

GRADUATE STUDENT HANDBOOK

Masters of Science in Criminal Justice



www.cj.msu.edu

COLLEGE OF SOCIAL SCIENCE
MICHIGAN STATE UNIVERSITY
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THE SCHOOL OF CRIMINAL JUSTICE

The School of Criminal Justice was established in 1935 as an academic program providing courses for those seeking careers in law enforcement. Graduate studies in the School of Criminal Justice began in 1956 with the Master of Science degree, followed by the Interdisciplinary Doctoral Program in 1968 and the Doctorate in Criminal Justice in 2001. In 1970, the School's name was changed from the School of Police Administration and Public Safety to the School of Criminal Justice to reflect the new emphasis on the entire system of justice in the United States.

Housed in the College of Social Science, the School of Criminal Justice has evolved to provide exemplary undergraduate and graduate programs in which students and faculty apply the theories and methods of science to understanding and solving critical policy issues in both the criminal justice and private security fields.

PROGRAM OVERVIEW

The Criminal Justice Masters program at Michigan State University provides students with analytic skills, an interdisciplinary knowledge base, and both classroom and practical understanding of the settings where correctional, law enforcement, and security policies are implemented. The School of Criminal Justice offers a number of different Masters programs: Criminal Justice, Criminal Justice with specializations in Security Management and Judicial Administration, and two online Masters program.

Faculty and students in the School of Criminal Justice bring to the program a wide variety of histories and academic backgrounds, which provides exciting exposure to practical experiences and a depth of academic knowledge. The program integrates theory and application through case materials and classroom guest speakers, as well as internship opportunities.

Individuals who wish to pursue a career in criminal justice research and teaching will have a strong foundation for advanced graduate studies based on the program's combined emphasis on research, critical issues, and interdisciplinary theory.

The Masters degree program provides students with both management and academic skills necessary to administer criminal justice and security programs and to complete either a policy assessment or a research project. The program serves people who work as professionals or will seek professional positions in the justice system, as well as students who will continue their education through doctoral study. A thesis option for completing the Masters program is available to all students, and is strongly recommended for entry into the doctoral program. In the Masters degree program, students obtain an in-depth understanding of the entire criminal justice system. In addition, a specialization is available in security management.

Students preparing for work or further research in industry (specifically, industrial security) or government can complete course work with the Master of Public Policy and Administration Program in the Department of Political Science. Students pursuing this option should consult with the graduate advisor in the selection of course work and in meeting other program requirements.

PROGRAM COMPONENTS

The program of each student shall consist of a minimum of 24 semester credits of course work beyond the bachelor's degree and 6 credits of thesis research totaling a minimum of 30 semester credits.

By the end of the student's first year of study, the student should decide whether he or she will be completing a thesis (Plan A) or policy paper (Plan B). If the student chooses Plan A, he or she must submit and defend a thesis proposal before beginning research. If the student chooses Plan A, he or she must submit and defend a thesis reflecting original research focusing on a significant problem or issue in criminal justice. The oral defense and submission of the thesis must be completed within six years from the time of first enrollment as a masters student. The student will need to select a criminal justice faculty advisor who will serve as the chairperson on the thesis committee.

GRADPLAN (Annual Research Review, Committee, Course List, Annual Student Review)

Master's students will see the GradPlan tile on their home page at <https://student.msu.edu>. This is where students will manage their Committee (if Plan A-Thesis), Course Lists, 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 List at pages 6 and 7 of this [Job Aid](#).

As Masters students do not always know in their first semester whether they will be Plan A (thesis) or Plan B (policy paper), please submit your Course List at the earliest opportunity. Should you opt for Plan A, please let Graduate Program Coordinator Mike Chapko (chapkom@msu.edu) know, and he will work with the College to add the Committee Chair milestone. Once that is complete, please submit your Committee Member names and designate a Chair. You will find instructions on how to add a committee at page 4 of the Job Aid linked above.

Degree Requirements		
Core	CJ 801 Crime Causation, Prevention and Control	3 credits
	CJ 810 Proseminar in Criminal Justice	3
	CJ 811 Design & Analysis in Criminal Justice Research	3
	CJ 812 Criminal Justice Management Seminar	3
	CJ 887 Quantitative Methods	3
Plan A	Three 3-credit 800-level electives	9
	Six credits of CJ 899 Masters Thesis Research	6
Plan B	Four 3-credit 800-level electives	12
	CJ 896 Policy Analysis Under Conditions of Change	3

Please note:

- Core courses must be taken on campus
- No more than three hours of CJ 890 Independent Study will be allowed

ADMISSION REQUIREMENTS

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

A limited number of applicants who do not satisfy the School's regular admission requirements may be admitted on a provisional basis at the discretion of the department. A student may be enrolled on a provisional basis for only two semesters; the student's status must be changed to regular to be considered a degree candidate.

In addition to all other application material, international applicants must submit TOEFL scores. Applicants must score at least 550 on the non-computer based TOEFL. Those taking the Internet TOEFL must score at least 80 overall, with no subscore below 19 for reading, listening, and speaking; no writing subscore below 22. See [MSU English Language Requirements](#) for more information. Students from primarily Englishspeaking countries may have this requirement waived.

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

FORMATION OF THE GUIDANCE COMMITTEE

During the first semester following admission to the masters program, students should familiarize themselves with faculty and their areas of interest, with the view to consider one of them as a potential guidance committee chair. Before the guidance committee is formed, any questions relating to coursework or program requirements may be directed to the Director of Graduate Studies, Dr. Tom Holt (holtt@msu.edu). If you are planning to complete a thesis, you will need two regular criminal justice faculty members in addition to the chairperson to serve as committee members. You should notify the graduate secretary as soon as you have identified the members of your thesis committee.

The guidance committee chair will be responsible for assisting the student with the following:

- Help select the remainder of the committee
- Help design a timeline for the completion of degree
- Meet with student at least once a semester to evaluate the student's progress
- Engage the student in intellectual exploration of the research interest with specific focus on theory and method
- Engage the student in inquiry of subject matter that leads to the formulation of research questions
- Provide guidance with literature review
- Provide feedback on various drafts of the thesis in a timely manner
- Faculty is expected allow adequate time in their schedule for guiding students engaged in thesis planning and research

The student is responsible for the following:

- Develop general framework for conducting original independent research that meets the expectations for degree fulfillment
- Request that a faculty member serve as thesis chair
- Provide the chair with an approximate timeline for completion of research and defense of thesis (see Thesis Proposal, page 5)
- Plan to complete various phases of thesis research and defense in a timely manner

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

After review at the College and Graduate School level, an exception may be granted by the Dean of the Graduate School to allow a non-tenure stream faculty member or an Academic Specialist to serve on a Masters student's examination committee or as the thesis advisor. Please see <https://grad.msu.edu/non-regular-faculty-committees> for details. To request to have non-tenure faculty or academic specialists serve on your Graduate Student Committee, the following materials must be submitted together as a complete packet:

- Letter of request from Department Chair/School or Program Director, with supporting signature from the Dean or Graduate Associate Dean of the college, to the Dean of the Graduate School, requesting that the individual serve on a specific student's committee and why the person is appropriate (e.g. special expertise). Only in very special circumstances will a person be approved to serve as a chair for an individual student (not blanket approval). Please provide extra justification for service as a guidance committee chair.
- Letter from the individual stating his/her willingness and commitment to serve as a member of a graduate student committee.
- Copy of the individual's CV and individual's email address.

The request will be submitted by the School of Criminal Justice to the Associate Dean for Graduate Studies in the College of Social Science. If approved at that level, the request will be considered by the Dean of the Graduate School.

THESIS PROPOSAL

The thesis proposal should be submitted to the student's thesis committee chair for approval at least three weeks before the proposal defense is scheduled. It should be approximately 20 pages long and include the following sections:

- Introduction – outlines the project and your reasons for doing it
- Literature review – a review of the most important articles that describe what has already been done in this field and how they contribute to your work. This section should also include your theoretical framework.
- Methods, materials and equipment to be utilized in the project

- A timeline for the research – the data you expect to collect and over what period of time it will be collected.
- Expected results
- The anticipated contribution this project will make to criminal justice

Students should check with their thesis committee chair to determine whether he/she has additional requirements.

PLAN B – POLICY PAPER

No committee is required for a policy paper. All necessary faculty approval is provided in the required course, CJ 896.

THESIS DEFENSE

The student must be enrolled in at least one credit the semester in which the thesis is defended. The student must also speak to the Graduate Program Coordinator regarding the scheduling of a room for the confirmed date and the required forms to be signed by committee members at the thesis defense.

The student should obtain an up-to-date guide for the preparation of the thesis from the Graduate School, 118 Linton Hall, or <http://grad.msu.edu/etd/>. A final copy of the thesis must be submitted electronically to MSU via ProQuest/UMI. Students should ask their chair if they would like a physical copy, and if so, whether hardbound or spiral-bound.

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

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

Requests for hold/embargo on publication of documents submitted to ProQuest:

Students submitting a thesis/dissertation to ProQuest now can request a hold/embargo of publication by ProQuest by contacting the Graduate School at msuetds.approval@grd.msu.edu or calling 517-353-3220. In response to the request, the Graduate School will send directly to the student a form that needs to be completed and turned to the Graduate School prior to the document submission to ProQuest. The form needs to be signed by the student's major professor and by the Associate Dean of the student's college. The request for the hold/embargo may be for six months, one year or two years. Requests for a period longer than six months must include a brief justification for the length of the requested hold/embargo.

Creating an Open Researcher and Contributor ID (ORCID) at the time of submission of electronic documents to ProQuest:

At the time of submission to ProQuest, authors now have the opportunity to create an ORCID that provides researchers with a unique identifier for linking their research outputs and activities. An ORCID:

- Improves recognition of research contributions
- Reduces form-filling (enter data once, re-use it often)
- Works with many institutions, funders, and publishers
- Is a requirement of many journal manuscript submission systems and grant application forms.

CHECKLIST FOR COMPLETION OF DEGREE

There are a number of things students should consider when preparing to graduate.

- Be enrolled in at least one credit the semester in which the thesis is defended. Students do not need to be enrolled the semester in which they graduate.
- Apply to graduate the first week of semester in which you intend to graduate (this may be done online at <http://www.reg.msu.edu/StuForms/GradApp/GradApp.asp>). If you intend to graduate in Summer semester, please apply to graduate during the first week of Spring semester.
- Check with Graduate Program Coordinator to make sure all requirements have been met, and that all necessary forms have been signed and forwarded to the appropriate offices. Please do this early in the semester.
- Visit <http://grad.msu.edu/etd/> for information about formatting and submitting your thesis. Graduation and commencement information can be found at <http://commencement.msu.edu/>.
- Determine date and time of defense, and confirm with all committee members. Notify the graduate secretary so she may assist in reserving a room and any necessary equipment (laptop, LCD projector) for the defense.
- Defend thesis and complete any required revisions.
- Submit thesis electronically via ProQuest/UMI at www.etdadmin.com/grad.msu. Please see deadlines at <http://grad.msu.edu/etd/dates.aspx>.

EXIT SURVEY

A new short online exit survey for all students graduating with a Plan A or Plan B masters or with a Doctoral degree was introduced May 9th of 2011. Only students who have applied for graduation will have access to the survey. The survey asks questions about educational experiences in MSU graduate programs, as well as about immediate professional plans. The Graduate School uses data from this survey when reviewing graduate programs and to guide decisions about services and initiatives for graduate students.

The identity of all respondents will be kept confidential and only aggregate (group) information will be made available to faculty and administrators. The students will receive an e-mail message from the dean of the graduate school with a link to the survey. However, students do not need to wait for that e-mail message to complete the survey after applying for graduation. It takes about 5-10 minutes to complete the online survey. Below are the instructions for completing the survey and they are also available from <http://grad.msu.edu/etd/>

Instructions for students:

- Access the following website:
- Doctoral Students: <https://www.egr.msu.edu/doctoral/survey/>
- Master's Students: <https://www.egr.msu.edu/masters/survey/>
- Enter your MSU NetID (Login Name) and Password
- Complete all the items on the survey. When finished, click **Submit**.
- If you cannot open this survey, please contact the Graduate School by email at exitsurvey@grd.msu.edu, and include your name, student ID #, degree level (PhD, MA/MS) and semester of graduation. You will then be notified when you are able to complete the survey.

DEPARTMENTAL POLICIES

ACADEMIC PERFORMANCE

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

Students may also be removed from candidacy for the degree for the following: theft or misuse of University property, insubordination, intellectual dishonesty, or violation of law and/or University rules and regulations. Guidance committee and dissertation chairs are required to provide annual written feedback that details whether a student is meeting the School's expectations in the following areas: progress toward degree, performance in courses, teaching/research performance, professionalism, oral communications and presentations, written communication, application of knowledge and skills in field settings, and professional development.

GRIEF ABSENCE POLICY (as approved by University Council)

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

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

Students in the graduate professional colleges (CHM, COM, CVM, LAW) with their own grief absence policies are excluded from the above and should follow their own policies. Students who believe their rights under this policy have been violated should contact the University Ombudsperson.

PREGNANCY, CHILDBIRTH AND PREGNANCY-RELATED CONDITIONS FOR STUDENTS AND EMPLOYEES

The School of Criminal Justice follows MSU's policy on "Pregnancy, Childbirth and Pregnancy-Related Conditions for Students and Employees." A copy of the policy can be found [here](#).

HUMAN RESEARCH PROTECTION PROGRAM

The Human Research Protection Program is an Institutional Review Board (IRB). Federal and University regulations require that all research projects involving human subjects be reviewed and approved by an IRB before initiation. All thesis and dissertation projects must receive approval, even those that do not have direct contact with human subjects (such as secondary data sources). Under the regulations, research is defined as a formal investigation designed to develop or contribute to generalizable knowledge. A human subject of research is an individual (1) from whom an investigator obtains data or (2) about whom the researcher obtains confidential information.

Faculty and students must submit the proper forms when the research they will undertake will include actively gathering data from human subjects as described above, and/or use of either current or established data of human subjects gathered at a previous time. Failure to do so could result in rejection of a student's thesis/dissertation by the Graduate School. Before a graduate student begins any research project, the student should consult with his or her faculty advisor or chair of the guidance committee. 19

For more information about the review process, contact the Human Research Protection office at 517-355-2180, irb@msu.edu, or go to 202 Olds Hall. Additional information available at <https://hrpp.msu.edu/>.

INTEGRITY AND SAFETY IN RESEARCH AND CREATIVE ACTIVITIES

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

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

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

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

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

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

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

Please see <http://grad.msu.edu/researchintegrity/> for more information.

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 the following 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:

- A. The Program shall constitute a Hearing Board pool no later than the end of the tenth week of the spring semester according to established Program procedures. Hearing Board members serve one year terms with reappointment possible. The Hearing Board pool should include both faculty and graduate students. (See GSRR 5.1.2 and 5.1.6.) Faculty serving as Undergraduate Coordinator, Graduate Coordinator, Associate Director, or Director in the School of Criminal Justice are not eligible to serve on the Hearing Board.

- B. The Chair of the Hearing Board shall be the faculty member with rank who shall vote only in the event of a tie. The Chair of the Hearing Board will be appointed by the Director. In addition to the Chair, the Hearing Board shall include an equal number of voting graduate students and faculty. (See GSRR 5.1.2, and 5.1.5.)
- C. The Hearing Board will consist of a minimum of 5 members (i.e., 1 faculty serving as chair, 2 faculty, 2 students).
- D. The Program will train hearing board members about these procedures and the applicable sections of the GSRR. (See GSRR 5.1.3.)

III. REFERRAL TO THE HEARING BOARD:

- A. After consulting with the instructor and appropriate unit administrator, graduate students who remain dissatisfied with their attempt to resolve an allegation of a violation of student academic rights or an allegation of academic misconduct (academic dishonesty, violations of professional standards or falsifying admission and academic records) may request an academic grievance hearing. When appropriate, the Department Chair, in consultation with the Associate Dean for Graduate Studies, may waive jurisdiction and refer the request for an initial hearing to the College Hearing Board. (See GSRR 5.3.6.2.)
- B. At any time in the grievance process, either party may consult with the University Ombudsperson. (See GSRR 5.3.2.)
- C. In cases of ambiguous jurisdiction, the Dean of The Graduate School will select the appropriate Hearing Board for cases involving graduate students. (See GSRR 5.3.5.)
- D. Generally, the deadline for submitting the written request for a hearing is the middle of the next semester in which the student is enrolled (including Summer). In cases in which a student seeks to contest an allegation of academic misconduct and the student's dean has called for an academic disciplinary hearing, the student has **10** class days to request an academic grievance to contest the allegation. (See GSRR 5.3.6.1 and 5.5.2.2.)
- E. If either the student (the complainant) or the respondent (usually, the instructor or an administrator) is absent from the university during that semester, or if other appropriate reasons emerge, the Hearing Board may grant an extension of this deadline. If the university no longer employs the respondent before the grievance hearing commences, the hearing may proceed. (See GSRR 5.4.9.)
- F. A written request for an academic grievance hearing must (1) specify the specific bases for the grievance, including the alleged violation(s), (2) identify the individual against whom the grievance is filed (the respondent) and (3) state the desired redress. Anonymous grievances will not be accepted. (See GSRR 5.1 and 5.3.6.)

IV. PRE-HEARING PROCEDURES

- A. After receiving a graduate student's written request for a hearing, the Chair of the

Department will promptly refer the grievance to the Chair of the Hearing Board. (See GSRR 5.3.2, 5.4.3.)

- B. Within **5** class days, the Chair of the Hearing Board will:
1. forward the request for a hearing to the respondent and ask for a written response;
 2. send the names of the Hearing Board members to both parties and, to avoid conflicts of interest between the two parties and the Hearing Board members, request written challenges, if any, within **3** class days of this notification. In addition to conflict of interest challenges, either party can challenge two hearing board members without cause (GSRR 5.1.7.c);
 3. rule promptly on any challenges, impanel a Hearing Board and send each party the names of the Hearing Board members. If the Chair of the Hearing Board is the subject of a challenge, the challenge shall be filed with the Associate Dean of Graduate Studies, or designee (See GSRR 5.1.7.). Decisions by the Hearing Board chair or the College Dean (or designee) on conflict of interest challenges are final;
 4. send the Hearing Board members a copy of the request for a hearing and the respondent's written response, and send all parties a copy of these procedures.
- C. Within **5** class days of being established, the Hearing Board shall review the request, and, after considering all requested and submitted information:
1. accept the request, in full or in part, and promptly schedule a hearing.
 2. reject the request and provide a written explanation to appropriate parties; e.g., lack of jurisdiction. (The student may appeal this decision.)
 3. the GSRR allows the hearing board to invite the two parties to meet with the Hearing Board in an informal session to try to resolve the matter. Such a meeting does not preclude a later hearing. However, by the time a grievance is requested all informal methods of conflict resolution should have been exhausted so this option is rarely used. (See GSRR 5.4.6.)
- D. If the Hearing Board calls for a hearing, the Chair of the Hearing Board shall promptly negotiate a hearing date, schedule an additional meeting only for the Hearing Board should additional deliberations on the findings become necessary.
- E. At least **5** class days before the scheduled hearing, the Chair of the Hearing Board shall notify the respondent and the complainant in writing of the (1) time, date, and place of the hearing; (2) the names of the parties to the grievance; (3) a copy of the hearing request and the respondent's reply; and (4) the names of the Hearing Board members after any challenges. (See GSRR 5.4.7.)
- F. At least **3** class days before the scheduled hearing, the parties must notify the Chair of the Hearing Board the names of their witnesses and advisor, if any, and request permission for the advisor to

have voice at the hearing. The chair may grant or deny this request. The Chair will promptly forward the names given by the complainant to the respondent and visa versa. (See GSRR 5.4.7.1.)

- G. The Chair of the Hearing Board may accept written statements from either party's witnesses at least **3** class days before the hearing. (See GSRR 5.4.9.)
- H. In unusual circumstances and in lieu of a personal appearance, either party may request permission to submit a written statement to the Hearing Board or request permission to participate in the hearing through an electronic communication channel. Written statements must be submitted to the Hearing Board at least **3** class days before the scheduled hearing. (See GSRR 5.4.9c.)
- I. Either party to the grievance hearing may request a postponement of the hearing. The Hearing Board may either grant or deny the request. (See GSRR 5.4.8.)
- J. At its discretion, the Hearing Board may set a reasonable time limit for each party to present its case, and the Chair of the Hearing Board must inform the parties of such a time limit in the written notification of the hearing.
- K. Hearings are closed unless the student requests an open hearing, which would be open to all members of the MSU community. The Hearing Board may close an open hearing to protect the confidentiality of information or to maintain order. (See GSRR 5.4.10.4.)
- L. Members of the Hearing Board are expected to respect the confidentiality of the hearing process. (See GSRR 5.4.10.4.and 5.4.11.)

V. HEARING PROCEDURES:

A. The Hearing will proceed as follows:

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

- In academic grievance hearings in which a graduate student alleges a violation of academic rights, the student bears the burden of proof.
- In hearings in which a graduate students 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.)

UNIVERSITY RESOURCES

CAREER SERVICES NETWORK

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

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

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

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

THE CENTER FOR SERVICE-LEARNING AND CIVIC ENGAGEMENT

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

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

OFFICE OF THE UNIVERSITY OMBUDSPERSON

The Office of the University Ombudsperson offers a confidential place to discuss both academic and nonacademic concerns including administrative issues, workplace issues, or any concern that may relate to Michigan State University students. They also interpret and explain university policies and procedures. The Office of the University Ombudsperson offers an environment where students can speak with a confidential and impartial resource about a complaint, conflict or problem. The Office of the Ombudsperson is not part of any formal University process, does not take sides in disputes,

and operates independently of the University. The Office of the University Ombudsperson can be reached at ombud@msu.edu or 517-353-8830.

[RESOURCE CENTER FOR PERSONS WITH DISABILITIES](#) (RCPD)

The RCPD has staff specialists responding to mobility, visual, hearing, alternative learner concerns, and other handicapped populations, thus enabling their involvement in University activities.

Graduate assistants (RAs, TAs, and TEs) are both students and employees. They are thus eligible for disability accommodations in both of these roles, and these accommodations are provided through distinct documents coordinated by RCPD: Students receive *Accommodation Letters* or *Temporary Accommodation Letters* and employees receive SEADs (Statements of Employee Accommodation Determination). Graduate assistants can register for both situations using [RCPD's MyProfile portal](#). The RCPD office is located at 120 Bessey Hall and may be reached at 353-9642 (TTY: 355-1293).

[OFFICE OF CULTURAL AND ACADEMIC TRANSITIONS](#) (OCAT)

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

[COUNSELING AND PSYCHIATRIC SERVICES](#) (CAPS)

The Counseling Center provides developmental and psychological counseling, including assistance in decision-making on immediate issues and long-range plans. Career, ethnic, self-management, sexual assault and substance abuse counseling are also provided. Special group counseling services are available and will be discussed during the initial meeting with the counselor. A Self-Management Laboratory provides resources for students considering self-directed behavioral changes. The Counseling Center is located at 335 Olin Health Center and can be reached at 355-8270. You will find hours of operation and information about getting started at CAPS at <https://caps.msu.edu/about-us/index.html>.

The Multi-Ethnic Counseling Center Alliance (MECCA), for minority students who wish to work with minority counselors, is located in 207 Student Services. MECCA assists students of all racial and ethnic groups who are experiencing cultural, social or personal conflicts. With MECCA, clinicians are specifically trained and committed to providing culturally competent and racially responsive mental health services and ensure that there are ethnically and racially identified clinicians to provide counseling and outreach to the students of MSU.

The [Center for Survivors](#) assists victims of rape/sexual assault and helps reduce such incidents in the University environment. An array of workshops, films and presentations are available upon request. Persons may contact the program coordinator in 207 Student Services or the office at 517-355-3551. There is also a 24-hour crisis line available at 372-6666.

The [Testing Center](#) at 207 Student Services is not only a national test and testing information center, but also provides complete testing services for students working with counselors in the assessment of their personal attributes. Resources include interactive computer-based guidance systems that provide assistance in making informed major choices and career decisions. They can help gather information, explore options, and develop strategies for decision-making. They can be reached at 517-355-8385.

[Major and Career Counseling](#)

The Career Exploration Office is located at 113 Student Services. Ph.D. and Graduate Career Services is located at 130 Chittendon Hall and can be reached at HireaPh.D.@msu.edu. Assistance from Ph.D. and Graduate Career Services is available to all Masters and Ph.D. students.

[STUDENT PARENT RESOURCE CENTER](#)

The Student Parent Resource Center offers resource and referral services to assist parents with locating quality childcare, as well as emergency backup childcare services to meet the emergency and short-term childcare needs of students, faculty, and staff, and an elder care referral service to assist individuals who are managing the care of a dependent elder. Free pre-finals childcare is offered each semester for the children of Michigan State University student parents. A Student Parent Organization ([Student Parents On a Mission](#)) offers peer support for students with children. The Student Parent Resource Center may be reached at 517-432-3745 or sprc@msu.edu.

[OFFICE FOR INTERNATIONAL STUDENTS AND SCHOLARS](#)

The Office for International Students and Scholars (OISS) provides support to Michigan State University's international students, scholars and families.

[OFFICE OF SPARTAN EXPERIENCES](#)

This office engages students in active learning, prepare students for leadership roles, enhance the educational environment, and are centered on the success of students.

[UNIVERSITY HEALTH & WELLBEING](#) (Olin Health Center)

[Link to MSU Campus Health Services.](#)

[INSTITUTIONAL DIVERSITY AND INCLUSION](#)

At Michigan State University, we believe our differences are assets. We foster a community that respects and values a broad range of backgrounds, viewpoints and experiences and encourages and creates opportunities so all Spartans can reach their full potential educationally and professionally.

MSU has always been a forerunner and innovator, leading the way for other institutions to follow. From acknowledging the ancestral and contemporary lands of Native Americans that it occupies to its early practice of educating and hiring underrepresented minorities and women.

The Office for Institutional Diversity and Inclusion, or IDI, guides and supports efforts to advance a diverse and inclusive campus community, consistent with MSU's core values.

[BURGESS INSTITUTE FOR ENTREPRENEURSHIP & INNOVATION](#)

The Burgess Institute for Entrepreneurship & Innovation empowers students to learn through action by providing programs, courses, and resources to foster an entrepreneurial mindset and create new ventures. Our program is designed to prime students to embrace failure mindfully, explore unknowns, and develop skills that set them apart in the job market.

[UNIVERSITY OUTREACH AND ENGAGEMENT](#)

The Office of University Outreach and Engagement facilitates university-wide efforts to create an ecosystem of engagement by supporting the engaged activities of faculty, staff, and students; fostering public access to university expertise and resources; and by advocating for exemplary

engaged scholarship, nationally and internationally. In all of its work, UOE emphasizes university-community partnerships that are collaborative, participatory, empowering, systemic, transformative, and anchored in scholarship.

[THE WRITING CENTER](#)

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

[MSU LIBRARIES](#)

This link routes you to the main MSU Libraries page.

[OFFICE OF SUPPORTIVE SERVICES](#)

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

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

CAREER RELATED SERVICES

[CAREER SERVICES NETWORK](#)

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

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Registration with Career Development and Placement Service is encouraged for all graduating students. It is particularly important for those seeking employment or planning to continue their education. Students

should register for job referrals and on-campus interviewing at the CSN website, <https://careernetwork.msu.edu/>. Internet access and instructions for accessing the CSN website should be available in any campus computer lab.

GRADUATE SCHOOL RESOURCES

[Graduate Career Development](#)
[Diversity, equity, & inclusion programs](#)
[Events](#)
[Forms](#)
[Funding](#)
[Graduate Educator Advancement and Teaching \(GREAT\)](#)
[Graduate School Office of Well-Being \(GROW\)](#)

[Mentoring](#)
[Out-of-State tuition waivers](#)
[Policy information](#)
[Professional development](#)
[Research integrity](#)
[Traveling scholar opportunities](#)
[University Committee on Graduate Studies](#)

STUDENT LIFE & ENGAGEMENT DIVISION RESOURCES

[Student Parent Resource Center](#)
[Gender and Sexuality Campus Center](#)
[Student Veterans Resource Center](#)
[Women's Student Services](#)

GENERAL INFORMATION

ACADEMIC ADVISORS

Academic advisors are available to assist students with:

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

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

Academic Advisor:

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

Career Development Coordinator:

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

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

APPLICATION TO GRADUATE

Students must apply to graduate. Applications are available at 150 Hannah Administration Building, or may be submitted electronically at www.reg.msu.edu under the Graduation/Honors menu. The application must be submitted by the first week of the semester in which the student plans to graduate. **Summer graduates should turn in their application by the first week of Spring semester.** If graduation is denied, the student must reapply, as the application is not automatically forwarded to the following semester.

CAMPUS PARKING

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

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

CHANGE OF ENROLLMENT/REGISTRATION

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

CORRECTION OF GRADES

A student's grade may be changed only if the first grade is in error. The time limit for the correction of grades is 30 days after the start of a new semester. The Office of the Registrar reserves the right to audit student records and to correct them as necessary.

DEFERRED GRADES

[Deferred grades](#) are issued only to graduate students who are doing satisfactory work but cannot complete requirements because of reason(s) acceptable to the instructor. The required work must be completed and a grade reported within six months, with the option of a single six-month extension. If the required work is not completed within the time limit, the DF/Deferred changes to a DF/Unfinished.

FREQUENTLY USED WEBSITES AND PHONE NUMBERS

Controllers Office (www.ctrlr.msu.edu) - Tuition and housing fees, fee payment schedule, deferred payment plan, etc. 517-355-3343 (Billing and Receivables)

Department of Police and Public Safety (www.dpps.msu.edu) - Police services, parking permits, campus crime statistics, visitor parking, etc. 517-355-8440 (Parking)

Financial Aid (www.finaid.msu.edu) - Instructions for applying for aid, forms, calendar, calculator, etc. 517-353-5940

Graduate School (www.grad.msu.edu) - Graduate education at Michigan State University, forms, assistantship information, financial aid, graduate student resources, etc. 517-3550301

Housing (<https://grad.msu.edu/housing>) - Graduate housing, University apartments, housing rates, food service, residential rental options, etc. 517-355-9550 (University Apartments and Hall Assignments)

Michigan State University (www.msu.edu) - General information about Michigan State University, catalogs, enrollment and registration, student organizations, student services, University policies and procedures, search site, etc.

Office for International Students and Scholars (www.oiss.msu.edu) - Admission, travel, immigration rules and regulations, scholarship and grant information, etc. 517-353-1720

Registrar's Office (www.reg.msu.edu) - Tuition, enrollment, financial aid, schedule of courses, University calendar, student services, etc. 517-355-3300

GRADUATE ASSISTANTSHIPS

[Graduate assistantships](#) are awarded on a competitive basis for incoming Masters students. All assistantships are dependent on the availability of funds. They may be renewed if funds are available, the student is making satisfactory progress toward the degree, and the student has received satisfactory evaluations from their supervising faculty member.

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

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

Fall Semester – August 16 through December 31

Spring Semester – January 1 through May 15

Summer Semester – May 16 through August 15

Assistantship Levels

There are three graduate assistantship levels that determine stipend rates and are determined by university regulation:

- **Level I** – Graduate students with a bachelor's degree and less than one year's experience as graduate assistants or as full-support fellows. They conduct research, perform administrative tasks or other supervised duties such as reading and grading papers.
- **Level II** – Graduate students with a relevant master's degree or equivalent and/or one year's experience as graduate assistants or as full-support fellows in the appointing department or school or in a unit considered relevant by the chairperson of the appointing department or school. They conduct research, grade papers, or perform administrative tasks with moderate supervision. Advancement from Level I to Level II is usually routine.
- **Level III** – Graduate students who have successfully completed doctoral comprehensive exams (i.e., qualifying papers), as defined by the department in which the student is enrolled, and have experience as a graduate RA/TE at Michigan State University, or equivalent. The minimum number of semesters shall be four (4), five (5) or six (6). The definition of equivalent experience as an RA/TE is left to the discretion of the chairperson of the appointing unit, but it is expected that only experience in research-oriented assignments will count toward the six semesters of experience as an RA. (Consistent with current practice, 1/4 time and 3/4 time appointments count the same as 1/2 time appointments, and summer semesters count the same as fall and spring semesters.)

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

Support sources come in five main types:

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

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

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

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

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

A more detailed description of assistantship benefits and regulations may be found in Michigan State University's *Academic Programs*, [Financial Aid for Graduate Students](#) section, and the Graduate School website at <http://grad.msu.edu/funding/>.

MSU candidates for TA appointments who were required to demonstrate English proficiency as a condition for regular admission to Michigan State University must also demonstrate that they meet a minimum standard of proficiency in spoken English before they can be assigned teaching work that involves oral communication with undergraduate students.

Those international teaching assistants (ITAs) may meet this requirement in one of the following ways:

- Presenting a TOEFL iBT speaking section score of 27 or higher.
- Receiving a score of 50 or higher on the [MSU Speaking Test](#)
- Taking [AAE 451](#) or [AAE 452](#) (ITA language support courses) and receiving a score of 50 or higher on the [ITA Oral Interaction Test \(ITAOI\)](#).

Those ITAs who received a waiver of the TOEFL or of other accepted tests of English proficiency for admission must also meet the requirement of proficiency in spoken English before they are assigned to teaching work that involves oral communication with undergraduate students. To meet this requirement, those ITAs may use any of three options listed above. Individual exceptions from these requirements (on a case-by-case basis in rare circumstances) will be considered by the Graduate School in consultation with the ELC upon the request of the department and with the endorsement of the Associate Dean of the College.

MANDATORY TRAINING - DEI

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.

MANDATORY TRAINING – RVSM

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.

MSU NETID

MSU students receive centrally funded NetIDs so they can utilize various electronic resources and electronic mail.

Students must activate their MSU NetID in order to:

- Receive official communications from MSU that are sent to students by email only
- access public computer labs
- access electronic resources on campus

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

RESPONSIBLE AND ETHICAL CONDUCT OF RESEARCH (RECR)

Responsible Conduct of Research Training is required for all graduate students at Michigan State University. The School of Criminal Justice requires all graduate students to have 6 hours of in-person training in the initial year in the program and 3 hours of online or in-person training each subsequent year until graduation. In addition to the in-person trainings, all graduate students must complete four CITI online modules (Introduction to the Responsible Conduct of Research, Authorship, Plagiarism, Research Misconduct) before the end of their first year in the program.

Students should log into the ABILITY information management system at <http://ora.msu.edu/train/> to complete their online RCR training. This is the system that must be used for proper documentation of training.

STUDENT IDENTIFICATION CARD

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

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

Questions concerning Michigan State University ID cards should be addressed to idcard@msu.edu or 517-3554500.

TIME LIMIT

Students must complete the doctoral degree within eight years. The semester in which the first class that can be applied to the degree is taken is considered the student's first semester in the program. See [here](#) for Time Limits in Academic Programs.

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

After discussion, a form will be submitted by the student's advisor/chairperson, the graduate program administrator, or graduate secretary before the completion deadline expires. Requests submitted after the deadline has already expired will receive extra scrutiny. Extensions are normally granted for a period of up to one year. Requests for extensions beyond one year must detail why such an adjustment is necessary.

Upon submission of this form, the submitter will receive an email with their responses, and the form will automatically route first to the Graduate Program Director(s) and then to the College Associate Dean(s) of Graduate Studies. The student will then be emailed a PDF containing all relevant information and approvals. The student must then upload the PDF into Campus Solutions under "Requests." Campus Solutions will automatically route the form to the Graduate School. Upon final approval, Campus Solutions will automatically extend the student's relevant time limit for completion.

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.

GRADUATE COURSE DESCRIPTIONS

CJ 801 CRIME CAUSATION, PREVENTION, AND CONTROL (Fall-3 credits) Theories of crime causation. Translation of theory to policy.

CJ 802 PROSEMINAR IN LAW ENFORCEMENT INTELLIGENCE OPERATIONS (Fall, Spring-3 credits) Law enforcement intelligence as an analytic tool for case development and resource allocation. Historical, ethical, legal, and operational issues affecting current practice.

CJ 803 FOUNDATIONS IN HOMELAND SECURITY (Fall, Spring-3 credits)
Broad overview and assessment of the contemporary homeland security program.

CJ 805 SURVEY IN FORENSIC SCIENCE (Fall-3 credits)
Scientific analysis of physical evidence. The course will cover four major aspects of physical evidence using real criminal and civil cases: generation of physical evidence by criminal activity; collection and preservation of phys. evidence; analysis of physical evidence by forensic science laboratory; presentation of scientific expert testimony in court. Open only to Forensic Science majors.

CJ 809 ISSUES IN CRIMINAL JUSTICE (Fall, Spring- 2-4 credits) Special issues in criminal justice research and management.

CJ 810 PROSEMINAR IN CRIMINAL JUSTICE (Fall-3 credits)
Survey of classical and recent literature in criminal justice. Trends and issues that transcend the components of the criminal justice system.

CJ 811 DESIGN AND ANALYSIS IN CRIMINAL JUSTICE RESEARCH (Fall-3 credits)
Scientific methods in criminal justice research. Design of research, principles of data collection and analysis, interpretation of research findings, and ethical concerns. Computer use in data analysis.

CJ 812 CRIMINAL JUSTICE MANAGEMENT SEMINAR (Spring-3 credits)
Organization theory and behavior for the criminal justice agency. Organization and policy planning, budgeting, forecasting, human resource management and project implementation.

CJ 815 PROSEMINAR IN CRIMINAL INVESTIGATION (Spring-3 credits)
Research on the criminal justice process. Investigation and role of evidence in the administration of justice. Ethical issues.

CJ 822 COMPARATIVE CRIMINAL JUSTICE (Spring of even years-3 credits)
Globalization, crime causation, measurement, and control in comparative and cross-national contexts. Nature of policing, courts, and corrections in select countries. CJ 822 is required coursework for those pursuing an International Focus specialization.

CJ 823 GLOBALIZATION OF CRIME (Fall of even years-3 credits)
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. CJ 823 is required coursework for those pursuing an International Focus specialization.

CJ 830 FOUNDATIONS OF POLICE STUDIES (Spring-3 credits)

Police practice. The police role, socialization, discretion, strategies, deviance.

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

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

CJ 836 ASSESSMENT OF POLICE POLICIES AND OPERATIONS (Spring of even-numbered years-3 credits)

Recent policy-related research and its application to the deployment of human resources.

CJ 837 THE INTELLIGENCE PROCESS AND COUNTERTERRORISM (Fall, Spring-3 credits)

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

CJ 838 TERRORISM (Spring, Summer-3 credits)

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

CJ 839 ANALYTIC THINKING AND INTELLIGENCE (Fall-3 credits)

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

CJ 845 ENVIRONMENTAL RISK PERCEPTION AND DECISION-MAKING (Spring of odd years-3 credits)

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

CJ 847 GLOBAL RISKS, CONSERVATION, AND CRIMINOLOGY (Fall-3 credits)

Theories, actors, characteristics and legal instruments associated with risk, conservation, and criminology related to globalization. Current case studies in criminological conservation.

CJ 850 PRODUCT COUNTERFEITING (Fall of odd years-3 credits)

Advanced theoretical and empirical perspectives from criminology, victimology, and organizational behavior to analyze the crime of product counterfeiting.

CJ 856 ADVANCED TOPICS IN POLICING (Fall, Spring-3 credits)

Special topics on policing such as crime analysis, problem solving, police recruitment, retention and development, police behavior and ethics.

CJ 865 ADULT CORRECTIONS (Fall odd-numbered years-3 credits)

Traditional and contemporary adult correctional practices. Social, political, economic and organizational factors affecting correctional policies.

CJ 866 ADULT AND JUVENILE CORRECTIONS PROGRAMS (Fall even-numbered years-3 credits)

Adult and juvenile crime prevention and correctional programs. Application of research findings to management issues.

CJ 870 INTRODUCTION TO CRIME ANALYSIS (Fall-3 credits)

Theoretical foundations of crime analysis. Techniques and processes used by law enforcement agencies to document and respond to patterns of crime.

CJ 871 ADVANCED CRIME ANALYSIS (Spring-3 credits)

Advanced application of intelligence and crime analysis skills and techniques.

CJ 872 OPEN SOURCE INFORMATION ANALYSIS (Spring-3 credits)

Techniques for collection and intelligence analysis of open source information. Ethical issues for collection of publicly available information and validation of sources.

CJ 874 CYBERCRIME, DEVIANCE AND VIRTUAL SOCIETY (Fall-3 credits)

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

CJ 875 DIGITAL FORENSIC INVESTIGATIONS (Fall-3 credits)

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

CJ 876 DATA SYSTEMS/INFRASTRUCTURE (Fall-3 credits)

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

CJ 877 CYBER TERROR AND CYBER WARFARE (Spring-3 credits)

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

CJ 885 SECURITY MANAGEMENT (Fall-3 credits)

The organization and management of security operations in business, industry, and government.

CJ 886 SECURITY ADMINISTRATION (Spring-3 credits)

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

CJ 887 QUANTITATIVE METHODS IN CJ RESEARCH (Spring-3 credits)

Descriptive and inferential statistics and computer use in criminal justice research.

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

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

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

CJ 904 CRIMINAL JUSTICE ORGANIZATIONS AND PROCESSES (Spring-3 credits)

Theoretical perspectives on organizations and processes in criminal justice. Evaluation of organizational performance in justice agencies.

CJ 905 LAW AND SOCIETY (Fall-3 credits)

Theoretical perspectives on law. Impact of law on society and the criminal justice system.

CJ 906 ADVANCED QUANTITATIVE METHODS IN CJ RESEARCH (Fall-3 credits)

Applications of quantitative techniques to criminal justice data. Use of multiple regression and SPSS.

CJ 907 ADVANCED TOPICS IN CRIMINAL JUSTICE DATA ANALYSIS (Spring-3 credits)

Advanced quantitative analysis techniques for criminal justice data (may be repeated for credit).

CJ 908 ADVANCED TOPICS IN CRIMINAL JUSTICE (Spring odd-numbered years-3)

Intensive study of one subfield of criminal justice. Critical evaluation of the literature (may be repeated for credit).

CJ 909 ADVANCED RESEARCH METHODS (Fall-3 credits)

Methodological approaches to conducting sound, ethical criminal justice and criminological research. Research ethics, study design, and data collection methods.

CJ 910 QUALITATIVE METHODS (Fall-3 credits)

Methodological approaches to conducting qualitative criminal justice and criminological research. Applications of qualitative analysis techniques to criminal justice data.

CJ 999 DOCTORAL DISSERTATION RESEARCH (Fall, Spring, Summer)

Twenty-four credits required for doctoral students. No more than 36 are permitted by University policy.

**TENURE-STREAM
FACULTY**

Joined MSU

PROFESSOR

Carter, David L.	Ph.D.	1980	Sam Houston State University	1985
Cobbina-Dungy, Jennifer	Ph.D.	2009	University of Missouri-St. Louis	2009
Chermak, Steve	Ph.D.	1993	State University of New York-Albany	2005
Finn, Mary	Ph.D.	1989	State University of New York-Albany	2015
Holt, Thomas	Ph.D.	2005	University of Missouri-St. Louis	2009
Hudzik, John K.	Ph.D.	1971	Michigan State University	1977
Kutnjak Ivkovich, Sanja	Ph.D./JD	1995	University of Delaware	2007
Maxwell, Christopher D.	Ph.D.	1998	Rutgers University	1998
McGarrell, Edmund F. (emeritus)	Ph.D.	1986	State University of New York-Albany	2001
Morash, Merry A.	Ph.D.	1978	University of Maryland-College Park	1980
Melde, Christopher	Ph.D.	2007	University of Missouri-St. Louis	2007
Nalla, Mahesh K.	Ph.D.	1988	State University of New York-Albany	1992
Smith, Christopher E.	Ph.D./JD	1988	University of Connecticut	1994
Smith, Ruth	Ph.D.	2003	University of Strathclyde	2005
Wolfe, Scott	Ph.D.	2012	Arizona State University	2017
Wilson, Jeremy	Ph.D.	2008	Ohio State University	2008

ASSOCIATE PROFESSOR

Cavanagh, Caitlin	Ph.D.	2016	University of California Irvine	2016
Corley, Charles J.	Ph.D.	1986	Bowling Green State University	1990
DeJong, Christina (emeritus)	Ph.D.	1994	University of Maryland-College Park	1994
Gibbs, Carole	Ph.D.	2006	University of Maryland-College Park	2006
Hamm, Joseph	Ph.D.	2014	University of Nebraska-Lincoln	2014
Maxwell, Sheila R.	Ph.D.	1994	Rutgers University	1994
Rojek, Jeffrey	Ph.D.	2005	University of Missouri-St. Louis	2018

ASSISTANT PROFESSOR

Aranda-Hughes, Vivian	Ph.D.	2022	Florida State University	2024
Holt, Karen	Ph.D.	2015	John Jay College of Criminal Justice	2016
Krupa, Julie	Ph.D.	2018	University of South Florida	2018
McNealey, Rachel	Ph.D.	2023	Pennsylvania State University	2023
O'Neil, Meghan	Ph.D.	2018	State University of New York-Albany	2024
Scrivens, Ryan	Ph.D.	2017	Simon Fraser University	2019
Turchan, Brandon	Ph.D.	2023	Rutgers University	2023
Wojciechowski, Wally	Ph.D.	2018	University of Florida	2024