GRADUATE STUDENT HANDBOOK

Master of Science in Cybercrime and Digital Investigation

ONLINE PROGRAM

www.cj.msu.edu

COLLEGE OF SOCIAL SCIENCE
MICHIGAN STATE UNIVERSITY
EAST LANSING, MI

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THE SCHOOL OF CRIMINAL JUSTICE

The School of Criminal Justice (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 MS in Cybercrime and Digital Investigation program 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
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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 at 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:

  > Master of Science CCDI 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 MS CCDI 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)

Transfer Credits

For new and incoming students, the student must provide syllabus for the course(s) needing to be reviewed for possible transfer credit to Graduate Advisor or Graduate Secretary. The syllabus is forwarded to the lead faculty for the student's program of study:

MS LEIA – Dr. David Carter
MA CJ – Dr. Tom Holt
MS Cyber – Dr. Tom Holt

A maximum of 9 semester credits of graduate coursework may be transferred into a master's degree program from other MSU programs or accredited colleges/ universities, provided they are completed no earlier than three years prior to the date of matriculation into the MSU master's program. Only courses with 3.0 grade or higher are eligible for transfer consideration.

Once the courses have been evaluated by faculty, the transfer credit equivalency information needs to be forwarded to the Graduate Secretary. The secretary will complete forms to have credit posted to a student's academic record. For new incoming students, credit cannot be posted until after the first semester of enrollment begins.

A combination of transfer credits and MSU lifelong education credits cannot exceed 9 credits total. The department determines if courses are appropriate for the master's program and may allow fewer than 9 credits to be applied to specific graduate programs.

https://reg.msu.edu/academicprograms/Print.aspx?Section=383

Tuition and Fees
Tuition for the Online Master of Science in Cybercrime and Digital Investigation is subject to change without notice. Based on Fall 2024 rates, the estimated cost is as follows:

MS in Cybercrime and Digital Investigation Online Tuition* (2024)	
Cost Per Credit Hour	$857 USD
Total Number of Credit Hours	30 credits

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

Applying for Federal Financial Aid: FAFSA

Submit the Free Application for Federal Student Aid (FAFSA) online at studentaid.gov as soon as the FAFSA is available in the year before you plan to enroll. For example, you can file the 2025-26 FAFSA in December 2024 for the fall 2025 and spring 2026 (and summer 2026) semesters.

When applying, use MSU's school code: 002290

Once the Michigan State University Office of Financial Aid receives the FAFSA data they will determine your initial federal aid eligibility (student loans). Note, students need to reapply annually to be considered for federal aid. Minimum enrollment for federal aid eligibility is six credits.

https://finaid.msu.edu/references/enrollment-chart

The School of Criminal Justice encourages students to connect with Graduate Student Aid Coordinator, John Garcia at garcia11@msu.edu, for questions and issues regarding financial aid. You may also use ofagrad@msu.edu for inquiries.

> John Garcia, M.A.
> Graduate Student Aid Coordinator
> 556 East Circle Drive, Room 252
> Office of Financial Aid
> East Lansing, MI 48824
> garcia11@msu.edu
> 517-353-5940

Scholarships/ Employer Funding
The School of Criminal Justice has very limited scholarship funding opportunities; however, there are other funding opportunities for consideration:

- Michigan State University has hundreds of scholarship and fellowship opportunities available.   Browse opportunities at https://scholarships.msu.edu/

- MSU Office of Financial Aid https://finaid.msu.edu/searches.asp

- The Graduate School also offers some opportunities to students https://grad.msu.edu/funding

- Many students receive tuition assistance or reimbursement from their employer. Students should contact their HR departments or direct manager to see if they qualify for tuition reimbursement.

Admission to MS CCDI Program

Acceptance by the School of Criminal Justice to the MS CCDI program 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 MS in Cybercrime and Digital Investigation

At least 30 credits are required for the degree under Plan B (without thesis). The student's program of study is planned and approved in consultation with their advisor. The program is available only online.

1.	All of the following courses (18 credits):			
	CJ	801	Crime Causation, prevention and Control	3
	CJ	811	Design and Analysis in Criminal Justice Research	3
	CJ	874	Cybercrime, Deviance and Virtual Society	3
	CJ	877	Cyber Terror and Cyber Warfare	3
	CJ	881	Legislative and Policy Responses to Cybercrime	3
	CJ	882	Analysis of Contemporary Cyberthreats	3
2.	Complete 12 credits from the following:			
	CJ	822	Comparative Criminal Justice	3
	CJ	823	Globalization of Crime	3
	CJ	872	Open Source Information Analysis	3
	CJ	875	Digital Forensic Investigations	3
	CJ	876	Data Systems/Infrastructure	3
	CJ	878	Economic Cybercrimes and Fraud	3
	CJ	879	Interpersonal Cybercrime	3

The MS in Cybercrime and Digital Investigations is designated as an MSU Plan B Master's Program. There is no thesis option for Plan B Master's Program.

https://reg.msu.edu/AcademicPrograms/ProgramDetail.aspx?Program=CYBDIGI_MS

MS in Cybercrime and Digital Investigation Courses Availability

Course	Credits	Term Availability
CJ801	3	Fall/Spring
CJ811	3	Fall/Spring
CJ874	3	Fall
CJ877	3	Spring
CJ881	3	Spring
CJ882	3	Spring

Students enrolled in the Master of Science degree in Cybercrime and Digital Investigation 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

Core Courses

CJ 801 Crime Causation, Prevention, and Control (3) Theories of crime causation. Translation of theory to policy. Fall, Spring

CJ 811 Design and Analysis in Criminal Justice Research (3)
Scientific methods in criminal justice research. Design data collection and analysis, interpretation of findings, and ethical concerns. Computer use in data analysis. Fall, 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 877 Cyber Terror and Cyber Warfare (3) Use of technology and the Internet to further terror and extremism across the globe. Spring

CJ 881 Legislative and Policy Responses to Cybercrime (3) Legal system in the U.S. and other nations about cybercrime and cyberwarfare. Role of Internet Service Providers and tech companies. Regulations of social media and user generated content. Spring.

Capstone

CJ 882 Analysis of Contemporary Cyberthreats (3) Capstone. Cybersecurity issues regarding individuals, industry, and governments. Individuals, groups, organized crime, terrorists, and nation states. Mitigation strategies. Identification of intervention points. Spring.

CJ Elective Courses

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 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 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 878 Economic Cybercrime and Fraud (3)
Role of technology and the Internet in financial crimes. Evolution of electronic payment fraud, laws available in the U.S. and internationally. Role of industry in regulating financial transactions. Spring

CJ 879 Interpersonal Cybercrime (3)
Problem of cybercrimes use of technology to cause physical or emotional harm. Relationships between cybercrime and criminal behavior. Policy implications and strategies. Examination of offense types, including sexual offenses, child sexual exploitation, harassment, stalking, and hate crimes. Fall

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.

GradPlan and Course List
Master's students will see the GradPlan tile on their home page at https://student.msu.edu. This is where students will manage their Course Plans, complete an annual activity guide of research-related questions, and be able to add/view annual reviews.

All master's students must have a complete GradPlan prior to graduation. This means the course plan has been created and is up-to-date; the Annual Research Overview has been completed for all academic years (including the year the student is planning on graduating); the Annual Review has been completed for all academic years (including the year the student is planning on graduating).

Plan B Masters students do not have a guidance committee, so please disregard that section. You will find full instructions on how to build and submit a Course Plan at pages 6 and 7 of this [Job Aid](#).

ACADEMIC POLICY

Academic Performance

Master's 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.
ion, 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 30 days after the opening of the new semester.
 new 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.

WITHDRAWAL FROM THE UNIVERSITY
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

Undergraduate students are expected to contact their academic advisor or advising office to learn how a late drop or withdrawal could affect their time to degree and determine if supportive options are available to help maintain their enrollment.

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). The MLRP is available to most MSU students, except those in the College of Human Medicine, College of Law, and College of Osteopathic Medicine. Students within the aforementioned colleges may seek leave information directly from their college student affairs office.

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

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 degree within six years. The semester in which the first class that can be applied to the degree is taken (whether transferred or taken at MSU) is considered the student's first semester in the program.

If an extension is needed, the student must meet with their advisor to explain their request, develop a new plan for completion, and receive the committee's support for the new plan.

Grief Absence Policy (as approved by University Council)
https://reg.msu.edu/ROInfo/Notices/GriefAbsence.aspx

Minimum and Maximum Credits
https://reg.msu.edu/academicprograms/Print.aspx?Section=346

Second, Joint or Dual Master's Degrees
https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=111#s387

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. There are specific deadlines for submission of application to have name appear in the printed commencement program. If a directory restriction is on your account or application is submitted after the deadline, your name will not print in the commencement program. **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."

Graduates are encouraged to come to campus for the traditional graduation commencement. This is the time to celebrate an important achievement and meet students, faculty, and staff you have worked with during the Master's program.

Mandatory Trainings
All graduate students must complete required trainings as a member of the MSU Graduate Student community. Students MUST use their MSU email to complete these trainings or the system will not recognize their work.

1) **Human Research Protection HRPP/IRP Certification**

All graduate students must complete the online Human Research Protection Training (HRPP/IRB Certification). To complete the training, login to the Ability training system. In your Requirements tile, click the **+** and add the HRPP/IRB Human Research Protection track. You must complete both courses:

- Overview of Human Research Protection at MSU
- Ethical and Regulatory Considerations

If you have questions about what training is required, please contact the HRPP office at irb@msu.edu or 517-355-2180.

2) **Relationship Violence and Sexual Misconduct (RVSM) Training**

All graduate students must complete the online 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.

3) Diversity, Equity, and Inclusion (DEI) Training

All graduate students must complete the Diversity, Equity and Inclusion (DEI) online 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.

4) RECR Training

Research integrity is so important to our development as scholars and creators that the Graduate School has developed minimum education requirements for all graduate students regarding the Responsible and Ethical Conduct of Research (RECR for short).

[Research Integrity | The Graduate School (msu.edu)]()
The RECR training consists of four online CITI Modules (completed Year 1) and 6 hours of discussion-based training (completed before graduation). The CITI Modules can be found at http://ora.msu.edu/train/programs/citi.html.

The CITI Training Modules to be completed include
       1) Introduction to the Responsible Conduct of Research
       2) Authorship
       3) Plagiarism
       4) Research Misconduct

The 6 hours of discussion-based training is covered by successful completion of CJ 811 and CJ882.

RECR Education Program Requirements

Master's plan B and grad professional

CITI Modules Year 1

- Introduction to the Responsible Conduct of Research
- Authorship
- Plagiarism
- Research Misconduct

6 hours discussion-based training (complete before 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.

An Annual Review of academic progress and performance is sent as a written evaluation to each student. The student is responsible for reading, signing, and uploading the document to GradPlan.

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.)

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

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.ctlr.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

SCHOOL OF CRIMINAL JUSTICE FACULTY

Joined MSU

Carter, David L.	Sam Houston State University	1985
Chermak, Steve	State University of New York-Albany	2005
Cobbina-Dungy, Jennifer	University of Missouri-St. Louis	2009
Holt, Thomas	University of Missouri-St. Louis	2009
Hudzik, John K.	Michigan State University	1977
Kutnjak Ivkovich, Sanja	University of Delaware	2007
Maxwell, Christopher D.	Rutgers University	1998
McGarrell, Edmund F.	State University of New York-Albany	2001
Melde, Christopher	University of Missouri-St. Louis	2007
Morash, Merry A.	University of Maryland	1980
Nalla, Mahesh K.	State University of New York-Albany	1992
Smith, Christopher E.	University of Connecticut	1994
Smith, Ruth	University of Strathclyde	2005
Wilson, Jeremy	Ohio State University	2008
Wolfe, Scott	Arizona State University	2017

ASSOCIATE PROFESSOR

Cavanagh, Caitlin	University of California Irvine	2016
Corley, Charles J.	Bowling Green State University	1990
Gibbs, Carole	University of Maryland-College Park	2006
Hamm, Joseph	University of Nebraska-Lincoln	2014
Maxwell, Sheila R.	Rutgers University	1994
Rojek, Jeffrey	University of Missouri-St. Louis	2018

ASSISTANT PROFESSOR

Gurinskaya, Anna	St. Petersburg Law Institute	2022
Holt, Karen	John Jay College of Criminal Justice	2016
Krupa, Julie	University of South Florida	2018
McNealey, Rachel	Pennsylvania State University	2023
Scrivens, Ryan	Simon Fraser University	2019
Turchan, Brandon	Rutgers University	2023
Wojciechowski, Wally	University of Florida	2019

INSTRUCTORS

Allen, Joel	Fischer, Penny	Gee, Cailean
Connelly, Chad	Frost, Jeff	Manjarrez, Victor
Dehner, Amy	Galasso, Matthew	Plaga, Ken
Emerson-Lewis, Michelle	Gallagher, Kathleen	Rodriguez, Rick
Dorn, Shelagh	Gastardi, Christopher	Rojek, Allison