expected to be on campus during the length of the appointment. Days off should be discussed with the student's supervisor well in advance, and makeup time scheduled. Appointment dates will be as follows:

Fall Semester – August 16 through December 31

Spring Semester – January 1 through May 15

Summer Semester – May 16 through August 15

There are three levels of stipend rates, which are determined by University regulation.

- Level 1 requires that each of the following 3 criteria be met:
 - admitted MSU graduate student
 - bachelor's degree

- less than two semester's experience as a graduate assistant or full-support fellow.
- Level 2 is required when each of the following 3 criteria is met:
 - admitted MSU graduate student
 - master's degree (a JD or LLB is equivalent to masters in determining level);
 - OR 30 or more grad semester credits or equivalent;
 - OR at least two semester's experience as a graduate assistant or full-support fellow.
 - level 3 required criteria have not been met
- Level 3 is required for Teaching (T) when each of the following 3 criteria is met:
 - admitted MSU graduate student
 - a master's degree or equivalent.
 - The graduate assistant experience must be in the employing unit or in a department considered relevant by the chairperson or employing unit. The minimum number of semesters shall be four (4), five (5) or six (6) but in any case no greater than department's current practice as stipulated in 2004
- Level 3 is required for Research (R) or Teaching (TE) assistants when each of the following 3 criteria are met:
 - admitted MSU graduate student.
 - successful completion of doctoral comprehensive exams, as defined by the department in which the student is enrolled
 - 6 semesters as a graduate Research/Teaching (R/TE) assistant at MSU, or equivalent. The definition of equivalence is left to the discretion of the chairperson of the appointing unit, but it is expected that only experience in research-oriented assignments count toward the 6 semesters of experience as an RA.

(Level 3 is not acceptable for Research (R) or Teaching (TE) unless all 3 criteria listed above are met.)

Checks are distributed on a biweekly basis. Changes in stipend or percentage of time become effective only at the beginning of a semester.

Support sources come in five main types:

- Teaching assistantships eligible to join the Graduate Employees Union (TA)
- Teaching assistantships not eligible to join the Graduate Employees Union (TE)
- Research assistantships (RA)
- MSU fellowships
- External fellowships

Student offered a teaching assistantship (TA) must decide whether to join the Graduate Employees Union (GEU). Please visit www.geuatmsu.org for more information about the GEU. The student will be given a card on which to indicate their decision at the beginning of the first semester in which they are eligible to join. Dues-paying TAs need only sign a GEU card once (unless they wish to change to paying fees) during their graduate careers. Fees-paying TAs need to sign a card once a year. *If a TA does not fill out a union card, the assistantship may be revoked.* TEs and RAs are not currently required to fill out this form.

Graduate assistants must be registered each semester in which they hold graduate assistantships. The minimum and maximum credit-loads are as follows:

1. For a quarter-time graduate assistant, minimum enrollment is 3 credits (including credits in CJ 999); maximum enrollment is 16 credits (excluding credits in CJ 999).
2. For a half-time graduate assistant, minimum enrollment is 3 credits (including credits in CJ 999); maximum enrollment is 12 credits (excluding credits in CJ 999).
3. For a three-quarter-time graduate assistant, minimum enrollment is 3 credits (including credits in CJ 999); maximum enrollment is 8 credits (excluding credits in CJ 999).

Faculty supervisors are required to review each of the students assigned to them as graduate assistants, and determine whether they have met the assistantship responsibilities. Each faculty provides written documentation to the Director of the School of Criminal Justice which outlines and rates student performance in dependability and punctuality, planning and organization of work schedule, ability to prioritize, demonstration of independent thinking and initiative, task completion in a timely manner, quality of work performed, oral and written communications.

A more detailed description of assistantship benefits and regulations may be found in Michigan State University's *Academic Programs*, Financial Aid for Graduate Students section (available at <http://www.reg.msu.edu/read/UCC/Updated/gradedfinaid.pdf>), the Graduate School website at www.grad.msu.edu/prospect.htm, and at the end of this handbook under Forms and Publications.

MSU NETID

MSU students receive centrally funded NetIDs so they can utilize various electronic resources and electronic mail. Students must activate their MSU NetID in order to:

- Receive official communications from MSU that are sent to students by email only
- publish a personal webpage
- 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 IDENTIFICATION CARD

Identification cards may be obtained in 170 International Center and will be issued following the student's initial enrollment. Picture ID is required. Library privileges, access to University buildings, facilities and classrooms, and purchase of tickets and entry into athletic and entertainment events may require the possession and presentation of the ID card upon request.

Information about the cards can be found at www.idcard.msu.edu.

Questions concerning Michigan State University ID cards should be addressed to idcard@msu.edu or 517-355-4500.

WITHDRAWAL FROM THE UNIVERSITY

A student who wishes to withdraw from the university should contact the Office of Student Affairs, 201 Berkey Hall, in the College of Social Science. Students will be advised of the academic consequences of withdrawing and the method for applying for readmission. A "Voluntary Withdrawal" form must be completed and signed by the student.

Students may withdraw from the university through the 12th week of the semester. A student may withdraw before the middle of the semester without a grade reported. Withdrawal after the middle of the semester through the 12th week of the semester will result in a grade being reported. Please check the university's academic calendar at www.reg.msu.edu for specific dates.

In case of such emergency that a student is not able to report in person to the Office of Student Affairs, 201 Berkey Hall, an agent of the student (parent, partner or spouse) may contact Student Affairs personnel.

GRADUATE COURSE DESCRIPTIONS

CJ 801 CRIME CAUSATION, PREVENTION, AND CONTROL (Spring-3)

Theories of crime causation. Translation of theory to policy.

CJ 805 SURVEY IN FORENSIC SCIENCE (Fall-4)

Scientific analysis of physical evidence. The course will cover four major aspects of physical evidence using real criminal and civil cases: generation of physical evidence by criminal activity; collection and preservation of physical evidence; analysis of physical evidence by forensic science laboratory; presentation of scientific expert testimony in court.

CJ 809 ISSUES IN CRIMINAL JUSTICE (Fall, Spring 2-4)

Special issues in criminal justice research and management.

CJ 810 PROSEMINAR IN CRIMINAL JUSTICE (Fall-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 (Fall-3)

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

CJ 812 CRIMINAL JUSTICE MANAGEMENT SEMINAR (Fall-3)

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

CJ 814 SEMINAR IN ADVANCED MANAGEMENT TOPICS (Fall odd-numbered years-3)

Critical study of selected areas of criminal justice management such as organization design and analysis, policy implementation, resource allocation, benefit systems, and interorganizational networks.

CJ 815 PROSEMINAR IN CRIMINAL INVESTIGATION (Spring-3)

Research on the criminal justice process. Investigation and role of evidence in the administration of justice. Ethical issues.

CJ 817 LAW AND FORENSIC SCIENCE (Spring-2)

Course covers the legal aspects of forensic science including the adjudicative process, admissibility of scientific evidence, laboratory reports, hearsay, relevant case materials and expert testimony.

CJ 819 FORENSIC ANALYSIS OF DRUGS AND ALCOHOL (Fall-3)

Techniques and processes in analysis of physical evidence including spectroscopy, chromatography, microscopy. Emphasis on controlled substances. Open only to Forensic Science majors.

CJ 820 FORENSIC CHEMISTRY AND MICROSCOPIC EVIDENCE (Spring-3)

Analysis of trace evidence including hairs and fibers, paints and coatings, explosives and fire residues, glass and soil. Open only to Forensic Science majors.

CJ 824 FORENSIC SEROLOGY (Fall-3)

Lectures and laboratory exercises in the identification of body fluids of forensic interest, including blood, semen, and saliva. Sources of false positive and negative results will also be examined. Open only to Forensic Science majors.

CJ 825 DNA PROFILING (Spring-3)

Laboratory and lecture in DNA profiling. Nuclear and mitochondrial DNA analysis of blood, semen, hair, saliva and other tissues of forensic interest. Open only to Forensic Science majors.

CJ 835 MANAGING POLICE ORGANIZATIONS (Spring odd-numbered years-3)

Issues and practices in police management. Management philosophy and personnel management.

CJ 836 ASSESSMENT OF POLICE POLICIES AND OPERATIONS (Spring of even-numbered years-3)
Recent policy-related research and its application to the deployment of human resources.

CJ 865 ADULT CORRECTIONS (Fall odd-numbered years-3)
Traditional and contemporary adult correctional practices. Social, political, economic and organizational factors affecting correctional policies.

CJ 866 ADULT AND JUVENILE CORRECTIONS PROGRAMS (Fall even-numbered years-3)
Adult and juvenile crime prevention and correctional programs. Application of research findings to management issues.

CJ 873 LEGAL ISSUES IN CRIMINAL JUSTICE (Spring even-numbered years-3)
Law as an instrument of social control. Legal limitations on criminal justice institutions and policies.

CJ 885 SECURITY MANAGEMENT (Fall-3)
The organization and management of security operations in business, industry, and government.

CJ 886 SECURITY ADMINISTRATION (Spring-3)
Administrative and quantitative techniques for security operations. Statistical analysis. Analysis of financial statements. Operations research and computer techniques.

CJ 887 QUANTITATIVE METHODS IN CJ RESEARCH (Spring-3)
Descriptive and inferential statistics and computer use in criminal justice research.

CJ 890 INDEPENDENT STUDY (Fall, Spring, Summer, 1-6)
Individual research and writing under faculty supervision.

CJ 896 POLICY ANALYSIS UNDER CONDITIONS OF CHANGE (Spring-3)
Methods of policy analysis in criminal justice settings. Policy analysis for the formulation, adoption and implementation of changes.

CJ 899 MASTERS THESIS RESEARCH (Fall, Spring, Summer, 1-6)

CJ 901 SEMINAR IN CONTEMPORARY THEORY AND CJ RESEARCH (Fall-3)
Theoretical perspectives and issues in criminal justice and criminology theory.

CJ 904 CRIMINAL JUSTICE ORGANIZATIONS AND PROCESSES (Spring-3)
Theoretical perspectives on organizations and processes in criminal justice. Evaluation of organizational performance in justice agencies.

CJ 905 LAW AND SOCIETY (Fall-3)
Theoretical perspectives on law. Impact of law on society and the criminal justice system.

CJ 906 ADVANCED QUANTITATIVE METHODS IN CJ RESEARCH (Fall-3)
Applications of quantitative techniques to criminal justice data. Use of multiple regression and SPSS.

CJ 907 ADVANCED TOPICS IN CRIMINAL JUSTICE DATA ANALYSIS (Spring-3)
Advanced quantitative analysis techniques for criminal justice data (may be repeated for credit).

CJ 908 ADVANCED TOPICS IN CRIMINAL JUSTICE (Spring odd-numbered years-3)
Intensive study of one subfield of criminal justice. Critical evaluation of the literature (may be repeated for credit).

CJ 909 ADVANCED RESEARCH METHODS (Fall-3)
Methodological approaches to conducting sound, ethical criminal justice and criminological research. Research ethics, study design, and data collection methods.

CJ 999 DOCTORAL DISSERTATION RESEARCH (Fall, Spring, Summer, 1-12)

FACULTY

PROFESSOR

Joined MSU

Bynum, Timothy S.	PhD	1977	Florida State University	1977
Carter, David L.	PhD	1980	Sam Houston State University	1985
Chermak, Steve	PhD	1993	State University of New York/Albany	2005
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

ASSOCIATE PROFESSOR

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
Foran, David R.	PhD	1987	University of Michigan	2002
Holt, Thomas	PhD	2005	University of Missouri-St. Louis	2009
Maxwell, Sheila R.	PhD	1994	Rutgers University	1994
Smith, Ruth	PhD	2003	University of Strathclyde	2005
Terrill, William	PhD	2000	Rutgers University	2005
Wilson, Jeremy	PhD	2008	Ohio State University	2008

ASSISTANT PROFESSOR

Chaudhuri, Soma	PhD	2008	Vanderbilt University	2008
Cobbina, Jennifer	PhD	2009	University of Missouri-St. Louis	2009
Gibbs, Carole	PhD	2006	University of Maryland-College Park	2006
Gore, Meredith	PhD	2007	Cornell University	2008
Melde, Christopher	PhD	2007	University of Missouri-St. Louis	2007
Pizarro, Jesenia	PhD	2005	Rutgers University	2005
Rivers, Louie	PhD	2006	Ohio State University	2008
Zeoli, April	PhD	2007	Johns Hopkins University	2008

ACADEMIC ADVISOR

Burton, Shannon	MA	2002	Michigan State University	2004
Homberg, Timothy	MA	2002	Michigan State University	1998
Kolar, Barbara	MA	1996	Michigan State University	1996