

# GRADUATE STUDENT HANDBOOK

Master of Arts in Criminal Justice  
ONLINE PROGRAM



[www.cj.msu.edu](http://www.cj.msu.edu)

COLLEGE OF SOCIAL SCIENCE  
MICHIGAN STATE UNIVERSITY  
EAST LANSING, MI

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Graduate Program Director: Dr. Chris Melde, [melde@msu.edu](mailto:melde@msu.edu)  
Graduate Secretary: Melissa Christle, [burrier@msu.edu](mailto:burrier@msu.edu)

## TABLE OF CONTENTS

<b>The School of Criminal Justice</b> .....	1
<b>Program Overview</b> .....	1
<b>Degree Requirements</b> .....	2
<b>Degree Requirements for Security Management Specialization</b> .....	2
<b>Academic Performance</b> .....	3
<b>Admission Requirements</b> .....	3
<b>Academic Grievance Hearing Procedure</b> .....	3
<b>General Information</b> .....	11
Academic Advisors .....	11
Application to Graduate.....	11
Change of Enrollment/Registration .....	11
Correction of Grades.....	11
Deferred Grades.....	11
Exit Survey.....	12
Frequently Used Websites and Phone Numbers.....	12
Grief Absence Policy .....	13
Mandatory Training (RVSM) .....	13
MSU NetID .....	13
Student Services.....	14
Time Limit.....	14
Transfer Credits.....	14
Withdrawal from program.....	14
<b>Course Descriptions</b> .....	15
<b>School of Criminal Justice Faculty</b> .....	18

## ***THE SCHOOL OF CRIMINAL JUSTICE***

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

## ***PROGRAM OVERVIEW***

Michigan State University's School of Criminal Justice is one of the oldest and most respected criminal justice programs in the world. Its graduates have gone on to distinguished careers in public law enforcement, security, and other areas of the criminal justice system. Graduates join elite global alumni, many who are leaders within their chosen field. To continue meeting the needs of law enforcement and private security professionals and maintain its leadership in criminal justice education, the School of Criminal Justice began to offer its Masters of Science in Criminal Justice program online in 1998. This brought its distinguished academic program to students' personal computers and provided advanced educational opportunities to practitioners. This was the first online degree program to be offered by MSU and in December 1999, the first group of students graduated with their MS in Criminal Justice. In the fall of 2021, based on feedback from students, faculty, and staff, the School transitioned its online program from an MS in Criminal Justice to an MA in Criminal Justice. The new program is meant to focus more explicitly on the career goals of students in the online environment by focusing the degree curriculum on matters of criminal justice administration, ethical decision making, and the consumption of research for policy and practice.

The program is designed to add new dimensions to the skills of career people in various areas of criminal justice and security. A number of online support services are available to assist students as they progress through the program, and the School is able to accommodate the busy schedules of practitioners and other worldwide by bringing the classroom to the student. Courses are offered entirely online, and are taught by the same faculty that is involved in the on-campus program.

Most classes are offered on a yearly basis, though some are on a two-year rotation. Therefore, students entering Fall semester can complete their degree within two years, provided they follow the prescribed schedule of courses. All resources of the school are available to assist students in the application process and during their time as a Masters candidate. If you have questions about the program, please contact Melissa Christle, Graduate Secretary, [burrier@msu.edu](mailto:burrier@msu.edu) or 517-353-7133.

**DEGREE REQUIREMENTS**

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

A minimum of 30 credits of coursework

Course	Title	Credits
CJ 801	Crime Causation, Prevention and Control	3
CJ 810	Proseminar in Criminal Justice	3
CJ 812	Criminal Justice Management	3
CJ 857	Criminal Justice Behavior and Ethics	3
CJ 889	Fundamentals of Basic and Translational Research	3
CJ 896	Policy Analysis Under Conditions of Change (capstone course)	3
800-level CJ electives*		6
Approved Electives		6

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

**DEGREE REQUIREMENTS FOR SECURITY MANAGEMENT SPECIALIZATION**

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

A minimum of 30 credits of course work

Course	Title	Credits
CJ 801	Crime Causation, Prevention and Control	3
CJ 810	Proseminar in Criminal Justice	3
CJ 812	Criminal Justice Management	3
CJ 857	Criminal Justice Behavior and Ethics	3
CJ 889	Fundamentals of Basic and Translational Research	3
CJ 896	Policy Analysis Under Conditions of Change	3
CJ 885	Security Management	3
CJ 886	Security Administration	3
800-level CJ electives		6

### **ACADEMIC PERFORMANCE**

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

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

### **ADMISSION REQUIREMENTS**

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

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

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. See [MSU English Language Requirements](#) for more information. Students from primarily English-speaking countries may have this requirement waived.

Application instructions can be found [here](#) under the Admission Requirements tab. If admission is offered, it cannot be deferred for more than one year.

### **ACADEMIC GRIEVANCE HEARING PROCEDURES**

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

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

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

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

**II. COMPOSITION OF THE HEARING BOARD:**

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

**III. REFERRAL TO THE HEARING BOARD:**

- A. After consulting with the instructor and appropriate unit administrator, graduate students who remain dissatisfied with their attempt to resolve an allegation of a violation of student academic rights or an allegation of academic misconduct (academic dishonesty, violations of professional standards or falsifying admission and academic records) may request an academic grievance hearing. When appropriate, the Department Chair, in consultation with the Associate Dean for Graduate Studies, may waive jurisdiction and refer the request for an initial hearing to the College Hearing Board. (See GSRR 5.3.6.2.)
- B. At any time in the grievance process, either party may consult with the University Ombudsperson. (See GSRR 5.3.2.)
- C. In cases of ambiguous jurisdiction, the Dean of The Graduate School will select the appropriate Hearing Board for cases involving graduate students. (See GSRR 5.3.5.)
- D. Generally, the deadline for submitting the written request for a hearing is the middle of the next semester in which the student is enrolled (including Summer). In cases in which a student seeks to contest an allegation of academic misconduct and the student's dean has called for an academic disciplinary hearing, the student has **10** class days to request an academic grievance to contest the allegation. (See GSRR 5.3.6.1 and 5.5.2.2.)

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

#### **IV. PRE-HEARING PROCEDURES**

- A. After receiving a graduate student's written request for a hearing, the Chair of the Department will promptly refer the grievance to the Chair of the Hearing Board. (See GSRR 5.3.2, 5.4.3.)
- B. Within 5 class days, the Chair of the Hearing Board will:
  - 1. forward the request for a hearing to the respondent and ask for a written response;
  - 2. send the names of the Hearing Board members to both parties and, to avoid conflicts of interest between the two parties and the Hearing Board members, request written challenges, if any, within 3 class days of this notification. In addition to conflict of interest challenges, either party can challenge two hearing board members without cause (GSRR 5.1.7.c);
  - 3. rule promptly on any challenges, impanel a Hearing Board and send each party the names of the Hearing Board members. If the Chair of the Hearing Board is the subject of a challenge, the challenge shall be filed with the Associate Dean of Graduate Studies, or designee (See GSRR 5.1.7.). Decisions by the Hearing Board chair or the College Dean (or designee) on conflict of interest challenges are final;
  - 4. send the Hearing Board members a copy of the request for a hearing and the respondent's written response, and send all parties a copy of these procedures.
- C. Within 5 class days of being established, the Hearing Board shall review the request, and, after considering all requested and submitted information:
  - 1. accept the request, in full or in part, and promptly schedule a hearing.
  - 2. reject the request and provide a written explanation to appropriate parties; e.g., lack of jurisdiction. (The student may appeal this decision.)
  - 3. the GSRR allows the hearing board to invite the two parties to meet with the Hearing Board in an informal session to try to resolve the matter. Such a meeting does not preclude a later hearing. However, by the time a grievance is requested all informal methods of conflict resolution should have been exhausted so this option is rarely used. (See GSRR 5.4.6.)

- D. If the Hearing Board calls for a hearing, the Chair of the Hearing Board shall promptly negotiate a hearing date, schedule an additional meeting only for the Hearing Board should additional deliberations on the findings become necessary.
- E. At least **5** class days before the scheduled hearing, the Chair of the Hearing Board shall notify the respondent and the complainant in writing of the (1) time, date, and place of the hearing; (2) the names of the parties to the grievance; (3) a copy of the hearing request and the respondent's reply; and (4) the names of the Hearing Board members after any challenges. (See GSRR 5.4.7.)
- F. At least **3** class days before the scheduled hearing, the parties must notify the Chair of the Hearing Board the names of their witnesses and advisor, if any, and request permission for the advisor to have voice at the hearing. The chair may grant or deny this request. The Chair will promptly forward the names given by the complainant to the respondent and visa versa. (See GSRR 5.4.7.1.)
- G. The Chair of the Hearing Board may accept written statements from either party's witnesses at least **3** class days before the hearing. (See GSRR 5.4.9.)
- H. In unusual circumstances and in lieu of a personal appearance, either party may request permission to submit a written statement to the Hearing Board or request permission to participate in the hearing through an electronic communication channel. Written statements must be submitted to the Hearing Board at least **3** class days before the scheduled hearing. (See GSRR 5.4.9c.)
- I. Either party to the grievance hearing may request a postponement of the hearing. The Hearing Board may either grant or deny the request. (See GSRR 5.4.8.)
- J. At its discretion, the Hearing Board may set a reasonable time limit for each party to present its case, and the Chair of the Hearing Board must inform the parties of such a time limit in the written notification of the hearing.
- K. Hearings are closed unless the student requests an open hearing, which would be open to all members of the MSU community. The Hearing Board may close an open hearing to protect the confidentiality of information or to maintain order. (See GSRR 5.4.10.4.)
- L. Members of the Hearing Board are expected to respect the confidentiality of the hearing process. (See GSRR 5.4.10.4.and 5.4.11.)

**V. HEARING PROCEDURES:**

- A. The Hearing will proceed as follows:
  - 1. Introductory remarks by the Chair of the Hearing Board: The Chair of the Hearing Board introduces hearing panel members, the complainant, the respondent and advisors, if any. The Chair reviews the hearing procedures, including announced time restraints for presentations by each party and the witnesses, and informs the parties if their advisors may have a voice in the hearings and if the proceedings are being recorded. Witnesses shall be excluded from the proceedings except when testifying. The Chair also explains:



- In academic grievance hearings in which a graduate student alleges a violation of academic rights, the student bears the burden of proof.
- In hearings in which a graduate student seeks to contest allegations of academic misconduct, the instructor bears the burden of proof.
- All Hearing Board decisions must be reached by a majority of the Hearing Board, based on a "clear and convincing evidence." (See GSRR 8.1.18.)

(See GSRR 5.4.10.1 and 8.1.18.) For various other definitions, see GSRR Article 8.)

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

10. Rebuttal and Closing Statement by Complainant: The complainant refutes statements by the respondent, the respondent's witnesses and advisor, if any, and presents a final summary statement.
11. Rebuttal and Closing Statement by Respondent: The respondent refutes statements by the complainant, the complainant's witnesses and advisor, if any, and presents a final summary statement.
12. Final questions by the Hearing Board: The Hearing Board asks questions of any of the participants in the hearing.

#### **VI. POST-HEARING PROCEDURES**

##### **A. Deliberation:**

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

##### **B. Decision:**

1. In grievance (non-disciplinary) hearings involving graduate students in which a majority of the Hearing Board finds, based on "clear and convincing evidence," that a violation of the student's academic rights has occurred and that redress is possible, it shall recommend an appropriate remedy to the Department Chair or School Director. Upon receiving the Hearing Board's recommendation, the Department Chair or School Director shall implement an appropriate remedy, in consultation with the Hearing Board, within 3 class days. If the Hearing Board finds that no violation of academic rights has occurred, it shall so inform the Chair or Director. The Chair of the Hearing Board shall promptly forward copies of the final decision to parties and the University Ombudsperson. (See GSRR 5.4.11.)
2. In grievance (non-disciplinary) hearings involving graduate students in which the Hearing Board serves as the initial hearing body to adjudicate an allegation of academic dishonesty and, based on "clear and convincing evidence," the Hearing Board finds for the student, the Hearing Board shall recommend to the Department Chair or School Director that the penalty grade be removed, the Academic Dishonesty Report be removed from the student's records and a "good faith judgment" of the student's academic performance in the course take place. If the Hearing Board finds for the instructor, the penalty grade shall stand and the Academic Dishonesty Report regarding the allegation will remain on file, pending an appeal, if any, to the College Hearing Board within 5 class days of the Hearing Board's decision. If an academic disciplinary hearing is pending, and the Hearing Board decides for the instructor, the graduate student's disciplinary hearing before either the College Hearing Board or the Dean of The Graduate School would promptly follow, pending an appeal, if any, within 5 class days. (See GSRR 5.5.2.2 and 5.4.12.3)

C. **Written Report:**

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

**VII. APPEAL OF THE HEARING BOARD DECISION:**

- A. Either party may appeal a decision by the Hearing Board to the College Hearing Board for cases involving (1) academic grievances alleging violations of student rights and (2) alleged violations of regulations involving academic misconduct (academic dishonesty, professional standards or falsification of admission and academic records.) (See GSRR 5.4.12.)
- B. All appeals must be in writing, signed and submitted to the Chair of the College Hearing Board within 5 class days following notification of the Hearing Board's decision. While under appeal, the original decision of the Hearing Board will be held in abeyance. (See GSRR 5.4.12, 5.4.12.2 and 5.4.12.3.)
- C. A request for an appeal of a Hearing Board decision to the College Hearing Board must allege, in sufficient particularity to justify a hearing, that the initial Hearing Board failed to follow applicable procedures for adjudicating the hearing or that findings of the Hearing Board were not supported by "clear and convincing evidence." The request also must include the redress sought. Presentation of new evidence normally will be inappropriate. (See GSRR 5.4.12.1, 5.4.12.2 and 5.4.12.4.)

**VIII. RECONSIDERATION:**

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

**IX. FILE COPY:**

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

## **GENERAL INFORMATION**

### **ACADEMIC ADVISORS**

Academic advisors are available to assist students with:

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

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

Academic Advisor:

Barbara Kolar  
128 Baker Hall  
517-353-9866  
[kolarba@msu.edu](mailto:kolarba@msu.edu)

Sara Tauqi  
126 Baker Hall  
517-355-4679  
[tauqisar@msu.edu](mailto:tauqisar@msu.edu)

Career Development Coordinator:

Tim Homberg  
130 Baker Hall  
517-432-3197  
[homberg@msu.edu](mailto:homberg@msu.edu)

### **APPLICATION TO GRADUATE**

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

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

### **CHANGE OF ENROLLMENT/REGISTRATION**

Students who wish to drop and add courses after registration may do so through the fifth day of classes. To add courses after the fifth day, students must contact the department offering the course (after the fifth day, students may continue to drop courses through the middle of the semester). After mid-term, students may drop courses only with the permission of the dean of their college. Students are reminded to check the [Academic Calendar](#) on the Registrar's Office website each semester for important dates regarding dropping and adding courses. Fees charged for late enrollment and fees refunded for dropping courses are also listed on the Academic Calendar.

### **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.

### **EXIT SURVEY**

A short online exit survey for all students graduating with a Plan A or Plan B masters or with a Doctoral degree is required. 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: [ExitSurvey@grd.msu.edu](mailto:ExitSurvey@grd.msu.edu)
  - Master's Students: [CareerServices@csp.msu.edu](mailto:CareerServices@csp.msu.edu)

### **FREQUENTLY USED WEBSITES AND PHONE NUMBERS**

**Controllers Office** ([www.ctrl.msu.edu](http://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](http://www.dpps.msu.edu)) - Police services, parking permits, campus crime statistics, visitor parking, etc. 517-355-8440 (Parking)

**Financial Aid** ([www.finaid.msu.edu](http://www.finaid.msu.edu)) - Instructions for applying for aid, forms, calendar, calculator, etc. 517-353-5940

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

**Michigan State University** ([www.msu.edu](http://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](http://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](http://www.reg.msu.edu)) - Tuition, enrollment, financial aid, schedule of courses, University calendar, student services, etc. 517-355-3300

**GRIEF ABSENCE POLICY (as approved by University Council)**

see <https://reg.msu.edu/ROInfo/Notices/GriefAbsence.aspx>

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

**MANDATORY TRAINING - DEI**

All graduate students must complete the Diversity, Equity and Inclusion (DEI) on-line training at <https://ora.msu.edu/train/index.html>. To enroll and complete this course, use the Ability LOGIN button at the link and visit the My Requirements tile.

**MANDATORY TRAINING - RVSM**

All graduate students must complete the on-line training about the [Relationship Violence and Sexual Misconduct Policy](#). At the beginning of each academic year, students will receive an email, sent to their MSU email account, with instructions to complete the training program. The training program is provided by MSU's vendor, Student Success. Students will use MSU's secure single sign-on to access the course, but your password and other sensitive information will not be provided to the vendor.

Graduate students who have received a notice to complete the training, but can no longer find the training notice, can access the course by navigating to [MSU's Student Success site](#). Please note, individuals who have not received a training notice will not be able to access the course.

**MSU NETID**

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

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

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

## **STUDENT SERVICES**

**Library Resources** - Students taking courses through the Virtual University may also use the resources of Michigan State University Libraries. The [MSU Library](#) is designed to meet the information needs of students registered for online courses and provides online means for requesting library books, materials and services.

**MSU IT Help Desk** – The [Help Desk](#) provides a 24-hour hotline to assist you with questions regarding equipment, Internet connections, MSU NetIDs, etc. They can be reached at 800-500-1554 or 517-432-6200, or by chat or email.

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

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

## **TIME LIMIT**

Students must complete the Masters degree within six years. The semester in which the first class that can be applied to the degree is taken is considered the student's first semester in the program. See [here](#) and scroll to Time Limits.

## **TRANSFER CREDITS**

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

## **WITHDRAWAL FROM THE UNIVERSITY**

A student who wishes to withdraw from the university should contact the Office of Graduate Studies, 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 12<sup>th</sup> 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 12<sup>th</sup> week of the semester will result in a grade being reported. Please check the university's academic calendar at [www.reg.msu.edu](http://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 Graduate Studies, 201 Berkey Hall, an agent of the student (parent, partner or spouse) may contact OGS personnel.

### ***COURSE DESCRIPTIONS***

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

Theories of crime causation. Translation of theory to policy. Spring.

#### **CJ 802 Proseminar in Law Enforcement Intelligence Operations (3)**

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

#### **CJ 803 Foundations in Homeland Security (3)**

Homeland security's definition of terrorism and terrorist groups. Fundamental principles of emergency management and homeland security. Historical perspectives and modern threats. Public health and environmental protections. Private sector role and impacts. Security versus civil liberties. Science technology and research issues. Spring, Summer.

#### **CJ 809 Issues in Criminal Justice (3)**

Varying topics. Please check Michigan State University's Schedule of Courses ([www.schedule.msu.edu](http://www.schedule.msu.edu)) to determine which sections are offered in a given semester. Fall, Spring, Summer.

#### **CJ 810 Proseminar in Criminal Justice (3)**

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

#### **CJ 812 Criminal Justice Management Seminar (3)**

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

#### **CJ 822 Comparative Criminal Justice (3)**

Globalization, crime causation, measurement, and control in comparative and cross-national contexts. Nature of policing, courts, and corrections in select countries. Spring of even years.

#### **CJ 823 Globalization of Crime (3)**

International crimes and organized crime. Trafficking in women, children, and body parts. Related problems such as firearm violence, money laundering, and corruption that transcend national boundaries. Fall of even years.

#### **CJ 837 The Intelligence Process and Counterterrorism (3)**

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

#### **CJ 838 Terrorism (3)**

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

#### **CJ 839 Analytic Thinking and Intelligence (3)**

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



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

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

**CJ 857 Criminal Justice Behavior and Ethics (3)**

Exploration of ethical considerations and dilemmas. Moral, legal and normative obligations of the state and criminal justice professionals. Philosophies and theories of ethics and deviance. Spring.

**CJ 870 Introduction to Crime Analysis**

Introduction to the theoretical foundations of crime analysis and the techniques and processes used by law enforcement agencies to document and respond to patterns of crime. Fall.

**CJ 871 Advanced Crime Analysis**

Application of crime analysis skills and techniques used by modern crime and intelligence analysts. Spring.

**CJ 872 Open Source Information Analysis**

Overview of the history of open source information collection, techniques and ethical issues for collection of publicly available information, validation of sources, and introduction to structured analytic techniques for intelligence analysis. Spring.

**CJ 874 Cybercrime, Deviance, and Virtual Society**

Emergence of cybercrime and technology-engendered deviance, and the ways that subcultures transcend virtual spaces to affect behavior on and off-line. Fall.

**CJ 875 Digital Forensic Investigations**

Digital forensic analyses, including computer technology, data storage, proper search/seizure/imaging techniques, analysis of imaged devices, and proper presentation of evidence. Fall.

**CJ 876 Data Systems/Infrastructure**

Networked resources that support the Internet and the basics of the Open Systems Interconnection (OSI) Model. Fall.

**CJ 877 Cyber Terror and Cyber Warfare**

Use of technology and the Internet to further terror and extremism across the globe. Spring.

**CJ 885 Security Management (3)**

Organization and management of security operations in business, industry, and government. Spring of odd years.

**CJ 886 Security Administration (3)**

Administrative and quantitative techniques for security operations. Statistical analysis. Analysis of financial statements. Operations research and computer techniques. Fall of odd years.

**CJ 889 Fundamentals of Basic and Translational Research (3)**

Methods and techniques of criminal justice research and evaluation, including survey methods, systematic observation, analysis of existing data, experimentation, and introduction to evaluation design. Ethical issues in research design and procedures. Fall.

**CJ 890 Independent Study (1-3)**

Individual research and writing under faculty supervision. Fall, Spring, Summer.

**CJ 894 Practicum (1-6)**

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

**CJ 896 Policy Analysis Under Conditions of Change (3)**

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

## **FACULTY**

### PROFESSOR

				<u>Joined MSU</u>
Carter, David L.	PhD	1980	Sam Houston State University	1985
Chermak, Steve	PhD	1993	State University of New York-Albany	2005
Finn, Mary	PhD	1989	State University of New York-Albany	2015
Holt, Thomas	PhD	2005	University of Missouri-St. Louis	2009
Hudzik, John K.	PhD	1971	Michigan State University	1977
Kutnjak Ivkovich, Sanja	PhD/JD	1995	University of Delaware	2007
Maxwell, Christopher D.	PhD	1998	Rutgers University	1998
McGarrell, Edmund F.	PhD	1986	State University of New York-Albany	2001
Melde, Christopher	PhD	2007	University of Missouri-St. Louis	2007
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
Smith, Ruth	PhD	2003	University of Strathclyde	2005
Wilson, Jeremy	PhD	2008	Ohio State University	2008

### ASSOCIATE PROFESSOR

Cobbina, Jennifer	PhD	2009	University of Missouri-St. Louis	2009
Corley, Charles J.	PhD	1986	Bowling Green State University	1990
DeJong, Christina	PhD	1994	University of Maryland	1994
Gibbs, Carole	PhD	2006	University of Maryland-College Park	2006
Hamm, Joseph	PhD	2014	University of Nebraska-Lincoln	2014
Maxwell, Sheila R.	PhD	1994	Rutgers University	1994
Rojek, Jeffrey	PhD	2005	University of Missouri-St. Louis	2018
Wolfe, Scott	PhD	2012	Arizona State University	2017
Zeoli, April	PhD	2007	Johns Hopkins University	2008
Zwickle, Adam	PhD	2014	Ohio State University	2014

### ASSISTANT PROFESSOR

Cavanagh, Caitlin	PhD	2016	University of California Irvine	2016
Holt, Karen	PhD	2015	John Jay College of Criminal Justice	2016
Kennedy, Jay	PhD	2014	University of Cincinnati	2014
Krupa, Julie	PhD	2018	University of South Florida	2018
Scrivens, Ryan	PhD	2017	Simon Fraser University	2019

### ACADEMIC ADVISOR

Homberg, Timothy	MA	2002	Michigan State University	1998
Kolar, Barbara	MA	1996	Michigan State University	1996
Tauqi, Sara	MA	2016	Michigan State University	2014