



College of Public Service

UNIVERSITY OF COLORADO **COLORADO SPRINGS**

# MASTER OF CRIMINAL JUSTICE STUDENT HANDBOOK

Fall 2024 – Spring 2025

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[Faculty biographies, research areas of interest, and current office hours.](#)

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## Student Resources

<a href="#">EMERGENCY (University Police)</a>	3111 from a campus phone or 719.255.3111	<a href="mailto:police@uccs.edu">police@uccs.edu</a>
<a href="#">Bookstore</a>	719.255.3247	<a href="mailto:books@uccs.edu">books@uccs.edu</a>
<a href="#">Bursar (Tuition)</a>	719.255.3391	<a href="mailto:bursar@uccs.edu">bursar@uccs.edu</a>
<a href="#">Campus Closure</a>	719.255.3346	<a href="mailto:eprep@uccs.edu">eprep@uccs.edu</a>
<a href="#">Career Center</a>	719.255.3340	<a href="mailto:jobhelp@uccs.edu">jobhelp@uccs.edu</a>
<a href="#">Disability Services</a>	719.255.3354	<a href="mailto:dservice@uccs.edu">dservice@uccs.edu</a>
<a href="#">Excel Multiliteracy Center</a>	719.255.4770	<a href="mailto:mlcenter@uccs.edu">mlcenter@uccs.edu</a>
<a href="#">Financial Aid</a>	719.255.3460	<a href="mailto:finaid@uccs.edu">finaid@uccs.edu</a>
<a href="#">Graduate School</a>	719.255.3417	<a href="mailto:gradinfo@uccs.edu">gradinfo@uccs.edu</a>
<a href="#">Information Technology (IT)</a>	719.255.3536	<a href="mailto:helpdesk@uccs.edu">helpdesk@uccs.edu</a>
<a href="#">International Student Services</a>	719.255.7218	<a href="mailto:international@uccs.edu">international@uccs.edu</a>
<a href="#">Kraemer Family Library</a>	719.255.3296	<a href="mailto:circdesk@uccs.edu">circdesk@uccs.edu</a>
<a href="#">Parking</a>	719.255.3528	<a href="mailto:parking@uccs.edu">parking@uccs.edu</a>
<a href="#">Registrar (Records &amp; Registration)</a>	719.255.3361	<a href="mailto:admrec@uccs.edu">admrec@uccs.edu</a>
<a href="#">Recreation and Wellness Center</a>	719.255.4444	<a href="mailto:hlthcntr@uccs.edu">hlthcntr@uccs.edu</a>
<a href="#">Veteran &amp; Military Affairs</a>	719.255.3253	<a href="mailto:military@uccs.edu">military@uccs.edu</a>

<a href="#">Excel Multiliteracy Center</a> <i>Columbine Hall Room 312 &amp; 316</i>	<p>Offers undergraduate and graduate students in-person and virtual consultations to assist with research and writing projects, presentations, etc. Services include:</p> <ul style="list-style-type: none"> <li>• Speech/Presentation Outlining and Practice (individual and group)</li> <li>• Mock Interview and Resume/Cover Letter Assistance</li> <li>• Group Project Facilitation</li> <li>• Paper Assistance</li> <li>• Paper Brainstorming/Outlining</li> <li>• Citation Assistance</li> </ul>
<a href="#">Academic Advising</a> <i>Main Hall Room 208</i>	<p>Empowers students to realize their academic goals, develop career options, and provide access to information regarding campus resources. Services include academic advising for undergraduate students and career counseling for all student levels.</p>
<a href="#">T. Rowe Price Career and Innovation Center</a> <i>University Center 114</i>	<p>Provides the following services to current students and alumni: major and career options, career counseling, career assessment and interpretation, internships, job search strategies, resume review, interview preparation, graduate school exploration and application assistance, and networking events.</p>
<a href="#">Disability Services</a> <i>Main Hall Room 105</i>	<p>Provides students with disabilities skills reasonable accommodations and support services to participate fully in the academic environment and opportunities available at UCCS.</p>

<a href="#">University Testing Center</a> <i>Main Hall Room 105</i>	A proctoring site for students who are making up an exam, taking an exam early, taking a correspondence exam, or taking a standardized exam.
<a href="#">Office of Veteran and Military Student Affairs</a> <i>McCord-Herbst Student Veteran Center, Gateway Hall</i>	Assists student veterans with the transition from military life to the university environment, provides support during your academic experience, and informs eligible students about education benefits programs.
<a href="#">Multicultural Office for Student Access, Inclusiveness, and Community</a> (MOSAIC) <i>University Center Room 110</i>	MOSAIC is a safe place for students to engage in discussions about social identities, cultures, experiences, and viewpoints. They offer a wide range of services for students of diverse backgrounds, including information on scholarships, job opportunities, mentoring opportunities, and a lesbian, gay, bisexual, transgender, or queer (LGBTQ+) resource center.
<a href="#">Wellness Center</a> <i>Recreation and Wellness Center</i>	Available to all full-time students and part-time students who have paid the student fee for the Health Center. Services include, but are not limited to: acute illness care, women's health care, physicals, sexually transmitted infection testing, referrals, and immunizations.
<a href="#">Mental Health Services</a> <i>Recreation and Wellness Center</i>	Services include individual therapy, couples therapy, family therapy, crisis/emergency interventions, and consultation sessions for concerned friends/roommates/instructors.
<a href="#">UCCS Campus Store</a> <i>University Center 105</i>	School supplies and official UCCS merchandise available for purchase.

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# 1. INTRODUCTION

## Purpose of Handbook

Welcome to the Master of Criminal Justice program at the University of Colorado Colorado Springs (UCCS) College of Public Service.

This handbook will acquaint you with the policies and procedures of the College of Public Service (CPS) and Master of Criminal Justice (MCJ) program to facilitate your progress toward applying for the program and earning the Master of Criminal Justice degree. Please read this handbook carefully and consult our Graduate Student Services Specialist or your Faculty Advisor with any questions. It is the responsibility of each student to be familiar with the MCJ and College of Public Service Academic Policies, as well as the [Graduate School Policies and Procedures](#). All students are bound by these requirements as stated in the [UCCS Academic Catalog](#) and expanded upon in this handbook.

Please be aware that the policies and procedures described here are subject to change and can be affected by changes in the policies of UCCS and the Graduate School. Check the [Academic Catalog](#) and [CPS's website](#) for the most up-to-date information.

## The College of Public Service

The College of Public Service (CPS) provides graduate professional education to current and aspiring leaders in public administration and public service, public finance, public and non-profit management, social and public policy, criminology and criminal justice, homeland security, and social work. The college's unique combination

of rigorous academics, relevant research, practical application, and partnership networks, empowers students with the tools needed to create significant impacts for a resilient community and world.

The College of Public Service offers the following graduate degree programs:

- Master of Public Administration (MPA)
- Master of Criminal Justice (MCJ)
- Master of Public Administration/Master of Criminal Justice (MPA/MCJ) dual degree
- Master of Public Administration/Master of Arts in Sociology (MPA/MA SOC) dual degree
- Master of Social Work (MSW)

CPS graduate students can also pursue a more limited course of study, earning graduate certificates in:

- Criminal Justice
- Grant Writing, Management, and Program Evaluation
- Homeland Security and Emergency Management
- National Security Intelligence
- Nonprofit Management
- Public Management

Many of these may be earned simultaneously with a degree program.

## **College of Public Service Mission Statement**

The mission of the UCCS College of Public Service is to improve the quality of life for people and their communities, here and abroad, through collaborative governance, public service innovation, community engagement, and research.

To accomplish this mission, we strive to:

- Improve the quality of public, nonprofit, social work, criminal justice, and national security systems.
- Educate leaders to meet societal challenges with compassion, vision, analytic rigor, and practicality.
- Foster critical thinking and decision-making, effective and confident communication, creative problem-solving, knowledge management, and global citizenship.
- Create, build, and maintain connections with current, past, and future students and all the communities we serve.
- Ground our decisions and actions in integrity, diversity, collaboration, and excellence.
- Support and model civil public discourse, citizenship, responsibility, and respect.

## **The Master of Criminal Justice Degree Program**

The MCJ degree is designed for students interested in comprehensive professional graduate education in the field of criminal justice. It is intended to develop in the student a fundamental understanding of the basic fields within criminal justice and of background material from supporting disciplines which would enable the student to adapt to many operational specializations.

The MCJ program is flexible, allowing students to design an individualized course of study. Courses are offered in various modalities, including in-person, online, and hybrid.

## **Master of Criminal Justice Mission Statement**

The MCJ program provides an interdisciplinary perspective on the study of crime and the criminal justice system. It focuses on criminal offending and victimization, law enforcement, the judiciary, correctional systems, juvenile justice, and the formulation of laws and codes. Individual courses explore the dynamic of criminality and victimization, systems analysis, policy analysis, organizational theory and behavior, and program development within the criminal justice system. Students pursuing professional careers will gain an understanding of theory and its applications in practice. Students looking to pursue research careers or doctoral work will acquire a strong foundation in criminology and criminal justice research.

To accomplish this mission, we strive to meet the following goals:

- The MCJ program is designed for students interested in comprehensive professional graduate education in the fields of criminology and criminal justice.
- The MCJ provides students with a fundamental understanding of the basic fields within criminology and criminal justice. Students also gain knowledge of supporting disciplines and a variety of operational specializations.
- As an academic and professional field of study, this program is dedicated to preparing students not only to administer the system as it presently exists but also to evaluate, to analyze, and to change.

## **Accreditation**

The UCCS MCJ degree is accredited by the Higher Learning Commission.

## **Administration**

The MCJ Program Director is the key administrative officer for the program. The Program Director and the Graduate Student Services Specialist will work with you on various issues while you continue through our program. All students should contact the GSSS as a first point of contact for questions, and they'll route you through to other faculty as needed. The MCJ Committee provides faculty governance and guides the program. It is comprised of core MCJ faculty and staff.

# **2. APPLICATION AND ADMISSION**

## **Prerequisites**

- A bachelor's degree from an accredited college or university, with grades sufficiently high to indicate ability to pursue graduate work, cumulative undergraduate grade point average of 2.75 or better.
- Applicants may have majored in any field for the undergraduate degree.

## **Application Materials**

- [Online Graduate School Application](#)
- Written statement that includes 500-word responses to the following three prompts:
  - What are your career aspirations and how can your academic experience contribute to your career goals?



- What is relevant in your professional or academic background that contributes to your anticipated success in your masters' experience?
- Please provide an example of how your personal characteristics helped you overcome a specific challenge.
- \$60 non-refundable application fee
- Unofficial transcripts from all institutions of higher education attended. (Official transcripts must be submitted to [ugapp@uccs.edu](mailto:ugapp@uccs.edu) by the end of the first enrolled semester.)
- Current resume
- MCJ and dual MPA/MCJ applicants only: Contact information (name and email address) for two recommendations from qualified references that establish the applicant's qualifications for graduate work (professors, employers, and/or others acquainted with the prospective student's professional and/or academic work) if cumulative undergraduate GPA is below 3.25.

Some applicants, including International and ESL (English as a Second Language) students, may have additional requirements. Please see the Graduate Student Services Specialist for more information.

## Admission Calendar

Admission to the MCJ program is made on a rolling basis, and applicants are notified as soon as an admission decision is made. Application deadlines are as follows:

### MCJ and MCJ/MPA dual degree

- Fall semester: August 1
- Spring semester: December 1
- Summer semester: May 1

If you miss the deadline, please contact the Graduate Student Services Specialist at [cps@uccs.edu](mailto:cps@uccs.edu).

Students planning to apply for financial aid should contact the [Office of Financial Aid](#) as soon as possible as March 1 is the FAFSA priority filing date and UCCS scholarship deadline for the next academic year.

Admitted students who are not able to enroll during the semester for which they were accepted may defer enrollment for up to two semesters (including summer) by contacting the Graduate Student Services Specialist at [cps@uccs.edu](mailto:cps@uccs.edu).

Prospective MCJ students who have missed the application deadline for the upcoming semester may submit an unclassified student application to take courses prior to degree program admission. Please see the Transfer Credit section below for information on applying credits earned as an unclassified student toward a degree program.

## Admission Status

When an applicant meets the qualifications for admission, they are normally admitted with regular graduate status.

In cases where a prospective student shows potential but does not meet the minimum qualifications for admission, the program *may* decide to admit the student on provisional status. Such cases only occur when

elements of the application suggest the student may perform successfully in the program. Those admitted on provisional status must earn a “B” or better in their first six credit hours of the criminal justice graduate courses within the College of Public Service. Failure to meet the provisional criteria will result in dismissal from the program.

**Readmission of Inactive, Withdrawn, and Suspended Students**

Occasionally, students find it necessary to interrupt their coursework for one or more semesters. An extended interruption, however, may result in the student being placed on inactive status. Students who need to take a leave of absence of one year or more are required to fill out a [Leave of Absence form](#) available on the Graduate School website. If more than one year has passed since the student’s original application, and a Leave of Absence form is not on file, the student must reapply by submitting a new full application packet. Admission also requires approval from the College of Public Service for re-entry into the program.

A dismissed student is eligible to reapply for admission no sooner than one year after dismissal. Approval or rejection of this application rests with the MCJ Program Director.

**3. MCJ PROGRAM REQUIREMENTS**

The UCCS MCJ is distinctive in that it may be acquired entirely online, through in person and hybrid classes, or in combination. The majority of students take a combination of online, in-person, and hybrid courses during their MCJ degree. MCJ faculty teach in multiple modalities and maintain equally rigorous expectations.

**General Requirements**

To earn the MCJ degree, a student must:

- Complete a minimum of 36 semester hours of graduate coursework as outlined in the course requirements with a total grade-point average of B (3.0) or better;
- Receive a grade of “B-” or better in all courses, including the final capstone or thesis course(s).

**Course Requirements**

**Core Courses**

All MCJ students must successfully complete the following required courses:

CRJU 5001	Criminal Justice Systems, Policy & Practice	3 credit hours
CRJU 5002	Criminological Theory	3 credit hours
CRJU 5003	Research Methods	3 credit hours
	<i>CRJU 5003 should not be taken in the first semester of study</i>	
CRJU 5007	Violence	3 credit hours

To learn more about courses, please see the [CRJU Course Descriptions](#) (courses numbered 5000 and up are graduate level). To get a sense of upcoming course offerings and formats, please see the [MCJ Course Rotation Schedule](#).

## Elective Courses

In addition to completing the required courses students must complete 15-21 credit hours of electives, depending upon their choice of culminating experience (Capstone vs. Thesis). Students may focus these elective hours around a particular area based on their interests and career goals. Some electives are offered on a routine basis; others may be a one-time offering. Please consult with the Graduate Student Support Specialist for questions on upcoming course offerings and additional electives that may count towards the degree. Course schedules for upcoming semesters are posted on the [CPS website](#).

College of Public Service graduate certificates are a great way to tailor your elective courses toward a focus area. All courses taken to complete one of our graduate certificates count towards the electives required to complete your MCJ. Current MCJ students are not eligible to pursue the graduate certificate in Criminal Justice. Please see our [certificates webpage](#) for more information about certificates offered.

Where appropriate, and with prior written approval of the MCJ Program Director, students may count specialized graduate courses offered by other UCCS departments towards the elective requirements.

## Internship/Field Study Requirements

The MCJ program includes professional experience among the requirements for degree completion. Pre-service students (those with less than one year of professional work experience in a criminal justice field) are required to complete a 3-credit internship/field study course (CRJU 6910).

Students are notified upon admission whether an internship/field study is required for completion of their program. Should a student gain at least one year of professional experience during their time in the program, the student can request the internship/field study waiver form by emailing [cps@uccs.edu](mailto:cps@uccs.edu). <mailto:cps@uccs.edu>

Students must complete 12 graduate credit hours of coursework to enroll in their Internship/field study requirement. At least 240-hours of supervised work are required to earn 3 hours of credit towards the internship. The internship/field study course is not required for in-service students (those determined to have at least one year of professional work experience in a criminal justice field).

## Internship/Field Study Guidelines

Internship/Field Study guidelines are set forth in the [MCJ Internship Handbook](#). Internships/Field Studies are designed to meet the needs of the student, host agency, and the MCJ program. The work period may be for an academic semester or during the summer. The specific work schedules are the student's responsibility to arrange with the internship/field study agency prior to the start of the internship/field study. The internship/field study may be either process or project based and may be either paid or unpaid.

## Internship/Field Study Application and Administrative Procedures

Students should contact the appropriate MCJ Faculty Internship Coordinator at least one semester prior to their planned enrollment to discuss internship/field study intent, goals, and opportunities.

- [Rod Walker](#): Law Enforcement agencies (CSPD, EPSO, 4th Judicial District DA, and other state and federal agencies)
- [John Barnett](#): All other Internship Sites

Students are responsible for identifying a potential internship/field study. Students may initiate contact with organizations and may also contact their advisors and other faculty who may have expertise and contacts in the specific area of interest for suggestions concerning internships/field studies. However, students should not commit to placement before contacting the appropriate MCJ Internship Coordinator. A permission number to enroll in CRJU 6910 will be issued once the required paperwork is completed.

## Independent Study

Students interested in pursuing a specific line of study or inquiry not covered through the regular course offerings may choose to take CRJU 9500: Independent Study with a willing graduate faculty member. Students should first consider what area of study they would like to pursue and discuss the topic with a faculty member who has expertise in the area. Pending faculty agreement, the student and faculty member must submit the [Petition for Independent Study form](#). The graduate faculty will develop a course of study that meets the requirements of the University and CPS, as well as student needs. No more than six hours of independent study credit may be applied towards the MCJ degree requirements.

## Culminating Experience

### Capstone Seminar

All MCJ students, except those pursuing the thesis option, are required to complete CRJU 5361: Capstone Seminar. The Capstone Seminar is taken during the last semester of the student's degree program. **All core courses must be completed before the Capstone Seminar is taken.** *Capstone Seminar cannot be taken during the summer semester or transferred in from another school or university.*

For capstone projects, students work with a client/agency to identify a problem and then, using the knowledge and skills they have gained in the program, carry out a project then write and present a paper to address the problem. Projects take a uniform approach to topics ranging across all aspects of crime and criminal justice. The purpose of the capstone project is to provide students with an opportunity to integrate what they have learned in their criminal justice courses and apply their knowledge and skills to a real-world criminal justice issue. Further, it provides the faculty with an opportunity to assess the student's achievement of MCJ core competencies. Students choosing to complete the Capstone Seminar should complete the [Capstone Checklist](#) and submit it to [cps@uccs.edu](mailto:cps@uccs.edu) for review and approval. Upon approval, the student will be issued a permission number allowing them to register for the course. The capstone checklist includes completion of the following steps no later than the semester prior to enrolling in [CRJU 5361](#) Capstone Seminar:

- Attend a Capstone Orientation hosted by the College of Public Service (online orientations are available).
- Identify a problem and pre-plan your project with a partner agency for the Capstone project.
- Obtain agreement from a CPS graduate faculty member to serve as a second reader on the Capstone project. For this to occur, you must present your Capstone project idea to your potential second reader and seek their input.
- Work with your second reader to draft a proposal and assess the need for IRB approval.
- If IRB approval is required, work with the Capstone Seminar instructor, in consultation with your second reader, to submit an IRB proposal for review prior to the start of the semester in which you will enroll in Capstone Seminar.
- Submit evidence of CITI training completion.

## Master's Thesis

In CRJU 6950 Master's Thesis, students conduct a comprehensive review of the theoretical and research literature in the subject area of their thesis and collect original data or analyze existing data in new ways. The thesis requires 6-hours of credit that spans two semesters. The thesis option is available to MCJ students who have achieved an exceptional academic record and who wish to pursue independent research in greater depth than would normally be possible in Capstone Seminar. It is suited for students who intend to pursue a PhD degree or to enter a research or policy environment upon completion of the MCJ degree.

Minimum eligibility requirements for pursuing a thesis include:

- Successful completion of all core courses
- Overall GPA of 3.5 or higher
- Demonstrated ability to pursue research work, as evidenced by two submitted research papers developed in CPS courses.
- Preliminary identification of a thesis topic or area of interest
- Agreement from a CPS faculty member to serve as the thesis committee chair and two more faculty members to serve on the thesis committee. Students are encouraged to identify their thesis chair and work with that faculty member to identify the two additional graduate faculty committee members.
  - **Per the [Graduate School Policies](#) - Section E: Thesis and Dissertation Committees**
  - *Thesis Advisory Committee*: A thesis advisory committee must be established for each student pursuing a master's degree under Plan I (thesis option). This committee will consist of the thesis advisor, and at least two other members of the graduate faculty, which may include a member from an allied program or community organization. Upon the recommendation of the thesis advisor, the committee is appointed by the program director with the approval of the college/school Dean. Appointment of committee members to thesis committees must follow the policies of appointment to the Graduate School Faculty (see Article I, section C).

\*Students may enroll for the first 3 credit hours of thesis without having yet obtained their full thesis committee, with approval of their thesis chair and the MCJ Director.

A student desiring to pursue the thesis option should meet with their faculty advisor to establish eligibility under the above criteria. After establishing eligibility, the student should recruit three faculty members to serve on the student's thesis committee—one to serve as the committee chair and two to serve on the committee—and then complete the [thesis application form](#). Once complete, the thesis application form should be submitted to [cps@uccs.edu](mailto:cps@uccs.edu) for review and approval. Upon approval, the student will be issued a permission number allowing them to register for the course.

## MCJ Online

Students may complete the MCJ degree entirely through online classes, an option that may be attractive for students living outside of the local area, or for those who require more flexibility in taking courses. As with all degree programs, students need to plan carefully to ensure that they can finish their degree in a timely fashion; this is particularly true of online programs. Completing the degree completely online may increase the time of completion due to course availability. Online only students should work diligently with the Graduate

Student Services Specialist to plan online coursework options. In addition, online education requires technology to connect with students, faculty, and other campus experiences. Please check the [UCCS Quality Online Education resources webpage](#) for the latest technical requirements as well as links to online student services.

## 4. MASTER OF CRIMINAL JUSTICE (MCJ)/MASTER OF PUBLIC ADMINISTRATION (MPA) DUAL DEGREE PROGRAM REQUIREMENTS

The fields of criminal justice and public administration are closely connected. The MCJ program prepares graduates to work in organizations within the substantive policy area, while the MPA is a professional degree designed to prepare students for a variety of positions in public and nonprofit management and policy analysis. The joint degree program prepares its graduates for overlapping careers in public, nonprofit, and private organizations that require both criminal justice and management knowledge. The dual degree also prepares students for research careers or advanced graduate studies. Students take the cores of both programs and choose electives that best suit their career and personal goals, completing both degrees in 54-hours versus the 72-hours it would take to complete each degree separately.

### General Requirements

To earn a dual MCJ/MPA degree, a student must:

- Complete a minimum of 54 credit hours of graduate coursework with a total grade-point average of B (3.0) or better, including:
  - 9 credit hours of MCJ core coursework core hours in criminal justice
  - 15 credit hours of MPA core coursework
  - 3 credit hours of research methods (students are allowed to take the CRJU or PADM section)
  - Culminating experience of either 3 credit hours of capstone or 6 credit hours of thesis
  - 21-24 credit hours of electives (number of hours depends on the student's selection of Capstone or Thesis for their culminating experience). A minimum of 6 elective credit hours must be in Criminal Justice, with the remaining hours chosen from CRJU and/or PADM elective courses.
- Complete 3 credit hours of internship/field study (if required)
- Receive a grade of B- or better in all courses, including the final capstone or thesis course(s).

### Course Requirements

#### MCJ Core Courses

CRJU 5001	Criminal Justice Systems, Policy and Practice	3 credit hours
CRJU 5002	Criminological Theory	3 credit hours
CRJU 5007	Violence	<u>3 credit hours</u>
Total:		9 credit hours

## Independent Study

Students interested in pursuing a specific line of study or inquiry not covered through the regular course offerings may elect to take PADM or CRJU 9500: Independent Study with a willing member of the graduate faculty. Students should first consider what area of study they would like to pursue and discuss the topic with a faculty member who has expertise in the area. Pending faculty agreement, the student and faculty member must submit the [Petition for Independent Study form](#). The graduate faculty will develop a course of study that meets the requirements of the University and CPS, as well as student needs. No more than 9 credit hours of independent study may apply towards the dual MCJ/MPA degree requirements.

# 5. ACCELERATED MASTER'S PROGRAM (AMP) PROGRAM REQUIREMENTS

## General Requirements

The College of Public Service offers a unique opportunity for highly qualified undergraduate criminal justice students. The Accelerated Master's Program (AMP) is designed to allow students to work concurrently toward the Bachelor of Arts in Criminal Justice (BACJ) and the Master of Criminal Justice (MCJ). The program allows qualified undergraduate students to start on their MCJ degree while simultaneously completing their BACJ degree. Graduate credit hours earned while enrolled in the BA/MCJ program can be counted toward both the Bachelor of Arts and Master of Criminal Justice degrees.

Qualified students can complete up to nine credits of graduate-level criminal justice courses eligible to double count toward their BA and MCJ degrees. This allows students to complete the MCJ degree on an accelerated timeframe. Interested students should meet with their undergraduate academic advisor, as well as the Master of Criminal Justice Program Director, before completing the [Intent Form](#).

- Dual credit courses must be approved by the BACJ Program Director as meeting requirements in BA program.
- Dual credit courses must be completed with a grade of B or better.
- Dual credit courses shall be taken at the graduate level to secure graduate credit.

## Course Requirements

Accelerated Master's Program (AMP) students may select two required core MCJ courses (six credits) from the following list, plus one MCJ elective :

- CRJU 5001 Criminal Justice Systems, Policy and Practice
- CRJU 5002 Criminological Theory
- CRJU 5007 Violence

MCJ electives can be found in the [UCCS Academic Catalog](#) and course delivery formats can be found in the [MCJ Course Rotation](#).



## Eligibility Requirements

Both current UCCS and new transfer students are eligible to apply after meeting the following criteria:

- Currently enrolled in the College of Public Service as a Criminal Justice major.
- Junior year students.
- Completed the following 9 credit hours of Criminal Justice major requirements with grades of B or better:
  - CRJU 1001 Introduction to Criminal Justice
  - CRJU 2041 Crime Theory and Causes
  - CRJU 3100: Criminal Justice Research Methods or SOC 3070 Social Research Methods
- Have either successfully completed (grade of B or better) or are currently enrolled in CRJU 3150: Statistics for Criminal Justice, CRJU 3170: Crime Prevention and Analysis, *or* SOC 3170: Social Statistics
- Minimum 3.25 cumulative GPA.
- No GRE Required.

To apply for the AMP, ensure you meet the criteria above, and then complete an intent form above. Students accepted into the AMP program should then apply directly to the Master of Criminal Justice program in the final year of their Bachelor of Arts in Criminal Justice program.

## 6. STUDENT SUCCESS

### Advising

Advising within the Master of Criminal Justice program is a primary responsibility of graduate faculty. The Graduate Student Services Specialist also provides support to MCJ, Dual MCJ/MPA, and AMP students.

Upon admission to the MCJ program, students are assigned a faculty advisor; this information is provided in the student's admission letter. Students' expressed areas of interest are considered when assigned a faculty advisor. Faculty advisors are experts in their fields and can advise students on professional networking within the field, capstone/thesis planning, and career planning.

The Graduate Student Services Specialist is responsible for assisting the student to successfully navigate the program and students are encouraged to meet with the Graduate Student Services Specialist to discuss registration, program requirements, and degree planning.

International students are additionally supported by the [International Affairs Office](#), which assists them with other issues such as visa requirements.

### Student Resources

The MCJ program values student success. Master of Criminal Justice faculty and staff are available to help match resources to needs. MCJ students who believe they could benefit from academic support are encouraged to reach out to their instructors and/or faculty advisor. All MCJ students are invited and encouraged to attend informational and developmental opportunities provided by the program, school, and campus.



Many campus-level student resources exist. Below are links to some of the most frequently used academic, financial, social, and health resources available to MCJ students.

[Kraemer Family Library](#) provides a wealth of physical and virtual information and services. The [College of Public Service/Kraemer Family Library liaison](#) is also the Web Services Librarian for UCCS. Effective communication – written and verbal – is an important component of the MCJ program. Fostering effective communication is part of our mission. The [Excel Multiliteracy Center](#) is a valuable partner in assisting students of all skill levels to improve writing ability. The center also offers presentation practice and feedback, tutoring for creating presentations, and facilitation for small groups.

Military programs, resources, and verification of benefits are provided by the Office of [Veteran and Military Affairs](#).

[International Affairs](#) provides international student and scholar services and works with education abroad programs.

Students with disabilities are encouraged to register with [Disability Services and University Testing Center](#) for accommodation requests.

The Multicultural Office for Student Access, Inclusiveness and Community ([MOSAIC](#)) supports and creates opportunities that assist all UCCS students in developing a sense of community and place on campus, with an emphasis on supporting and advocating for students from underrepresented communities. There are numerous [clubs and organizations](#) that exist on campus that welcome students to participate.

Both physical and [mental health](#) services are available via the Gallogly Recreation and Wellness Center. If you or someone you know has the potential for personal and/or psychological matters to complicate or interfere with your efforts or academic success, please reach out for anonymous screenings or services.

Professional development and career guidance and opportunities are coordinated via the [Career and Innovation Center](#). Students and alumni have access to [Handshake](#) to search for and find relevant career opportunities.

## **Financial Resources**

The cost of a degree program will vary based on several factors such as residency status, number of credit hours taken per semester, online course fees, etc. Costs may be estimated using the Bursar Office's [Estimate Your Bill](#) tool. Financial assistance is available to support students unable to attend UCCS without aid. The primary source of information about need-based student financial assistance as well as scholarships and other non-need-based aid is the [UCCS Office of Financial Aid, Student Employment and Scholarships](#). Additional information on financial assistance programs may be obtained through the [Graduate School](#).

The College of Public Service offers scholarships and a limited number of graduate teaching or research assistantships to students and can be located on the [scholarship website](#) and through the [Student Employment Assistance Network](#).

## Alpha Phi Sigma Honor Society

Alpha Phi Sigma is the only Criminal Justice Honor Society and is a certified member of the Association of College Honor Societies and is affiliated with the Academy of Criminal Justice Sciences. Alpha Phi Sigma recognizes academic excellence of undergraduate and graduate students of Criminal Justice.

The mission of Alpha Phi Sigma is to promote analytical thinking, rigorous scholarship, and lifelong learning; to keep abreast of the advances in scientific research; to elevate the ethical standards of the criminal justice professions; and to sustain in the public mind the benefits and necessity of education and professional training.

Alpha Phi Sigma is the nationally recognized honor society for criminal justice students of esteemed criminal justice programs across the nation. Each spring, MCJ students are invited to join the Lambda Sigma chapter of Alpha Phi Sigma at UCCS if they have met the following criteria:

### Eligibility Requirements for *Graduate* Students:

- Enrolled in the UCCS MCJ program
- Completed at least four criminal justice courses (of these, three undergrad courses can count, with a 3.4 GPA or higher in those courses but at least one must be an MCJ course)
- Have a minimum GPA of 3.4 on a 4.0 scale for overall coursework or rank in the top 25% of your class
- Have a minimum GPA of 3.4 on a 4.0 scale for criminal justice course work (including any undergraduate classes you apply towards membership)

## Student Conduct and Response to Significant Situations or Events

The MCJ program and CPS subscribe in full to the university's expectations for student conduct and academic integrity.

UCCS has several mechanisms in place to respond to student crisis situations or to incidents or behaviors involving students that threaten campus life. Crisis situations may be accidental, occur without warning, or be intentional and meant to cause harm to students or the campus community. The Office of the Dean of Students maintains a [list of relevant policies and codes](#) that every student should read and become familiar with, including but not limited to:

- Student Code of Conduct
- UCCS Sexual Misconduct Policy
- Protected Class Discrimination Harassment
- Student Academic Ethics Code Policy
- Student Classroom Behavior Policy

Students are highly encouraged to register through the [UCCSAlerts](#) for updates on important safety and emergency information. Additionally, students may download the [UCCS Safe app](#) on their phones for up-to-date safety information from the UCCS Public Safety Office.

### Student Code of Conduct

All students are expected to know and follow the [UCCS Student Code of Conduct](#). This document addresses the expectations of students as well as prohibited conduct. A portion of the Code appears here:

*It is the duty of all students involved in the conduct process to participate honestly and conscientiously. Students are expected to read this Code, make a timely report of an incident, and file all necessary complaints through the Office of the Dean of Students.*

## **Student Academic Ethics Code**

Students are also expected to know and follow the [Student Academic Ethics Code Policy](#) which says that, “students shall observe complete honesty in all academic matters to include course requirements, classroom activities, research, and scholarship.” A few violations of the code are listed below and include but are not limited to:

- Committing acts of plagiarism (see policy above for full details).
- Using unauthorized materials or receiving unauthorized assistance during an examination or in connection with any work done for academic credit. Unauthorized materials include notes, textbooks, previous examinations, exhibits, experiments, papers or other supplementary items such as artificial intelligence (AI).
- Giving false or misleading information regarding an academic matter.
- Copying information from another student during an examination.
- Rendering unauthorized assistance to another student by knowingly permitting him or her to see or copy all or a portion of an examination or any work to be submitted for academic credit.
- Falsifying material relating to course registration or grades, either for oneself or for someone else.
- Accessing or altering any academic record by any means without authorization.
- Turning in same or similar work for multiple courses without permission from faculty to do so.

## **CARE Team**

The [CARE \(Campus Assessment Response and Evaluation\) Team](#) will assess and coordinate responses to significant campus situations and events involving University of Colorado Colorado Springs (UCCS) students, which require intervention in order to assist the community and its members to return to a more homeostatic state of functioning. These events may include death or significant trauma, problematic student situations involving medical or psychological concerns, and campus emergency situations that directly affect the well-being of students. The CARE Team has the authority to respond and coordinate intervention to all student crisis incidents with the concurrence of the Chancellor. Issues of inappropriate student conduct are referred to the Office of the Dean of Students. Allegations of criminal wrongdoing will be referred to Public Safety. Allegations of sexual harassment and/or discrimination shall be referred to the Office of Institutional Equity in accordance with university policy.

## **7. ACADEMIC POLICIES**

University of Colorado policies govern the CU system and include Regent laws and policies, Administrative Policy Statements, and other university-wide requirements. UCCS-specific policies and procedures are nested beneath these university-wide policies as necessary to govern the unique needs of this campus. All of these policies may be found on the [website of the Office of the Vice Chancellor for Administration and Finance](#). Additionally, the [UCCS Graduate School policies and procedures](#) govern academic matters for graduate students. Some of the more frequently referenced policies are presented in this Handbook, together with specific guidance that governs students within the College of Public Service and MCJ Program.

## Governing Catalog

The [Academic Catalog](#) that governs a student's graduation requirements is the one in effect at the time of the student's most recent admission into the school/college of their degree program.

## Time Limit

Students must complete their degree no later than six years after the starting date of the first class counted toward degree requirements, *even if that course is taken as a non-degree seeking student*. A student who fails to complete the degree in the six-year period must file a petition for extension with the Program Director and have it approved by the Graduate School Dean. The petition should give reasons why the student should be allowed to continue in the program and must be endorsed by the Program Director. The Program Director must approve applying any course to the degree that was taken more than six years prior to the semester of graduation, and all such courses must be validated by special examination and a [course validation form](#) must be approved by the program and Graduate School. Courses that have been validated will be eligible for use towards graduation for two years. If the student takes longer than that from time of validation to complete the degree, a new course validation (see page 26) will be required.

Although the MCJ program requires intensive commitment, it does not require full-time study, and many MCJ students take courses on a part-time basis. All core courses are offered in the classroom, as a hybrid, and online in an alternating fashion to serve diverse student needs. Electives may be offered in the classroom, online, or hybrid, in intensive formats. Students in the MCJ program should generally expect to complete the degree in not less than two and no more than six years; the average completion time is about three years.

## Typical Course Load

Master of Criminal Justice students typically enroll in three (one course) to six (two courses) credit hours each fall and spring semester. Graduate students are considered full time when taking five or more credit hours during fall or spring semesters or three or more credit hours during summer semester.

## Grading Policies

Grades offered in CPS courses, are based on an A to F scale, with each letter grade representing the following standard narrative description:

- **A** = Work beyond the level of a typical graduate student; exemplary work. (An A equals 4 grade points, an A- equals 3.7 points; there is no A+ grade.)
- **B** = Work typical of a graduate student; indicates student has attained the knowledge and skills intended for the course. (A B+ equals 3.3, a B equals 3.0, and a B- equals 2.7 points.)
- **C** = Performance is below graduate-level expectations. (A C+ earns 2.3 grade points, a C equals 2.0, and a C- equals 1.7).
- **D** = Substandard performance in all aspects of the work of the course; inadequate comprehension of assigned reading material. (D+ equals 1.3 grade points, a D equals 1.0, and a D- equals 0.7).
- **F** = Level of performance demonstrably below that expected of a graduate student; little or no indication that the student can succeed in a graduate program.

## **Acceptable Grades**

Students must receive a grade of B- or better in all courses applied toward the degree. To remain in good academic standing and to receive the degree, a student is required to maintain at least a B (3.0) grade point average, which includes all work required for the MCJ degree while taken at UCCS (classified and unclassified) and may differ from the University grade point average.

A student who receives a grade below a B- in a course may repeat that course once, with the approval of the MCJ Program Director, provided the course has not been previously applied toward a degree. The grade received in a repeated course may substitute for the original grade and only the latter grade will be used in calculating the graduate program GPA required for graduation. However, all grades received during the student's graduate school experience will appear on the student's transcript and will be used in calculating the student's University GPA.

These and other [UCCS Graduate School policies](#) may apply.

The calculation of a student's program grade point average (GPA) shall be based on all coursework applied to the degree, including any courses taken as a non-degree seeking student. (NOTE: Courses taken in non-degree status are not included in the overall calculation of graduate school GPA on the official transcripts but are included in the overall calculation of GPA as conducted by MCJ staff for graduation purposes.)

## **Retroactive Grade Changes**

Students are not permitted to request grade changes for courses in which a final letter grade (other than an Incomplete) has been received except as a result of instructor error or as otherwise warranted through the academic grievance process. A student may not enter into an agreement with an instructor to retroactively change a final letter grade based on work completed by the student after the course has ended.

## **Standards of Performance**

In order to be in good standing, students must have a cumulative GPA of 3.0 or better in all coursework. A grade of B- or better is required in all courses. The academic performance of each student will be reviewed at the end of each semester. A student with a GPA of less than 3.0 will be placed on probation; students placed on probationary status are notified via their UCCS email account, the official means of communication.

After a student has been placed on probation, they have a maximum of two semesters, or one calendar year, to raise their GPA to 3.0. Failure to raise the cumulative GPA to 3.0 in the time period outlined will result in suspension from the program.

A suspended student is eligible to apply for readmission one year after removal from the program. Approval or rejection of this application rests with the MCJ Program Director.

## **Incompletes, Withdrawals, and Repeating Courses**

### **Incompletes**

A grade of Incomplete may be granted when a student has successfully completed a substantial portion of the course (75% or more) *and* is prevented from completing the class by circumstances beyond their control. The course instructor has discretion as to whether to grant an Incomplete, and students should be aware that not all faculty will do so. If the instructor agrees to grant an Incomplete, the student must make arrangements to

complete the remaining coursework with the original instructor within one year, although instructors may impose a shorter completion deadline at their discretion, which should be in writing. The student may not “sit in” on the class in subsequent semesters.

Once the coursework is completed, the instructor will change the I grade to a letter grade. The Incomplete notation will appear along with the final grade on the student’s transcript. If the coursework is not completed within a year, the Incomplete will automatically change to an F. Incompletes for the capstone seminar are rarely granted and only in exceptional circumstances.

## **Drops and Withdrawals**

Deadlines for dropping a course are set by the Office of the Registrar. Students are responsible for knowing the drop and add deadlines and procedures published in the [Course Information Center](#). Please see the [Academic Calendar](#) for specific dates.

Students will be allowed to drop and add of their own accord in their myUCCS portal through census date (the 12th day of classes of the regular semester or the 6th day of classes of the summer term). Following that period, dropping a course is considered a withdrawal and requires course instructor and CPS Dean approval on the [Add/Drop/Withdraw Course Form](#). Courses that meet less than the full 16-week term in fall and spring and 8 weeks in the summer have special pro-rated drop and add deadlines.

There are no refunds on individual courses dropped after the course census date.

Students must initiate a drop or withdrawal and follow the appropriate procedures. Students who fail to do this and do not complete the coursework will be issued a letter grade of “F” for the course.

## **Repeating Courses**

A student who receives a grade below B- in a course may repeat that course once, with the approval of the MCJ Program Director, provided the course has not been previously applied toward a degree. The grade received in a repeated course may substitute for the original grade and only the latter grade will be used in calculating the graduate program GPA required for graduation. However, all grades received during the student’s graduate school experience will appear on the student's transcript and will be used in calculating the student's University GPA. These and other [UCCS Graduate School policies](#) may apply.

## **Transfer Credit**

### **External Transfer Credit**

Up to 9 graduate-level credit hours (no more than 30% of the credit hours needed to complete the degree) relevant coursework completed at another accredited institution or at UCCS in a unit other than the College of Public Service may be applied toward the MCJ degree. To be eligible for transfer, courses must have been taken within 5 years of the request for transfer credit, have a minimum grade of B or above, and have not been applied toward another degree. Should a transferred course become 6 or more years old before the student finishes the degree requirements, it will no longer count toward the degree unless re-validation criteria apply. All transfer work must be approved in writing by the program director. Students should request transfer of credits immediately after admission.

## Credit Earned at UCCS CPS before Admission into MCJ program

### Internal Transfer Credit

Up to 9 graduate-level credit hours (no more than 30% of the credit hours needed to complete the degree) completed with a B or better taken prior to enrollment in the MCJ program may be applied toward the degree. If you have completed a College of Public Service certificate at UCCS you can transfer up to 15 credit-hours, limited to the courses you took while completing the certificate requirements only. The MCJ Program Director written approval is required to count more than 9 credit hours from another CPS discipline (i.e., courses with a prefix other than CJ/CRJU) toward the degree. Courses must be taken within 5 years of the request for application of credit. Should a course become 6 or more years old before the student finishes the degree requirements, it will no longer count toward the degree unless re-validation criteria apply.

### Course Validation Process

MCJ students have six years, from the date of the start of course work, to complete all degree requirements. The Program Director must approve applying for any course to the degree that was taken more than six years prior to the semester of graduation, and all such courses must be validated by special examination. Courses that have been validated will be eligible for use towards graduation for two years. If the student takes longer than that from time of validation to complete the degree, a new course validation will be required.

The MCJ faculty will consider (but not guarantee) validation of a course older than six years through the following process.

1. Course validation will only be considered for courses in which at least a B was earned.
2. The MCJ Program Director will schedule a meeting to include the student and a second faculty member with content expertise related to the course in question. After that meeting, the MCJ Program Director will notify the student if they are approved to continue the validation process.
3. If the student is approved to continue the process, they will submit to the MCJ Program Director written review of what was learned in class, how the course applies to their profession, and what has changed in the field since the course was taken and any additional content as the MCJ Program Director deems fit.
4. The MCJ Program Director and/or a faculty content expert will conduct a second discussion with the student to discuss the paper and ask any additional questions needed to assess the currency of the student's knowledge.
5. The MCJ Program Director will inform the student and the Graduate Student Services Specialist of the decision on course validation.
6. Students will submit the [Course Validation form](#) for each course in question to the MCJ Program Director for approval upon completion of the validation process and then submit it to the Graduate School for approval.

### MCJ Graduation Procedures

All students **must apply for graduation** during the semester in which they anticipate graduating by completing the [steps outlined on the Graduate School website](#). Do not procrastinate, as deadlines are early in the semester.



- Students should meet with the Graduate Student Services Specialist and their faculty advisor to determine which requirements remain for graduation.
- Students must complete and submit an application for [admission to candidacy](#) by the specified deadline.
- Students must apply for graduation using the [online diploma card](#) in the student portal.
- Students who would like to participate in the commencement ceremony (optional) should register at the [Graduate School website](#) additional information about the ceremony may be found on the [commencement website](#).

Students who have completed all the requirements for the MCJ degree can apply for candidacy and graduation in the fall, spring, or summer semesters. Students who complete their degree requirements in the summer may participate in graduation ceremonies in the fall. No graduation ceremony is held in the summer.

Students on the graduation list but find they cannot complete the program requirements before graduation should notify the Graduate Student Services Specialist as soon as possible. They may then reapply for graduation in a subsequent semester.

## **Student Academic Complaints and Appeals**

### **MCJ Student Academic Complaints and Appeals**

Formal procedures by which a currently enrolled student may seek to remedy academic complaints within the MCJ program are described below. Student appeals are challenges to academic actions or decisions, including but not limited to actions such as an academic grade or evaluation of a student's work in a course, seminar, or other academic forum; a decision with respect to a student's academic standing in a program; unjust treatment by a faculty member in a class; or actions related to thesis or capstone procedures.

#### **Step One: Informal Resolution**

The student is strongly encouraged to first attempt to informally resolve the grievance through discussion with the faculty member(s) involved.

#### **Step Two: Filing the Grievance**

If the student is unable to resolve the dispute with the faculty member(s), they should file a written grievance with the MCJ Program Director. Absent unusual circumstances, the grievance should be filed within 30-days after the student learns of the event that gives rise to the grievance.

The written grievance may be filed via e-mail or delivered in writing directly to the MCJ Program Director. The grievance should clearly state the basis for the complaint and the remedy requested, and should include any evidence that supports the grievance, such as course syllabi, assignments, and statements from other students.

Students should be aware that grades and other evaluations of student work are traditionally within the jurisdiction of individual instructors and are not likely to be changed absent evidence that the faculty member 1) determined the grade based on considerations other than student performance; 2) substantially differed from previously announced criteria or procedures in determining the grade; or 3) violated university or school policy in determining the grade. The student bears the burden of proof on these allegations.



### **Step Three: Investigating the Grievance**

The MCJ Program Director will acknowledge receipt of the grievance, forward a copy to the faculty member(s) involved, and begin the investigation of the circumstances of the grievance. They may request additional information from the student and faculty member(s) involved.

If the grievance involves the need for substantial academic expertise in a particular field in order to assess whether there is a basis for the grievance, the Program Director may appoint a panel of faculty members with expertise in the area to investigate the grievance and recommend a decision to the Program Director.

In the event that the MCJ Program Director is involved in the grievance, they shall refer the investigation of the grievance to the Department Chair for investigation pursuant to the rules of the Graduate School.

### **Step Four: Decision by the MCJ Program Director**

Within 30 days of the grievance's filing, the MCJ Program Director shall provide a written report containing their decision on the grievance's disposition to the student and the faculty member(s).

### **Appealing the Decision of the MCJ Program Director to the Department Chair**

If a student is not satisfied with the results of the appeal process to the MCJ Program Director, the student may appeal to the Department Chair within 14-days of notification of the Program Director's decision, following the same procedure specified in Step Two above. The Department Chair shall then review the materials submitted by the student, the materials submitted to and used by the MCJ Program Director in deciding the disposition of the grievance, and any other materials they consider relevant to the inquiry. Within 14-days of receiving the student's appeal of the Program Director's decision, the Department Chair shall provide a written report containing their decision on the disposition of the grievance to the student, the faculty member(s), and the MCJ Program Director.

### **Appealing the Decision of the Department Chair to the Associate Dean**

If a student is not satisfied with the results of the appeal process to the MCJ Program Director and Department Chair, the student may appeal to the Associate Dean of the College of Public Service within 14-days of notification of the Department Chair's decision, following the same procedure specified in Step Two above. The Associate Dean shall then review the materials submitted by the student, the materials submitted to and used by the MCJ Program Director and Department Chair in deciding the disposition of the grievance, and any other they consider relevant to the inquiry. Within 14-days of receiving the student's appeal of the Department Chair's decision, the Associate Dean shall provide a written report containing their decision on the disposition of the grievance to all the parties involved.

### **Appealing the Decision of the Associate Dean to the Dean**

If a student is not satisfied with the results of the appeal process to the MCJ Program Director, Department Chair, and Associate Dean, the student may appeal to the Dean of the College of Public Service within 14-days of notification of the Associate Dean's decision, following the same procedure specified in Step Two above. The Dean shall then review the materials submitted by the student, the materials submitted to and used by the MCJ Program Director, Department Chair, and Associate Dean in deciding the disposition of the grievance, and any other they consider relevant to the inquiry. Within 14-days of receiving the student's appeal of the Associate Dean's decision, the Dean shall provide a written report containing their decision on the disposition of the grievance to all the parties involved.

## **Campus-Level Appeals**

Grade appeals are decided within the College of Public Service; the Dean has final jurisdiction. If a resolution to the problem identified in the student's appeal on other academic issues cannot be reached on the program or school level, the student may submit a written appeal to the Dean of the Graduate School according to [Article V of Graduate School Policies and Procedures](#).

## **Campus Level Student Code of Conduct and Academic Ethics Code Violations**

As described in Section 5 of this Handbook, all students enrolled in credit or non-credit courses at UCCS are bound by the [UCCS Student Academic Ethics Code Policy](#) and the [UCCS Student Code of Conduct](#).

### **Student Code of Conduct**

The purpose of the Student Code of Conduct (“Code”) is to maintain the general welfare of the University community, and support community safety and student growth by helping students. The University strives to make the campus community a place of study, work, and residence where people are treated with respect and civility. The University views the student conduct process as a learning experience that can result in growth and personal understanding of one's responsibilities and privileges within both the University community and the greater community.

Students are expected to read the Code, make a timely report of an incident, and file all necessary complaints through the Office of the Dean of Students.

### **Student Academic Ethics Code Policy**

Anyone who believes a Code violation has occurred should immediately report the circumstances to the faculty member of the course involved or to the Program Director/chair of the department where the course is offered.

If a faculty member has reason to believe that a Code violation has occurred (due either to the faculty member's own observation or due to a report by a third party), the faculty member shall discuss the matter with the student, provide the student with the supporting documentation and ask the student for a response.

If the student admits to the Code violation or the faculty member finds that a Code violation has occurred, then it is the faculty member's prerogative to impose a sanction at the course level. Such sanctions may include, but are not limited to, the following:

- a. downgrading the student on the assignment/exam/activity in which the academic Code violation occurred, with or without the opportunity to redo;
- b. failing the student on the assignment/exam/activity in which the academic Code violation occurred, with or without the opportunity to redo;
- c. lowering the student's grade for the course;
- d. failing the student for the course.

If the faculty member believes that a sanction more severe than a course-level sanction should be levied, then the faculty member shall follow all department and college procedures for such sanctions. The Program

Director or Dean may levy more severe sanctions including probation, suspension, expulsion, or withholding or revoking a degree.

Students may dispute the faculty member's finding that a Code violation has occurred by following the appeals process outlined below. Students **may not** appeal course-level sanctions.

### **Step One: Filing the Appeal**

If the student contends that they are innocent of a Code violation and is unable to resolve the situation with the faculty member(s), they should file a written appeal with the MCJ Program Director. Absent unusual circumstances, the appeal should be filed within 30 days after the dispute.

The written appeal may be filed via e-mail or delivered directly to the MCJ Program Director. The appeal should contain all relevant information.

### **Step Two: Investigating the Appeal**

The MCJ Program Director will acknowledge receipt of the appeal, forward a copy to the faculty member(s) involved, and begin an investigation. They may request additional information from the student and faculty member(s) involved.

In the event that the MCJ Program Director is involved in the dispute, they shall refer the investigation of the appeal to the assistant Dean of the College of Public Service for investigation.

### **Step Three: Decision by the MCJ Program Director**

Within 30 days of the filing of the appeal, the MCJ Program Director shall provide a written report containing their decision to the student and the faculty member(s).

### **Appealing the Decision of the MCJ Program Director to the Department Chair**

If a student is not satisfied with the results of the appeal process to the MCJ Program Director, the student may appeal to the Department Chair within 14 days of notification of the Program Director's decision, following the same procedure specified above. The Department Chair shall then review the materials submitted by the student, the materials submitted to and used by the MCJ Program Director in deciding the disposition of the appeal, and any other materials they consider relevant to the inquiry. Within 14 days of receiving the student's appeal of the Program Director's decision, the Department Chair shall provide a written report containing their decision on the disposition of the appeal to the student, the faculty member(s), and the MCJ Program Director.

### **Appealing the Decision of the Department Chair to the Associate Dean**

If a student is not satisfied with the results of the appeal process to the MCJ Program Director and the Department Chair, the student may appeal to the Associate Dean of the College of Public Service within 14 days of notification of the assistant Dean's decision, following the same procedure specified above. The Associate Dean shall then review the materials submitted by the student, the materials submitted to and used by the MCJ Program Director and Department Chair in deciding the disposition of the appeal, and any other materials they consider relevant to the inquiry. Within 14 days of receiving the student's appeal of the Department Chair's decision, the Associate Dean shall provide a written report containing their decision on the disposition of the grievance to all of the parties involved.

**Appealing the Decision of the Associate Dean to the Dean**

If a student is not satisfied with the results of the appeal process to the MCJ Program Director, Department Chair, and Associate Dean, the student may appeal to the Dean of the College of Public Service within 14-days of notification of the Associate Dean's decision, following the same procedure specified in Step Two above. The Dean shall then review the materials submitted by the student, the materials submitted to and used by the MCJ Program Director, Department Chair, and Associate Dean in deciding the disposition of the grievance, and any other they consider relevant to the inquiry. Within 14-days of receiving the student's appeal of the Associate Dean's decision, the Dean shall provide a written report containing their decision on the disposition of the grievance to all the parties involved.

**Campus-Level Appeals**

Students may dispute the faculty member's finding that a Code violation has occurred at the campus level only after exhausting the CPS appeals process. Students may not appeal course-level sanctions but may appeal more severe program- or school-level sanctions such as probation, suspension, expulsion, or withholding or revoking of a degree as levied by the school. This process is outlined in the [Student Academic Ethics Code Policy](#).