

GRADUATE STUDENT HANDBOOK

Master of Science in
Law Enforcement Intelligence and Analysis

ONLINE PROGRAM



www.cj.msu.edu

COLLEGE OF SOCIAL SCIENCE
MICHIGAN STATE UNIVERSITY
EAST LANSING, MI

September 2024

TABLE OF CONTENTS

The School of Criminal Justice

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

Admissions

Requirements for Admission Consideration	4
Application Materials	5
Application Review and Deadlines	6
Transfer Credits.....	6
Tuition and Fees	6
Applying for Financial Aid	7
Scholarships/Employer Funding.....	7
Admission to MS LEIA.....	8

Program Components

Degree Requirements.....	8
MS LEIA Course Availability	9
Course Description	10
GradPlan and Course List	12

Academic Policy

Academic Performance.....	12
Correction of Grade.....	13
Postponing a Grade	13
Repeating a Course.....	13
Change Enrollment / Registration	13
Withdrawal from University	14

Readmission.....	16
Non-Attendance Policy.....	16
Time Limit.....	16
Grief Absence Policy.....	16
Minimum/Maximum Enrollment.....	17
Second, Joint or Dual Master’s Degree.....	17
Application for Graduation.....	17
Mandatory Trainings.....	17
School of Criminal Justice Advising	
Academic Advising.....	19
Career Advising.....	19
University Policies.....	20
Guidelines for Integrity in Research & Creative Activities	
Student Conduct and Conflict Resolution.....	20
Academic Grievance Hearing Procedures.....	21
The Office of the University Ombudsperson.....	21
Exit Survey.....	21
Military-connected Student Services.....	22
Technological Support	
Library.....	22
MSU IT Tech Support.....	23
D2L Help.....	23
University Resources.....	23

THE SCHOOL OF CRIMINAL JUSTICE

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

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

PROGRAM OVERVIEW

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

To meet the evolving needs of law enforcement and private security professionals, the SCJ began to offer a Master of Science in Criminal Justice program online in 1998. This brought a distinguished academic program to students' personal computers and provided advanced educational opportunities to practitioners. This was the first online degree program to be offered by MSU, and the first online masters program in criminal justice in the world. Since the creation of the online MS in Criminal Justice, the SCJ has expanded its online degree programs to include the fields of intelligence and cybersecurity.

The Law Enforcement Intelligence and Analysis (LEIA) Master of Science program was designed to meet the needs of the nation's federal, tribal, state and local law enforcement agencies as well as private sector security officials. Several online support services are available to assist students as they progress through the program, and the SCJ is able to accommodate the busy schedules of practitioners and other worldwide by bringing the classroom to the student in an asynchronous delivery format. Courses are offered entirely online. Instruction is provided by MSU faculty, credentialed law enforcement professionals and practitioners in related fields who serve as part-time instructors due to their subject matter expertise.

Program Contact Information

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

Department Contact Information

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

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

Allison Rojek
Assistant Director of Virtual Degree Programs
rojekal1@msu.edu

Mike Chapko
Graduate Program Coordinator
chapkom@msu.edu

Barbara Kolar
Graduate Academic Advisor
kolarba@msu.edu

University Policy Governing Graduate Education

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

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

ADMISSIONS

Requirements for Admission Consideration:

Applicants must have completed a four-year bachelor's degree, professional degree or equivalent degree from an accredited and recognized college or university. While a criminal justice undergraduate major is not required for admission to the program, the applicant must have a background of education and occupational experience appropriate to the successful pursuit of graduate work in the School of Criminal Justice.

Applicants must have a cumulative undergraduate GPA of at least 3.0 on a 4.0 scale. International applicants must demonstrate proficiency in written and spoken English.

Application Materials:

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

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

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

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

LEIA Master of Science Program
Michigan State University
655 Auditorium Road, Room 557 Baker Hall
East Lansing, MI 48824

- International applicants must submit TOEFL scores. Applicants must score at least 550 on the non-computer based TOEFL. Those taking the Internet TOEFL must score at least 80 overall, with no subscore below 19 for reading, listening, and speaking; no writing subscore below 22. See [MSU English Language Requirements](#) for more

information. Students from primarily English-speaking countries may have this requirement waived.

- This program does not require GRE scores.

Application Review and Deadlines

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

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

Transfer Credits

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

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

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

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

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

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

Tuition and Fees

Tuition for the Online Master of Science in Law Enforcement Intelligence Analysis is subject to change without notice. Based on Fall 2024 rates, the estimated cost is as follows:

MS in Law Enforcement Intelligence Analysis Online Tuition* (2024)	
--	--

Cost Per Credit Hour	\$857 USD
----------------------	-----------

Total Number of Credit Hours	30 credits
------------------------------	------------

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

Applying for Federal Financial Aid: FAFSA

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

When applying, use MSU's school code: 002290

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

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

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

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

Scholarships/ Employer Funding

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

- Michigan State University has hundreds of scholarship and fellowship opportunities available. Browse opportunities at <https://scholarships.msu.edu/>
- MSU Office of Financial Aid <https://finaid.msu.edu/searches.asp>

- The Graduate School also offers some opportunities to students
<https://grad.msu.edu/funding>
- Many students receive tuition assistance or reimbursement from their employer. Students should contact their HR departments or direct manager to see if they qualify for tuition reimbursement.

Admission to MS LEIA Program

Acceptance by the School of Criminal Justice to the MS LEIA program represents a recommendation for admission. The admission is not finalized until official approval is received from the MSU Office of Admissions. The Office of Admissions will contact the student requesting the student to Accept the Offer of Admission. Once this step is completed, the Office of Admissions will finalize the admission (including access to enrollment) and send the official admit packet, including the official acceptance letter. The student can also access the acceptance letter from their student portal.

New Student Next Steps:

1. Once a student is admitted to MSU and accepts the offer of admission in the Graduate Portal, the student activates the MSU NetID and sets up an MSU email. This account is used for all correspondence pertaining to University business and the MS program.
2. Once an MSU email account is activated and a student is 'matriculated' to MSU, a student will be able to log into [Student Information System](#) (SIS) at student.msu.edu. SIS gives students access to academic records, D2L, resources, and tools at MSU.
3. Students are expected to consult with their Graduate Academic Advisor to complete their academic program plans, select courses, and discuss matters related to program, College and University policies. Please see Academic Advisor section below. All students are expected to meet with the Academic Advisor prior to first day of class for the first semester of attendance.
4. Enrollment process: students are assigned a valid enrollment appointment by the Office of the Registrar after admission has been finalized to MSU. For future semesters, students should check SIS for future appointment dates. Generally, fall enrollment opens in April and spring/summer opens in November.
5. All new students in MS LEIA must enroll in **CJ 802 Proseminar in Law Enforcement Intelligence Operations** as their first class. This class provides foundational knowledge for intelligence and analysis.

PROGRAM COMPONENTS

DEGREE REQUIREMENTS for MS in Law Enforcement Intelligence and Analysis

The Master of Science degree in Law Enforcement Intelligence and Analysis requires 30 credit hours. The program requires 4 core courses, 5 elective courses and 1 capstone course for total of 10 courses.

A minimum of 30 credits of coursework

Credits

I. Core Courses.....12

- CJ 802 Proseminar in Law Enforcement Intelligence Operations..... 3
- CJ 811 Design and Analysis in CJ Research 3
- CJ 837 The Intelligence Process and Counterterrorism..... 3
- CJ 870 Introduction to Crime Analysis 3

II. Five courses from the following Electives15

- CJ 801 Crime Causation, Prevention and Control 3
- CJ 803 Foundations in Homeland Security 3
- CJ 810 Proseminar in Criminal Justice 3
- CJ 822 Comparative Criminal Justice 3
- CJ 823 Globalization of Crime 3
- CJ 838 Terrorism 3
- CJ 839 Analytic Thinking and Intelligence 3
- CJ 856 Advanced Topics in Policing..... 3
- CJ 871 Advanced Crime Analysis..... 3
- CJ 872 Open Source Information Analysis 3
- CJ 894 Practicum (Internship) 3
- GEO 802 Geospatial Technology..... 3

Additional 800-level CJ courses may be considered as electives; please contact academic advisor for approval.

III. CJ 897 Comprehensive Threat Assessment / Capstone3

The MS in Law Enforcement Intelligence Analysis is designated as an MSU Plan B Master’s Program. There is no thesis option for Plan B Master’s Program.

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

MS Law Enforcement Intelligence Analysis Core Course Availability

Course	Credits	Term Availability
CJ802	3	Fall/Spring/Summer
CJ811	3	Fall/Spring
CJ870	3	Fall/Spring
CJ837	3	Fall/Spring
CJ897	3	Fall/Spring/Summer

Students enrolled in the Master of Science degree in Law Enforcement Intelligence and Analysis may only enroll in online sections of courses. These course section numbers are 730 or 731. Online program students are not permitted to take on-campus courses as part of their degree program.

COURSE DESCRIPTIONS—please enroll in 730 or 731 section numbers

Core Courses

CJ 802 Proseminar in Law Enforcement Intelligence Operations (3)

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

CJ 811 Design and Analysis in Criminal Justice Research (3)

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

CJ 837 The Intelligence Process and Counterterrorism (3)

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

CJ 870 Introduction to Crime Analysis

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

Capstone

CJ 897 Comprehensive Threat Assessment (3)

Methods of conducting a comprehensive threat assessment in criminal justice settings. Threat assessment for the formulation, adoption, and implementation of prevention and intervention practices. Fall, Spring, Summer.

CJ Elective Courses

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

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

CJ 803 Foundations in Homeland Security (3)

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

CJ 809 Issues in Criminal Justice (3)

Varying topics. Please check Michigan State University's Schedule of Courses (www.sched.msu.edu) to determine which sections are offered in each semester. Fall, Spring, Summer.

CJ 810 Proseminar in Criminal Justice (3)

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

CJ 822 Comparative Criminal Justice (3)

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

CJ 823 Globalization of Crime (3)

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

CJ 838 Terrorism (3)

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

CJ 839 Analytic Thinking and Intelligence (3)

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

CJ 856 Advanced Topics in Policing (3)

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

CJ 871 Advanced Crime Analysis (3)

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

CJ 872 Open Source Information Analysis (3)

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

CJ 874 Cybercrime, Deviance, and Virtual Society (3)

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

CJ 875 Digital Forensic Investigations (3)

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

CJ 876 Data Systems/Infrastructure (3)

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

CJ 877 Cyber Terror and Cyber Warfare (3)

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

CJ 878 Economic Cybercrime and Fraud (3)

Role of technology and the Internet in financial crimes. Evolution of electronic payment fraud, laws available in the U.S. and internationally. Role of industry in regulating financial transactions. Spring

CJ 879 Interpersonal Cybercrime (3)

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

CJ 885 Security Management (3)

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

CJ 886 Security Administration (3)

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

CJ 890 Independent Study (1-3)

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

CJ 894 Practicum (1-6)

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

GradPlan and Course List

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

All master's students must have a complete and approved GradPlan prior to degree conferral. 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 Master's students do not have a guidance committee, so please disregard that section. You will find full instructions on how to build and submit a Course Plan at pages 6 and 7 of this [Job Aid](#).

ACADEMIC POLICY**Academic Performance**

Master's students must maintain a GPA of at least 3.0 throughout their program of study. The accumulation of grades below 3.0 (including N grades in the P-N grading system) in more than two

semester courses of three or more credits each removes the student from candidacy for the degree. The student may also be removed from the program if they are not progressing at the appropriate rate. Students may also be removed from candidacy for the degree for the following: theft or misuse of University property, insubordination, intellectual dishonesty, or violation of law and/or University rules and regulations.

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

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

Correction of Grades

Once recorded in the Office of the Registrar, a student's grade may not be changed unless the first grade was in error. An Administrative Action must be submitted certifying the reasons why the first grade is in error. The request must be approved by the instructor, the chairperson of the department or school offering the course, the associate dean of the college in which the course is offered, and the student's associate dean. The time limit for the correction of grades is 30 days after the opening of the new semester.

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

Postponing a Grade

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

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

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

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

Repeating a Course

A graduate student who receives a grade of 2.0 or above, CR, or P in a course may not repeat the course on a credit basis with the following exception: with the approval of the associate dean, a graduate student may repeat a course in which a grade of 2.0 or 2.5 was received. The number of credits that a graduate student may repeat is determined by the student's academic advisor or guidance committee, in accordance with unit policies. Whenever a course is repeated on a credit basis, the last grade and credits earned completely replace the previous grade in the satisfaction of requirements and computation of grade-point averages. All entries remain a part of the student's permanent academic record.

Change of Enrollment/Registration

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

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

WITHDRAWAL FROM THE UNIVERSITY

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

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

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

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

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

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

Step 1: Student Explores Options and Impacts of Request

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

Graduate students are expected to contact their major advisor or graduate program director to discuss how a late drop or withdrawal could affect their time to degree, determine if supportive options are available to help maintain their enrollment, and discuss impacts if the student is an appointed graduate assistant.

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

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

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

Students who receive federal, state, or institutional financial aid are strongly encouraged to connect with the Office of Financial Aid to learn how a late drop or withdrawal could affect

their aid package. The [Financial Aid Refund Policy](#) provides additional information about the impact of dropping credits and withdrawing, including an example of a Title IV return of funds calculation.

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

Step 2: Student Completes Request

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

Step 3: MSU Routes Request

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

Step 4: MSU Processes Request

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

After the Class Ends date

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

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

Unofficial Withdrawal

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

Withdrawal for Medical Reasons

Students who withdraw for their own medical reasons must submit the Withdrawal Initiation/Late Drop Request and within it, select "Personal Medical Leave." Doing so will notify staff in the Office of Student Support & Accountability who coordinate the Medical Leave and Return Process (MLRP). The MLRP is available to most MSU students, except those in the College of Human Medicine, College of Law, and College of Osteopathic Medicine. Students within the aforementioned colleges may seek leave information directly from their college student affairs office.

Once withdrawn from the term of instruction, a student is expected to pursue a Medical Leave and provide the proper documentation to verify the condition's impact on their enrollment. Medical Leave is a university-verified designation, determined after the withdrawal has been processed. Medical Leaves are subject to the [Medical Withdrawal Policy for Class Tuition and Fees Refund](#)

Policy. If approved for Medical Leave, a student may need to provide documentation of readiness to return to MSU before they will be able to reenroll at MSU.

Academic Recess or Academic Dismissal

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

Non-Academic Suspension or Dismissal

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

Readmission

Any continuing student whose enrollment at this University is interrupted for any reason so that he or she has not been enrolled for three consecutive semesters, including the summer sessions, should submit a readmission to the Office of the Registrar at <https://reg.msu.edu/StuForms/Readmission/ReadmissionProcedure.aspx>

Non-Attendance Policy

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

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

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

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

Time Limit

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

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

Grief Absence Policy (as approved by University Council)

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

Minimum and Maximum Credits

<https://reg.msu.edu/academicprograms/Print.aspx?Section=346>

Second, Joint or Dual Master's Degrees

<https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=111#s387>

Application to Graduate

Students must apply to graduate. Applications for graduation are found in SIS. The application must be submitted by the first week of the semester in which the student plans to graduate. There are specific deadlines for submission of application to have name appear in the printed commencement program. If a directory restriction is on your account or application is submitted after the deadline, your name will not print in the commencement program. **Summer graduates should apply for graduation by the first week of Spring semester.**

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

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

Mandatory Trainings

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

1) Human Research Protection HRPP/IRP Certification

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

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

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

2) Relationship Violence and Sexual Misconduct (RVSM) Training

All graduate students must complete the online training about the [Relationship Violence and Sexual Misconduct Policy](#). At the beginning of each academic year, students will receive an email,

sent to their MSU email account, with instructions to complete the training program. The training program is provided by MSU's vendor, Student Success. Students will use MSU's secure single sign-on to access the course, but your password and other sensitive information will not be provided to the vendor.

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

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

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

4) RCR Training

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

[Research Integrity | The Graduate School \(msu.edu\)](#)

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

The CITI Training Modules to be completed include

- 1) Introduction to the Responsible Conduct of Research
- 2) Authorship
- 3) Plagiarism
- 4) Research Misconduct

The 6 hours of discussion-based training is covered by successful completion of CJ 811 and CJ 897.

RECR Education Program Requirements

Master's plan B and grad professional

CITI Modules Year 1

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

6 hours discussion-based training (complete before graduation)

SCHOOL OF CRIMINAL JUSTICE ADVISING

Academic Advising

Barbara Kolar
Graduate Academic Advisor
kolarba@msu.edu

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

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

Career Advising Services

Tim Homberg
SCJ Career Development and Internship Coordinator
hombergt@msu.edu

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

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

University Policies

[Academic Programs Catalog](#)

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

[Code of Teaching Responsibilities](#)

[Disability and Reasonable Accommodation Policy](#)

[Digital Accessibility Policy](#)

[General Student Regulations](#)

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

[Integrity of Scholarship & Grades](#)

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

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

GUIDELINES FOR INTEGRITY IN RESEARCH AND CREATIVE ACTIVITIES

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

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

Student Conduct and Conflict Resolution

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

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

Academic Grievance Hearing Procedures

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

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

The Office of the University Ombudsperson

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

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

Contact information:

Office of the University Ombudsperson

129 N. Kedzie Hall

(517) 353-8830

ombud@msu.edu

Exit Survey

A short online exit survey for all students graduating is required. Only students who have applied for graduation will have access to the survey. The survey asks questions about educational experiences in MSU graduate programs, as well as immediate professional plans. The Graduate School uses data from this survey when reviewing graduate programs and to guide decisions about services and initiatives for graduate students.

The identity of all respondents will be kept confidential and only aggregate (group) information will be made available to faculty and administrators. The students will receive an email message from the dean of the graduate school with a link to the survey. However, students do not need to wait

for that email message to complete the survey after applying for graduation. It takes about 5-10 minutes to complete the online survey. The survey is available at <http://grad.msu.edu/etd/>.

Military-Connected Student Services

GI Bill® Certification

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

Veteran Certification

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

General Procedures and Regulations: Policy on Military Leave

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

Veterans Affairs Education Programs

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

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

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

TECHNOLOGICAL SUPPORT

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

Library Distance Learning Services

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

24/7 Support

1-800-500-1554*

1-517-355-2345

reachout@msu.edu

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

MSU IT Tech Support /Help Desk

<https://tech.msu.edu/support/>

(517) 432-6200

toll free (844) 678-6200

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

D2L Help

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

Local: (517) 432-6200

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

University Resources

Academic Calendar

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

Academic Programs

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

Anti-Discrimination Policy (ADP)

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

Career Services Network

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

College of Social Science

<http://socialscience.msu.edu>

Council of Graduate Students

<http://cogs.msu.edu>

Counseling and Psychiatric Services (CAPS)

<https://caps.msu.edu>

Department of Police and Public Safety

www.dpps.msu.edu

Gender and Sexuality Campus Center

[Gender and Sexuality Campus Center](#)

Graduate School

<http://grad.msu.edu>

Graduate School Office of Well-Being

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

Graduate Students Rights and Responsibilities (GSRR)

<https://spartanexperiences.msu.edu/about/handbook/graduate-student-rights-responsibilities/index.html>

Integrity of Scholarship and Grades

<https://reg.msu.edu/academicprograms/Print.aspx?Section=534>

MSU Guidelines for Graduate Student Mentoring and Advising

<https://grad.msu.edu/msu-guidelines-graduate-student-mentoring-advising>

MSU Libraries

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

MSU Religious Observation

[Religious Observance Policy](#)

MSU Writing Center

[Writing Center](#)

Office of the Controller

www.ctrlr.msu.edu

Office of Financial Aid

www.finaid.msu.edu

Office for International Students and Scholars

www.oiss.msu.edu

Office of the Ombudsperson

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

Policy on Relationship Violence and Sexual Misconduct

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

Registrar's Office

www.reg.msu.edu

Resource Center for Persons with Disabilities

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

School of Criminal Justice Directory

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

Spartan Life

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

Student Parent Resource Center

[Student Parent Resource Center](#)

Women's Student Services
[Women's Student Services](#)