



ARIZONA STATE UNIVERSITY

**MASTER OF ARTS
IN CRIMINAL JUSTICE (MACJ)**

ONLINE

Arizona State University
Student Handbook
2013-14

Arizona State University
College of Public Programs
School of Criminology and Criminal Justice
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THE MASTER OF ARTS IN CRIMINAL JUSTICE (MACJ)

Admission Requirements

Admission to the MACJ program is open to individuals who:

- hold a baccalaureate degree in criminal justice or a related field, from an institution with regional accreditation;
- show promise of success as demonstrated by undergraduate accomplishments and professional experience; and
- have career goals that are compatible with the educational objectives of the program.

Applicants must have a 3.0 undergraduate GPA for admission to the MACJ program.

Application Process

The Graduate College at ASU must receive an online application for admission to Graduate Studies, an official transcript from every university or institution attended, and the application fee. The application and application materials are submitted online. Applications for this program are accepted year around for Spring, Summer and Fall semesters. The application deadlines for this program can be found on the Graduate College website at: http://graduate.asu.edu/admissions/how_to_apply.

In addition to the application materials required by the Graduate College, applicants must submit (1) two letters of recommendation, (2) resume and (3) a personal statement that addresses the applicant's prior education and professional experience, discusses the applicant's career goals, and explains how the MACJ program will help the applicant achieve those goals. For more information on these application procedures, visit the School's website at <http://ccj.asu.edu/ccjonline/admissions/master-of-arts-online>.

The personal statement, resume and two letters of recommendation are submitted online. Hard copy official transcripts should be mailed to:

Arizona State University
Graduate College
Graduate Admissions
Interdisciplinary Bldg., B-Wing, Room 170
1120 South Cady Mall
Tempe, AZ 85287-1003

Program Requirements

The 33-semester-hour MACJ program includes 12 hours of required core courses, a three-hour capstone project, and 18 hours of electives. Together with his/her Graduate advisor, each student designs a Program of Study that incorporates coursework in the core curriculum, elective coursework, and the capstone course. The Program of Study should be submitted electronically before the student has completed 18 hours of coursework.

Required Courses (12 hours)

Theory and Research on Crime and the Criminal Justice System

| | |
|---------|--|
| CRJ 501 | Seminar in Criminal Justice |
| CRJ 502 | Seminar in Criminology |
| CRJ 510 | Criminal Justice Planning & Program Evaluation |
| CRJ 511 | Applied Data Analysis |

Capstone Course (3 hours)

| | |
|---------|---|
| CRJ 505 | Theory and Practice in Criminal Justice |
|---------|---|

Electives (18 hours)

In consultation with the Graduate Advisor, students select a minimum of 18 hours of elective coursework. MACJ students may take 500-level courses.

| | |
|---------|---|
| CRJ 512 | Seminar on Policing |
| CRJ 513 | Seminar on Courts and Sentencing |
| CRJ 514 | Seminar in Corrections |
| CRJ 515 | Seminar on Women and Crime |
| CRJ 516 | Seminar in Criminal Justice Organization and Management |
| CRJ 517 | Seminar on Juvenile Delinquency and Juvenile Justice |
| CRJ 518 | Seminar on Race/Ethnicity, Crime and Justice |
| CRJ 519 | Seminar on Victimization |
| CRJ 520 | Seminar on Violent Crime and Criminal Behavior |
| CRJ 521 | Seminar on the Nature of Crime |
| CRJ 522 | Seminar on Gangs and Crime |
| CRJ 524 | Seminar on Punishment and Society |
| CRJ 525 | Seminar on Life-Course Criminology |
| CRJ 584 | Internship* |
| CRJ 598 | Special Topics in Criminal Justice** |

* A maximum of 6 hours of CRJ 584 may be included on the program of study.

**Special Topics (CRJ 598) can be repeated as long as the topic is different.

DESCRIPTIONS OF GRADUATE COURSES

Descriptions for graduate courses offered by the School of Criminology and Criminal Justice are provided below. Additional information regarding the course syllabus and course requirements can be obtained from faculty members assigned to teach the course.

Required Courses

CRJ 501 (3 hrs) Seminar in Criminal Justice. An overview of the American criminal justice system with emphasis on policy issues in police, courts, sentencing, corrections, and the juvenile justice system.

CRJ 502 (3 hrs) Seminar in Criminology. Theory and research on the nature, causes and prediction of criminal behavior and criminal careers.

CRJ 510 (3 hrs) Criminal Justice Planning and Program Evaluation. This course examines the application of alternative models of strategic planning to the criminal justice system and covers methods of evaluating criminal justice policies and practices.

CRJ 511 (3 hrs) Applied Data Analysis in Criminal Justice. This course examines a variety of tools used in the analysis of criminal justice data, including GIS mapping.

CRJ 505 (3 hrs) Theory and Practice in Criminal Justice. This course is the capstone course for the MACJ program and will be taken during the student's last semester of coursework. Students will integrate material from required and elective coursework and will write a research paper that focuses on a criminal justice policy or practice. A grade of "B" or higher is required for this course.

Elective Courses

The following courses are electives. Students in consultation with their advisor can apply up to 6 credit hours of graduate work from other ASU or non-ASU graduate programs. (Refer to the transfer of credit policy discussed later in this manual for specific criteria.)

CRJ 512 (3 hrs) Seminar in Policing. Review of research on policing and police organizations. Seminar examines research on police strategies and practices designed to address crime.

CRJ 513 (3 hrs) Courts and Sentencing. An overview of theoretical perspectives and research on the courts, with a focus on prosecutorial and judicial decision making.

CRJ 514 (3 hrs) Seminar in Corrections. Theory, research, and policy issues regarding community-based and institutional corrections programs.

CRJ 515 (3 hrs) Seminar on Women and Crime. Introduces students to issues regarding women and the criminal justice system, focusing on their roles as offenders, victims, and professionals.

CRJ 516 (3 hrs) Seminar in Criminal Justice Organization and Management. Graduate level review of policing and police organizations. Seminar examines research on police strategies and practices designed to address crime.

CRJ 517 (3 hrs) Seminar on Juvenile Delinquency and Juvenile Justice. This course will examine patterns and correlates of delinquency within the context of foundations and contemporary theories of delinquency. Research on decision making by officials in the juvenile justice system also will be reviewed.

CRJ 518 (3 hrs) Seminar on Race/Ethnicity, Crime and Justice. This course will examine theoretical perspectives and research on the overrepresentation of racial minorities as victims, offenders, and defendants in the criminal justice system.

CRJ 519 (3 hrs) Seminar on Victimization. This course examines theory and research concerning victimization and consequences of victimization for victims, society, and the justice system. Also explored are effective responses to victims' post-crime needs.

CRJ 520 (3 hrs) Seminar on Violent Crime. Examination of patterns/correlates of violent crime as well as prevention strategies and policy implications.

CRJ 521 (3 hrs) Seminar on the Nature of Crime. Examination of patterns/correlates of crime at individual, situational, and aggregate levels. Topics include defining crime, offending topologies, and criminal careers.

CRJ 522 (3 hrs) Seminar on Gangs and Crime. Theoretical perspectives and research on gangs and crime, and on the role of the community and the criminal justice system in the causes and control of gang membership and gang crime.

CRJ 524 (3 hrs) Seminar on Punishment and Society. This course will examine the fundamental philosophical principles of justice and punishment. A comparative and historical perspective will be included.

CRJ 525 (3 hrs) Seminar on Life-Course Criminology. This course will provide an intensive examination of life-course explanations of crime, the life course perspective as a theoretical orientation, and research methods used in life-course research.

CRJ 584 (3 hrs) Internship. This course will provide structured practical experience following a contract or plan and is supervised by faculty and practitioners.

CRJ 598 (3 hrs) Special Topics in Criminal Justice. Topics may include restorative justice, drugs and crime, community policing, community corrections, crime prevention, and legal issues.

COURSE LOAD AND COURSE SCHEDULING

The full-time course load for graduate students is nine credit hours per semester (three courses). Audited courses do not count towards full-time enrollment. ASU has established the following course load minimums for graduate students.

| Classification | Credit Hours |
|-----------------------|---------------------|
| Full-Time | 9 |
| Part-Time | 1 |

Recommended Course Load

Coursework taken as part of the MACJ program requires a substantial commitment from the student. The number of credit hours that a student should enroll in each semester depends on the amount of time that the student will be able to devote to the coursework over the semester.

As a general rule of thumb, we recommend that students with a full-time job limit their coursework to 3 credit hours (one course) per session. Students who are not employed full-time may take up to 6 credit hours (two courses) per session.

Course Scheduling

Fall & Spring

CRJ 501 Seminar on the Criminal Justice System (Session A)
CRJ 502 Seminar on Criminology (Session B)
CRJ 510 Criminal Justice Planning & Program Evaluation (Session A)
CRJ 511 Applied Data Analysis (Session B)
CRJ 505 Theory & Practice in Criminal Justice (Session B, capstone course)

2-3 CRJ Electives (Session A)
2-3 CRJ Electives (Session B)

Summer

CRJ 501 Seminar on the Criminal Justice System (Session A)
CRJ 502 Seminar on Criminology (Session B)
CRJ 510 Criminal Justice Planning & Program Evaluation (Session A)
CRJ 511 Applied Data Analysis (Session B)
CRJ 505 Theory & Practice in Criminal Justice (Session C, capstone course)

1-2 CRJ Electives (Session A)
1-2 CRJ Electives (Session B)

STUDENT LEARNING OBJECTIVES

Graduates of the MACJ program will:

- understand the conceptual and theoretical frameworks that inform the study of crime and the criminal justice system;
- have the ability to critically analyze, apply and test theoretical perspectives on criminal behavior and the operation of the criminal justice system;
- be able to summarize and synthesize research findings and to identify the limitations of the extant research;
- be able to analyze the effectiveness of crime reduction/prevention strategies using statistical, database, and planning and evaluation skills;
- be able to develop research proposals designed to address the theoretical and methodological limitations of existing research;
- be able to design and to implement research projects that address critical questions in the discipline and/or that improve the operation of the criminal justice system;
- understand the assumptions of, and be able to use and interpret the results of, quantitative and qualitative statistical techniques;
- be prepared for doctoral study in criminal justice or for positions as agency researchers and policy analysts; and
- assume leadership roles and act as change agents in the criminal justice system.

STUDENT RESPONSIBILITIES

As a graduate student in the School of Criminology and Criminal Justice you should be aware of and observe all of the procedures and requirements outlined in the ASU [Graduate College Policies and Procedures handbook](#) and in this handbook. The Graduate College handbook can be found at: http://graduate.asu.edu/sites/default/files/ASU_Graduate_Policies_and_Procedures.pdf.

You are expected to remain informed about the general policies concerning graduate studies and the specific requirements of the program. We suggest that you read this handbook upon admission and periodically throughout your course of study. For further clarification, consult with your advisor.

E-mail Policy

Arizona State University policy requires that students obtain an ASU email address once admitted to the university. This e-mail address is the official e-mail address to which the university sends e-mail communications and is recorded in the university's electronic directories. Students may suppress their email address from these directories by completing forms available at www.asu.edu/registrar/forms/regforms.html.

Students are expected to check their e-mail on a frequent and consistent basis to stay current with university-related communications. Faculty who choose to use e-mail in their classes expect students to use their ASU email account for all class e-mail communication. Occasionally, we will need to contact you through email with important information concerning the graduate program. Students are responsible for all information communicated through the ASU email system. Additional information about ASU's email policy and information technology more generally is available in the ASU Help Center at <http://help.asu.edu>.

RESOURCES AVAILABLE TO ONLINE MACJ STUDENTS

Libraries

ASU Libraries offer myriad resources to help you find the eBooks, journals and other library resources you need to be successful in your ASU Online program. Have a question? [Ask a Librarian](#) is available 24/7, and is conveniently linked on your My ASU page. One-minute “[lib guides](#)” are a quick, easy and entertaining way to pick up research tips and learn new skills. The [Library One](#) search box, also found on your My ASU page, searches the full-text contents of library databases and the online catalog. It's a great first place to start.

Sun Devil Campus Stores

Sun Devil Campus Stores has put together the tools to offer every student a choice when it comes to required reading. This includes the option to rent textbooks. ASU's partnership with Follett offers students the option of keeping texts only as long as they're needed. Visit <http://www.asu.bkstr.com>.

Sun Devil Digital is your resource for print-on-demand. Many ASU students prefer paper to long PDFs; our HP-powered center will take your prepared files and print, bind and ship them, all at an affordable price.

Career Services

Career Services offers programs and services year-round for online students, designed to strengthen your job search skills, resumé writing, interview techniques, and more. A Career Advisor is available for an online chat three hours every day of the week. Live webinars covering a plethora of job-related topics are scheduled several times a semester, and Sun Devil Career Link is a comprehensive portal where you find open positions, on-campus recruitment, in-house workshops and job fairs. For additional information or to schedule an appointment, please visit the Career Services website at <https://students.asu.edu/career/downtown> or call 602-496-1213.

Disability Resources

Through the Disability Resource Center, we work with all students who have documented disabilities to create an online environment that is accessible, inclusive and supportive. Contact information for online students is as follows:

Phone: 480-965-1234/TDD: 480-965-9000

Email: Disability-Q@asu.edu

FINANCIAL ASSISTANCE

ASU has many financial aid options. Financial support is available in the form of scholarships, grants, federal work-study, loans and outside resources. Almost everyone, regardless of income, can qualify for some form of financial aid. In fact, more than 70 percent of all ASU students receive some form of financial assistance every year. We encourage all students applying for scholarships to submit a Free Application for Financial Aid, or FAFSA, so they can be considered for financial aid. For additional information on financial assistance, visit the Financial Aid website at: <https://students.asu.edu/financialaid>.

Tuition Reimbursement

Many agencies and companies have tuition reimbursement benefits available to support continued education. Please check with your human resources office.

Online Course Teaching Assistants

A limited number of online course teaching assistant positions are available. Online course teaching assistants work part-time providing teaching assistance to instructors teaching online courses. Online course teaching assistants are paid hourly and do not receive any tuition assistance. For more information or to apply, please contact Dan Zorich, Director of Online Education at dzorich@asu.edu.

Scholarships

ASU offers online students a number of different scholarship options. Scholarships have specific criteria and varying deadlines and application requirements. The best way to find any relevant scholarships is to use the online scholarship search tool which can be found at: <https://scholarships.asu.edu/>.

More information can be found on the scholarship website at: <http://students.asu.edu/scholarships>. In addition, the College of Public Programs also offers scholarships specifically for students in the School of Criminology and Criminal Justice. More information can be found at: <http://ccj.asu.edu/students/funding>.

PROCEDURES AND POLICIES RELATED TO GRADUATE CREDITS AND GRADUATE DEGREES

Registration

Each student is assigned an enrollment appointment which allows online registration for the upcoming term. An enrollment appointment is the date and time that the student can begin registering; he/she may register any time from the date of the enrollment appointment through the end of the registration period. The easiest way to add a class is by signing into [My ASU](#), clicking on the “Registration” link in your My Classes box, and selecting “Add.” You may add a class to your schedule up until the drop/add deadline for that class. For information about deadlines or adding a class please visit: <https://students.asu.edu/drop-add>. For registration deadlines please see the academic calendar which can be found at: <https://students.asu.edu/academic-calendar>.

Withdrawals

You may remove a class from your current schedule by dropping/withdrawing from it up until the appropriate deadline for that class. You can request a drop/withdrawal from a class by signing into [My ASU](#), clicking on the “Registration” link in your My Classes box, and selecting “Drop/Withdrawal.”

Transfer of Credit from Other Programs

Coursework taken for credit in other programs at ASU or at another accredited college or university *may* be applied with prior department approval to the MACJ program of study under the following criteria:

- Only pre-approved coursework with a grade of A or B is eligible.
- Coursework was completed in the past three years.
- Courses must have been taught by an instructor with a terminal degree (e.g., Ph.D. /J.D.).
- Up to 6 credits of pre-approved graduate level coursework may be applied from qualified non-ASU colleges/universities. Please note, although there may be rare exceptions, generally only courses completed at universities classified by the Carnegie Foundation as RU/VH Research Universities may be considered for transfer credit. For additional information please visit: <http://classifications.carnegiefoundation.org/descriptions/basic.php>.
- Up to 6 credits of pre-approved non-CRJ graduate level coursework from other programs at ASU.
- Up to 12 credits may be applied from graduate coursework taken in the School of Criminology and Criminal Justice as a non-degree seeking student.
- Grades on transfer credit included in the program of study are not included in calculating the GPA.

- No credits for life experience are acceptable as transfer credit toward the MACJ degree.

Time Limit for Completion of Degree

All requirements for the MACJ degree must be completed within six years from the date of the first course listed on the program of study. This includes courses taken at another institution for which credit was transferred. Students are expected to complete the degree requirements as expeditiously as possible.

Graduate College Continuous Enrollment Policy

Once admitted to a graduate degree program or graduate certificate program, students must be registered for a minimum of one credit hour during all phases of their graduate education, including the term in which they graduate.

Registration for every fall semester and spring semester is required. Students may be registered for Session A *or* Session B *or* both. Summer registration is required for students who are graduating from the degree program during Summer semester. To maintain continuous enrollment the credit hour(s) must:

Appear on the student's Plan of Study, OR

Be continuing registration (CRJ 595) credit, OR

Be a graduate-level course.

Grades of "W" and/or "X" are not considered valid registration for continuous enrollment purposes. "W" grades are received when students officially withdraw from a course after the drop/add period. "X" grades are received for audit courses. Additionally, students completing work for a course in which they received a grade of "I" must maintain continuous enrollment as defined previously.

Request to Maintain Continuous Enrollment

Graduate students planning to discontinue registration for a semester or more must submit a Request to Maintain Continuous Enrollment form to the Graduate College. This request must be submitted and approved before the anticipated semester of non-registration. Students may request to maintain continuous enrollment without course registration for a maximum of two semesters during their entire program.

A Graduate College approved Request to Maintain Continuous Enrollment will enable students to re-enter their program without re-applying to the university. Students who do not register for a fall or spring semester without an approved Request are considered withdrawn from the university under the assumption that they have decided to discontinue their program. Students removed for this reason may reapply for admission to resume their degree program; the application will be considered along with all other new applications to the degree program.

A student with a Graduate College approved Request to Maintain Continuous Enrollment is not required to pay tuition and/or fees, but in turn is not permitted to place any demands on university faculty or use any university resources. These resources include university libraries, laboratories, recreation facilities or faculty time.

The Request to Maintain Continuous Enrollment form can be found on the Graduate College website at:

http://graduate.asu.edu/sites/default/files/ContinuousEnrollment_Masters-Certificate.pdf.

University Policy on Incompletes

A grade of “I” (incomplete) is given by the instructor only when a student who is otherwise doing acceptable work is unable to complete a course. A “Request for Grade of Incomplete” form must be completed by the student with the understanding that the work is to be completed within one calendar year. A student does not have to reregister or pay fees for a course where a grade of incomplete has been received in order to complete the course. If the work has not been completed after one calendar year, the mark of incomplete transfers to an “I” and becomes a permanent part of the transcript. To repeat the course for credit, a student must reregister and pay fees. The grade for the repeated course will appear on the transcript but will not replace the permanent “I.” Additional information regarding incomplete grades can be found at:

<http://www.asu.edu/aad/manuals/ssm/ssm203-09.html>.

STAGES OF PROGRESSION THROUGH THE GRADUATE PROGRAM

Admission to the Program

Students are admitted to the MACJ program for fall, spring, or summer semester.

Admissions and Program Requirements

For questions regarding your coursework, plan of study, graduation and related matters please contact:

Shannon Stewart
Student Support Specialist
shannon.stewart@asu.edu 602-496-2365

Interactive Plan of Study (iPOS)

The Plan of Study (iPOS) functions as a contract between the student, the academic unit, and the Graduate College. Your Plan of Study (POS) contains a list of courses which map the requirements for your degree completion. It serves as a guide as to what items you have left to complete. Your POS is submitted and revised electronically via the interactive POS system (iPOS) which can be accessed through myASU.

Graduate students with regular status must submit a Plan of Study by the time they have enrolled for 50 percent of the minimum credit hours required towards their degree program. For the MACJ program you will need to submit your iPOS once you complete 18 hours of coursework. When it is time to file your iPOS, the iPOS link will appear when you log into myASU. Failure to submit the iPOS will result in blocked registration.

Students work with their advisors to create the Plan of Study. After the iPOS has been approved online by the School, the iPOS is routed to the Graduate College. The iPOS should list only the classes that are required to complete the degree requirements. Students should keep track of their iPOS by logging into the system at least once a semester through MyASU which lists their courses and shows them when the courses listed on the iPOS don't match the courses on the student's transcript and when a course change form should be filed.

To access the Interactive Program of Study (iPOS), please follow the steps listed below.

1. Point your web browser to <http://my.asu.edu>.
2. Enter your asurite id and password and click the Log in button.
3. Upon successfully logging in, click on the iPOS link.
4. Click on the Interactive Program of Study link.

5. Follow the online instructions, being certain to click **Save and Continue** after entering information on each page.

Once your Plan of Study has been approved you can file electronically for course changes if you projected a course you did not take, or if you need to change the courses listed.

For complete instructions on how to submit your iPOS please visit the Graduate College website at: http://graduate.asu.edu/sites/default/files/How-to_iPOS_0.pdf.

Please contact the Graduate College Office or your Graduate advisor if you have questions about your iPOS. The Graduate College phone number is 480-965-6113.

Graduation Procedures

After all coursework has been completed and the Graduate College requirements have been met, the student is eligible for graduation. Application for graduation should be made no later than the date specified by the Graduate College. Deadlines can be found at: <http://graduate.asu.edu/graddeadlines.html>. Additional late fees are assessed if the application is submitted after the date specified. The student must be enrolled during the intended semester of graduation.

Please visit ASU'S graduation website at <https://students.asu.edu/graduation> for information regarding ceremonies/convocations, diplomas and other important graduation information.

POLICY ON ACADEMIC STANDARDS

The School of Criminology and Criminal Justice expects its graduate students to maintain high academic standards. Students who are not making satisfactory progress may, upon the recommendation of the School's Director, be withdrawn from the program by the Dean of the Graduate College.

Maintaining Satisfactory Progress

A student who has been admitted to a graduate degree program in the School of Criminology and Criminal Justice must achieve two GPAs of 3.00 or higher. The first is based on the program of study GPA; the second on the overall graduate GPA.

The program of study GPA is based on all courses that appear on the program of study (with the exception of transfer credits). The overall graduate GPA is based on all courses numbered 500 or higher that appear on the transcript, with the exception of:

- courses counted toward an undergraduate degree at ASU (unless shared with a master's degree in an approved bachelor's/master's degree program); and
- courses noted as deficiencies in the original letter of admission.

Courses taken as an undergraduate at ASU and reserved for use in a graduate degree program are included in the overall graduate GPA. Graduate students (degree or nondegree) may retake any course at any level at ASU, but all grades remain on the student transcript, as well as in GPA calculations.

Academic Probation

A student will be placed on academic probation if the student fails to maintain a 3.0 or higher GPA every semester for both the iPOS and Graduate GPA.

A student who is placed on probation cannot hold the position of Online Course Teaching Assistant while he/she is on probation.

A student will be removed from academic probation and returned to academic good standing by taking a minimum of 9 credit hours within one calendar year and obtaining a 3.00 or better in both the iPOS and Graduate Cumulative GPA. Course work in which a grade of I, W, X or Y is awarded cannot be included in the nine hours.

Recommendation for Dismissal

A student may be recommended for withdrawal from a graduate program if one or more of the following apply:

- The student fails to increase both the iPOS and Graduate GPA to a 3.0 or better by the time he/she completes a minimum of 9 credit hours within one calendar year.
- The student receives a grade of D or E while on academic probation for any reason.

A student may appeal actions concerning withdrawal by petitioning the departmental unit in which they are enrolled.

POLICY ON ACADEMIC INTEGRITY AND STUDENT CODE OF CONDUCT

ASU graduate programs require the highest standards of academic integrity of all graduate students, both in academic coursework and in related creative, scholarly or research activities. The ASU [student academic integrity policy](#) lists violations in detail. These violations fall into five broad areas that include but are not limited to:

1. Cheating on an academic evaluation or assignment.
2. Plagiarizing.
3. Academic deceit, such as fabricating data or information.
4. Aiding academic integrity policy violations and inappropriately collaborating.
5. Falsifying academic records.

ASU's Academic Integrity Policy can be found at:

<https://provost.asu.edu/sites/default/files/AcademicIntegrityPolicyPDF.pdf>. For additional information, please visit <https://provost.asu.edu/academicintegrity> or <http://graduate.asu.edu/beintheknow> located on the Graduate College website.

Student Code of Conduct

Violations of the *ASU Student Code of Conduct*, other than the provision concerning academic dishonesty, are more generally considered inappropriate behavior. The Office of Student Rights and Responsibilities reviews and sanctions these matters. If a student violates both the academic integrity provision and additional provisions of the Student Code of Conduct, both the college and the Office of Student Rights and Responsibilities will review the matter. Each independently makes determinations concerning violations and appropriate sanctions. For more information about the rules, regulations and enforcement procedures outlined in the *ASU Student Code of Conduct* please visit: <https://students.asu.edu/srr/code>.

ACADEMIC GRIEVANCE PROCESS

Grade Appeals

The professional responsibility for assigning grades is vested in the instructor of the course, and requires the careful application of professional judgment. However, the grievance process allows deans to change a particular grade if evidence presented in the process calls for such a change. It is university policy that students filing grievances and those who provide support for the student will be protected from retaliation. Students who feel that they are victims of retaliation should immediately contact the dean of the academic unit in which the course is offered. A student wishing to appeal a grade must first meet with the instructor who assigned the grade to try and resolve the dispute. If the issue cannot be resolved, the student should follow the grade appeal process which can be found on the College of Public Programs website at:

<http://copp.asu.edu/students/academic-information/new-grievance-page>.

Graduate Appeals

The Graduate Council Appeals Board acts as the appeals body for graduate students seeking redress on academic decisions regarding their graduate program. The Graduate Council Appeals Board (GCAB) will review written appeals of graduate students concerning:

1. Retention in graduate programs;
2. Procedural matters in graduate student programs (e.g., procedures relating to program of study, supervisory committee, thesis, dissertation), or;
3. Other academic issues that are not covered by other university policies or processes.

For more information please visit the Graduate College website at:

[http://graduate.asu.edu/sites/default/files/Graduate Appeals Guidelines.pdf](http://graduate.asu.edu/sites/default/files/Graduate%20Appeals%20Guidelines.pdf) for additional information.