



ARIZONA STATE UNIVERSITY

**MASTER OF SCIENCE IN  
CRIMINOLOGY AND CRIMINAL JUSTICE**

Arizona State University  
Student Handbook  
2013-14

Arizona State University  
College of Public Programs  
School of Criminology and Criminal Justice  
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# **MASTER OF SCIENCE IN CRIMINOLOGY & CRIMINAL JUSTICE (MSCCJ)**

## **Admission Requirements**

Admission to the MSCCJ program is open to individuals who:

- hold a baccalaureate degree in criminal justice or a related field, from an institution with regional accreditation;
- show promise of success as demonstrated by scores on the Graduate Record Examination (GRE), undergraduate accomplishments, faculty letters of recommendation, professional experience; and
- have career goals that are compatible with the educational objectives of the program.

Applicants *must* have at least a 3.0 undergraduate GPA for admission to the MSCCJ program.

## **Application Procedures**

The Graduate College at ASU must receive an online application for admission to Graduate Studies, an official transcript from every university or institution attended, GRE scores, and the application fee. The application and these application materials are submitted online. The application deadline for all application materials is February 1<sup>st</sup> for fall semester. For information on general admission procedures, visit the Graduate College web site at <http://www.asu.edu/graduate/>.

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

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

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

## **Supervisory Committee**

During the second semester of graduate coursework, the student will form a supervisory committee, composed of a chair and two members. The composition of the committee must be approved by the Master's Program Director. All members of the committee must be members of the graduate faculty at ASU. The chair of the committee must be a graduate faculty member in the School of Criminology and Criminal Justice. The purpose of the supervisory committee is to advise the student on the program of study, monitor the student's progress in the program, and supervise the master's thesis.

## **Program Requirements**

A minimum of 30 semester hours of graduate credit beyond the baccalaureate degree is required for the MSCCJ. This includes 24 hours of coursework and 6 hours of thesis. Together with his/her supervisory committee, each student designs a Program of Study that incorporates coursework in the core curriculum, elective coursework, and the thesis. The Program of Study should be submitted before the student has completed 18 hours of coursework. All MSCCJ classes are held on campus, in a seminar format over the course of a full semester. Online courses for MSCCJ students are strongly discouraged. Permission to take online courses may only be granted in extraordinary circumstances.

The program consists of two core areas. The first core area focuses on theory and research on crime and the criminal justice system; the second emphasizes research methods and analytical techniques. All students must demonstrate proficiency in research and methodological skills. There is no language requirement.

### Required Courses (15 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  
CRJ 604 Advanced Statistical Analysis

### Elective Courses (9 hours)

Students select a minimum of 9 hours of elective course work. Students may take either 500-level or, with the permission of the instructor, 600-level courses.

CRJ 512 Seminar on Policing  
CRJ 513 Seminar on Courts and Sentencing  
CRJ 514 Seminar in Corrections  
CRJ 515 Seminar on Women and Crime  
CRJ 516 Seminar in Criminal Justice Organization and Management

CRJ 517	Seminar on Juvenile Delinquency and Juvenile Justice
CRJ 518	Seminar on Race/Ethnicity, Crime and Justice
CRJ 519	Seminar on Victimization
CRJ 520	Seminar on Violent Crime
CRJ 521	Seminar on the Nature of Crime
CRJ 522	Seminar on Gangs and Crime
CRJ 524	Seminar on Punishment and Society
CRJ 525	Seminar on Life-Course Criminology
CRJ 526	Theories of Crime Causation
CRJ 584	Internship*
CRJ 590	Reading and Conference**
CRJ 592	Research
CRJ 598	Special Topics on Crime and Criminal Justice
CRJ 601	Seminar on Criminological Theory
CRJ 602	Seminar on Criminal Justice Policies and Practices
CRJ 603	Advanced Research Design
CRJ 605	Special Topics in Quantitative Methods
CRJ 606	Advanced Topics in Theoretical Criminology
CRJ 607	Advanced Topics in Policing
CRJ 608	Advanced Topics in Courts and Sentencing
CRJ 609	Advanced Topics in Corrections
CRJ 610	Advanced Topics in Juvenile Justice
CRJ 611	Advanced Topics in Crime and Victimization
CRJ 612	Advanced Topics in Race, Gender, Class and Justice
CRJ 613	Qualitative Methods

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

\*\*A maximum of 3 hours of CRJ 590 may be included on the program of study.

### Thesis (6 hours)

CRJ 599 Thesis

### **Master's Thesis**

Students in the MSCCJ program will write a thesis that reflects original research and scholarship, makes a significant contribution to knowledge in the field, and demonstrates an ability to design and carry out an independent research project. The thesis is supervised by the student's graduate supervisory committee.

### Strategies for Success

The Graduate College offers 24/7 resources to help graduate studies from the first semester of graduate school to the last. Students can explore strategies for professional development via podcasts, video, workshops, practical advice and find many other useful resources by visiting: <http://graduate.asu.edu/grow/sfs>.

## Writing the Thesis: Style Guides/Formatting

In writing the thesis, students must follow the Graduate College formatting guidelines. More information can be found by visiting the “How to Guides” which can be found on the Graduate College website.

How to Guides

<http://graduate.asu.edu/how-to>

How to use the Format Tool for your Thesis

<http://graduate.asu.edu/sites/default/files/How-to-Use-Format-Tool.pdf>

How to complete your Thesis Format Review

<http://graduate.asu.edu/sites/default/files/How-to-Use-Format-Tool.pdf>

How to graduate with a Master’s Thesis

[http://graduate.asu.edu/sites/default/files/How\\_to\\_Graduate\\_Masters\\_Thesis.pdf](http://graduate.asu.edu/sites/default/files/How_to_Graduate_Masters_Thesis.pdf)

Students in the School of Criminology and Criminal Justice must use the APA style guide.

## Research Involving Human and Animal Subjects

Theses or dissertations that make use of research involving human or animal subjects must include a statement indicating that the research has been approved by the appropriate university body. Research involving human subjects conducted under the auspices of Arizona State University is reviewed by the University Human Subjects Institutional Review Board (IRB) in compliance with federal regulations. Documents containing any data collection from human subjects require that applications be submitted to the ASU Office of Research Integrity and Assurance for approval before data collection or recruitment of subjects is initiated at <http://researchintegrity.asu.edu/humans>.

Research involving the use of animals conducted under the auspices of Arizona State University is reviewed by the Institutional Animal Care and Use Committee (IACUC) in compliance with federal regulations. Documents containing any data collection from animal research require that applications be submitted to ASU Office of Research Integrity and Assurance for approval at <http://researchintegrity.asu.edu/animals>.

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

MSCCJ students are required to hold a public defense of the thesis as part of the degree requirements.

## Thesis Defense

Thesis and dissertation defenses are open to all members of the university community and the general public. The oral defense engages the supervisory committee and the candidate in a critical and analytical discussion of the research and findings of the study, as well as a review of the contribution of the research topic to advancing knowledge in that discipline.

The presentation of a thesis or dissertation defense in an open forum fosters a broader awareness of the state of graduate research at ASU, promotes a wider scholarly dialogue among disciplines, and recognizes publicly the scholarly contributions of master's candidates.

Defenses must be scheduled through MyASU at least 10 working days in advance of the defense date. It is expected that oral defenses will be held on an ASU campus during regular business hours in order to facilitate student, faculty, and public accessibility. When there are sound educational reasons for holding a defense under different circumstances, contact the Graduate College for approval before scheduling the defense.

Once the defense is complete, the supervisory committee will decide whether the thesis should be (1) accepted unconditionally, (2) accepted conditionally, with changes made in consultation with the committee chair, or (3) accepted conditionally, with a requirement that the committee be reconvened to discuss the revisions.

For additional information please review the Graduate College Policies and Procedures Handbook which can be found at:

[http://graduate.asu.edu/sites/default/files/ASU\\_Graduate\\_Policies\\_and\\_Procedures.pdf](http://graduate.asu.edu/sites/default/files/ASU_Graduate_Policies_and_Procedures.pdf).



# **DESCRIPTIONS OF GRADUATE COURSES**

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

## **Required Courses**

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

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

CRJ 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.

## **Elective Courses**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CRJ 526 (3 hrs) Theories of Crime Causation. This course will provide advanced study of major theories of crime causation, with emphasis on classic and contemporary theoretical and empirical works.

CRJ 590 (3 hrs) Reading and Conference. This is an independent-study course designed to cover the major issues related to a subject of the student's choice. Open to MSCCJ students with faculty permission.

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 dissertation, 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.

**CRJ 601 (3 hrs) Seminar on Criminological Theory.** This course will consider historical and contemporary explanations of crime and criminal behavior. Theories covered include strain, control, cultural, labeling, conflict, as well as more recent attempts at theoretical and multidisciplinary integration.

**CRJ 602 (3 hrs) Seminar on Criminal Justice Policies and Practices.** This course will provide students with a critical understanding of responses to crime and the operation of the criminal justice system. Particular emphasis is placed on theory and research on the effectiveness of the policies and practices of the principal institutions of the criminal justice system - the police, courts, corrections, and the juvenile justice system. Additionally, philosophical and practical matters pertaining to justice and fairness in the administration of the criminal law are explored.

**CRJ 603 (3 hrs) Advanced Research Design.** This course will expose students to advanced topics in research design and methodology in preparation for writing the master's thesis or doctoral dissertation. The course will center on various research methods to address the primary research problems in the study of crime, law, criminal justice, and the impact of the criminal justice system.

**CRJ 604 (3 hrs) Advanced Statistical Analysis (NOTE: required course for MSCCJ students.)** 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.

**CRJ 605 (3 hrs) Special Problems in Quantitative Methods.** This course will explore advanced techniques of statistical analysis within the field of criminal justice. Topics may include: time-series analysis, structural equation modeling, hierarchical linear modeling, group-based trajectory models, structural equation models, instrumental variables, propensity score matching, and other advanced topics. It assumes that students have taken courses in basic descriptive and inferential statistics and advanced multivariate analysis of variance and regression.

**CRJ 606 (3 hrs) Advanced Topics in Theoretical Criminology.** This course will focus on criminological theory construction, historical and contemporary theoretical debates within criminology, theory testing, empirical support for theories, and theoretical integration.

**CRJ 607 (3 hrs) Advanced Topics in Policing.** This seminar is designed to cover the major issues related to policing and police organizations in the United States. The principal focus will be on policing and police organizations in large cities, with a focus on police organizational structure, police culture, police organizational environment, police decision making and change in the police organization.

**CRJ 608 (3 hrs) Advanced Topics in Courts and Sentencing.** This course will focus on the structure, organization, and operation of the state and federal court systems in the United States. The purpose of the course is to survey recent research on the dynamics of courthouse justice--charging, plea bargaining, bail decision making, jury decision making and sentencing. The course also will examine research assessing the impact of recent reforms directed at the criminal court system.

**CRJ 609 (3 hrs) Advanced Topics in Corrections.** This seminar will provide a critical examination of the theoretical framework underpinning current correctional policy (institutional and community-based), as well as advanced, in-depth analyses of contemporary issues surrounding corrections.

**CRJ 610 (3 hrs) Advanced Topics in Juvenile Justice.** This advanced course in juvenile justice will examine the meaning of the concept of juvenile delinquency as a separate entity in the criminal justice system. Course content will consider the relationship between social attitudes and definitions of youthful law violation, and review studies on various forms of delinquency, such as drug offenses, sex delinquency, and status offenders. Students will also focus on the internal workings of the juvenile justice system.

**CRJ 611 (3 hrs) Advanced Topics in Crime and Victimization.** This course will examine research on criminal offending and victimization, focusing on the correlates of offending and victimization, risk and protective factors, and policies designed to reduce the impact of crime on victims.

**CRJ 612 (3 hrs) Advanced Topics in Race/Gender and Crime and Justice.** This course will examine the interrelationships among race/ethnicity, gender, crime and the criminal justice system. It will focus on theoretical perspectives and empirical research on racial minorities and women as victims, offenders, and criminal justice professionals.

**CRJ 613 (3 hrs) Qualitative Methods.** This course will provide students with an examination of the design, execution and write-up of qualitative research. Methods of data collection including participant-observation, ethnography, and interviewing will be discussed.

# **GEOGRAPHICAL INFORMATION SCIENCE (GIS) CERTIFICATE**

The MSCCJ program also offers students an opportunity to receive a Geographical Information Science (GIS) Certificate in concert with their degree in Criminal Justice. The GIS Certificate Program is a structured interdisciplinary Certificate Program offered through the Graduate College. It is built on GIS coursework currently being taught at Arizona State University in Tempe. Students who earn the Certificate will exit the program with standardized skill sets based on earning outcomes associated with each required course. This program will provide its students with the training and experience necessary to compete and work in the GIS arena in both public and private sectors.

## **Admission Criteria**

Current MSCCJ students will receive priority admission to the Certificate Program. Students will qualify for admission to the certificate program by maintaining good standing in a cooperating department and completing an application specific to the GIS Certificate. Prospective students must complete prerequisites listed for the Level One Required course, or pass a proficiency test.

## **Completing the GIS Certificate Program**

To receive the GIS Certificate you must fulfill the requirements of the program by completing the required courses. Once these are completed, you must fill out the GIS Completion Form and have it signed by the Director(s) of the GIS Certificate Program and the School of Criminology and Criminal Justice. A letter containing your name, student ID # and some indication that the program has been satisfactorily completed from the Director(s) of the program must be attached to the form, both of these are to be sent to the Dean of the Graduate College. The Dean will then sign the form and alert the transcript office so that completion of the GIS certificate program can be recorded on the your transcripts. Copies of the signed form and letter should be returned to the Director(s) of the program. Once the signed form and letter are returned to the Director(s), the Certificate Program will issue the certificate of completion to you.

Students who are admitted to the MSCCJ program are: (1) permitted to be simultaneously enrolled in the MSCCJ graduate program and the GIS Certificate Program; (2) permitted to enroll in any course offered by the GIS Certificate Program, including undergraduate courses; and (3) permitted to transfer up to 9 graduate level credit hours from ASU's Geographical Information Science (GIS) Certificate Program and apply them toward their program of study.

Undergraduate courses taken in the GIS program are **NOT** transferable for the MSCCJ student's program of study; however, MSCCJ students are able to use the credits in their pursuit of their GIS Certificate.

For more information on the GIS Certificate Program visit: <http://www.asu.edu/giscert/>.

# **DUAL DEGREE PROGRAMS– MASTER OF PUBLIC POLICY (MPP) OR MASTER OF PUBLIC ADMINISTRATION (MPA) AND MASTER OF SCIENCE IN CRIMINOLOGY (MSCCJ)**

## **Master of Public Policy (MPP) & MSCCJ**

The School of Public Affairs and the School of Criminology & Criminal Justice offer a dual degree Master of Public Policy (MPP) and Master of Science in Criminology and Criminal Justice (MSCCJ) program. The total credit hour requirement for the dual degree program is 60 credit hours. The MPP program requires a culminating experience in the form of a capstone course: PAF 509 Public Affairs Capstone or PAF 579 Public Policy Capstone. The culminating experience for the MSCCJ degree is a 6 credit hours thesis course, CRJ 599. All dual degree students would be required to complete both the MPP capstone course and the MSCCJ thesis. For more information about program of study requirements please visit: <http://spa.asu.edu/programs/masters/dual-degrees/joint-mpa-msccj-program>.

## **Master of Public Administration (MPA) & MSCCJ**

The School of Public Affairs and the School of Criminology & Criminal Justice offer a dual degree Master of Public Administration (MPA) and Master of Science in Criminology and Criminal Justice (MSCCJ) program. The total credit hour requirement for the dual degree program is 60 credit hours. The MPA program requires a culminating experience in the form of a capstone course: PAF 509 Public Affairs Capstone. The culminating experience for the MSCCJ degree is a 6 credit hours thesis course, CRJ 599. All dual degree students would be required to complete both the MPA capstone course and the MSCCJ thesis.. For more information about program of study requirements please visit: <http://spa.asu.edu/programs/masters/dual-degrees/joint-mpp-msccj-program>.

## **Admission Criteria**

All applicants for the dual degree MPP/MSCCJ and MPA/MSCCJ programs must follow the procedures for admission to the Graduate College. Separate applications are required for each degree. Each application is reviewed independently and applicants must meet the admissions requirements for both programs. Applicants are required to submit an on-line application to the Graduate College, application fee, official GRE scores and official transcripts of all undergraduate and graduate course work. Applicants to the dual degree MPP/MSCCJ and MPA/MSCCJ programs are accepted year-round.

Students admitted to either the MPP/MSCCJ or MPA/MSCCJ dual degree program should complete all coursework within three years if they attend full time. Students will take a combination of courses from the School of Public Affairs and the School of Criminology and Criminal Justice throughout their program.

# **COURSE LOAD AND COURSE SCHEDULING**

The full-time course load for graduate students, including courses taken for credit and/or audit, is nine credit hours per semester (three courses). ASU has established the following course load minimums.

<b>Classification</b>	<b>Credit Hours</b>
Full-Time	9
Part-Time	1
Graduate Assistant	6

## **Recommended 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. So if you are planning to take 6 credit hours during the semester, you should plan on spending approximately 12 hours on work outside of the classroom.

As a general rule of thumb, we recommend that students with a full-time job limit their coursework to 3 to 6 hours per semester. Students who are not currently employed in a full-time position might take up to 12 hours of coursework, depending on their life circumstances.

## **Course Scheduling**

### Required Courses Offered Every Fall Semester

CRJ 501 Seminar in Criminal Justice  
CRJ 503 Research Methods in Criminal Justice  
CRJ 604 Advanced Statistical Analysis

### Required Courses Offered Every Spring Semester

CRJ 502 Seminar in Criminology  
CRJ 504 Statistical Tools for Criminal Justice

# **TENTATIVE SCHEDULE OF MSCCJ COURSES 2013-2016**

## **Fall 2013**

### **Required Courses**

CRJ 501 Seminar on the Criminal Justice System  
CRJ 503 Research Methods  
CRJ 604 Advanced Statistics

### **Elective Courses**

CRJ 512 Seminar in Policing  
CRJ 517 Seminar on Juvenile Delinquency and Justice  
CRJ 598 Special Topics in Criminal Justice: Conducting Criminological Research

## **Spring 2014**

### **Required Courses**

CRJ 502 Seminar on Criminology  
CRJ 504 Statistical Tools for Criminal Justice

### **Elective Courses**

CRJ 526 Theories of Crime Causation  
CRJ 598 Special Topics in Criminal Justice: Mental Health and the CJ System

## **Fall 2014**

### **Required Courses**

CRJ 501 Seminar on the Criminal Justice System  
CRJ 503 Research Methods  
CRJ 604 Advanced Statistics

### **Elective Courses**

CRJ 516 Seminar on Criminal Justice Organizations and Management  
CRJ 522 Seminar on Gangs  
CRJ 598 Special Topics in Criminal Justice: Conducting Criminological Research

## **Spring 2015**

### **Required Courses**

CRJ 502 Seminar on Criminology  
CRJ 504 Statistical Tools for Criminal Justice

### **Elective Courses**

CRJ 515 Seminar on Women and Crime  
CRJ 520 Seminar on Violent Crime: Family Violence  
CRJ 526 Theories of Crime Causation



## **Fall 2015**

### **Required Courses**

CRJ 501 Seminar on the Criminal Justice System  
CRJ 503 Research Methods  
CRJ 604 Advanced Statistics

### **Elective Courses**

CRJ 512 Seminar on Policing  
CRJ 518 Seminar on Race, Ethnicity, Crime & Justice  
CRJ 598 Special Topics in Criminal Justice: Conducting Criminological Research

## **Spring 2016**

### **Required Courses**

CRJ 502 Seminar on Criminology  
CRJ 504 Statistical Tools for Criminal Justice

### **Elective Courses**

CRJ 513 Seminar on Courts and Sentencing  
CRJ 519 Seminar on Victimization  
CRJ 526 Theories of Crime Causation

# **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; and
- assume leadership roles and act as change agents in the criminal justice system.

## **STUDENT RESPONSIBILITIES**

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

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

### **E-mail Policy**

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

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

# RESOURCES AVAILABLE TO GRADUATE STUDENTS

## Student Success Centers

Student Success Centers located on each ASU campus provides a variety of free services to support student success at ASU. Peer tutors and professional staff are dedicated to helping students become better learners and gain the confidence and skills to achieve their academic goals. Graduate students may find the center especially helpful for improving their writing skills. The Downtown Success Center is located in UCENT, Suite 171. For more information call 602-496-0354 or visit their website at <http://studentsuccess.asu.edu/>.

## Phoenix Downtown Campus Library

The Downtown Phoenix Campus Library, one of seven ASU Libraries, is located in the Information Commons in the lower level of the University Center building (411 N. Central Ave.), phone 602-496-0300. The full rich research collection of the entire ASU Libraries, both in print and online, is provided through the Library. Students, faculty, and staff have access to over 275 research databases and almost 50,000 full text electronic journals which are available both on and off campus. Over 25,000 books and other research resources focusing on materials of particular interest to majors in the anchor fields taught at the [Downtown Phoenix campus](#) are available onsite, with ready access to the over four million volumes in the Arizona State University Libraries. In addition, our expert librarians are available to provide personalized research assistance.

Group study rooms equipped with white boards and video projectors are available in the Information Commons and provide a great opportunity to collaborate and interact with other students. A few group study rooms have computers and DVD/VHS players. There are over 65 computers available for student access, including 10 dual boot iMACs and several workstations for students with disabilities. More information can be found at: <http://lib.asu.edu/downtown/study>.

The library is typically open 95 hours per week during the fall and spring semesters and is open until 11:00pm Monday-Thursday. For library hours and other information please visit: <http://lib.asu.edu/>.

## Disability Resource Center (DRC)

The Disability Resource Center (DRC) is the central location for establishing eligibility and obtaining services & accommodations for qualified students with disabilities. The Center serves as an information hub for ASU and the community. Students are encouraged to visit the DRC and make it an integral part of their educational pursuits.

Students wishing information on disability services provided by the campus can contact the Disability Resource Center. The downtown Disability Resource Center is located in the University Center (UCENT) building, Suite 160. For additional information, please visit their website at: <http://campus.asu.edu/downtown/DRC> or call 602-496-4321.

## Career Services

The Career Resource Center (CRC) at ASU's Downtown Phoenix campus is located in the historic post office, on the southwest corner of Fillmore St. and Central Ave. The CRC serves as a space where students and alumni can freely drop in and conduct career-related research using a variety of print and electronic resources. The CRC has an extensive amount of materials on majors, careers, internships, resumes and cover letters, as well as current job postings, graduate schools and employer information. For a list of services please visit their website at: <http://students.asu.edu/career/downtown> or call 602-496-1213.

## Advising

MSCCJ students are assigned faculty advisors upon admission to the graduate program. Faculty advisors serve as the student's primary contact prior to the selection of his or her supervisory committee. For questions regarding your coursework, plan of study, graduation or related matters please contact your assigned faculty advisor directly.

## Alpha Phi Sigma

Alpha Phi Sigma is the nationally recognized honor society for students in the criminal justice field. Graduate students must have a minimum of a 3.4 cumulative GPA for graduate coursework and at least 12 graduate level credit hours completed in the criminal justice major. Students who are interested in joining Alpha Phi Sigma should contact the chapter at [alphaphisigma.ASU@gmail.com](mailto:alphaphisigma.ASU@gmail.com) or visit the website at <http://ccj.asu.edu/students/get-involved/alpha-phi-sigma-1/alpha-phi-sigma-1/alpha-phi-sigma> for more information.

## GPSA

The Graduate and Professional Student Association (GPSA) exists to advocate for and provide support and services for the graduate and professional student community of Arizona State University. More information about GPSA can be found at: <http://gpsa.asu.edu/>.

# FINANCIAL ASSISTANCE

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

## **Tuition Reimbursement**

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

## **Graduate Assistantships**

A limited number of graduate assistantships are available through the School. Graduate assistants work part-time, providing assistance to professors in their research, teaching or administrative functions. All graduate assistants are required to enroll in a minimum of six hours during each semester of their appointment. 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. Applications can be found at: <http://ccj.asu.edu/degree-programs/Graduate-1/ms/Graduate%20Funding>.

## **Online Course Assistants**

A limited number of online course assistant positions are available to students who do not have graduate assistantships. Students who apply for, but do not receive, graduate assistantships are automatically considered for online course assistant positions. 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, health insurance, or other benefits. For more information, please contact Dan Zorich, Director of Online Education at [dzorich@asu.edu](mailto:dzorich@asu.edu).

## **Scholarships**

ASU offers a number of different scholarships, the largest group of which are offered through the New American University Scholarship and Financial Assistance Program. More information can be found at <http://students.asu.edu/scholarships>. In addition, the Graduate College provides tools and resources you need to select and apply for financial support, including teaching and research assistantships, fellowships, conference and travel awards, and national fellowship resources. More information can be found at <http://graduate.asu.edu/financing>. And lastly, the College of Public Programs also offers scholarships specifically for students in the School of Criminology and Criminal Justice. More information can be found at: <http://ccj.asu.edu/students/funding>.

## **Additional Sources of Financial Aid**

The Financial Aid Services Office arranges need-based aid such as loans and work-study employment. While some forms of financial aid are made available to non-U.S. citizens, full funding for non-U.S. students is not available. Student employment opportunities are available through the Student Employment Office located in the University Center Building, Suite 166. For additional information on these types of financial assistance, call the Financial Aid Office at 480-965-3355 or visit <http://students.asu.edu/financialaid>.

# PROCEDURES AND POLICIES RELATED TO GRADUATE CREDITS AND GRADUATE DEGREES

## Registration

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

## Withdrawals

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

## Transfer of Credit from Other Programs

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

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



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

### **Time Limit for Completion of Degree**

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

### **Graduate College Continuous Enrollment Policy**

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

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

Appear on the student's Plan of Study, OR

Be continuing registration (CRJ 595) credit, OR

Be a graduate-level course.

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

### **Request to Maintain Continuous Enrollment**

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

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

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

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

[http://graduate.asu.edu/sites/default/files/ContinuousEnrollment\\_Masters-Certificate.pdf](http://graduate.asu.edu/sites/default/files/ContinuousEnrollment_Masters-Certificate.pdf).

### **University Policy on Incompletes**

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

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

# **STAGES OF PROGRESSION THROUGH THE GRADUATE PROGRAM**

## **Admission to the Program**

Students are admitted to the MSCCJ program for fall semester only

## **Admissions and Program Requirements**

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

Shannon Stewart

602-496-2365

[shannon.stewart@asu.edu](mailto:shannon.stewart@asu.edu)

## **Interactive Plan of Study (iPOS)**

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

Graduate students with regular status must submit a Plan of Study by the time they have enrolled for 50 percent of the minimum credit hours required towards their degree program. For the MSCCJ program you will need to submit your iPOS once you complete 15 hours of coursework. When it is time to file your iPOS, the iPOS link will appear when you log into myASU. Failure to submit the iPOS will result in blocked registration.

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

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

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

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

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

For complete instructions on how to submit your iPOS please visit the Graduate College website at: [http://graduate.asu.edu/sites/default/files/How-to\\_iPOS\\_0.pdf](http://graduate.asu.edu/sites/default/files/How-to_iPOS_0.pdf).

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

### **Graduation Procedures**

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

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

# **POLICY ON ACADEMIC STANDARDS**

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

## **Maintaining Satisfactory Progress**

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

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

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

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

## **Academic Probation**

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

A student who is placed on probation cannot hold the position of Research Assistant while on probation.

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

## **Recommendation for Dismissal**

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

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

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

# STUDENT CODE OF CONDUCT AND STUDENT RESEARCH

## Student Code of Conduct

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

<https://students.asu.edu/srr/code>.

Additionally, all coursework in research methods and practice will include appropriate consideration of ethical issues. In particular, please note:

- Students who are doing research must comply with human subjects review procedures at the University (see <http://researchintegrity.asu.edu>).
- Students who do research to fulfill coursework requirements or to meet degree requirements must do so under the direct supervision of faculty in the School of Criminology and Criminal Justice.
- Students must have explicit permission from a faculty member before beginning the research, and must continue to receive supervision from a faculty member for however long the research is in process.
- Supervising faculty, generally, will be the chair of the student's committee or any professor in the School of Criminology and Criminal Justice.
- Members of the faculty supervising student research will exercise their professional judgment in guiding the student with respect to ethical issues that arise in the course of the student's research.
- Owing to the supervisory capacity of faculty with respect to student research, any promise of confidentiality that exists between researcher and members of the research population necessarily extends to the supervising faculty, and respondents must be informed of this fact.

## **POLICY ON ACADEMIC INTEGRITY**

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

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

ASU's Academic Integrity Policy can be found at:

<https://provost.asu.edu/sites/default/files/AcademicIntegrityPolicyPDF.pdf>.

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



# **ACADEMIC GRIEVANCE PROCESS**

## **Grade Appeals**

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

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

## **Graduate Appeals**

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

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

For more information please visit the Graduate College website at:

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