

GRADUATE STUDENT HANDBOOK

Certificate in Cyber Criminology and Cyber Security

ONLINE PROGRAM



www.cj.msu.edu

COLLEGE OF SOCIAL SCIENCE
MICHIGAN STATE UNIVERSITY
EAST LANSING, MI

March 2025

Graduate Program Director: Dr. Tom Holt, holtt@msu.edu

Academic Advisor: Barbara Kolar, kolarba@msu.edu

Graduate Secretary: Mike Chapko, chapkom@msu.edu

TABLE OF CONTENTS

The School of Criminal Justice

| | |
|--|---|
| Program Overview | 3 |
| Program and Department Contact Information..... | 3 |
| University Policy Governing Graduate Education | 4 |

Admissions

| | |
|--|---|
| Requirements for Admission Consideration | 4 |
| Application Materials..... | 5 |
| Application Review and Deadlines | 6 |
| Tuition and Fees..... | 6 |
| Admission to Grad Cert Cyber | 6 |

Program Components

| | |
|---|---|
| Degree Requirements | 7 |
| Grad Cert Cyber Course Availability | 8 |
| Course Description | 8 |

Academic Policy

| | |
|--|----|
| Academic Performance | 9 |
| Correction of Grade..... | 9 |
| Postponing a Grade..... | 9 |
| Repeating a Course | 9 |
| Change Enrollment / Registration | 10 |
| University Withdrawal Policy | 10 |
| Readmission..... | 12 |
| Non-Attendance Policy..... | 12 |
| Time Limit | 13 |
| Grief Absence Policy..... | 13 |

| | |
|---|-----------|
| Application for Graduation..... | 13 |
| School of Criminal Justice Advising | |
| Academic Advising | 13 |
| Career Advising | 14 |
| University Policies..... | 14 |
| Guidelines for Integrity in Research & Creative Activities | 15 |
| Student Conduct and Conflict Resolution | 15 |
| Academic Grievance Hearing Procedures | 15 |
| The Office of the University Ombudsperson | 15 |
| Exit Survey | 16 |
| Military-connected Student Services | 16 |
| Technological Support | 17 |
| Library..... | 17 |
| MSU IT Tech Support | 17 |
| D2L Help | 17 |
| University Resources | 18 |

THE SCHOOL OF CRIMINAL JUSTICE

The School of Criminal Justice (SCJ) was established in 1935 and is the oldest continuous degree-granting program in Criminal Justice in the United States. In 1970, the program changed its name from the School of Police Administration and Public Safety to the School of Criminal Justice to reflect the growing emphasis on the entire system of justice in the United States.

Since then, the School has evolved to provide exemplary undergraduate and graduate programs. Faculty, students, and alumni work tirelessly to advance justice by conducting research that has directly informed and impacted criminal justice policy and practice.

PROGRAM OVERVIEW

The School of Criminal Justice at Michigan State University is the oldest and one of the most respected criminal justice programs in the world. Graduates of its programs are part of an elite global alumni network. Alumni have held distinguished positions in public law enforcement, security, and all areas of the criminal justice system.

To meet the evolving needs of law enforcement and private security professionals, the SCJ began to offer a Master of Science in Criminal Justice program online in 1998. This brought a 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 the first online masters program in criminal justice in the world. Since the creation of the online MS in Criminal Justice, the SCJ has expanded its online degree programs to include the fields of intelligence and cybersecurity.

The Graduate Certificate in Cyber Criminology and Cyber Security (Grad Cert Cyber) is designed to add new dimensions to the skills of career law enforcement, intelligence analysts, and security professionals in private industry and the public sector. In particular, students will develop cutting edge skills that will enable their ability to analyze all manner of crimes, whether affecting persons, data, or property.

Program Contact Information

School of Criminal Justice
655 Auditorium Road, Room 557 Baker Hall
Michigan State University East Lansing, MI 48824
517-355-2197
<https://cj.msu.edu/>

Department Contact Information

Dr. Chris Melde
Director, School of Criminal Justice
Baker Hall, Room 544
melde@msu.edu

Dr. Tom Holt
Director, Masters programs
holtt@msu.edu

Allison Rojek
Director, Virtual Programs
rojekal1@msu.edu

Mike Chapko
Graduate Program Coordinator
chapkom@msu.edu

Barbara Kolar
Graduate Academic Advisor
kolarba@msu.edu

University Policy Governing Graduate Education

All Academic Programs offered by Michigan State University are available at
<https://reg.msu.edu/AcademicPrograms/Default.aspx>

All policies relating to Graduate Education at Michigan State University can be reviewed at
<https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=111>

ADMISSIONS

Requirements for Admission Consideration:

Applicants must have completed a four-year bachelor's degree, professional degree or equivalent degree from an accredited and recognized college or university. 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 must have a cumulative undergraduate GPA of at least 3.0 on a 4.0 scale. International applicants must demonstrate proficiency in written and spoken English.

Application Materials:

- MSU Graduate School application (including nonrefundable application fee)
Apply online from the Graduate School's website <https://explore.msu.edu>
- Personal/Academic statement – single essay explaining why you are interested in the program, outlining relevant work or research experience, and any other information you would like the admissions committee to know.
- Resume or CV
- Three Letters of Recommendation (LORs), preferably from academic faculty. LORs from supervisors, directors and/or colleagues are acceptable if you have been out of university for four years or more. LORs from family and friends cannot be accepted. You will be prompted to enter your recommenders' names and contact information as part of the graduate application.
- Official transcript from each institution attended (unless you attended MSU). Degree granting transcript must be submitted reflecting degree conferral. If your degree was completed at MSU, you do not need to submit transcripts as we will have access to them through other means. If the degree is not complete at time of applying, a non-degree granting transcript is acceptable. The MSU Office of Admissions will require submission of a degree granting transcript within six months of starting the program.

Transcripts from US institutions may be sent electronically and will be considered official if they are sent directly from the institutions attended to the graduate secretary chapkom@msu.edu . If they are mailed by the institution attended, they should be sent to the address that follows.

International students must submit official transcripts in both the original language and English translation of transcript and diploma.

Hard copies of transcripts should be mailed directly from the institutions attended to:

Graduate Certificate Cyber Program
Michigan State University
655 Auditorium Road, Room 557 Baker Hall
East Lansing, MI 48824

- 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.
- This program does not require GRE scores.

Application Review and Deadlines

Admission to Grad Cert Cyber is reviewed by SCJ Admission Committee. Only complete applications are reviewed for admission consideration. An applicant’s file will not be reviewed until all materials have been received. The deadlines for application and all supporting materials are as follows:

- March 30 – Summer (application review begins: Feb 1st)
- June 15 – Fall (application review begins April 15th)
- October 30 – Spring (application review begins Sept 1st)

Tuition and Fees

Tuition for the Online Grad Cert Cyber is subject to change without notice. Based on Fall 2024 rates, the estimated cost is as follows:

| | |
|--|------------|
| Graduate Certificate in Cyber Crim and Cyber Security Online Tuition* (2024) | |
| Cost Per Credit Hour | \$857 USD |
| Total Number of Credit Hours | 15 credits |

For the most current tuition and fees at Michigan State University, visit the Office of the Controller <https://ctrl.msu.edu>

Federal Financial Aid

Students pursuing Graduate Cert Cyber are not eligible for Federal Financial Aid.

Admission to Grad Cert Cyber Program

Acceptance by the School of Criminal Justice to the Graduate Certificate represents a recommendation for admission. The admission is not finalized until the official approval from the MSU Office of Admissions. The Office of Admissions will contact the student requesting the student to Accept the Offer of Admission. Once this step is completed, the Office of Admissions

will finalize the admission (including access to enrollment) and send the official admit packet, including the official acceptance letter. The student can also access the acceptance letter from their student portal.

New Student Next Steps:

1. Once a student is admitted to MSU and accepts the offer of admission in the Graduate Portal, the student activates the MSU NetID and sets up an MSU email. This account is used for all correspondence pertaining to university business and the MS program.
2. Once an MSU email account is activated and a student is 'matriculated' to MSU, a student will be able to log into [Student Information System](#) (SIS) at student.msu.edu. SIS gives students access to academic records, D2L, resources, and tools at MSU.
3. Students are expected to consult with their Graduate Academic Advisor to complete their academic program plans, select courses, and discuss matters related to program, College and University policies. Please see Academic Advisor section below. All students are expected to meet with the Academic Advisor prior to first day of class for the first semester of attendance.
4. Enrollment process: students are assigned a valid enrollment appointment by the Office of the Registrar after admission has been finalized to MSU. For future semesters, students should check SIS for future appointment dates. Generally, Fall enrollment opens in April and Spring/Summer opens in November.

PROGRAM COMPONENTS

DEGREE REQUIREMENTS for Grad Cert in Cyber Crim and Cyber Security

The Certificate in Cyber Criminology and Cyber Security was designed to assist students and working professionals alike to gain foundational knowledge in the fields of Cybercrime and Cybersecurity. The topics covered in this Transcriptable Certificate range from data systems infrastructure to cyber terror and warfare to digital forensic investigations.

Requirements

To obtain the certificate, students must successfully complete the following coursework.

- [CJ 872](#) - Open Source Intelligence Collection and Analysis
- [CJ 874](#) - Fundamentals of Cybercrime, Deviance, and Virtual Society
- [CJ 875](#) - Digital Forensic Investigations
- [CJ 876](#) - Data Systems/Infrastructure
- [CJ 877](#) - Cyber Terror and Cyber Warfare

Grad Cert Cyber Course Availability

| Course | Credits | Term Availability |
|--------|---------|-------------------|
| CJ872 | 3 | Spring |
| CJ874 | 3 | Fall |
| CJ875 | 3 | Spring |
| CJ876 | 3 | Fall |
| CJ877 | 3 | Spring |

Students enrolled in the Graduate Certificate may only enroll in online sections of courses. These course section numbers are 730 or 731. Online program students are not permitted to take on-campus courses as part of their degree program.

COURSE DESCRIPTIONS—please enroll in 730 or 731 section numbers

CJ 872 Open Source Information Analysis (3)

Overview of the history of OSI 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 (3) 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 (3)

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

CJ 876 Data Systems/Infrastructure (3)

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

CJ 877 Cyber Terror and Cyber Warfare (3) Use of technology and the Internet to further terror and extremism across the globe. Spring

ACADEMIC POLICY

Academic Performance

Graduate 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, intellectual dishonesty, or violation of law and/or University rules and regulations.

<https://reg.msu.edu/academicprograms/Print.aspx?Section=521>

The minimum cumulative grade-point average required for graduation is a 3.00 for graduate students.

Correction of Grades

Once recorded in the Office of the Registrar, a student's grade may not be changed unless the first grade was in error. An Administrative Action must be submitted certifying the reasons why the first grade is in error. The request must be approved by the instructor, the chairperson of the department or school offering the course, the associate dean of the college in which the course is offered, and the student's associate dean. The time limit for the correction of grades is the middle of the following semester, exclusive of summer semester.

The Office of the Registrar reserves the right to audit student records and to correct them as necessary.

Postponing a Grade

The DF-Deferred applies to the numerical, the CR-NC, and P-N grading systems.

This is given only to graduate students who are doing satisfactory work but cannot complete the course work because of reasons deemed acceptable by the instructor.

The required work must be completed, and a grade reported within six months (190 calendar days from the last class day of the term of instruction), with the option of a single six-month extension (190 calendar days). If the required work is not completed within the time limit, the DF-Deferred will become U-Unfinished and will be changed to U. This rule does not apply to graduate thesis or dissertation work.

<https://reg.msu.edu/academicprograms/Print.aspx?Section=530>

Repeating a Course

A graduate student who receives a grade of 2.0 or above, CR, or P in a course may not repeat the course on a credit basis with the following exception: with the approval of the associate dean, a graduate student may repeat a course in which a grade of 2.0 or 2.5 was received. The

number of credits that a graduate student may repeat is determined by the student's academic advisor or guidance committee, in accordance with unit policies. Whenever a course is repeated on a credit basis, the last grade and credits earned completely replace the previous grade in the satisfaction of requirements and computation of grade-point averages. All entries remain a part of the student's permanent academic record.

Change of Enrollment/Registration

Students who wish to [drop and add courses](#) after registration may do so through the fifth day of classes for fall and spring semesters. 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 Office of the Registrar 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.

University Withdrawal Policy

Effective Fall 2024

A withdrawal from the university occurs when a student drops all their courses within a semester. A student may voluntarily withdraw from the University through the Class Ends date. This date is displayed in the student information system Class Search. When a student withdraws from a semester, their tuition and fees are subject to refund according to the [Refund Policy](#).

From the Class Begins date through the Last Date to Drop with No Grade Reported

Students may drop individual courses or withdraw themselves from the Class Begins date through the Last Date to Drop with No Grade Reported using the online enrollment system, or in person at the Office of the Registrar. Courses withdrawn during this period will not appear on the official transcript.

After the Last Date to Drop with No Grade Reported through the Class Ends date

Students may request to drop an individual course, now considered a late drop, or initiate a withdrawal after the Last Date to Drop with No Grade Reported through the Class Ends date using the Withdrawal Initiation/Late Drop Request. Courses dropped during this period will appear on the official transcript and receive "W" grades.

To request a late drop or to initiate a withdrawal after the Last Date to Drop with No Grade Reported through the Class Ends date, the following steps are required:

Step 1: Student Explores Options and Impacts of Request

Graduate students are expected to contact their major advisor or graduate program director to discuss how a late drop or withdrawal could affect their time to degree,

determine if supportive options are available to help maintain their enrollment, and discuss impacts if the student is an appointed graduate assistant.

International students must meet with the Office for International Students and Scholars to discuss immigration status impacts if they request a late drop or initiate a withdrawal.

NCAA student-athletes must meet with Student-Athlete Support Services to discuss scholarship and/or eligibility impacts if they request a late drop or initiate a withdrawal.

Students who are working with the Office for Civil Rights (OCR) to receive late drop or withdrawal supportive measures or modifications for pregnancy, childbirth, pregnancy-related condition and/or parenting must connect with the Office of Support and Intake in OCR before completing the Withdrawal Initiation/Late Drop Request.

Students who receive federal, state, or institutional financial aid are strongly encouraged to connect with the Office of Financial Aid to learn how a late drop or withdrawal could affect their aid package. The [Financial Aid Refund Policy](#) provides additional information about the impact of dropping credits and withdrawing, including an example of a Title IV return of funds calculation.

Students who receive Veterans Education Benefits are strongly encouraged to connect with the Registrar's Office to learn how a late drop or withdrawal could affect their benefits.

Step 2: Student Completes Request

Students must complete a Withdrawal Initiation/Late Drop Request, available within the student information system dashboard.

Step 3: MSU Routes Request

The Withdrawal Initiation/Late Drop Request will be routed to the appropriate office for review and to instructors to gather applicable last dates of attendance.

Step 4: MSU Processes Request

When all appropriate offices and/or instructors have provided approval and/or information, the student's request will be processed.

After the Class Ends date

Requests for retroactive drops or withdrawal after the Class Ends date are available for specific reasons and require approval.

- To petition for a retroactive drop or withdrawal based upon an error in enrollment, students must contact their academic advisor, advising office of their college, or University Advising if an exploratory major.
- To petition for a retroactive withdrawal based upon a student's medical condition that prevented the initiation of a withdrawal during a term of instruction, students must contact the Office of Student Support & Accountability.

- To petition for a retroactive drop or withdrawal based on any other unique and unexpected circumstance, students must contact the Office of the Registrar.

Unofficial Withdrawal

Students who leave the university during a semester or summer session without withdrawing will be assigned their earned grades for all enrolled courses and will forfeit any fees or deposits paid to the university for that term.

Withdrawal for Medical Reasons

Students who withdraw for their own medical reasons must submit the Withdrawal Initiation/Late Drop Request and within it, select “Personal Medical Leave.” Doing so will notify staff in the Office of Student Support & Accountability who coordinate the Medical Leave and Return Process (MLRP).

Once withdrawn from the term of instruction, a student is expected to pursue a Medical Leave and provide the proper documentation to verify the condition’s impact on their enrollment. Medical Leave is a university-verified designation, determined after the withdrawal has been processed. Medical Leaves are subject to the [Medical Withdrawal Policy for Class Tuition and Fees Refund Policy](#). If approved for Medical Leave, a student may need to provide documentation of readiness to return to MSU before they will be able to reenroll at MSU.

Academic Recess or Academic Dismissal

If a student is academically recessed or academically dismissed, courses for which the student is enrolled in future terms are administratively dropped. Tuition and fees are subject to refund according to the [Refund Policy](#).

Non-Academic Suspension or Dismissal

If a student is suspended or dismissed through the non-academic student conduct process, the student will be administratively withdrawn from the current semester and forfeit their tuition and fees. Depending upon the implementation timing of the suspension or dismissal, courses may not appear on the official transcript or may appear with “W” grades. Any enrollment in future semesters will be administratively dropped.

Readmission

Any continuing student whose enrollment at this University is interrupted for any reason so that he or she has not been enrolled for three consecutive semesters, including the summer sessions, should submit a readmission to the Office of the Registrar at

<https://reg.msu.edu/StuForms/Readmission/ReadmissionProcedure.aspx>

Readmission After Dismissal

Academic dismissal does not imply future readmission nor does it mean the person is forever barred from enrollment at Michigan State University. A student dismissed for academic reasons may apply for readmission after a minimum period of one calendar year from the date of their dismissal. The applicant must submit written evidence of growth in maturity and responsibility to perform graduate-level work, along with a work plan detailing how they will ensure

successful completion of all outstanding coursework. Each application will be considered on its merits. If the student has attended another institution while on dismissal, the student must submit an official transcript to be considered for readmission. Should a student be readmitted to the program, they will be required to repeat any course in which they received a grade below 3.0. The course to be repeated may be specified by the School in consultation with the graduate advisor. Following readmission, any additional grade below 3.0 in any course will result in permanent dismissal and the student is automatically removed from candidacy for that degree (i.e., a second readmission attempt will not be considered).

Non-Attendance Policy

In compliance with federal regulations governing financial aid and veterans education benefits, instructors are required to report students who stop attending or who have never attended class. After the first week of classes, through the middle of the term of instruction, instructors who identify a non-attending student should notify their departmental office. Upon receiving a report of non-attendance, departmental representatives are encouraged to initiate an administrative drop.

Attendance is defined as physical attendance or participation in an academically-related activity, including but not limited to the submission of an assignment, an examination, participation in a study group or an online discussion. Instructors who do not take attendance may utilize key assessment points (e.g., projects, papers, mid-term exams, and discussions) as benchmarks for participation.

DROP FOR NON-ATTENDANCE. Students may be dropped from a course for non-attendance by a departmental administrative drop after the fourth class period, or the fifth class day of the term of instruction, whichever occurs first.

For more general information, see the Academic Programs Catalog at <https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=112#s494>.

Time Limit

Students must complete the certificate 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.

Grief Absence Policy (as approved by University Council)

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

Application to Graduate

Students must apply to graduate. Applications for graduation are found in SIS. The application must be submitted by the first week of the semester in which the student plans to graduate.

Summer graduates should apply for graduation by the first week of Spring semester.

Students apply for graduation in the Student Information System (SIS) at student.msu.edu. After logging in, students should select the Academic Progress tile and expand the Graduation folder in the left navigation and choose “Apply for Graduation.”

SCHOOL OF CRIMINAL JUSTICE ADVISING

Academic Advising

Barbara Kolar

Graduate Academic Advisor

kolarba@msu.edu

Academic advising provides students with the opportunity to review course enrollment sequences, provide future enrollment assistance, answer questions about the program, answer questions about dropping and adding courses and withdrawal from the university and provide university resource references. Academic advising appointments are available through Zoom or phone.

Career Advising Services

Tim Homberg

SCJ Career Development and Internship Coordinator

hombergt@msu.edu

The School of Criminal Justice offers many services to assist students in preparation for their future and changing careers. Career advising appointments are available through Zoom or phone. Tim can aid with the following services:

- Career Advising: one-on-one appointments to discuss the criminal justice field and its vast career options, assistance with resume building, and interview preparation
- Internships: full assistance in applying for and securing critical internships
- Job Placement Assistance: assistance with job search strategies, and making connections to employers and alumni in areas of interest
- Career Fair and Recruiting Sessions: The School hosts an annual Career fair each February with approximately 80 agencies, along with holding a variety of informational and recruiting sessions with employers throughout the year.

University Policies

[Academic Programs Catalog](#)

[Anti-Discrimination Policy \(ADP\)](#)

[Code of Teaching Responsibilities](#)

[Disability and Reasonable Accommodation Policy](#)

[Digital Accessibility Policy](#)

[General Student Regulations](#)

[Graduate Students Rights and Responsibilities \(GSRR\)](#)

[Integrity of Scholarship & Grades](#)

[Policy on Relationship Violence and Sexual Misconduct](#)

[Guidelines for Integrity in Research and Creative Activities](#)

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 MSU 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.

The MS CCDI students are expected to follow the rules of the University pertaining to academic integrity. Students will be dismissed from the program for taking part in any unethical activity including but not limited to research misconduct, dishonesty with respect to grades or academic records and scholarships, and violations of professional standards.

Student Conduct and Conflict Resolution

It is possible that even with the best of intentions, conflict arises between students and program faculty.

Students should try to resolve a conflict with the instructor prior to taking any formal actions. If the student is not satisfied, he/she should contact the Director of Graduate Studies, Dr. Tom Holt, by email at holtt@msu.edu.

Academic Grievance Hearing Procedures

Each right of an individual places a reciprocal duty upon others: the duty to permit the individual to exercise the right. The student, as a member of the academic community, has both rights and duties. Within that community, the student's most essential right is the right to learn. The University has a duty to provide for the student those privileges, opportunities, and protections which best promote the learning process in all its aspects. The student also has

duties to other members of the academic community, the most important of which is to refrain from interference with those rights of others which are equally essential to the purposes and processes of the University. (GSRR Article 1.2)

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

I JURISDICTION OF THE SCHOOL OF CRIMINAL JUSTICE HEARING BOARD:

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

II COMPOSITION OF THE HEARING BOARD:

- C. 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.

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.)

- D. The Hearing Board will consist of a minimum of 5 members (i.e., 1 faculty serving as chair, 2 faculty, 2 students).

- E. 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:

- F. 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.)
- G. At any time in the grievance process, either party may consult with the University Ombudsperson. (See GSRR 5.3.2.)
- H. 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.)
- I. 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.)
- J. 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.)
- K. 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.)

The Office of the University Ombudsperson

An additional resource for students is the Office of the University Ombudsperson. The Office aids students, faculty, and staff in resolving University-related concerns. Such concerns include student-faculty conflicts; communication problems; concerns about the university climate; and questions about what options are available for handling a problem according to MSU policy. The university ombudsperson also provides information about available resources and student/faculty rights and responsibilities. The office operates as a confidential, independent, and neutral resource. It does not provide notice to the university - that is, it does not speak or hear for the university.

Contact the ombudsperson at any point during an issue when a confidential conversation or source of information may be needed. The ombudsperson will listen to your concerns, give you information about university policies, help you evaluate the situation, and assist you in making plans to resolve the conflict.

Contact information:

Office of the University Ombudsperson

129 N. Kedzie Hall

(517) 353-8830

ombud@msu.edu

Exit Survey

A short online exit survey for all students graduating 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 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 email message from the dean of the graduate school with a link to the survey. However, students do not need to wait for that email message to complete the survey after applying for graduation. It takes about 5-10 minutes to complete the online survey. The survey is available at <http://grad.msu.edu/etd/>.

Military-Connected Student Services

GI Bill® Certification

Michigan State University welcomes military-connected students to East Lansing. We are an approved training facility for veterans, National Guard, reservists, and family members. A complete list of university resources can be found at the [Student Veteran Resource Center](#).

Veteran Certification

<https://reg.msu.edu/roinfo/veteraninfo.aspx>

General Procedures and Regulations: Policy on Military Leave

<https://reg.msu.edu/academicprograms/Print.aspx?Section=17063>

Veterans Affairs Education Programs

Eligibility for veteran and dependent education benefits is determined by the [U.S. Department of Veterans Affairs](#). <https://www.va.gov/education/about-gi-bill-benefits/>

- [Post 9/11 GI Bill®](#)
- [The Montgomery GI Bill® \(MGIB\)](#)
- [Reserve Educational Assistance Program \(REAP\)](#)
- [The Survivors' and Dependents' Educational Assistance \(DEA\) Program](#)
- [The Marine Gunnery Sergeant John David Dry Scholarship \(Fry Scholarship\)](#)
- [Veteran Readiness and Employment Services](#)
- [Tuition Assistance Top-Up](#)
- [The Yellow Ribbon GI Education Enhancement Program \(Yellow Ribbon Program\)](#)
- [Tutorial Assistance](#)

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>

TECHNOLOGICAL SUPPORT

Technical difficulties, please contact one of the following Help services.

Library Distance Learning Services

<http://www.lib.msu.edu/dls/>

24/7 Support
1-800-500-1554*
1-517-355-2345

reachout@msu.edu

*Toll-free service is available throughout North America, including Canada, Mexico, Alaska and Hawaii.

MSU IT Tech Support /Help Desk

<https://tech.msu.edu/support/>
(517) 432-6200

toll free (844) 678-6200

Available every day the University is open from 7Am to 12 AM midnight.

D2L Help

<http://help.d2l.msu.edu/>

Local: (517) 432-6200

Toll-free: (844) 678-6200 (North America and Hawaii)

University Resources

Academic Calendar

<https://reg.msu.edu/ROInfo/Calendar/academic.aspx>

Academic Programs

<https://reg.msu.edu/AcademicPrograms/Default.aspx>

Anti-Discrimination Policy (ADP)

https://civilrights.msu.edu/_assets/documents/ADP%20Users%20Manual%20-%20Updated%202020.02.171.pdf

Career Services Network

<https://careernetwork.msu.edu/>

College of Social Science

<http://socialscience.msu.edu>

Council of Graduate Students

<http://cogs.msu.edu>

Counseling and Psychiatric Services (CAPS)

<https://caps.msu.edu>

Department of Police and Public Safety
www.dpps.msu.edu

Gender and Sexuality Campus Center
[Gender and Sexuality Campus Center](#)

Graduate School
<http://grad.msu.edu>

Graduate School Office of Well-Being
[Graduate School Office of Well-Being \(GROW\)](#)

Graduate Students Rights and Responsibilities (GSRR)
<https://spartanexperiences.msu.edu/about/handbook/graduate-student-rights-responsibilities/index.html>

Guidelines for Advising and Mentoring Graduate Students
<https://grad.msu.edu/msu-guidelines-graduate-student-mentoring-advising>

Integrity of Scholarship and Grades
<https://reg.msu.edu/academicprograms/Print.aspx?Section=534>

MSU Guidelines for Graduate Student Mentoring and Advising
<https://grad.msu.edu/msu-guidelines-graduate-student-mentoring-advising>

MSU Libraries
<https://www.lib.msu.edu>

MSU Religious Observation
[Religious Observance Policy](#)

MSU Writing Center
[Writing Center](#)

Office of the Controller
www.ctrlr.msu.edu

Office of Financial Aid
www.finaid.msu.edu

Office for International Students and Scholars
www.oiss.msu.edu

Office of the Ombudsperson

<https://www.msu.edu/unit/ombud/>

Policy on Relationship Violence and Sexual Misconduct

<https://civilrights.msu.edu/policies/rvsm.html>

Registrar's Office

www.reg.msu.edu

Resource Center for Persons with Disabilities

<https://www.rcpd.msu.edu/>

School of Criminal Justice Directory

[Directory | School of Criminal Justice | Michigan State University \(msu.edu\)](#)

Spartan Life

<http://studentaffairs.msu.edu/index.html>

Student Parent Resource Center

[Student Parent Resource Center](#)

Women's Student Services

[Women's Student Services](#)