

Master of Criminal Justice Online Graduate Education Program



Student Handbook

**Department of Criminal Justice
College of Education & Human Services**

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Welcome

Master of Science in Criminal Justice Online Graduate Education Program

Welcome to the Shippensburg University Department of Criminal Justice. The Department is one of seven units that make up the College of Education and Human Services and offers both undergraduate and graduate degrees in criminal justice. The Department, created in 1974 under the direction of Roosevelt E. Shepherd, has a longstanding history of being a premiere program in the State System of Higher Education, as well as the Commonwealth of Pennsylvania.

We have an active and exciting Criminal Justice program. Our faculty members have degrees from some of the best institutions of higher education in the United States and are all actively involved in research and service that address critical issues in criminal justice and public safety. In the Department of Criminal Justice, we pride ourselves in our dedication to student success by offering a high-quality education to all of our students.

Our Criminal Justice faculty members are student-centered and heavily engaged with students on a wide spectrum of activities, ranging from scholarly research to internship supervision, and career placement. We encourage our students to take advantage of the many learning opportunities available to them, whether in the classroom or in the community. At the end of the day, the question is: have you put yourself in a position to be competitive in the work force? We are constantly examining market forces to gauge the relevance of our curriculum to position our students for success. Thus, we are deeply committed to preparing students for employment in the field or advanced study by offering courses that provide a balance of theory, policy, research, and analysis with an applied perspective. The methodological and theoretical elements of our program are highly suitable as preparation for entering advanced graduate studies and other professional programs.

The Department is dedicated to helping you become the best Criminal Justice professional. To help ensure your academic success, we have compiled this handbook which contains relevant information and outlines the program policies. Also included is supplemental information about the College, University, and the many opportunities that await our students.

Shippensburg University and the Department of Criminal Justice is a fabulous place for your great future to start. On behalf of the faculty, we extend you a heartfelt welcome!

Department of Criminal Justice Faculty and Staff

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Areas of Interest: Courts and sentencing; criminological theory; juvenile justice; inequality and punishment; issues in race, ethnicity, immigration, and justice.

Matthew D. Fetzer, Ph.D. (University at Albany). *Professor, Department Chair*. Contact: SPH 309; 717-477-1630; mdfetzer@ship.edu

Areas of Interest: Research methods; statistics and quantitative methods; juvenile delinquency; homicide; hate crime; domestic violence.

Arelys Madero, Ph.D. (University of Cincinnati). *Associate Professor, MCRJ Program Coordinator*. Contact: SPH 305; 717-477-1773; anmadero@ship.edu

Areas of Interest: Victimology; crime prevention; communities and crime.

Melissa L. Ricketts, Ph.D. (Indiana University of Pennsylvania). *Professor*. Contact: SPH 311; 717-477-1550; mlricketts@ship.edu

Areas of Interest: Victimology; criminological theory; advanced quantitative methods; fear of crime; school violence; cybercrime; prescription drug abuse.

Carlos Rojas, Ph.D. (University of Cincinnati). *Associate Professor*. Contact: SPH 317; 717-477-1770; cerojas@ship.edu

Areas of Interest: Immigration and crime; cultural deviance; social organization theory; environmental criminology.

College of Education and Human Services Staff

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Mission of the Department of Criminal Justice

The Department of Criminal Justice in the College of Education and Human Services at Shippensburg University of Pennsylvania adheres to the mission of the College and the University. The mission of the Department is to provide current and future Criminal Justice professionals with the background and skills that will enable them to think critically about the problems of crime and justice and to be effective decision makers in the Criminal Justice arena. The faculty strives to educate students to be critical thinkers who can communicate their thoughts effectively in oral and written form, as well as to instill a comprehensive knowledge of the field. These objectives are achieved through a balanced approach in which both theoretical and practical issues of application are addressed. The curriculum is guided by the following assessment objectives which are evaluated on a yearly basis.

OBJECTIVE 1: Comprehensive Knowledge of Criminal Justice – Students will understand more readily the operations of the criminal justice system and the many issues (both theoretical and practical) that confront the administration of justice in a democratic society.

OBJECTIVE 2: Critical Analysis – Students will understand more readily how to interpret, analyze, and evaluate issues of importance in the field of criminal justice.

OBJECTIVE 3: Communication – Students will be able more readily to express their knowledge and critical analysis ability through both written work and oral presentation.

OBJECTIVE 4: Exposure to Human and Cultural Diversity – Faculty will expose students to the issues of diversity in the criminal justice system and provide opportunities for students to participate in experiences that promote diversity.

OBJECTIVE 5: Exposure to Ethical Problem Solving – Faculty will expose students to the nature of ethics in general and the role of normative ethics in the criminal justice system and provide opportunities for students to participate in criminal justice-related situations (hypothetical or actual) that deal with ethical issues.

OBJECTIVE 6: Exposure to Technology – Faculty will expose students to the use of technology in the field of criminal justice in general and provide opportunities for students to participate in criminal justice related situations that deal with technological issues.

Department Goals

As the systems designed to deliver criminal justice services are continually asked to function effectively in an increasingly complex society, the need for capable criminal justice professionals becomes more pressing. Therefore, the Department of Criminal Justice has developed specific goals for its graduate program:

1. To provide students with the background and skills that will enable them to think critically about the major issues associated with crime and justice.
2. To provide students with the background and skills that will enable them to be effective decision-makers in criminal justice and related agencies.

3. To provide students with the knowledge and skills to engage in independent, critical examination of crime control and crime prevention policy.

Department Objectives

The specific objectives to be achieved in meeting these goals include:

1. Developing an academic environment that will be intellectually challenging and stimulating to both students and faculty.
2. Fostering a commitment to pursuing the activities of education, scholarship, and public service in a manner that is consistent with the intellectual traditions of social science inquiry.
3. Providing an intellectual environment that values human diversity and encourages independent and critical thought.
4. Providing an intellectual environment that encourages teaching and scholarship from diverse theoretical paradigms and research methodologies.
5. Providing courses that will provide the knowledge and skills fundamental to criminal justice professionalism.
6. Providing a sound foundation for the pursuit of advanced degrees in criminal justice.
7. Providing the opportunity for students who are currently criminal justice professionals to extend their knowledge and skills in their area of specialization.
8. Developing professional leadership skills in the criminal justice field.
9. Introducing students to the research techniques that will enable them to undertake independent research in their areas of specialization and effectively interpret and make use of the research conducted by other professionals.
10. Providing an understanding of the connection between public policy formulation and criminal justice system behavior.
11. Providing individuals and agencies within the University's service area with needed programs and consultant services appropriate to the resources of the department.

Commitment to Ethical Practice

The professions of Counseling & College Student Personnel, Criminal Justice, Educational Leadership and Special Education, Teacher Education, Exercise Science, and Social Work and Gerontology comprise the College of Education and Human Services (COEHS). The COEHS is charged with upholding a learning environment in which faculty, administration, staff, and students work together to develop a lifetime commitment to being of service to others. Together, we define who we are and who we aspire to become as members of the COEHS community.

Each of the professions represented in the College are guided by ethical codes of professional practice enforced through the prescribed channels of its profession. We acknowledge and respect the individual codes and standards of ethical conduct that are prescribed by the disciplines of the College. From these codes, our College has created a unifying ideal that consists of seven ethical statements of principle. These statements reflect the fundamental belief that intra-professional collaboration provides a more comprehensive service system to children, families, clients, students, and institutions than individual disciplines acting in isolation. The administration and faculty of the COEHS believe that it is important to actively uphold the following standards of ethical conduct throughout their careers:

- Honoring, and dignifying ourselves and others;
- Valuing differences among and between us;
- Advocating for and acting to attain social justice;
- Using discretion vested in the privileges of our positions appropriately;
- Performing our jobs at the highest standard;
- Upholding the trust of those with whom we work; and,
- Respecting the work of other professionals.

Individually, in order that others may know who I am, what I believe, and know of my works, I, with all others here, will be accountable for the privileges and responsibilities that accompany my membership in the COEHS.

Criminal Justice Honor Code

Shippensburg University is devoted to maintaining the highest level of professionalism in the service fields, including criminal justice. To achieve our goal of strict ethical compliance, the standards of conduct established by Shippensburg University and articulated in the Swatane Student Handbook (<https://ship.campusgroups.com/sga/swatane-student-handbook/>) as well as this Honor Code and the graduate handbook, shall be applicable to all graduate Criminal Justice students at Shippensburg University. This includes online programs.

Any violation of this Honor Code as defined below may result in a disciplinary violation noted in the student's academic record and may include a determination whether the student is fit to continue in the program. Any violation of the Swatane Honor Code shall be construed to be a violation of the Criminal Justice Honor Code. Any violation of this Honor Code may also be discussed with any present or future employer who seeks a reference or recommendation from the Criminal Justice Department. The Department faculty retain the right to adjudicate and determine the appropriate sanction for violations of this Honor Code. A violation of this Honor Code in no way supersedes any disciplinary action initiated by the Shippensburg University Judicial Board. Criminal Justice students are prohibited from engaging in acts of moral turpitude and in engaging in the following conduct:

Academic dishonesty: A description of academic dishonesty can be found in Appendix A of this handbook as well as in the [Graduate Student Catalog](https://www.ship.edu/dean_of_students/student_conduct/academic_policies/) and https://www.ship.edu/dean_of_students/student_conduct/academic_policies/.

Lying: Making any false statement intentionally meant to deceive or defraud another in connection with any activity under the purview of the Criminal Justice Department.

Admission to the Program

The Master of Science in Criminal Justice (MCRJ) is a 100% online degree program, designed to meet the needs of both traditional graduate students and working professionals whose career demands prevent them from attending face-to-face classes. The program curriculum includes 33 credit hours of courses, taught during 8-week terms, focusing on the theoretical and practical applications of criminal justice research and policy. Full-time students can earn their degree in one year, while part-time students can do so in two years. This makes the program ideal for those individuals who want to work towards leadership and/or management positions within criminal justice and other related human service fields.

Application Requirements

- A bachelor's degree in criminal justice, administration of justice, or related social science field from a regionally accredited college or university.
- Minimum grade point average of a 2.75 on a 4.0 scale. Applicants who do not meet the minimum undergraduate GPA will be required to take the Graduate Record Examination (GRE) and provide a sufficient score before they are eligible for admission. They may also take the Millers Analogies Test (MAT) and provide a sufficient score.*
- In 500 words or less, provide a *Statement of Interest* indicating your reasons for pursuing the program, your professional goals, and how the degree will help fulfill them.
- Students are invited to provide a resume (optional).

The Department recommends the GRE as it reflects a testing format that is similar to the SAT. The GRE assesses student strengths in verbal, quantitative, and analytical areas, whereas the MAT only assesses student strengths in the area of verbal reasoning. Given the fact that the program requires strong verbal, quantitative, and analytical skills, the GRE provides for a better assessment of a student's potential for success. Both the GRE and MAT require academic preparation. Upon request, assistance with GRE/MAT preparation may be available from the University. Additional information can be found at the following web links:

GRE

https://www.ets.org/gre?WT.ac=grehome_grehome_a_121017

MAT

<https://www.pearsonassessments.com/store/usassessments/en/Store/Professional-Assessments/Career-Planning/Miller-Analogies-Test/p/100002027.html>

*** The standard for successfully passing the GRE or MAT is at or above the 50th percentile.**

All applicants to the School of Graduate Studies will either be “Admitted” or “Denied.” If, pursuant to a review of the admitted applicant's undergraduate credentials, an Academic Department notes academic prerequisites requiring supplemental coursework, the required foundational background courses will be noted by the Registrar's Office. Pursuant to Department policy, foundational courses may, or may not, be taken simultaneously with courses required to obtain the graduate degree. Graduate degrees will be awarded only upon completion of the courses required to satisfy the foundational requirements. The required foundational courses are in addition to the graduate courses required to complete the degree.

Student Planning Guidance

Purpose of the Student Handbook and Academic Advising

This guide has been prepared to assist students in planning their curriculum leading to the Master's of Science degree in Criminal Justice. Students, in consultation with their academic advisor and the MCRJ Program Coordinator, are responsible for registering for courses, and satisfying all degree requirements. The Department of Criminal Justice's MCRJ Program Coordinator currently serves as the academic advisor for all MCRJ students. The academic advisor is assigned to each student upon admission; please consult with your advisor for information that may help you make decisions about which specific courses to schedule.

Scheduling/Registering for Courses

All scheduling and schedule adjustments are completed online.* Prior to scheduling, each student should consult with his/her advisor to review which courses to schedule. It is a student's responsibility to consult with their advisor. Information on how to schedule graduate courses is available online at http://www.ship.edu/Registrar/Graduate_Scheduling_Information/. Students will schedule courses via the MyShip portal (<https://my.ship.edu>) using the same username and password for their Ship email account. Students are responsible for registering for courses before the specified deadline as well as ensuring that all tuition and fees are paid. Registration deadlines are available through the Registrar's Office and information on tuition and fees can be found at Student Accounts (http://www.ship.edu/student_accounts/).

Summer courses are offered in the standard online format but run for six (6) weeks, rather than the eight (8) week format during the regular fall/spring terms. Scheduling summer courses is also accomplished online through the MyShip portal.

Note: The MyShip portal has summer courses listed under the following terms: Summer A and Summer B. MCRJ courses will be found under both terms.

Student Email Account

Every registered Shippensburg University student is assigned a campus email account with instructions on how to activate the account. Before sending or receiving messages, you must first activate the account. Email is primary means of electronic communication with the University, faculty, and your advisor. You should check your email daily to ensure that you do not miss important announcements regarding your classes. Information regarding activation and use of email accounts can be found at https://www.ship.edu/technology/e-mail_services/.

*Link to Registration Information: https://www.ship.edu/registrar/graduate_scheduling_information/

Course Grading

Your quality point average or QPA is determined by assigning numerical values to the letter marks and weighing them according to the number of class hours. The values assigned to the letters are:

Regular Letter Grades*

A	4.0	quality points
A-	3.7	quality points
B+	3.3	quality points
B	3.0	quality points
B-	2.7	quality points
C	2.0	quality points
F	0.0	quality points

*Individual faculty members may choose to use single letter grades and not award plus/minus grades.

Special Grades

I	Incomplete
Q	Deferred Grade
P	Passed
TR	Transfer Credit
N	Audit (no credit)
W	Withdrawal

Temporary Grades (Q and I)

The grades 'Q' and 'I' are temporary grades, which mean you have not completed all the requirements for a particular course. Apply to your college dean if you are unable to complete the requirements of all your courses.

With prior approval of the appropriate dean, the grade of Q (deferred grade) may be awarded for courses such as research, dissertation, thesis, and internship, which are designed to extend over more than one grade period. If you receive a Q grade in a course, you should work closely with the instructor to plan a schedule in order to complete the work within a specified time period (maximum of three years) or the grade will convert to an F.

The grade of I (incomplete) should only be requested if you have successfully completed a majority of the work for the course and due to overwhelming and unavoidable circumstances that are beyond your control (e.g., serious illness, death in the family), you are unable to complete all the requirements of the course. Being awarded an I is a privilege not a right of the student and the decision to grant an incomplete grade rests solely with the course instructor. When permission is granted by a faculty member, the approval signature affirms that the remaining assignments/requirements will be communicated to the student.

Stipulations regarding incomplete grades:

- Students should rarely request an incomplete grade.
- You must be passing the course and be able to complete the remaining course

assignments without attending additional classes or needing additional instruction from the faculty member. Incomplete grades are typically awarded near the end of the semester when only a small amount of graded materials is required of the student

- If you do not complete the work for a course in which you received a grade of I by the last day of classes (before final exam week) of the next full semester, you will receive a grade of F for that course.
- If the student is failing a course, an I cannot be awarded in place of the failing grade.

Incompletes can be extremely problematic:

- You cannot graduate from the university with a temporary grade on your record.
- An incomplete grade does not prevent academic action for dismissal.
- Incomplete grades affect the number of credits earned in the short term and may have an impact on financial aid eligibility, athletic eligibility, or visa status for international students.

Shippensburg University Academic Standards

Minimum Academic Standards

As a graduate student at Shippensburg University, you are expected to maintain satisfactory academic standing, which requires a cumulative QPA of a 3.0 (B) or better each semester. If your cumulative QPA drops below 3.0, you will be placed on academic probation, and if your cumulative QPA drops below a 2.0, you will be dismissed from the degree or professional certification program. Students on academic probation must raise their cumulative QPA to 3.0 by the end of the next semester in which they register (Spring term semester = January-May; Full summer term = Summer term A and B; Fall term semester = August-January) or they will be dismissed from the degree or professional certification program. If a student must take undergraduate prerequisites while pursuing a graduate degree or professional certification, the specific department academic standards for minimum QPA applies. In all cases where graduate or certification programs answer to and must meet accreditation standards, the departments administering these programs impose and enforce the minimum academic requirements.

Notice and Appeal

If you are academically dismissed you will be notified in writing by the Registrar's Office. You may appeal your dismissal by the date indicated in the dismissal letter by writing a letter to the Chair or Program Director of the department from which you were academically dismissed. Only upon the approval of the department Chair or Program Director will an appeal be granted.

Readmission

If you are dismissed for academic reasons, you may not apply for readmission to the university for one academic term (excluding summer and winter sessions) following your dismissal. Dismissed students may, however, take classes as a non-degree student in any department other than the one from which you were dismissed. Should a previously dismissed student take classes as a non-degree student and then successfully apply for re-admission, the decision to count for credit courses taken as a non-degree student lies in the sole discretion of the admitting department. To apply for readmission to a degree-granting graduate program, you must submit the appropriate application form to the Admission's Office with the regular application fee.

Readmission is never guaranteed following academic dismissal and such application should present evidence you can perform academically at the level needed to obtain a graduate degree or professional certificate.

Any graduate student who fails to enroll in any courses at Shippensburg University for 24 continuous months will be placed on inactive status and must submit the appropriate application form to the Admission's Office with the regular application fee.

Repeating Graduate Courses

Students may repeat any course taken previously, regardless of letter grade. Permission from the academic department must be obtained before a course may be repeated. Graduate students are limited to a total of two repeats where the most recent grade of the course will be used in the QPA calculation, regardless of whether that grade is higher or lower. A single course repeat for grade improvement is limited to one time. The academic transcript is a permanent record. The

course and grade for each instance that a course is taken is noted on the academic transcript regardless of whether the grade is included in the QPA calculation. If you repeat a course, only the most recent grade will be used in calculating your cumulative QPA. If you repeat a passed course and fail, you will lose both the quality points and the credits you had previously earned. After the second repeat instance, any additional course repeats will include both the previous and new grade in the QPA calculation. A C or F grade earned at Shippensburg University may not be made up at another institution of higher learning for the same course. Independent study or individualized instruction may not be used to repeat a course.

Transfer Credit

In order to meet the needs of individual students who are not transfer students, specialized work at other institutions may be recommended to a maximum of nine credit hours. If you are admitted to Shippensburg's graduate program and wish to take graduate courses elsewhere for transfer credit after starting your program, you must receive prior approval from your advisor and from the Dean of the Graduate School in order to insure transfer credit can be granted. A maximum of nine semester hour credits of graduate work earned at another institution will be accepted provided the courses are appropriate for your program at Shippensburg University, and the credits are received on an official transcript with grades of B or higher. Credits transferred to a Shippensburg University graduate degree program from other institutions must not have been applied to a previously earned bachelor's degree.

Grades earned in courses transferred from other colleges and universities are not included in determining your quality point average in the graduate program at Shippensburg.

Credit earned more than five years prior to the date you begin your graduate program at Shippensburg University does not qualify for transfer credit.

Attendance Policy*

Students are expected to participate fully in their scheduled classes, even when these classes are held online. If a student is unable to participate, even partially, in a scheduled class, the student must notify the faculty member in advance. Acceptance of an absence is at the discretion of the faculty member (with the exception of religious observations). Furthermore, the Department of Criminal Justice stipulates that if a student misses more than 20% of his or her workload for a course for reasons other than extenuating and unforeseeable circumstances, then the faculty member may fail the student or the student should withdraw from that course (prior to University deadlines). In addition to notification of the faculty, should a student experience extenuating and unforeseeable circumstances preventing that student from participating in more than one week of class, it is the student's responsibility to notify the MCRJ Graduate Program Coordinator.

***Online courses may include synchronous and asynchronous elements; faculty members have the discretion/academic freedom to impose an "online" attendance policy that differs from the one stipulated above, so students should consult the syllabus for each course that they register for and abide by that attendance policy.**

Dispute Resolution for Academic Matters

In the case that a student has a dispute in regard to academic matters, the student should follow the appropriate authoritative chain in seeking a resolution. The student should first approach his/her faculty member for the course of instruction.* The MCRJ Graduate Coordinator for the Department of Criminal Justice is next, followed by the Department Chair, the Associate Dean for the College of Education and Human Services, and then the Dean for the College of Education and Human Services. Students may also consult with the School of Graduate Studies for guidance.

***Note: Prior to approaching the instructor, the student should first consult the syllabus for the course of instruction and this student handbook.**

Time Limit

All coursework and research for graduate degree programs must be completed within a seven-year period beginning the semester you matriculate in the degree program. Extensions must be requested through your department chair and approved by your college dean and the Director of The Graduate School. The request is to contain an analysis of the previous coursework and how it applies to the current program taking into account if the content of the course has changed significantly and needs to be made up, a list of the coursework yet to be completed, and a deadline for the completion of the degree. If completion of the program includes a project, thesis, or dissertation, milestones with dates for reaching them should be included. This policy does not apply to students who have been dismissed from their program and have been re-admitted after separation from the university. The policy regarding transfer credits applies in these circumstances.

Degree Plan

Program Curriculum (33 credit hours)

Required Courses (18 Credits)
CRJ 501: Legal Trends and Issues
CRJ 520: Leadership in Criminal Justice
CRJ 560: Advanced Criminological Theory
CRJ 590: Seminar in Policy Analysis
CRJ 600: Advanced Research Methods
CRJ 610: Quantitative Analysis
Elective Courses (12 Credits)
CRJ 571: Contemporary Issues in Corrections
CRJ 572: Advanced Studies in Policing
CRJ 573: Seminar in Victimology
CRJ 574: Seminar in Social Justice
CRJ 575: Mental Illness & the Administration of Justice
CRJ 576: Anatomy of Violence
CRJ 577: Intimate Partner Violence
CRJ 580: Seminar in Juvenile Justice & Delinquency
CRJ 591: Selected Topics
CRJ 592: Selected Topics
CRJ 593: Independent Study
CRJ 617: Internship I
Capstone Experience Course (3 Credits)
CRJ 595: Practicum I

Degree Completion in 1 Year (Full-Time Students)

Fall A	Fall B	Winter	Spring A	Spring B	Summer A	Summer B
CRJ501	CRJ560		CRJ600	CRJ610	CRJ595	Elective
CRJ520	Elective		Elective	CRJ590		Elective

Degree Completion in 2 Years (Part-Time Students)

Fall 1A	Fall 1B	Winter 1	Spring 1A	Spring 1B	Summer1A	Summer1B
CRJ501	CRJ560		CRJ600	CRJ610		Elective
Fall 2A	Fall 2B	Winter 2	Spring 2A	Spring 2B	Summer2A	Summer2B
CRJ520	Elective		Elective	CRJ590	CRJ595	Elective

***Note:** Alterations to this rotation of courses may be made by the Department of Criminal Justice. Notification of changes will come from the MCRJ Graduate Coordinator and/or the Criminal Justice Department Chair. Students will be informed of the topic/title of the available Criminal Justice Electives when it is time to schedule said courses. Also, when registering for classes, some pre-requisites may apply; if you experience any difficulty in scheduling courses, please contact the MCRJ Graduate Coordinator or the Criminal Justice Department Secretary for assistance. Students are encouraged to fill in the Course Planning Sheet provided in Appendix C, to identify course needs and plan course scheduling accordingly.

Capstone Experience Course

The CRJ 595: Practicum I course is a culminating experience and is taken at the end of the student's MCRJ coursework. It requires students to demonstrate their ability to successfully review/analyze issues in criminal justice utilizing the principles and concepts as presented in the core and elective courses of the MCRJ curriculum. The format is a professional paper which again, represents a capstone experience for the Criminal Justice Master's degree program. Each student will be assigned a practicum advisor for extensive guidance through the development of the thesis-style report. This paper, produced in a time-sensitive, fast-paced manner, will identify and discuss a current issue in the field of criminal justice, thoroughly review and critically analyze the extant body of research in regard to the issue, cultivate possible solutions and explain implications, and synthesize a thorough summary of the topic. Further details will be provided in the respective course syllabus.

Interdisciplinary Courses (3-9 Credits)

With Department of Criminal Justice approval and providing the student meets the requirements of the department offering the course, courses numbered 500 and above can be taken from one or more of the following: Counseling, Educational Leadership and Policy, Geography/Earth Science, History, Political Science, Psychology, and Special Education. These may be substituted for Criminal Justice Electives up to a maximum of nine (9) credits.

Research Involving Human Subjects

If relevant, one of the major pre-requisite components of coursework research may be obtaining Institutional Review Board (IRB) clearance to conduct research involving human subjects. Information on human subject research and the Committee on Research with Human Subjects (commonly referred to as the Institutional Review Board or IRB) are available at <http://www.ship.edu/research/>. The Committee on Research with Human Subjects protects the rights, welfare, and well-being of subjects involved in research conducted or supported by the students and faculty of Shippensburg University and helps ensure that such research is carried out in accordance with the regulations described at 45 CFR part 46.

Shippensburg University has a formal agreement with the Office for Human Research Protections (OHRP) to comply with the regulations pertaining to human subject protections.

All research involving human subjects and participants must be approved by The Committee. All students (undergraduate and graduate) conducting research on human subjects while enrolled at Shippensburg University must comply with the University's policy on human subjects research.

University Policy on Research Involving Human Subjects/Participants*

Pursuant to action taken by the Council of Trustees, all members of the Shippensburg University faculty, staff, and student body (whether full or part-time) who are conducting research, development, or related activities with human beings as subjects[1], must comply with procedures published by the Office of Research Integrity, Office of the Secretary of Health and Human Services. The completion and filing of the form, Application to Use Human Subjects in Research is required. This form must be completed for each project before any research is conducted (e.g., data is collected) and before support for this research is solicited from any source.

For projects running longer than twelve months, continuing review is required on or before the anniversary date of the initial request. The form indicated above should be used for this continuing review and request for approval.

The person filing an application must be the principal investigator. All applications will be referred to the chairperson of the Committee on Research on Human Subjects. This committee is appointed by the president of the university and meets the criteria for membership established at 45 CFR Part 46.107. If the application satisfies the criteria for expedited review as established at 45 CFR Part 46.110, the chairperson or his/her representative board member will conduct the review. The full committee will consider those applications that do not meet the criteria for expedited review. The criteria to be used by the full committee for review of applications are established at 45 CFR Part 46.111. These criteria are:

1. Risks are minimized.
2. Risks to subjects are reasonable in relation to anticipated benefits to subjects and the importance of the knowledge that may reasonably be expected to result.
3. The selection of subjects is equitable.

4. Informed consent will be sought from each prospective subject or the subject's legally authorized representative.
5. Informed consent will be appropriately documented.
6. Provision is made for monitoring the data collected to insure the safety of the subjects.
7. Adequate provisions are made to protect the privacy of subjects and to maintain the confidentiality of data.
8. Where subjects are likely to be vulnerable to coercion or undue influence, appropriate additional safeguards are included to protect the rights and welfare of these subjects.

***Source:** Shippensburg University's Committee on Research with Human Subjects, available at <http://www.ship.edu/Research/Policy/>.

Graduation

Requirements for Graduation

All MCRJ students must satisfy the following University requirements for graduation:

- The completion of 33 credit hours in the designated curriculum (course descriptions can be found in the Shippensburg University graduate catalog and the appendix of this handbook).
- A cumulative QPA of ***at least*** 3.0 for the total program coursework.

Applying for Graduation

Students are responsible for submitting their application for graduation to the Registrar's Office in a timely manner. Full-time students should apply for graduation during the first fall semester of their coursework. Part-time students should apply for graduation during the second fall semester. Students are to select the Summer term for graduation – which is when they intend to finish all their required course work. The application process for graduation is conducted online through MyShip (Under the **Student** tab, **Graduation Tools**, then **Apply to Graduate**). An application fee is required to apply for graduation. In addition, students must print out and sign the **Graduation Application Signature Page** after making payment, and return the completed form to the Registrar's Office. The signature page, instructions for graduation and additional information are available online through the [Registrar's Office](#).

Note to all students: If you do not finish your coursework within six weeks of the end of the term that you selected for your graduation date, you must re-apply for graduation. This should be done **AFTER** all required coursework is completed – the MCRJ Program Coordinator or Faculty Advisor will advise you of when to reapply (you do not need to reapply every term). You will **not** be required to pay the application fee again, as the fee is paid only once.

Summer graduates must plan to attend the May graduation ceremony preceding the awarding of their diplomas; there is no graduate graduation ceremony in August.

Commencement Participation

The Department of Criminal Justice faculty and staff strongly encourages all graduates to take advantage of the graduate commencement ceremony – for many of you this will be your first trip to campus during your graduate program. This will give you an opportunity to meet many of your faculty members and fellow classmates in person and most importantly, you deserve to be recognized! Commencement announcements will be sent out during the spring term.

Academic and Wellbeing Support to Students

Career Center: The Career Center staff is excited to provide support to graduate students. Career resources and services include resume and interview preparation, graduate school application assistance, job recruitment portal, internship support, among others. The center offers support for alumni up to one year after graduation. The center is located in CUB 108. For more information, call 717-477-1484, email career@ship.edu, or visit the website at www.ship.edu/career.

Counseling Services: The Counseling Center is accredited by the International Association of Counseling Services, Inc. The center provides individual, couples and group counseling, crisis intervention, psychiatric services, and prevention services for graduate students. Located on the ground floor of Naugle Hall, operating weekdays 8:30 a.m. – 5:00 p.m. More information can be obtained by calling 717-477-1481 or visiting https://www.ship.edu/counseling_center/.

The Learning Center: The Learning Center is an academic resource center available to the Shippensburg University community. The Center is located in the lower level of Lehman Library and provides tutoring, study skills and writing assistance. Students can request to work with a learning specialist. More information about the learning center is available by calling 717-477-1420, by email at learning@ship.edu or on the website at <http://learning.ship.edu/home>.

Multicultural Student Affairs: Multicultural Student Affairs, located in Gilbert Hall 100, is a student-centered office that assists groups such as the African-American Organization, Minority Affairs, the Latino Student Organization, Cultural Differences Committee, and others with program development and implementation. The office serves as a liaison in areas such as financial aid, residence life, career development, and academic departments. The office can be reached at <http://www.ship.edu/msa/> or 717-477-1616.

Pride & Gender Equity Center (PAGE): PAGE offers an an inclusive and equitable environment for all university community members, including LGBTQ+ students, trans/cis women, trans/cis men, & nonbinary students. The center offers many services for the student community including confidential counseling for experiences of sexual/gender violence; trainings, including Safe Zone Trainings and Healthy Relationships Workshops; resources, referrals; all gender restrooms; and a lactation space with fridge for breast milk storage. Located in CUB 232/open Monday-Friday from 8-4PM. Call 717-477-1291 or visit: <https://www.ship.edu/life/resources/page/>

Office of Equity, Inclusion, and Compliance: This office assists the university in ensuring equal opportunity and access to educational, employment and contract opportunities for all persons including students, faculty, staff and administrators. The university will make every effort to provide these opportunities to all persons regardless of race, religion, sex, national origin, ancestry, age, sexual orientation, gender identity, gender expression, marital status, disability, or veteran status. For more information, visit Old Main 200, call 717-477-1161, email socialequity@ship.edu, or visit us at <https://www.ship.edu/eic/>

The Office of Accessibility Resources (OAR): Shippensburg University is committed to serving all students, including students with disabilities. The OAR coordinates accommodations for students with documented disabilities in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act of 2008. The OAR works with other departments and university students to lay the foundation of equal educational access to otherwise qualified individuals. Additionally, the office works in conjunction with the Human Resources Office to provide accommodations to university faculty and staff with documented disabilities. The OAR is open 8:00am - 4:30pm, Monday - Friday. For more information, call 717-477-1364 or contact oar@ship.edu. Visit us at <https://www.ship.edu/about/offices/oar/>

Important Documents and University Office Information

<https://ship.campusgroups.com/sga/swataney-student-handbook/> -- the student handbook

<http://www.ship.edu/catalog/> -- for the university graduate catalog containing university policies

<https://www.ship.edu/academics/colleges/graduate/> -- for the Graduate School

<http://www.ship.edu/microlabs/> -- for a list of computer labs, including those open 24 hours

<https://www.bkstr.com/shippensburgstore/home/en> -- for the University Bookstore

University Offices

Office of Financial Aid	OM 101	477-1131	finaid@ship.edu
Ezra Lehman Library	ELML	477-1461	librarian@ship.edu
Office of Student Accounts	OM 100	477-1211	studentaccts@ship.edu
Office of the Registrar	OM 111	477-1381	registr@ship.edu

Important Phone Numbers

To call these offices from a campus phone, dial the 4-digit extension listed below. To dial these numbers from off campus, use (717) 477- then the number.

Student Accounts (bills, payment) 1211

Financial Aid (loans, grants, work-study) 1131

Registrar's Office (scheduling, transcripts) 1381

Dean, College of Education and Human Services 1141

University Store 1600

University Police (parking decals, IDs) 1444

Hot Line (for University closings) 1200

Appendices

Appendix A: Academic Dishonesty Policy

Per the Shippensburg University School of Graduate Studies current Graduate Catalog:
https://www.ship.edu/catalog/graduate_catalog/

Academic Dishonesty

It is the policy of Shippensburg University to expect academic honesty. Students who commit breaches of academic honesty will be subject to the various sanctions outlined in this section. This policy applies to all students enrolled at Shippensburg during and after their time of enrollment.

Definition

As used in this policy, the term academic dishonesty means deceit or misrepresentation in attempting (successfully or unsuccessfully) to influence the grading process or to obtain academic credit by a means not authorized by the course instructor or university policy. A breach of academic honesty is committed by students who give, as well as receive, unauthorized assistance in course and laboratory work and/or who purposefully evade, or assist other students in evading, the university's policy against academic dishonesty.

Academic dishonesty includes but is not limited to:

- Bribing, or attempting to bribe, faculty or staff personnel in order to attain an unfair academic advantage.
- Possessing course examination materials prior to administration of the examination by the instructor without the instructor's consent.
- Using unauthorized materials or devices such as crib notes during an examination.
- Providing and/or receiving unauthorized assistance during an examination.\
- Using a substitute to take an examination or course.
- Misusing transcripts, records, or identification, such as forgery or alteration of transcripts.
- Allowing others to conduct research for you or prepare your work without advance authorization from the instructor, including, but not limited to, the services of commercial term paper companies.
- Plagiarism, as the term is defined in the section *Plagiarism*.
- Intentionally and without authorization falsifying or inventing any information or citation in an academic exercise, such as making up data in an experiment or observation.

The preceding list is only for purposes of illustration. Other forms of inappropriate conduct may also be subject to charges of academic dishonesty.

Resolution of Charges

When an instance of academic dishonesty is alleged, the issue should be resolved on an informal basis between the student and faculty member. If an informal resolution cannot be achieved, a formal process of deciding culpability and assessing sanctions will be

followed. If the student has committed a previous violation, the formal process must be followed.

Informal Resolution

A faculty member who obtains information that a student has been dishonest should act promptly to resolve the issue. The faculty member should first contact the Dean of Students to determine if this is the first violation for the student. If the suspected incident is not the first, the offense must be handled through the formal resolution process.

For a first violation, the faculty member may attempt to resolve the issue informally with the maximum penalty to be a grade of F in the course. If the faculty member feels the offense warrants a more severe penalty, the matter must be resolved through the formal process.

For the matter to be resolved informally, the faculty member must meet with the student and present any evidence of a violation. The student will be given an opportunity to provide an explanation after hearing the evidence. If the faculty member determines a violation has occurred, he/she will complete the Settlement of a Charge of Academic Dishonesty form. This form will include the penalty that the faculty member will apply.

The form is then given to the student, who has 72 hours to seek advice and decide whether to sign. If the student agrees to accept the penalty, he/she must sign in the presence of the faculty member. The faculty member will then implement the accepted penalty and forward the settlement form to the Dean of Students. The form will be kept on records for five years and may be used if the student is accused of another academic dishonesty offense or any other violation of the Student Code of Conduct. The information will only be used for internal purposes and will not be disclosed outside the university.

If the student refuses to sign, the faculty member may pursue the matter through the formal resolution process.

Formal Resolution

An allegation of academic dishonesty must be resolved through a formal process if the student disputes the charges or does not accept the penalty proposed by the faculty member. The formal process must also be followed if the incident is not the student's first violation.

In the formal process, an allegation of academic dishonesty will be treated as a violation of the Student Code of Conduct. The charges will be resolved through the Judicial Process administered by the Dean of Students. The Dean of Students and an academic administrator designated by the Provost will consult to determine if sufficient information is present to warrant further action.

If there is sufficient information to proceed with the complaint, the steps outlined in the "Student Code of Conduct and Judicial Process" section of the student handbook *Swataney* will be followed. Academic dishonesty cases must be heard by the university

judicial hearing board; the judicial officer option is not available for these cases. Appeals of academic dishonesty decisions will be handled by the Vice President for Student Affairs and the Provost.

Penalties

The Student Code of Conduct contains a list of sanctions, which may be imposed for violations. In addition to those in the Code of Conduct, the following two sanctions may be imposed against students found to have committed acts of academic dishonesty:

- **Grade Reduction:** The grade for a particular unit of work or for the entire course may be reduced.
- **Imposition of a Failing (F) Grade:** The student may receive an F for the course.

These two penalties may be imposed through the informal settlement process or the formal hearing process. More severe penalties, including suspension or expulsion, may only be imposed through the formal process. Additional stipulations may be attached to any sanctions. In the event a student has withdrawn from a course prior to a final settlement, the withdrawal will be reversed and the penalty will be imposed.

Plagiarism

Plagiarism is a form of academic dishonesty. Shippensburg University will not tolerate plagiarism, and the faculty will make all reasonable efforts to discourage it.

Plagiarism is your unacknowledged use of another writer's words or specific facts or propositions or materials in your own writing. When other writers' words or materials (even short phrases or specific terminology) are used, you should put these words, phrases or sentences inside quotation marks (or else indent and single-space more extended quotations), and you should then cite the source of the quotation either in the text of your writing or in footnotes. Failure to do so may be considered plagiarism. When the propositions of another writer are restated in your own words (paraphrased), you should also indicate the source of the paraphrased material in your own text or in footnotes. Comparable citation should be made for borrowings from media other than printed texts, such as lectures, interviews, broadcast information, or computer programs.

The more flagrant form of plagiarism is your submission of an entire paper or computer program or lab report (or a substantial portion of a longer work) written by someone else and presented as your own work. This can include material obtained from a friend, from a fraternity or sorority file, from duplicated student writings used for analysis in other writing courses, from commercial sources, or from published materials. Another common form of plagiarism is the unacknowledged borrowing from other sources (either words or propositions) and the integration of such material in your own work.

Certain situations may cause conscientious students to fear plagiarizing when they are not really plagiarizing. These include:

Improper format for documentation

Improper documentation is not plagiarism but a technical academic problem. Different professors, different academic departments, and different academic disciplines have various ways of documenting borrowed materials. Each professor should make clear to you how he/she wants borrowed materials documented for given writing or programming assignments. You should make every effort to understand precisely what your professor expects regarding documentation. As long as you make a clear effort to document all borrowed materials, you are not plagiarizing.

Use of supplemental individualized instruction on an assignment

Various tutorial resources are available at the university, including a writing center and assistance from faculty who assist students during the process of composing a paper. When you seek these kinds of legitimate academic assistance, you are not plagiarizing. In fact, you are making an extraordinary attempt to improve your writing and academic performance. In such cases, you should inform your instructor of the fact you have sought assistance from a given source on an assignment. This acknowledgement should be stated on the cover sheet of your paper or program. The prohibition against plagiarism should in no way inhibit or discourage you from seeking legitimate supplemental instruction in developing an assignment.

Use of a proofreader

If you are unsure of your ability to produce finished drafts that are virtually error-free, you may use such resources as hired typists, more editorially proficient friends, tutors, or writing center personnel to insure your finished papers are relatively error-free. You should indicate on the title page the fact your paper was typed and/or proofread by someone else. The prohibition against plagiarism should in no way inhibit or discourage you from using available reference and/or human editorial resources in seeking to produce an error-free final copy of a paper.

In summary, plagiarism is the unacknowledged borrowing of another writer's, speaker's or programmer's words and/or propositions. To avoid plagiarism, you should acknowledge assistance received in developing and/or proofreading a paper. If you need or desire such assistance, you should not be discouraged from seeking it because of the university policy on plagiarism.

Appendix B: Description of Courses

Required Course Courses

CRJ 501: Legal Trends and Issues (3 Credits – Required). Explores in detail current trends and issues in law as they relate to the operation and management of the criminal justice system.

CRJ 520: Leadership in Criminal Justice (3 Credits – Required). Studies complex organizations with emphasis on the concepts and practices of the administration and management of agencies in the criminal justice system. Students will survey contemporary management trends and issues, with special attention focused on how evolving technological, social, political, ethical, and economic factors influence criminal justice administration, theory, and practice.

CRJ 560: Advanced Criminological Theory (3 Credits – Required). Examines the etiology of criminal behavior including the process of becoming a criminal, patterns of criminal behavior and crime, and the social and individual consequences of crime and delinquency.

CRJ 590: Seminar in Policy Analysis (3 Credits – Required). Introduces, examines, and provides students the skills with which to analyze criminal justice policies. This course emphasizes a conceptual approach to studying the creation, implementation, and evaluation of justice policies. The focus is on the steps involved in the evaluation of criminal justice policies; it will also address the existence of policies and their relevance to the success of the justice system (acknowledging the operations of each justice component - law enforcement, courts, and corrections).

CRJ 600: Advanced Research Methods (3 Credits – Required). Studies contemporary empirical research methods and their application in the field of criminal justice, including research design, research ethics, and theories of sampling, construction of data files, data collection strategies, and analysis of findings. The goal of this course is to provide students with the foundational knowledge of research methods and technologies, to become more informed consumers of academic research, adept at quantitative reasoning, and better equipped to implement and evaluate evidence-based practices.

CRJ 610 Quantitative Analysis (3 Credits – Required). Examines the relationship and application of statistical techniques to theory building, concept construction, computer analysis of quantitative data applied to criminal justice, the logic of data analysis, and fundamentals of statistical procedures commonly used in criminological research. Students also learn to critique and conduct empirical research. ***Prerequisite:*** CRJ 600.

Criminal Justice Electives

CRJ 571 Contemporary Issues in Corrections (3 Credits – *Elective*). Following a critical examination of the history of corrections in the United States and various theories underlining corrections and correctional policy, this course focuses on current issues facing corrections including: racial/economic inequality and mass incarceration; prison violence, treatment, and rehabilitation; women in prison; punitive sentencing; juveniles, the elderly, and the mentally ill in prison; and prisoner reentry.

CRJ 572: Advanced Studies in Policing (3 Credits – *Elective*). Focuses on research, theory, and applications of the causes and consequences of modern police behavior. Specific focus will be placed on the historical role that police have played in society as well as the structure and functioning of police agencies and the consequences of that functioning on the criminal justice system. Topics to be covered include police history, the social and political contexts of the police, police strategies and tactics with diverse populations, police accountability and legitimacy, and conducting research on the police and their place in modern society.

CRJ 573 Seminar in Victimology (3 Credits – *Elective*). Studies the history of victimology from early victim-centric justice to the prevailing model of government-centered prosecutions. Explores the causes and consequences of offense-specific victimizations, variations in risk across persons, relationships, lifestyles, and domains, and societal responses to the diversity of persons who are victimized and/or violate others.

CRJ 574: Seminar in Social Justice (3 Credits – *Elective*). Focuses on social justice issues (primarily in the United States) that affect the population. Social justice can be defined as the act of “promoting a just society by challenging injustice and valuing diversity,” and is generally equated with notions of equality. Through the exploration into social justice concepts, issues, and policy remedies, students develop the necessary analytical tools to assess inequality and injustice in criminal justice.

CRJ 575: Mental Illness & the Administration of Justice (3 Credits – *Elective*). Explores mental illness and the intersection of the mental health and criminal justice systems in the United States, particularly as a result of the deinstitutionalization movement which has resulted in the shifting of individuals with mental illness from hospitals into community-based correctional facilities and programs.

CRJ 576: Anatomy of Violence (3 Credits – *Elective*). Examines the nature of violent victimization. The focus on violence will cover various perspectives, including those of victims, offenders, and individuals close to victims/offenders. Students will explore concepts and theories that attempt to explain the causes and effects of violent behavior. The goal of this course is to not only teach students about the types and frequency of violent behaviors, but also to encourage them to seek an answer to the question “why do human beings commit violence?”

CRJ 577: Intimate Partner and Family Violence (3 Credits – *Elective*). This course provides an overview of the theoretical paradigms examining the definitions of, causes of, ramifications of, and interventions for intimate partner and family violence. More specifically, we will (1) examine the nature and extent of intimate partner and family violence; (2) take an in-depth look at the perpetrators and victims of IPV; (3) examine theories to gain a better understanding of why these forms of violence take place; (4) examine the criminal justice response to intimate partner and family violence; and (5) examine some of the larger cultural contexts within which the varieties of abuse occur. This course recognizes that a disproportionate number of the victims are women, but that a strict feminist analysis needs to be modified to recognize abuse in same-sex relationships and a growing literature on female offenders.

CRJ 580 Seminar in Juvenile Justice & Delinquency (3 Credits – *Elective*). Studies the social construction of juvenile delinquency and historical development of justice practices, including the diversity of delinquents and status offenders from early to modern times. Students survey contemporary juvenile justice issues, ranging from applied and evidence-based practice, ethical and data-driven decision-making, to victim impact and restorative justice practices, risk and case management tools, and juvenile correctional policy, sentencing, diversion and treatment.

CRJ 591 Selected Topics in Criminal Justice (3 Credits – *Elective*). Opportunity to offer courses in areas of departmental major interest not covered by the regular courses.

CRJ 592 Selected Topics in Criminal Justice (3 Credits – *Elective*). Opportunity to offer courses in areas of departmental major interest not covered by the regular courses.

CRJ 593 Independent Study (3 Credits – *Elective*). This course provides the opportunity for the student to pursue in-depth study on a topic or issue of personal interest under the direction and guidance of a department faculty member. ***Prerequisite:*** CRJ 600.

CRJ 617: Internship I (3 Credits – *Elective*). Provides opportunity to gain practical experience in chosen career area. ***Prerequisites:*** CRJ 600 and Departmental Approval.

CRJ 595 Practicum I (Capstone) (3 Credits – *Required*). This course requires students to demonstrate their ability to successfully review/analyze issues in criminal justice utilizing the principles and concepts as presented in the core and elective courses of the MCRJ curriculum. The format is a supervised professional paper which represents a capstone experience for the Criminal Justice graduate degree program. This paper must identify and discuss a current issue in the field of criminal justice, thoroughly review and analyze the extant body of research in regard to the issue, cultivate possible solutions and explain implications, and synthesize a thorough summary of the topic. ***Prerequisites:*** CRJ 610.

Interdisciplinary Courses

With Department of Criminal Justice approval, and providing the student meets the requirements of the department offering the course, courses numbered 500 and above can be taken from one or more of the following: Counseling and College Student Personnel, Educational Leadership and Policy, Geography, History, Political Science, Psychology and Special Education. These may be substituted for Criminal Justice electives up to a maximum of nine (9) credits.

Appendix C: Course Planning Sheet

MASTER OF SCIENCE IN CRIMINAL JUSTICE REQUIREMENTS FOR GRADUATION



PROGRAM REQUIREMENTS (33 CREDIT HOURS)			
Program information and course descriptions are found in the Graduate Student Catalog. Graduate students are expected to maintain a satisfactory academic standard, which requires a cumulative QPA of 3.0 (b) or better in your total program courses. If it drops below 3.0 or you earn a C grade in a graduate course, you will be placed on academic probation. Earning an F grade in any course will result in academic dismissal.			
REQUIRED CORE COURSES (18 CREDIT HOURS)		Grade	In-Progress
CRJ 501: Legal Trends and Issues			
CRJ 520: Leadership in Criminal Justice			
CRJ 560: Advanced Criminological Theory			
CRJ 590: Seminar in Policy Analysis			
CRJ 600: Advanced Research Methods			
CRJ 610: Quantitative Analysis			
CRIMINAL JUSTICE CAPSTONE COURSE (3 CREDIT HOURS)		Grade	In-Progress
CRJ 595: Practicum I			
CRIMINAL JUSTICE ELECTIVES (12 CREDIT HOURS)		Grade	In-Progress
CRJ 571: Contemporary Issues in Corrections			
CRJ 572: Advanced Studies in Policing			
CRJ 573: Seminar in Victimology			
CRJ 574: Seminar in Social Justice			
CRJ 575: Mental Illness & Criminal Justice			
CRJ 576: Anatomy of Violence			
CRJ 577: Intimate Partner & Family Violence			
CRJ 580: Seminar in Juvenile Justice & Delinquency			
CRJ 591: Selected Topics			
CRJ 592: Selected Topics			
CRJ 593: Independent Study			
CRJ 617: Internship I			
NOTE: Three (3) credits of CRJ 617 requires 120 hours of agency work.			
INTERDISCIPLINARY COURSES (3-9 CREDITS) - Optional		Grade	In-Progress
WITH DEPARTMENT OF CRIMINAL JUSTICE APPROVAL AND PROVIDING THE STUDENT MEETS THE REQUIREMENTS OF THE DEPARTMENT OFFERING THE COURSE, COURSES NUMBERED 500 AND ABOVE CAN BE TAKEN FROM ONE OR MORE OF THE FOLLOWING: COUNSELING, EDUCATIONAL LEADERSHIP AND POLICY, GEOGRAPHY/EARTH SCIENCE, HISTORY, POLITICAL SCIENCE, PSYCHOLOGY, AND SPECIAL EDUCATION. THESE MAY BE SUBSTITUTED FOR CRIMINAL JUSTICE ELECTIVES UP TO A MAXIMUM OF NINE (9) CREDITS.			
Course 1			
Course 2			
Course 3			

Note: 400-level courses cannot be counted towards the Masters of Science in Criminal Justice.