

School of Criminology and Criminal Justice

Arizona State University



MASTER OF SCIENCE IN CRIMINOLOGY AND CRIMINAL JUSTICE

FALL 2020

Contact: Shannon Stewart Shannon.Stewart@asu.edu

TABLE OF CONTENTS

Welcome from the Program Director	page 2
MSCCJ Program Overview	page 3
Admission Requirements	page 4
MSCCJ Program Coursework	page 5
Graduate Student Policies	page 10
Graduate College Guides and Information	page 16
Graduate Student Resources	page 17
Downtown Campus Resources	page 19
Program Contact Information	page 20

Welcome

We invite you to explore the leading-edge research and teaching in Arizona State University's (ASU) School of Criminology and Criminal Justice (SCCJ). Faculty members in SCCJ are leaders in their respective fields of study. Our faculty are involved in important and policy-relevant research on issues such as policing, courts, corrections, racial profiling by criminal justice agencies, law & psychology, neighborhoods and crime, and violent victimization. Our research is incorporated into the classes we teach and it informs policy and practice at the state, national, and international levels.

To give you an understanding of the scope of the work we do, here are the centers and research labs in SCCJ:

- The [Center for Correctional Solutions \(CCS\)](#) enhances the lives of those living and working in our correctional system.
- The [Center for Problem-Oriented Policing \(POP Center\)](#) works to advance the concept and practice of problem-oriented policing.
- The [Center for Spatial Reasoning & Policy Analytics \(CSRPA\)](#) promotes transdisciplinary approaches to problem-solving, leveraging spatial analytics, geodesign and geovisualization techniques for enhancing decision making and improving public policy.
- The [Watts Family Center for Violence Prevention and Community Safety \(CVPCS\)](#) evaluates criminal justice policies and programs, with a focus on analyzing and evaluating patterns and causes of violence.
- The [Developmental Etiology of Externalizing Problems \(DEEP\)](#) lab focuses the precursors and outcomes associated with the development of antisocial and substance using behaviors from childhood to adulthood.
- The Lab for the Study of Homicide focuses on the examination of the situational dynamics that give rise to lethal events with the goal of developing effective prevention strategies.
- The Neighborhood Observation, Disorder and Drone (**NODD**) Lab studies neighborhoods in new, technologically savvy ways to address complex and enduring neighborhood problems.
- The [Research on Violent Victimization \(ROVV\) lab](#) partners with community agencies to improve social justice by promoting safer and healthier communities.

The SCCJ is part of ASU's Watts College of Public Service and Community Solutions (hereafter called Watts College). In 2019, the U.S. News and World Report ranked ASU's graduate degree programs within Watts College among the top in the nation. The ASU School of Criminology and Criminal Justice graduate criminology program is ranked No. 5 in the nation. This ranking is a reflection of our dedication to graduate education, research, and scholarship.

Welcome to ASU's School of Criminology and Criminal Justice!



Dr. Kate Fox, Associate Professor
Director, PhD Program and MS Programs
Director, Research on Violent Victimization Lab

PROGRAM OVERVIEW

The Master of Science in Criminology and Criminal Justice (MSCCJ) at Arizona State University (ASU) is an on-campus research degree designed to provide students with a high level of theoretical and empirical knowledge about crime and criminal justice. The program provides students with the advanced research skills needed for careers as criminal justice researchers, leadership roles in criminal justice and related agencies and organizations, and for continued study in doctoral programs in criminology and criminal justice.

The MSCCJ degree has coursework in two core areas:

1. theory and research on crime and the criminal justice system and
2. research methods and analytical techniques.

A minimum of 33 credit hours are required to complete the MSCCJ degree. There are two program options for this degree:

- Thesis Option - 33 credit hours including a thesis, or
- Capstone Option - 33 credit hours including a capstone course (CRJ 505)

Thesis Option

The thesis option consists of 33 credit hours, which includes 12 hours of core courses, 6 hours of systems courses, 6 hours of electives, 3 hours of other requirements, and 6 hours of dedicated time to the thesis. In consultation with the thesis committee, the student will select elective coursework related to the student's areas of interest. Students who choose the thesis option will write a thesis that reflects original research and scholarship, makes a contribution to knowledge in the field, and demonstrates their ability to design and carry out an independent research project. The student is also required to present an oral defense of the thesis.

Students pursuing this option are required to select a chair and thesis topic by the end of their second semester in the program. The selection of a chair and thesis topic is one of several milestones during the thesis process. The student's full committee will consist of a chair and two members. All members of the committee must be members of the graduate faculty at ASU. Additional information regarding Graduate Faculty can be found at: <https://graduateapps.asu.edu/graduate-faculty>.

The thesis option is recommended for students who are interested in honing their research skills and for those considering pursuing the doctorate degree (PhD), given its focus on conducting research.

Capstone Option

The capstone option consists of 33 credit hours, which includes 12 hours of core courses, 6 hours of systems courses, 12 hours of electives, and 3 hours of a capstone course. In consultation with the graduate program advisor, the student will select elective coursework related to their areas of interest. The capstone course is taken in the student's last semester of coursework. Students will integrate material from required and elective coursework to design an action plan for the implementation of a policy or program in a specific criminal justice agency with the goal of reducing or preventing crime.

The capstone option is recommended for students interested in working in the criminal justice system or who do not wish to pursue the doctorate degree (PhD) and who intend to work as a practitioner in the field of criminology and criminal justice.

ACCELERATED BSCCJ/MSCCJ – 4+1 PROGRAM

An accelerated bachelor's/master's program is available for students currently admitted in the bachelor of science in criminology and criminal justice (BSCCJ) program. This allows students to graduate with a BSCCJ and MSCCJ (on-campus) at an accelerated pace. Once admitted and approved 4+1 program students may share up to 12 credits between the two programs. Students should contact the SCCJ 4+1 program advisor for more information about the program. More information about the program can be found at: <http://ccj.asu.edu/degree-programs/joint-bachelors-and-masters>.

ADMISSION REQUIREMENTS

Admission to the MSCCJ program is governed by the requirements specified by the Graduate College at ASU. In addition to the basic requirements established by the Graduate College, the School of Criminology and Criminal Justice (SCCJ) requires the following:

- An earned bachelor's or master's degree in criminology or criminal justice or another closely related field degree from an accredited institution. The degree may be a degree in criminal justice, criminology, or another related field (e.g., sociology, political science, history, social work, public administration, psychology, or philosophy).
- Applicants must have a minimum of a 3.00 cumulative GPA (scale is 4.00 = "A") in the last 60 hours of a student's first bachelor's degree program, or applicants must have a minimum of a 3.00 cumulative GPA (scale is 4.00 = "A") in an applicable master's degree program.

All applicants must submit the following admissions materials:

- An official ASU Graduate admissions application and application fee. Please visit: <https://admission.asu.edu/graduate/apply>.
- A personal statement, not exceeding five pages, that describes the applicant's prior education, relevant professional experience, research interests and career goals, and that explains how the MSCCJ program will help the applicant attain his/her career goals. The statement should explicitly explain how the student's plans are consistent with the role and mission of the School of Criminology and Criminal Justice at ASU.
- A resume/curriculum vitae.
- Official GRE General Test scores (verbal, quantitative, analytical) - GRE institution code: 4007. Only test scores from within the past 5 years will be accepted. Please visit: <http://www.ets.org/gre>.
- Two letters of reference from faculty members or others qualified to evaluate the applicant's academic potential for graduate study.
- International students seeking admission to the program must meet ASU Graduate College requirements governing the admission of international students. Please visit: <https://admission.asu.edu/international/graduate-apply>.
- Official transcripts from all institutions attended must be sent directly to Admission Services at ASU from the issuing institution's records office either by mail or electronically through a secured transcript service approved by ASU. Note, if you are an ASU alumni your transcripts are on file at ASU. For more information, please visit: <https://admission.asu.edu/transcripts>.

Admission Deadlines

Applications are accepted for both fall and spring admission. The annual application deadlines are as follows:

- January 1 is the application deadline for admission beginning the following fall semester (August) to be considered for priority funding.
- June 1 is the application deadline for admission without funding consideration for admission beginning in the fall (August)
- October 1 is the application deadline for admission beginning the following spring semester (January).

The SCCJ Graduate Committee will make recommendations for student admissions in February/ March, July, and October/November. Newly admitted students will begin taking courses in the fall semester or spring semester of each year.

MSCCJ PROGRAM COURSEWORK

The program consists of two core areas which are required for both the thesis and capstone options:

1. theory and research on crime and the criminal justice system
2. research methods and analytical techniques. All students must demonstrate proficiency in research and methodological skills.

THESIS OPTION

Students who choose the thesis option will write a thesis that reflects original research and scholarship, makes a contribution to knowledge in the field, and demonstrates his/her ability to design and carry out an independent research project. The student is also required to present an oral defense of the thesis.

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

Research Methods and Analytical Techniques

CRJ 503	Research Methods in Criminal Justice	CRJ 504	Statistical Tools for Criminal Justice
---------	--------------------------------------	---------	--

Systems Courses (6 hours) – Choose two

CRJ 512	Seminar in Policing
CRJ 513	Seminar in Courts and Sentencing
CRJ 514	Seminar in Corrections

Other Requirement (3 hours)

CRJ 604	Advanced Statistical Analysis
---------	-------------------------------

Elective Courses (6 hours)

Students select a minimum of six hours of elective course work. Students may take either 500-level or, with the permission of the instructor, 600-level courses. In consultation with the thesis committee, the student will select elective coursework related to his/her areas of interest. Up to six credits of elective course work may include courses offered by other schools/departments at ASU. Non-credit elective coursework may be taken with approval from the PhD Director.

Thesis (6 hours)

CRJ 599	Thesis
---------	--------

SUMMARY OF MINIMUM REQUIREMENTS

Core Area	12 hours
Systems	6 hours
Electives	6 hours
Other Req	3 hours
Thesis	6 hours
Total Hours	33

CAPSTONE OPTION

Students pursuing the capstone option will integrate material from required and elective coursework to design an action plan for the implementation of a policy or program in a specific criminal justice agency with the goal of reducing or preventing crime.

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

Research Methods and Analytical Techniques

CRJ 503 Research Methods in Criminal Justice CRJ 504 Statistical Tools for Criminal Justice

Systems Courses (6 hours) – Choose two

CRJ 512 Seminar in Policing

CRJ 513 Seminar in Courts and Sentencing

CRJ 514 Seminar in Corrections

Elective Courses (12 hours)

Students select 12 credits of elective course work. Students may take either 500-level or, with the permission of the instructor, 600-level courses. In consultation with the graduate program advisor, the student will select elective course-work related to his/her areas of interest. Up to six credits of elective course work may include courses offered by other schools/departments at ASU.

Capstone (3 hours)

CRJ 505 Capstone

Note, CRJ 505 is only offered as an iCourse option.

SUMMARY OF MINIMUM REQUIREMENTS

Core Area	12 hours
Systems	6 hours
Electives	12 hours
Capstone	3 hours
Total Hours	33

STUDENT LEARNING OBJECTIVES

Graduates of the MSCCJ 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;
- be prepared for a position in a criminal justice or related agency; and
- assume leadership roles and act as change agents in the criminal justice system.

DESCRIPTION OF GRADUATE COURSES

Descriptions of 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 503 (3 hrs) Research Methods in Criminal Justice. An introduction to data analysis and an overview of research methods used in social science research, including experimental design, survey research, field research, and evaluation research.

CRJ 504 (3 hrs) Statistical Tools for Criminal Justice. This course focuses on essential statistical analysis that can be used by persons working in criminal justice and related agencies.

CRJ 604 (3 hrs) Advanced Statistical Analysis. This course will instruct students on the use and application of advanced statistical techniques and software. Topics include: factor analysis, binary, multinomial, and ordinal logistic regression, Poisson and negative binomial models, Tobit models, and advanced OLS estimation strategies and post-estimation diagnostics. Note, CRJ 604 is only required for the thesis option.

Elective Courses:

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) Seminar in 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 Mgmt. This course will focus on how criminal justice organizations function and are structured. Organizations in general and the theories associated with them will be examined. Effective leadership techniques and how organizations exert power will also be explored.

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 583 (1-6 hrs) Fieldwork. This course is a structured, supervised field experience in a field science or other discipline requiring experience in field techniques.

CRJ 592 (1-3 hrs) Research. Independent study in which a student, under the supervision of a faculty member, conducts research that is expected to lead to a specific project, such as a thesis, report, or publication. Assignments might include data collection, experimental work, data analysis, or preparation of a manuscript. Open to MSCCJ students with faculty permission.

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.

Thesis Option

Fall – Semester 1 (9 hours)

CRJ 501 Seminar in Criminal Justice
CRJ 503 Research Methods in Criminal Justice
CRJ 5XX Elective or Systems

Spring – Semester 2 (9 hours)

CRJ 502 Seminar in Criminology
CRJ 504 Statistical Tools for Criminal Justice
CRJ 5XX Elective or Systems

Fall – Semester 3 (9 hours)

CRJ 604 Adv. Stat. Analysis (pre-req. CRJ 504)
CRJ 5XX Elective or Systems
CRJ 5XX Elective or Systems

Spring – Semester 4 (6 hours)

CRJ 599 Thesis

33 hours total

Capstone Option

Fall – Semester 1 (9 hours)

CRJ 501 Seminar in Criminal Justice
CRJ 503 Research Methods in Criminal Justice
CRJ 5XX Elective or Systems

Spring – Semester 2 (9 hours)

CRJ 502 Seminar in Criminology
CRJ 504 Statistical Tools for Criminal Justice
CRJ 5XX Elective or Systems

Fall – Semester 3 (9 hours)

CRJ 5XX Elective or Systems
CRJ 5XX Elective or Systems
CRJ 5XX Elective or Systems

Spring – Semester 4 (6 hours)

CRJ 5XX Elective
CRJ 505 Capstone

33 hours total

Note: CRJ 505 Capstone is offered in an iCourse Format. One elective may be taken in a CRJ 500-level iCourse format.

GRADUATE STUDENT POLICIES

As a graduate student in the SCCJ, students should be aware of and observe all the procedures and requirements outlined in the ASU Graduate College Policies and Procedures handbook and in this handbook. Students are expected to remain informed about the general policies concerning graduate studies and the specific requirements of this program. In addition, students should frequently check his/her My ASU account and ASU email for the most up-to-date information regarding status, holds, items to attend to and other important information.

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. Admitted students 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 the My Classes box, and selecting “Add.” Students may add a class to the 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

Students may remove a class from the current schedule by dropping/withdrawing from it up until the appropriate deadline for that class. Students can request a drop/withdrawal from a class by signing into myASU, clicking on the “Registration” link in the My Classes section and selecting “Drop/Withdrawal.”

COURSE LOAD

Coursework taken as part of the MSCCJ 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. University policy requires that faculty assign two hours of work outside of the classroom for every hour spent in the classroom.

Graduate student enrollment status is as follows:

Full-time	9+ credit hours
¾ time	7-8 credit hours
Half time	5-6 credit hours Less than half time 1-4 credit hours

PRE-ADMISSION CREDITS

Credit hours completed at ASU or from another regionally accredited US institution or international institution officially recognized by that country, before the semester and year of admission to an ASU graduate degree program, are considered pre-admission credits. With the approval of SCCJ and the Graduate College, students may include a maximum of 12 graduate-level credit hours with grades of “B” or better that were not used towards a previous degree. Preadmission credits must have been taken within three years of admission to the ASU degree program to be accepted. Official transcripts must be sent to Graduate Admission Services from the records office of the institution where the credits were earned. Certain types of credits cannot be transferred to ASU. Academic credits earned at institutions other than ASU that base their credit calculation on a different scale from ASU’s are subject to conversion before inclusion on a Plan of Study. In all cases, the inclusion of transfer courses on a Plan of Study is subject to approval by SCCJ and the Dean of the Graduate College. For more information about pre-admission credit please see the Graduate College handbook at: <https://graduate.asu.edu/policies-procedures>.

CONTINUOUS ENROLLMENT

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 terms in which they are admitted and graduate. This includes periods when students are engaged in research, conducting a doctoral prospectus, working on or defending theses or dissertations, taking comprehensive examinations, taking Graduate Foreign Language Examinations or in any other way utilizing university resources, facilities or faculty time.

Registration for every fall semester and spring semester is required. Summer registration is required for students taking examinations, completing culminating experiences, conducting a doctoral prospectus, defending theses or dissertations or graduating from the degree program.

To maintain continuous enrollment, the credit hour(s) must:

- Appear on the student's Interactive Plan of Study (iPOS), OR
- Be research (592, 792), thesis (599), dissertation (799), or continuing registration (595, 695, 795), 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" (Incomplete) must maintain continuous enrollment as defined previously.

REQUEST TO MAINTAIN CONTINUOUS ENROLLMENT/LEAVE OF ABSENCE REQUEST

Graduate students planning to discontinue registration for a semester or more must submit a Leave of Absence request via their Interactive Plan of Student (iPOS). This request must be submitted and approved before the anticipated semester of non-registration. Students may request a maximum of two semesters of leave during their entire program. Having an approved Leave of Absence by the Graduate College will enable students to reenter their program without re-applying to the university.

Students who do not register for a fall or spring semester without an approved Leave of Absence 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.

Students with a Graduate College approved Leave of Absence are not required to pay tuition and/or fees, but in turn are not permitted to place any demands on university faculty or use any university resources. These resources include university libraries, laboratories, recreation facilities or faculty and staff time.

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>.

PLAN OF STUDY

During the spring semester of the first year of graduate coursework, the student should meet with the thesis committee to assess progress and to approve the program of study. Following the approval of the POS, the student files the Interactive Plan of Study (iPOS).

FILING THE INTERACTIVE PLAN OF STUDY (iPOS)

The Plan of Study (iPOS) functions as a contract between the student, the academic unit, and the Graduate College. The Plan of Study (POS) contains a list of courses which map the requirements for degree completion. The POS is submitted and revised electronically via the interactive POS system (iPOS) which can be accessed through myASU. Students must file their iPOS by the time they enroll in 50 percent of the hours required for the degree program. Any change in the plan of study must be approved by the Master's Director or the thesis committee.

After the iPOS has been approved online by SCCJ, 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. 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: https://graduate.asu.edu/sites/default/files/ipos_student_guide.pdf.

MAXIMUM TIME LIMIT TO COMPLETE DEGREE

All work toward a master's degree must be completed within six consecutive years. The six years begins with the semester and year of admission to the program. Graduate courses taken prior to admission that are included on the Plan of Study must have been completed within three years of the semester and year of admission to the program.

ACADEMIC INTEGRITY

The highest standards of academic integrity and compliance with [ASU's Student Code of Conduct](#), are expected of all graduate students in academic coursework and research activities. The failure of any graduate student to uphold these standards may result in serious consequences including suspension or expulsion from the university and/or other sanctions as specified in the academic integrity policies of individual colleges as well as the university.

The [ASU Student Academic Integrity Policy](#) lists violations in detail. These violations fall into five broad areas that include but are not limited to:

- Cheating on an academic evaluation or assignment.
- Plagiarism (including self-plagiarism).
- Academic deceit, such as fabricating data or information.
- Aiding academic integrity policy violations and inappropriately collaborating.
- Falsifying academic records.

For graduate students involved in research, there can be overlapping areas between Academic Integrity Policy violations, responsible conduct of research and research misconduct. The five areas listed above describe the kinds of Academic Integrity Policy violations and are handled under the ASU Student Academic Integrity Policy by faculty members, colleges and the provost.

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 and/or the Dean of Students Office reviews and sanctions these matters. If a student violates both the academic integrity provision and additional provisions of the Student Code of Conduct, a combination of the college, Office of Student Rights and Responsibilities, and/or the Dean of Students Office will review the matter. Each independently makes determinations concerning violations and appropriate sanctions. Additionally, the SCCJ Director may apply consequences for students engaged in academic integrity, academic dishonesty, or other misconduct.

SATISFACTORY ACADEMIC PROGRESS

All graduate students are expected to make systematic progress toward completion of their degree. This progress includes satisfying the conditions listed below. If a student fails to satisfy the requirements of their degree program and/or the benchmarks outlined below, the student may be dismissed from their program based on the recommendation of the SCCJ Graduate Committee to the Graduate College. The Graduate College Dean makes the final determination.

- Graduate students must maintain a minimum 3.00 grade point average (GPA) to maintain satisfactory academic progress and to graduate. The minimum 3.00 GPA must be maintained on all GPA's - Plan of Study (iPOS) GPA, Overall Graduate GPA and Cumulative GPA.
- Satisfy all requirements of the graduate degree program.
- Satisfy the maximum six year time limit for graduation from the student's graduate degree program.
- Successfully complete the thesis defense or capstone course requirement.
- Graduate students must stay continuously enrolled in their degree program. Failing to do so without a Graduate College approved Request to Maintain Continuous Enrollment is considered to be lack of academic progress and may lead to automatic dismissal of the student from the degree program. Persistent "W" and "I" grades during multiple semesters on a plan of study or transcript may reflect lack of academic progress.

ANNUAL REVIEW

All MSCCJ students are required to go through an annual review process in the spring of their first year. The annual review form is distributed to students in February. In consultation with their advisor and/or thesis chair, the student will complete the annual review form by April 15th. In addition to details on the thesis, students also provide information on progress in coursework, assistantship and/or TA work, and other activities in the SCCJ. This form, along with grades and performance evaluations by the student's RA or TA supervisor(s), and other supplementary sources as needed, is reviewed by the Graduate Committee. The review is used to assess progress toward degree and to make recommendations regarding funding and/or work assignments for the second year in the program. Students are informed about the results of their annual review in May of each year, and can meet with the Director of Master's Programs to discuss any concerns.

ACADEMIC PROBATION

A student will be placed on academic probation if the student fails to maintain a 3.0 or higher GPA every semester in all GPAs. The student is considered to be on academic probation until the conditions specified in the academic performance improvement plan are met and all GPAs (iPOS, Graduate, Cumulative) are above 3.00. Consequences for students placed on probation will be determined by the SCCJ Director and/or PhD Director.

A student will be removed from academic probation and returned to academic good standing by taking a minimum of nine credit hours within one calendar year and obtaining a 3.00 or better in all GPAs. 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 all GPA's to a 3.0 or better by the time he/she completes a minimum of nine 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 dismissal by following the Watts College of Public Service and Community Solutions appeal process.

ACADEMIC GRIEVANCE POLICY

COLLEGE OF PUBLIC SERVICE & COMMUNITY SOLUTIONS

Student Academic Grievance Procedures Standing Rules (as revised by the College Assembly, April 1, 1994) for the Watts College of Public Service & Community Solutions can be found at: <https://connect.publicservice.asu.edu/content/academic-grievance-process>.

These procedures are intended to facilitate a fair hearing of any student academic grievance issue by the College Academic and Student Affairs Committee convened to hear such grievances. When convened to hear a student academic grievance, decisions of the Committee will be by majority rule, provided a quorum (4) of the membership is present, including at least three faculty members.

Student grade appeals must be processed in the regular semester immediately following the issuance of the grade in dispute (by commencement for fall or spring), regardless of whether the student is enrolled at the university. It is university policy that students filing grievances and those who are witnesses are protected from retaliation. Students who believe they are victims of retaliation should immediately contact the dean of the college or school in which the course is offered.

The Committee shall have the power and/or responsibility only to make recommendations to the Dean of the Watts College of Public Service & Community Solutions in a hearing regarding a grade dispute, or other academic issue. Any students who believe they have a grievance should follow the process as listed below.

Informal Process

Initially, the aggrieved student should schedule an appointment with the faculty member concerned and discuss the problem openly.

1. If this discussion does not result in a satisfactory resolution, the student may appeal to the Chair/ Director of the instructor's department/school who will employ department/school approved procedures to resolve the grievance.
2. If a satisfactory resolution is not achieved, the student may confer with the Dean (or Dean's designee) who will review the case.

If the grievance has not been successfully cleared at this time, the student may request the Dean to refer the matter to the College Academic and Student Affairs Committee. The Committee will convene for the specific purpose of hearing a student academic grievance as needed.

Formal Hearing

1. When the student has been referred to the Committee by the Dean, the student must file in writing the alleged grievance statement to the Committee chair. Copies of this statement will be distributed to: committee members, the faculty member involved in the grievance, the Chair/Director of the department/school concerned, (or the appropriate committee if instructor is also the Chair/Director), and to the Dean. Within one week of the distribution of the alleged grievance statement, the faculty member involved must submit a written response to the Grievance Committee chairperson. Copies will be given to: committee members, the student involved in the grievance, the department/school Chair/ Director and the Dean.
2. Within two weeks of the reply by the faculty member involved, the chair of the Committee will schedule a meeting to consider the alleged grievance. Both parties involved (student and faculty) will be expected to appear at the meeting. All parties in the grievance will have the opportunity to give their particular grievance presentations either in writing or in person.

3. All meetings of the Committee shall be closed to ensure confidentiality and to protect the rights of privacy of both student and faculty. Each party in the grievance is entitled to be accompanied by any person of his/ her choosing, but that person will have no right to speak or cross examine. Their role shall be advisory only. Concerned parties may utilize witnesses for the presentation of their case. The Committee may decide that the aggrieved student, faculty involved in the grievance, and any or all witnesses be excused from certain presentations if, in the opinion of the Committee, an invasion of privacy and/or the violation of rights of specific individuals would result. Procedures for the presentation of relevant information on the part of the student, instructor, and/or witnesses will be determined by the Committee and only the committee members may ask questions of the parties involved.
4. Following final discussion of the alleged grievance, the Chair of the Committee will submit written recommendations of action (along with all supporting data) to the Dean. Copies of the recommendation only will go to the student involved, faculty involved, and the department/school Chair/Director of the faculty member involved. The recommendation will be submitted not more than one week following the final Committee hearing.
5. Final action in each case will be taken by the Dean after full consideration of the committee's recommendation. Grade changes, if any are recommended, may be made by the Dean. The Dean shall inform the student, instructor, Chair/Director, the Registrar, and the Committee of any action taken.

For more information, please contact:

Watts College of Public Service & Community Solutions
Amanda Andrew, M.A., Manager, Student Services

Phone: 602-496-1185
Email: Amanda.Andrew@asu.edu

GRADUATE TEACHING AND RESEARCH ASSISTANTSHIPS

Graduate Teaching and Research Assistants (TAs and RAs, respectively) are full-time graduate students, admitted to graduate program, appointed on a part-time basis by ASU. They must be enrolled for at least 6 hours of appropriate credit during each Fall and Spring semester during the appointment. Federal tax law considers TAs/ RAs to be full-time students carrying out duties that enhance their professional development, under the guidance of a faculty mentor, for which they are paid a compensatory stipend. Following Arizona Board of Regents' policy, work that is primarily clerical or other work not associated with teaching or research is not appropriate for TAs and RAs.

A limited number of graduate assistantships are available through the SCCJ. Graduate assistants work part-time, providing assistance to professors in their research, teaching or administrative functions. Graduate assistants receive a stipend for the academic year and may have the in-state portion of their tuition waived. Out-of-state students holding a graduate assistantship may have the out-of-state portion of tuition waived.

A limited number of online teaching assistant positions are available through the SCCJ. Online course assistants work part-time providing teaching assistance to instructors teaching online courses. Online course assistants are paid hourly and do not receive any tuition assistance or other benefits

The SCCJ adheres to the guidelines and policies as outlined in the Graduate TA/RA Handbook which is available on the Graduate College website at: <https://graduate.asu.edu/ta-ra-handbook>.

GRADUATE COLLEGE GUIDES & INFORMATION FOR GRADUATE STUDENTS

Graduate College provides updated detailed information to graduate students with the steps required to complete their degree requirements. For MSCCJ students this includes information regarding:

- Thesis Defense
- Thesis Format/Submission Process
- Steps Required After your defense
- Graduation Deadlines and Procedures
- How to guides

More information can be found on the Graduate College website at: <https://graduate.asu.edu/completing-your-degree>.

Helpful Graduate Links:

- <https://graduate.asu.edu/current-students/policies-forms-and-deadlines/policy-manuals>
- [How to Submit your Plan of Study](#)
- [Preparing for your Defense](#)
- [Graduation Deadlines and Procedures](#)

ADDITIONAL INFORMATION FOR THESIS OPTION

THESIS WORKSHOP

Students who are pursuing the thesis option are required to attend a workshop held in early spring of their first year. Topics covered include important program deadlines, selecting a thesis topic, choosing a thesis chair and committee members, time management, and options for obtaining data. There are also opportunities for Q&A with faculty, graduate support staff, and advanced graduate students.

RESEARCH INVOLVING HUMAN AND ANIMAL SUBJECTS

Theses that make use of research involving human subjects must be reviewed and approved by the University Human Subjects Institutional Review Board (IRB), in compliance with federal regulations. ASU's IRB must review and approve the proposed research before data collection or recruitment of subjects is initiated and must approve any changes to the data collection procedure throughout the course of the data collection. More information can be found at: <https://researchintegrity.asu.edu/responsible-conduct>.

It is critically important that students check with their committee members well in advance of data collection to ensure compliance with university regulations regarding the collection of research data.

THESIS DEFENSE

The thesis defense is oral. The oral defense is open to all members of the university community. Scheduled defenses are posted on the Graduate College website and announced and/or posted in prominent places in the SCCJ.

Oral defenses will be held on the ASU campus during regular business hours and the room for the defense must be scheduled through the SCCJ before scheduling the defense through myASU. At least 50% of the student's Dissertation Committee must attend the oral defense in person. The remaining Committee members may attend by phone or video conference. Note, when there are sound educational reasons for holding a defense under different circumstances, the student should contact the Graduate College for approval prior to scheduling the defense.

The oral defense engages the thesis committee and the student in a critical, analytical discussion of the research and findings of the study, as well as a review of the relation of the dissertation to the specialized field in which it lies. Committee deliberations and the final vote are conducted in closed session without the student present.

The thesis committee will receive the Pass/Fail form via email prior to the defense date and is responsible for signing and entering the defense results on the electronic form. Once the defense is completed, the thesis committee will choose one of the four options below:

1. Pass: Only minor format corrections need to be made (e.g. typographic errors, pagination).
2. Pass with Minor Revisions: Extensive format/editorial corrections and/or minor substantive changes need to be made (e.g. rewrite some text, correct grammatical errors).
3. Pass with Major Revisions: Extensive substantive changes need to be made (e.g. chapter rewrite).
4. Fail: The overall execution of the study is flawed or the candidate's performance in the oral examination is seriously deficient.

FINAL STEPS IN THE THESIS PROCESS

The last steps in the process after the thesis defense are as follows:

- Complete format and committee revisions
- Final signed Pass/Fail form is submitted to Graduate College by final deadline
- Submission of final document to UMI/ProQuest

Students should refer to the Graduate College deadlines as they become critical at this step in the graduation process. If the student misses any deadlines, the graduation date will be deferred to the next semester. The graduation deadlines are available on the Graduate College website at: <https://graduate.asu.edu/completing-your-degree/deadlines>.
work outside of the classroom for every hour spent in the classroom.

STUDENT RESOURCES

Academic Resources

Graduate Resources

<https://students.asu.edu/graduate/resources>

Academic Integrity

<https://graduate.asu.edu/current-students/policies-forms-and-deadlines/academic-integrity>

The ASU Academic Integrity Policy explains student obligations and responsibilities regarding academic integrity.

Disability Resource Center

<https://eoss.asu.edu/drc>

The Disability Resource Center provides services to qualified students with disabilities on all ASU campuses. For convenience, students will find offices located at the Downtown, Polytechnic, Tempe, and West locations.

Graduate Academic Support Center

<https://tutoring.asu.edu/student-services/graduate>

UASP academic support for graduate students offers a dynamic, supportive learning environment and programs for ASU graduate students enrolled in any graduate degree program.

Graduate Writing Centers

<https://tutoring.asu.edu/student-services/writing-centers>

Tutoring and other resources are available for graduate students. In addition, throughout the fall and spring semesters, the Graduate Writing Centers will host special workshops and webinars on writing in graduate school.

Health and Wellness Resources

Campus Safety

<https://eoss.asu.edu/DOS/safety>

ASU is committed to providing a safe, healthy, and secure environment. The university offers education and multiple resources to ensure that all members of the university are safe and secure.

Counseling Services

<https://eoss.asu.edu/counseling>

ASU Counseling Services offers confidential time-limited professional counseling and crisis services for students experiencing emotional concerns, problems in adjusting, and other factors that affect their ability to achieve their academic and personal goals.

Devils 4 Devils

<https://eoss.asu.edu/devils4devils>

Devils 4 Devils provides an opportunity for ASU Students to make positive change in the lives of others, build helping-skills and ensure that ASU is an inclusive and supportive community.

Health Services at ASU

<https://eoss.asu.edu/health>

ASU Health Services is dedicated to the well-being and educational success of each individual student by providing high quality health care that is accessible, affordable, and compassionate.

Live Well @ ASU

<https://wellness.asu.edu/>

Live Well @ ASU empowers the Sun Devil community to achieve a healthy lifestyle through four foundational elements: Live, Feel, Learn and Engage. The information, resources and involvement opportunities found in each element are designed to positively impact academic performance, personal well-being and assist students in reaching their full potential.

Student Organizations and Clubs

<https://eoss.asu.edu/clubs>

Students can get involved in the community and the university through a variety of student organizations and clubs.

Sun Devil Fitness

<https://fitness.asu.edu/>

ASU's Sun Devil Fitness enhances the ASU experience by providing programs, services and facilities that promote healthy lifestyles, build community and enable student success. Sun Devil Fitness offers a variety of recreation, fitness and sport opportunities that include intramurals, group fitness, personal training, sport clubs and instructional classes.

Professional Development Resources

Professional Development Resources

<https://graduate.asu.edu/professional-development>

Graduate College Mentoring Network (GradConnect Mentoring)

<https://graduate.asu.edu/current-students/enrich-your-experience/gradconnect-mentoring>

ASU's scholarly communities are strengthened by diversity and inclusion of a multiplicity of perspectives and ideas. The GradConnect Mentoring Network offers both mentoring opportunities for graduate students and mentor training resources for graduate students interested in becoming mentors.

Graduate & Professional Student Association (GPSA)

<http://gpsa.asu.edu>

GPSA is a graduate student organization that is dedicated to the advocacy, support, and unity of graduate students. GPSA offers several resources for graduate students including travel and research funding opportunities.

DOWNTOWN CAMPUS STUDENT RESOURCES

Located in Arizona's capital, ASU's Downtown Phoenix campus provides a multitude of academic and professional connections for students. Learning takes place in contemporary classrooms and research centers throughout campus buildings integrated into Phoenix's iconic architecture, incorporating the historic U.S. Post Office building and modern-day landmarks such as the Walter Cronkite School of Journalism and Mass Communication and the Arizona Center for Law and Society.

Students have access to first-class fitness facilities, performing arts and cultural venues, and major sports events. This professional, fast-paced downtown is also a transit network hub that includes light rail and connections to other ASU campuses and points of interest throughout metropolitan Phoenix. For more information about events and activities in downtown Phoenix please visit: <http://dtphx.org/>.

ASU Bookstore

<https://www.bkstr.com/arizonastatestore/home/en>

ASU Downtown Campus Library

<https://lib.asu.edu/downtown>

The ASU DPC library includes a computing site with over 45 laptops for student, faculty, and staff use, and several types of study spaces (including common, quiet and silent study zones and private and group study rooms). The Downtown Phoenix Campus Library provides access to books and other research resources focusing on materials of interest to majors in the anchor fields taught at the Downtown campus.

Financial Aid

<https://students.asu.edu/contact/financialaid>

Graduate students seeking loans or financial aid counseling should contact the ASU Student Financial Aid Office directly.

ASU Scholarship Search

<https://scholarships.asu.edu/>

Graduate College Fellowships

<https://graduate.asu.edu/pay-for-college>

Parking and Transit

<https://cfo.asu.edu/transportation>

Campus Shuttles

<https://cfo.asu.edu/shuttles>

ASU intercampus shuttles transport students, faculty and staff between the Downtown Phoenix, Polytechnic, Tempe and West campuses.

Parking on Downtown Campus

<https://cfo.asu.edu/pts-parking-downtown>

Students may purchase annual and semester permits. Sun Devils who choose not to purchase a permit, as well as campus visitors, may use various daily and hourly parking options.

Public Transit

<https://cfo.asu.edu/transit>

Several public transportation options are available to students across the ASU campuses. City buses and light rail, discounted transit passes, Eco-Passes and car-sharing allow Sun Devils to travel quickly, easily and affordably throughout the greater-Phoenix area.

Student Accounts

<https://my.asu.edu>

Students will be issued an ASURITE ID to access myASU which is the University's secure, real-time website that provides access to student records and resources. In order to login to myASU and take advantage of its many uses, including class registration, making payments, and changing contact information, the ASURITE ID must be activated. If assistance is

required, students can contact ASU Help at 1-855-278-5080 or <http://help.asu.edu>. Once the ASURITE account is active, students may logon to myASU at <https://my.asu.edu> to access student resources. In addition, students must have an active ASU e-mail account as this is the university's primary means of communication. Students should access their ASU email, or forward it to an account they check frequently, on a regular basis.

Sun Card

<https://cfo.asu.edu/cardservices>

Students may choose between the Pitchfork ID, complete with Sun Devil Checking exclusively from MidFirst Bank, or the basic Sun Card to use as their official university ID card. Students can visit the downtown campus MidFirst Bank in person or complete the process online.

Veterans Resources – Pat Tillman Veterans Center

<https://veterans.asu.edu/>

CONTACT INFORMATION

Arizona State University, Downtown Campus
School of Criminology and Criminal Justice
411 N. Central Ave. UCENT Bldg., Suite 600
Phoenix, AZ 85004
Phone: 602-496-2356 Fax: 602-496-2366
Email: gradsccj@asu.edu

PROGRAM DIRECTOR

Dr. Kate Fox, Associate Professor
Director, PhD and MS Programs and Associate Professor
Director, Research on Violent Victimization Lab
Phone: 602-496-2347 Email: katefox@asu.edu

GRADUATE ADVISING

Shannon E. Stewart, Academic Success Coordinator
Graduate Programs Advising
Phone: 602-496-2365
Email: shannon.stewart@asu.edu

FACULTY

Faculty contact information along with curriculum vitas, profiles and research interests can be found on our SCCJ faculty webpage at: <https://ccj.asu.edu/content/school-directory>. Faculty areas of expertise and research include:

- Childhood Conduct Disorders
- Children and the Law
- Community and Institutional Corrections
- Community Policing and Problem-Oriented Policing
- Constitutional Criminal Procedure
- Crime Analysis
- Criminal Justice Policy
- Criminology in Developing Nations
- Effects of Race, Ethnicity & Gender on Sentencing
- Fraud Victimization
- Gangs
- Gender & Crime
- Immigration, Crime, and Social Justice
- The Insanity and Diminished Capacity Defenses
- Juvenile Court Processes
- Legal Psychology and Legal Socialization
- Neighborhoods, Crime, and Disorder
- Organizational Leadership
- Police Use of Force
- Police and Technology
- Prisoner Reentry and Reintegration
- Psychopathy and Criminal Offending
- Sentencing and Plea Bargaining
- Sex, Sexuality, Law, and Justice
- Social Control
- Sociology of Punishment
- SuperMax Prisons
- Victimization
- Violence and Violent Crime