



**MASTER OF ARTS IN
CRIMINAL JUSTICE
ONLINE PROGRAM**

ASU School of Criminology
and Criminal Justice
Arizona State University

ccj.asu.edu

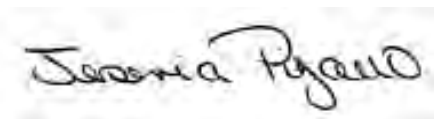
Welcome

The School of Criminology & Criminal Justice is a nationally recognized leader in higher education and is highly regarded for its distinguished faculty and research productivity. Our world-class faculty is engaged in cutting edge research which prepares students for the challenges of criminal justice practice in the 21st century. Our online graduate program has been named by U.S. News and World Reports as one of the top five degrees in the nation for three years running.

The Master of Arts in Criminal Justice online program is designed to provide students with coursework in criminology and the operation of the criminal justice system to provide the knowledge and skills required to advance a career in the criminal justice field. The program provides valuable training in research methods and statistics, program planning and management, policy analysis, and program evaluation. Courses are designed and taught by professors who are nationally recognized scholars in the field of criminal justice and from criminal justice professionals with expertise in policing, gangs, fraud, corrections and courts.

ASU Online and the School of Criminology and Criminal Justice is dedicated to providing innovative, high-quality online education to Sun Devils from across the country and around the world.

Welcome to the School of Criminology and Criminal Justice!



Dr. Jesenia Pizarro, Associate Professor
Director of Master's Programs

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PROGRAM OVERVIEW

The Masters of Arts in Criminal Justice is a 33-credit hour professional online degree designed to provide criminal justice agency professionals with coursework in criminology and the operation of the criminal justice system. The MACJ online program includes 12 hours of required core courses in theory and research on crime and the criminal justice system, a three-hour capstone project, and 18 hours of electives.

The program is designed to provide students with advanced training in program planning and management, policy analysis, and program evaluation. Students are required to complete a capstone course, Theory and Practice in Criminal Justice in their last semester of study. Students will integrate material from required and elective coursework to write a comprehensive research paper that focuses on a criminal justice policy or practice.

The courses for the MACJ online program are offered in six available sessions each year – two sessions in Spring, Summer and Fall semesters. The program is flexible and is offered to both part-time and full-time students and is ideal for the working criminal justice professional or for students who are interested in pursuing a career in the criminal justice field.

STUDENT LEARNING OBJECTIVES

Graduates of the MACJ online 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 careers in the criminal justice; and
- assume leadership roles and act as change agents in the criminal justice system.

Accreditation

All Arizona State University academic programs are fully accredited by the Higher Learning Commission of the North Central Association of Schools and Colleges. The Higher Learning Commission is an institutional accrediting agency recognized by the U.S. Department of Education. This federally-recognized body provides assurance to that ASU meets clear quality standards for educational and financial performance, <http://www.ncahlc.org>.

ADMISSION REQUIREMENTS

Admission to the program is governed by the requirements specified by the Graduate College at Arizona State University. In addition to the basic requirements established by the Graduate College, the School of Criminology and Criminal Justice requires the following:

- An earned bachelor'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, etc.).
- 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 College admissions application and application fee. Please visit: <https://students.asu.edu/graduate/apply>
- A personal statement, not exceeding three pages, that describes the applicant's prior education, relevant professional experience, and career goals. The statement should address how the MACJ program will help the applicant achieve those goals.
- A resume.
- Two letters of reference from faculty members or professional contacts who are best able 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: <http://graduate.asu.edu/admissions/international>
- Official transcripts (electronic or hard copy) from all institutions attended must be sent to ASU. Please note, ASU alumni transcripts are on file.

Electronic Transcripts

ASU will accept the following electronic transcript services: E-Scrip, Parchment, Credentials Inc., TranscriptsPlus, and National Student Clearinghouse. Transcripts must be sent directly to gradtranscripts@asu.edu from those transcript services or from the institution that uses those services.

OR

Hard Copy Transcripts:

If sending by U.S. Mail:
Arizona State University
Graduate Admission Services
PO Box 870112
Tempe, AZ 85287-0112

If sending by FedEx, DHL or UPS:
Graduate Admission Services
Arizona State University
1151 S. Forest Avenue, #SSV112
Tempe, AZ 85287-0112

The MACJ online program has rolling deadlines and admission starts are offered for the six available sessions each year – Spring, Summer and Fall semesters (session A and B). Please be sure to check the ASU academic calendar for specific session dates: <http://students.asu.edu/academic-calendar>.

MACJ ONLINE PROGRAM COURSEWORK

The MACJ online program includes 12 hours of required core courses in theory and research on crime and the criminal justice system, a three-hour capstone project, and 18 hours of electives.

Required Core 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
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Electives (18 hours)

In consultation with the graduate programs advisor, students select a minimum of 18 hours of elective coursework. Students can develop specializations in areas such as policing, corrections and management by combining required and elective coursework. MACJ students take 500-level online courses. Up to six credits of the electives may include online courses offered by other schools/departments at ASU. The coursework must be related to criminal justice issues and the student must obtain prior approval from the department before adding the course to his/her program of study.

MACJ Online Curriculum Checksheet: https://ccj.asu.edu/sites/default/files/macj_graduate_checksheet.pdf

DESCRIPTION OF GRADUATE COURSES

Descriptions of online 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 Core 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 to complete MACJ online degree requirements.

MACJ 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) 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 over-representation 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 527 (3 hrs) Seminar on Police Accountability. This course examines the great authority of police, the various and most common ways that police abuse that authority, the consequences of those abuses, and accountability mechanisms that can prevent those abuses from occurring.

CRJ 528 (3 hrs) Seminar on Prison and Jail Administration. This course provides an overview of prison and jail administrative practices, with emphasis on policy and management issues in modern correctional institutions.

CRJ 529 (3 hrs) Seminar in Community Corrections. This course provides a review of theory, research and policy focusing primarily on correctional strategies and programs that take place within the community setting, as well as the function of community corrections within the larger correctional system.

CRJ 530 (3 hrs) Seminar in Forensics. This course explores recent and sometimes controversial developments in forensic science. Includes topics such as quality assurance, the CSI effect and the National Academy of Sciences' report entitled "Strengthening Forensic Science in the United States: A Path Forward."

CRJ 531 (3 hrs) Seminar in Crime Mapping. This course examines the applied research methodology and conceptual framework used to conduct spatial analysis within the crime analysis profession.

J 532 (3 hrs) Seminar on Sex Crimes. The course examines and discusses distinctions among types of offenders. It also applies theory, analyzes public policy, examines the effect of sex offenses on victims, and discusses how sexual behavior has been legislated over human history.

CRJ 533 (3 hrs) Seminar in White Collar Crime. This course provides a general overview of white-collar crimes including forms, contexts and response by the criminal justice system toward offenders and victims. Also addresses theoretical perspectives.

CRJ 535 (3 hrs) Seminar in Crime and Forensic Mental Health. This interdisciplinary course will draw from the fields of criminology, psychology, sociology and law. The course will focus on the clinical assessment of people under the jurisdiction of a court of law.

CRJ 553 (3 hrs) Seminar on Terrorism and Weapons of Mass Destruction. This course examines the historical evolution of terrorism and weapons of mass destruction. Analyzes current theories and mitigation, preparedness, and response tactics.

CRJ 554 (3 hrs) Seminar on Homeland Security. This course presents skills necessary to develop policies, strategies, programs, and organizational structure of an all hazards/all risk homeland security program.

Summer Study Abroad in Israel Program Courses
CRJ 555 (3 hrs) Police and International Terrorism
CRJ 556 (3 hrs) Etiology of Martyrdom

Summer Study Abroad in Israel. These two courses are required for the Summer Study Abroad program and must be taken together for a total of six hours. Students must apply and be accepted into the Summer Study Abroad program to take these courses.

This two week summer program focuses on counter-terrorism, intelligence-gathering, suicide bomber interdiction, and emergency management and response. Students will visit facilities and protected environments throughout Israel to learn about the measures Israelis have taken to deal with terror-related threats, managing crises, how security practices and processes have been adjusted as a result of lessons learned from past terror attacks, and what they are doing to prevent future attacks. For more information about the program please visit: <https://mystudyabroad.asu.edu/>.

CRJ 557 (3 hrs) Seminar in Domestic Terrorism. This course examines and develops a foundation of theoretical approaches to understanding domestic terrorism in the United States of America.

CRJ 558 (3 hrs) Seminar in International Terrorism. The course reviews the various definitions of terrorism and how to apply these to terrorism issues and instances globally.

CRJ 584 (1-6 hrs) Internship. Structured practical experience following a contract or plan, supervised by faculty and practitioners. Please note, no more than six credits hours may be taken and counted towards the MACJ elective degree requirements. CRJ 584 is a pass/fail course and not calculated towards GPA. For more information please visit: <https://ccj.asu.edu/internships>.

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.

CRJ 598 Special Topics may be taken multiple times and counted towards the MACJ program of study as long as the topic area is different.

GRADUATE STUDENT POLICIES

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 hand- book. You are expected to remain informed about the general policies concerning graduate studies and the specific requirements of this program. In addition, you should frequently check your MyASU 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; 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.” 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

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 myASU, clicking on the “Registration” link in the My Classes section and selecting “Drop/Withdrawal.”

COURSE LOAD

Coursework taken as part of the MACJ online 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.

Our general recommendation is that students who wish to pursue the program full-time should take two courses per session (12 credits per semester) and part-time students should limit their coursework to one course per session (six credits per semester). The maximum number of credits a student may take in a semester is 15 credits.

Per Arizona Board of Regents policy, a minimum of 45 hours of work by each student is required for each unit of credit. Therefore, in a three credit course, students should expect to invest a total of 135 hours towards the course requirements.

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 preadmission credits. With the approval of the program and the Graduate College, students may include a maximum of six graduate-level credit hours with grades of “B” or better that were not used towards a previous degree.

Department criteria for transfer credit is as follows:

- Only pre-approved coursework with a grade of A or B is eligible.
- Coursework must have been 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 six 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. Please visit: <http://classifications.carnegiefoundation.org/descriptions/basic.php>.
- 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 GPA calculations.

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 the degree program 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 students must be registered for a minimum of one credit hour during all phases of their graduate education, including the term in which they were admitted and the term in which they graduate. Registration for every fall semester and spring semester is required. Summer registration is required for students who are admitted or graduating during Summer semester. For graduate students 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/LEAVE OF ABSENCE REQUEST

Students planning to discontinue enrollment for a semester or more must request approval for a leave of absence. Students may petition the Graduate College for a leave of absence for a maximum of two semesters during their entire program. A petition for a leave of absence, endorsed by the members of the student's supervisory committee and the head of the academic unit, must be approved by the Graduate College dean. This request must be filed and approved before the beginning of the enrollment period in which the absence will take place.

An approved leave of absence will enable students to re-enter their program without re-applying to the university. Students who do not enroll for a fall or spring semester without an approved leave of absence by Graduate College 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 (i.e., university libraries, etc.). The Request to Maintain Continuous Enrollment form can be found on the Graduate College website at: <https://graduate.asu.edu/file/679>.

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>.

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.

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. 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/how-to-ipos.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 the university'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:

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

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 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.

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 School's 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 capstone course requirement.
- Maintain continuous enrollment throughout the degree program.

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.

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 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 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 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 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 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, he/she must file in writing the alleged grievance statement with 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:

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

Phone: 602-496-1185

Email: Amanda.Andrew@asu.edu

GRADUATE COLLEGE – INFORMATION & LINKS

It is the mission of Graduate College at Arizona State University to promote and support the integrity, quality, and vitality of ASU graduate programs. The Graduate College office oversees the admissions process and the policies and procedures for all graduate programs at ASU. We encourage you to be aware of and observe all of the procedures and requirements outlined in the ASU Graduate College Policies and Procedures handbook.

Provisional Admission

If admitted provisionally, students have a maximum of one academic year to complete a minimum of nine credit hours with a minimum GPA of 3.0 in all GPAs. Students who are admitted to the program provisionally are not eligible to submit a Plan of Study (iPOS) until the conditions of admission have been satisfied. When students have satisfied the provisional requirements, they should confirm with the academic unit that a change of status has been recommended.

Helpful Graduate College Links

<https://graduate.asu.edu/policies-procedures>

<https://graduate.asu.edu/sites/default/files/how-to-graduate-capstone-project.pdf>

<https://graduate.asu.edu/completing-your-degree>

ASU ONLINE – INFORMATION & LINKS

ASU Online is dedicated to providing innovative, high-quality online education to Sun Devils from across the country and around the world. Please be sure to visit their website for helpful links and information.

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

<https://currentstudent.asuonline.asu.edu/>

<https://currentstudent.asuonline.asu.edu/student-services>

<https://asuonline.asu.edu/newsroom/online-learning-tips>

ASU ONLINE - STUDENT SUPPORT & RESOURCES

<https://goto.asuonline.asu.edu/success/online-resources.html>

Academic Resources

Academic Resources

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

Academic Integrity

<https://graduate.asu.edu/academic-integrity>

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

ASU Libraries

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

Library Resources for ASU online students - <https://libguides.asu.edu/online>

ASU Library Tutorials - <https://lib.asu.edu/tutorials>

APA Citation Tutorials: <https://libguides.asu.edu/citing/APA>

ASU Online Tutoring and Graduate Student Writing Support

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

Online tutoring is live, free and available to all ASU students, including ASU online students.

Disability Resource Center

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

The Disability Resource Center provides services to qualified online students with disabilities at ASU.

Professional and Career Development

Professional Development Resources

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

Career Services

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

ASU Career Services is a great resource for students for employment and career exploration. Career Services offers many resources and services for ASU online students.

Handshake - <https://eoss.asu.edu/cs/handshake>

Job Search - <https://eoss.asu.edu/cs/students/jobsearch>

Live & Recorded Webinars for Online Students - <https://eoss.asu.edu/cs/students/webinars>

Student Resources

ASU Bookstore

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

ASU Counseling Services

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

Financial Aid and Scholarship Services

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

ASU 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 complete the process online and the Sun Card can be mailed directly. Request form: <https://cfo.asu.edu/campus-id-card-request-form>.

Veterans Resources – Pat Tillman Veterans Center

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

The Pat Tillman Veterans Center will assist online students with academic resources, transition services and navigating the military benefits process. ASU online students can email the Online Military Support team directly at militaryonline@asu.edu.

CONTACT INFORMATION

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FACULTY

Faculty contact information along with curriculum vitas, profiles and research interests can be found on our CCJ faculty webpage at: <https://ccj.asu.edu/about-us/faculty>.