



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

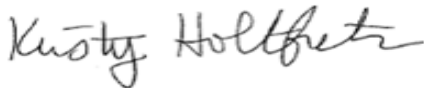
**ASU** School of Criminology  
and Criminal Justice  
Arizona State University

# Welcome

The goal of the Master of Science in Criminology and Criminal Justice program is to provide students with an in-depth overview of both theoretical and empirical knowledge about crime and the criminal justice system. The program also provides advanced research skills needed for continued study in criminal justice doctoral programs or for careers working as criminal justice researchers.

In 2018, U.S. News and World Report ranked Arizona State University's graduate degree programs within the College of Public Service and Community Solutions among some of the best in the nation. The [ASU School of Criminology and Criminal Justice](#) graduate criminology program is **ranked No. 5 in the nation**. This ranking is a reflection of our dedication to graduate education, research and scholarship.

Welcome to the School of Criminology and Criminal Justice!



Dr. Kristy Holtfreter, Professor  
Director of Master's Programs  
Honors Faculty  
Affiliated Faculty, School of Public Affairs  
Affiliated Faculty, Women and Gender Studies

## TABLE OF CONTENTS

Program Overview	3
Admission Requirements	4
MS Program Coursework	5 - 10
Graduate Student Policies	11 - 17
Graduate Teaching and Research Assistantships	18
Graduate College Guides & Information for MSCCJ Students	18 - 20
Student Resources	21 - 23
Research Centers and Labs	24
Contact Information	25

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## PROGRAM OVERVIEW

The Master of Science in Criminology and Criminal Justice (MSCCJ) is an on-campus research degree designed to provide students with a high level of theoretical and empirical knowledge about crime and criminal justice. The program also is designed to provide students with the advanced research skills needed for careers as criminal justice researchers and continued study in doctoral programs in criminology or criminal justice.

The Master of Science in Criminology and Criminal Justice degree has coursework in two core areas:

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

A minimum of 30 credit hours is required to complete the MSCCJ degree. There are two program options for this degree:

- Thesis Option - 30 credit hours including a thesis, or
- Capstone Option - 30 credit hours including a capstone course (CRJ 505)

### Thesis Option

The thesis option consists of 24 hours of coursework which includes 15 hours of core courses and nine hours of electives in addition to six hours of thesis. In consultation with the thesis committee, the student will select elective coursework related to his/her areas of interest. Students who choose the thesis option will write a thesis that reflects original research and scholarship, makes a contribution to knowledge in the field, and demonstrates his/her ability to design and carry out an independent research project. The student is also required to present an oral defense of the thesis.

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

### Capstone Option

The capstone option consists of 27 credits of coursework which includes 12 credits of core courses and 15 credits of electives in addition to the three credit capstone course. In consultation with the graduate programs advisor, the student will select elective coursework related to his/her areas of interest. The capstone course is taken in the student's last semester of coursework. Students will integrate material from required and elective coursework to write a comprehensive research paper that focuses on a criminal justice policy or practice.

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

All applicants must submit the following admissions materials:

- An official ASU Graduate College admissions application and application fee. Please visit: <https://students.asu.edu/graduate/apply>
- A personal statement, not exceeding five pages, that describes the applicant's prior education, relevant professional experience, research interests and career goals, and that explains how the MSCCJ program will help the applicant attain his/her career goals. The statement should explicitly explain how the student's plans are consistent with the role and mission of the School of Criminology and Criminal Justice at ASU.
- A resume/curriculum vitae.
- Official GRE General Test scores (verbal, quantitative, analytical) - GRE institution code: 4007. Only test scores from within the past 5 years will be accepted. Please visit: <http://www.ets.org/gre>
- Two letters of reference from faculty members or others qualified to evaluate the applicant's academic potential for graduate study.
- International students seeking admission to the program must meet ASU Graduate College requirements governing the admission of international students. Please visit: <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](mailto: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 deadline for submission of all application materials for the MSCCJ program is **January 15th** for fall admission each year. The School's Graduate Admissions Committee will make recommendations for student admissions in February/ March. Newly admitted students will begin taking courses in the fall semester of each year.

# MSCCJ PROGRAM COURSEWORK

## REQUIRED AND ELECTIVE COURSEWORK

### THESIS OPTION

For students pursuing the thesis option, 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.

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

#### Thesis (6 hours)

CRJ 599	Thesis
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Students who choose the thesis option will write a thesis that reflects original research and scholarship, makes a contribution to knowledge in the field, and demonstrates his/her ability to design and carry out an independent research project. The student is also required to present an oral defense of the thesis.

## SUMMARY OF MINIMUM REQUIREMENTS

Core Area I = 6 hours  
Core Area II = 9 hours  
Electives = 9 hours  
Thesis = 6 hours

**Total Hours = 30**

## CAPSTONE OPTION

For students pursuing the capstone option, 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.

### Required Courses (12 hours)

#### *Theory and Research on Crime and the Criminal Justice System*

CRJ 501	Seminar in Criminal Justice
CRJ 502	Seminar in Criminology

#### *Research Methods and Analytical Techniques*

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

### Elective Courses (15 hours)

Students select a minimum of 15 hours of elective course work. Students may take either 500-level or, with the permission of the instructor, 600-level courses. In consultation with the graduate programs advisor, the student will select elective coursework related to his/her areas of interest. Up to six credits of elective course work may include courses offered by other schools/departments at ASU.

### Capstone (3 hours)

CRJ 505	Capstone
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Students who choose the capstone option will integrate material from required and elective coursework to write a comprehensive research paper that focuses on a criminal justice policy or practice. Please note, CRJ 505 is only offered as an iCourse option.

## SUMMARY OF MINIMUM REQUIREMENTS

Core Area I = 6 hours  
Core Area II = 6 hours  
Electives = 15 hours  
Capstone = 3 hours

**Total Hours = 30**

## 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.

## DESCRIPTION OF GRADUATE COURSES

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

### Required Courses:

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

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

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

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

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

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### Elective Courses:

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

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

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

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

CRJ 516 (3 hrs) Seminar in Criminal Justice Organization and Mgmt. This course will focus on how criminal justice organizations function and are structured. Organizations in general and the theories associated with them will be examined. Effective leadership techniques and how organizations exert power will also be explored.

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

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

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

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



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

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

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

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

CRJ 526 (3 hrs) Seminar on Theories of Crime Causation. This course will provide an overview of the major theoretical statements on crime causation, especially those explanations that focus on individual-level criminal offending.

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

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

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.

# TIMELINE - RECOMMENDED PROGRAM OF STUDY

## Thesis Option

### Fall – Semester 1 (9 hours)

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

### Spring – Semester 2 (9 hours)

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

### Fall – Semester 3 (6 hours)

CRJ 604	Adv. Stat. Analysis (pre-req. CRJ 504)
CRJ 5XX/6XX	Elective

### Spring – Semester 4 (6 hours)

CRJ 599	Thesis
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**30 hours total**

## Capstone Option

### Fall – Semester 1 (9 hours)

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

### Spring – Semester 2 (9 hours)

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

### Fall – Semester 3 (6 hours)

CRJ 5XX/6XX	Elective
CRJ 5XX/6XX	Elective

### Spring – Semester 4 (6 hours)

CRJ 500-600 Level Elective
CRJ 505 (capstone) – iCourse

**30 hours total**

*Note: For capstone option only - electives may be taken as 5XX level iCourse format.*

## GRADUATE STUDENT POLICIES

As a graduate student in the School of Criminology and Criminal Justice, students 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. Students are expected to remain informed about the general policies concerning graduate studies and the specific requirements of this program. In addition, students should frequently check his/her 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 the My Classes box, and selecting “Add.” Students may add a class to the schedule up until the drop/add deadline for that class. For information about deadlines or adding a class please visit: <https://students.asu.edu/drop-add>. For registration deadlines please see the academic calendar which can be found at: <https://students.asu.edu/academic-calendar>.

### WITHDRAWALS

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

### COURSE LOAD

Coursework taken as part of the MSCCJ program requires a substantial commitment from the student. The number of credit hours that a student should enroll in each semester depends on the amount of time that the student will be able to devote to the coursework over the semester. University policy requires that faculty assign two hours of work outside of the classroom for every hour spent in the classroom.

Graduate student enrollment status is as follows:

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

### PRE-ADMISSION CREDITS

Credit hours completed at ASU or from another regionally accredited US institution or international institution officially recognized by that country, before the semester and year of admission to an ASU graduate degree program, are considered pre-admission credits. With the approval of the degree program and the Graduate College, students may include a maximum of 12 graduate-level credit hours with grades of “B” or better that were not used towards a previous degree.

Department criteria for transfer credit is as follows:

- 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 12 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 calculating the GPA.

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 graduate. This includes periods when students are engaged in research, conducting a doctoral prospectus, working on or defending theses or dissertations, taking comprehensive examinations, or in any other way utilizing university resources, facilities or faculty time. Registration for every fall semester and spring semester is required. Summer registration is required for students taking examinations, completing culminating experiences, conducting a doctoral prospectus, defending theses or dissertations, or graduating from the degree program. For graduate students to maintain continuous enrollment the credit hour(s) must:

- Appear on the student's Plan of Study, OR
- Be research (CRJ 592), thesis (CRJ 599), or continuing registration (CRJ 595), 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

thesis 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. 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: <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>.

### **PLAN OF STUDY**

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

### **FILING THE INTERACTIVE PLAN OF STUDY (iPOS)**

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

After the iPOS has been approved online by 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 the Plan of Study has been approved the student can file electronically for course changes if a projected course wasn't taken, or if the student needs to change the courses listed. For complete instructions on how to submit the 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.

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

## **STUDENT CODE OF CONDUCT**

Violations of the ASU Student Code of Conduct, other than the provision concerning academic dishonesty, are more generally considered inappropriate behavior. The Office of Student Rights and Responsibilities 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 thesis defense or capstone course requirement.
- Graduate students must stay continuously enrolled in their degree program. Failing to do so without a Graduate College approved Request to Maintain Continuous Enrollment is considered to be lack of academic progress and may lead to automatic dismissal of the student from the degree program. Persistent "W" and "I" grades during multiple semesters on a plan of study or transcript may reflect lack of academic progress

## **ANNUAL REVIEW**

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

## **ACADEMIC PROBATION**

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

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 nine credit hours within one calendar year and obtaining a 3.00 or better in all GPAs. Course work in which a grade of I, W, X or Y is awarded cannot be included in the nine hours.

## RECOMMENDATION FOR DISMISSAL

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

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

A student may appeal dismissal by following the 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](mailto:Amanda.Andrew@asu.edu)

## GRADUATE TEACHING AND RESEARCH ASSISTANTSHIPS

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

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

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

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

## GRADUATE COLLEGE GUIDES & INFORMATION FOR GRADUATE STUDENTS

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

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

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

### Helpful Graduate Links:

[How to use a Style Guide](#)

[How to use the Online Format Tool](#)

[How to Submit your Plan of Study](#)

[How to Graduate Master's Degree: Thesis](#)

[How to Graduate Master's Degree: Capstone Project](#)

[How to Complete Your Thesis/Dissertation Format](#)

[Review](#)

[Graduation Deadlines and Procedures](#)

## ADDITIONAL INFORMATION FOR THESIS OPTION

### THESIS WORKSHOP

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

### RESEARCH INVOLVING HUMAN AND ANIMAL SUBJECTS

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

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

### THESIS DEFENSE

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

Oral defenses will be held on the ASU campus during regular business hours and the room for the defense must be scheduled through the School of Criminology and Criminal Justice before scheduling the defense through myASU. At least 50% of the student's thesis committee must attend the oral defense in person. The remaining Committee members may attend by phone or SKYPE. (When there are sound educational reasons for holding a defense under different circumstances, the student should contact the Graduate College for approval prior to scheduling the defense.)

The oral defense engages the thesis committee and the student in a critical, analytical discussion of the research and findings of the study, as well as a review of the relation of the thesis to the specialized field in which it lies. Committee deliberations and the final vote are conducted in closed session.

The Committee Chair will receive the Pass/Fail form via email prior to the defense date, and is responsible for taking the form to the defense. Once the defense is completed, the committee will choose one of the four options below:

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

The Committee Chair will ensure the Pass/Fail form has all the required signatures of the student's chair and all committee members. The Committee chair or graduate support staff will email the Pass/Fail form to Graduate College within 10 days of the defense.

### **FINAL STEPS IN THE THESIS PROCESS**

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

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

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

# STUDENT RESOURCES

## Academic Resources

### Graduate 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.

### Disability Resource Center

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

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

### Graduate Academic Support Center

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

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

### Graduate Writing Centers

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

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

## Health and Wellness Resources

### Campus Safety

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

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

### Counseling Services

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

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

### Devils 4 Devils

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

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

### Health Services at ASU

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

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

### Live Well @ ASU

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

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

### **Student Organizations and Clubs**

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

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

### **Sun Devil Fitness**

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

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

### **Professional Development Resources**

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

### **Graduate College Mentoring Network**

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

At ASU one of the most essential elements of a quality graduate education is the opportunity it offers for connection – to a diverse graduate population, to broader communities of practice and resources, and to faculty and professional worlds. Mentoring offers this connection, providing graduate students with both interpersonal support and academic or career-focused guidance needed to successfully integrate interpersonal and academic identities and navigate career pathways.

### **Graduate & Professional Student Association (GPSA)**

<http://gpsa.asu.edu>

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

## **DOWNTOWN CAMPUS STUDENT RESOURCES**

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

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

### **ASU Bookstore**

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

### **ASU Downtown Campus Library**

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

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

### **Financial Aid**

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

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

**ASU Scholarship Search:** <https://scholarships.asu.edu/>

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

### **Parking and Transit**

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

### **Campus Shuttles**

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

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

### **Parking on Downtown Campus**

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

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

### **Public Transit**

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

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

### **Student Accounts**

<https://my.asu.edu>

Students will be issued an ASURITE ID to access myASU which is the University's secure, real-time website that provides access to student records and resources. In order to login to myASU and take advantage of its many uses, including class registration, making payments, and changing contact information, the ASURITE ID must be activated. If assistance is required, students can contact ASU Help at 1-855-278-5080 or <http://help.asu.edu>. Once the ASURITE account is active, students may logon to myASU at <https://my.asu.edu> to access student resources. In addition, students must have an active ASU e-mail account as this is the university's primary means of communication. Students should access their ASU email, or forward it to an account they check frequently, on a regular basis.

### **Sun Card**

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

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

### **Veterans Resources – Pat Tillman Veterans Center**

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

## SCHOOL OF CRIMINOLOGY RESEARCH CENTERS AND LABS

### **Center for Correctional Solutions** (<https://ccj.asu.edu/content/center-correctional-solutions>)

The Center for Correctional Solutions (CCS) enhances the lives of those living and working in our correctional system. We span the boundary between those who serve in corrections and those who are served. The goal: a just and fair approach to corrections that repairs harm, restores people, and promotes public safety.

### **Center for Problem-Oriented Policing** (<https://popcenter.asu.edu/>)

The Center for Problem-Oriented Policing (POP Center) works to advance the concept and practice of problem-oriented policing in open and democratic societies by making readily available information about ways in which police can more effectively address specific crime and disorder problems.

### **Center for Public Criminology** (<https://ccj.asu.edu/cpc>)

The Center for Public Criminology (CPC) aims to make criminological research widely available in a form that can be consumed and used by multiple groups, including scholars, policymakers, practitioners, elected officials, and the general public.

### **Center for Spatial Reasoning & Policy Analytics** (<https://publicservice.asu.edu/csrpa>)

The Center for Spatial Reasoning & Policy Analytics (CSRPA) promotes transdisciplinary approaches to problem-solving, leveraging spatial analytics, geodesign and geovisualization techniques for enhancing decision making and improving public policy.

### **Center for Violence Prevention and Community Safety** (<https://cvpcs.asu.edu/>)

The Watts Family Center for Violence Prevention and Community Safety (CVPCS) specifically evaluates policies and programs, analyzes and evaluates patterns and causes of violence, develops strategies and programs, develops a clearinghouse of research reports and "best practice" models, educates, trains and provides technical assistance, and facilitates the development of and construction of databases.

### **Developmental Etiology of Externalizing Problems Lab** (<https://ccj.asu.edu/content/deep-lab>)

The Developmental Etiology of Externalizing Problems (DEEP) lab focuses the precursors and outcomes associated with the development of antisocial (e.g., violence, theft) and substance using behaviors from childhood to adulthood, as well as evaluating the impact that early psychosocial interventions can have on these problems.



## CONTACT INFORMATION

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Email: [gradsccj@asu.edu](mailto:gradsccj@asu.edu)

## PROGRAM DIRECTOR

Dr. Michael D. White, Professor  
Director, Ph.D. Program in Criminology and Criminal Justice  
Assoc. Director, Center for Violence Prevention & Community Safety  
Honors Faculty, Barrett, The Honors College  
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## ADVISING

Shannon E. Stewart, Academic Success Coordinator  
Graduate Programs Advising  
602-496-2365  
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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>. Faculty areas of expertise and research are as follows:

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