Graduate Handbook

Master of Science in Criminal Justice
Degree Requirements: Policies and Procedures
# Index

Important Telephone Numbers and Websites ........................................................................... 3

The Program .......................................................................................................................... 4

Admission Criteria ................................................................................................................. 4

Applying to the Program ....................................................................................................... 5

Application Deadlines ........................................................................................................... 5

Online M.S. in Criminal Justice Program ................................................................................ 5

JD/MS in Criminal Justice Program ....................................................................................... 6

Graduate Statuses .................................................................................................................. 6

Transfer Credits ..................................................................................................................... 7

Waivers .................................................................................................................................. 7

Degree Requirements ........................................................................................................... 7
  Core Courses ....................................................................................................................... 8
  Area A .................................................................................................................................. 8
  Area B (electives) ................................................................................................................ 8
  Area C .................................................................................................................................. 8
  Masters Thesis ..................................................................................................................... 8
  Master Essay ....................................................................................................................... 9
  Master Capstone Course ..................................................................................................... 9
  Elective Courses ................................................................................................................ 9

Candidacy .............................................................................................................................. 10

Plan of Work .......................................................................................................................... 10

Time Limit for Degree ........................................................................................................... 10

Grades ................................................................................................................................... 10

Probationary Status .............................................................................................................. 11

Course Withdrawals ............................................................................................................ 11

Incomplete Coursework ......................................................................................................... 11

Graduation and Deadlines ..................................................................................................... 11

Funding: Assistantships/Scholarships/Awards ..................................................................... 12
Important Telephone Numbers and Websites

Criminal Justice Department ................................................................. (313) 577-2705
FAX Number ......................................................................................... (313) 577-9977
Website: http://www.clas.wayne.edu/crj

Marianka Holloway, Criminal Justice Academic Services Officer / Advisor .......... (313) 577-0772

Dr. Brad Smith, Criminal Justice Interim Department Chair ......................... (313) 577-2705

Dr. Jennifer Wareham, Criminal Justice Graduate Director ......................... (313) 577-3286
E-mail: ay3167@wayne.edu

WSU Operator / Main Switchboard Number .............................................. (313) 577-2424

WSU Office of Scholarships and Financial Aid .......................................... (313) 577-3378
■ Visit OSFA on-line at http://www.financialaid.wayne.edu

WSU Office of University Admissions ..................................................... (313) 577- GRAD (4723)
■ Complete and submit an on-line Application for Graduate Admission at:
  http://www.gradadmissions.wayne.edu

WSU Opportunity Line ............................................................................... (877) WSU-INFO
■ Call for Application for Graduate Admission or Graduate Bulletin
■ Review the Graduate Bulletin on-line at http://www.bulletins.wayne.edu

WSU Office of Student Records/Transcripts .............................................. (313) 577-3531
Website: http://sdcl.wayne.edu/RegistrarWeb/Records/Rechome
■ Call (313) 577-3536 for Instructions on Ordering Official Transcripts

WSU Registration and Scheduling Office ................................................. (313) 577-3541
Website: http://sdcl.wayne.edu/RegistrarWeb/RegSch/RegSchhome
■ Visit the Schedule of Classes on-line at http://www.classschedule.wayne.edu

WSU Testing and Evaluation Office ........................................................... (313) 577-3400
■ Call for GRE [Graduate Record Examination] Information Bulletin

WSU Libraries
David Adamany Undergraduate Library .................................................. (313) 577-5121
Purdy/Kresge Circulation ......................................................................... (313) 577-4042
Arthur Neef Law Library (468 Ferry Mall) .............................................. (313) 577-3553
The Program

The Department of Criminal Justice at Wayne State University offers a comprehensive and flexible program leading to the degree of **Master of Science in Criminal Justice**. The Department of Criminal Justice curriculum provides an integrated appreciation of the entire criminal justice system and its relationship to crime in contemporary society.

The Master of Science degree in Criminal Justice is designed to prepare students for positions in criminal justice and related agencies as well as prepare students who wish to pursue a Ph.D. in Criminal Justice or related fields. Students are provided with a broad educational foundation in criminal justice grounded in law and the social sciences. Study begins with an analysis of crime and the entire justice system. Advanced study inquires into the political, organizational, social, and behavioral aspects of various components of the system of criminal justice. Research courses give students the tools with which to independently analyze issues of crime and justice as well as the requisite skills for career development. Courses are offered in the following core areas: contemporary criminal justice, causes of crime, research methodology and statistics, and a specialization of the student's choice.

Students in the Criminal Justice Graduate Program take core classes in Criminal Justice and are eligible to take elective courses in other Liberal Arts and Sciences departments and in departments in other colleges. This allows substantial flexibility in arranging a program of study that meets the student's goals. Students can choose from two options for completing the master's program: (1) a fully online program, or (2) a traditional classroom-based program. Upon admission to the Criminal Justice Graduate Program, students meet with the Graduate Advisor to plan a course of study (referred to as the Plan of Work.)

Admission Criteria

Admission to the graduate program in Criminal Justice is based on:

1) Evidence of a completed Baccalaureate Degree from an accredited College or University.

2) Quality of the applicant's academic record, as evidenced by his/her cumulative GPA.

3) Two letters of recommendation.

4) Personal statement (Why do you want to pursue a master's degree in criminal justice?).

In determining admission for the individual applicant, the Graduate Committee evaluates the student's undergraduate record (with special emphasis on upper-division courses [junior/senior year]), the level of difficulty of course work, as well as the student's cumulative grade point average (GPA), the strength of recommendations, and the quality of the personal statement. The minimum standard for admission as a regular Master's student is a cumulative GPA of 3.0 or better.

Applicants with an undergraduate GPA between 2.75 and 2.99 may be considered for admission, but are **required** to take the Graduate Record Examination (GRE) and provide a written exception statement justifying why they are capable of graduate level work and explaining why their undergraduate GPA fell below 3.0.
Applying to the Program

Applicants to the Master of Science program in Criminal Justice must:

1) Complete and submit the Graduate School’s on-line admission application at http://www.gradadmissions.wayne.edu.

2) Have official transcripts mailed directly or submitted electronically from all of the applicant’s previous school(s)/college(s) to the Graduate Admissions Office, Wayne State University, Detroit, MI 48202. Transcripts may not be transmitted via student.

3) Have two (2) letters of recommendation from former professors/instructors submitted online.

4) Submit a personal statement responding to the question: Why do you want to pursue a master’s degree in criminal justice? Personal statements should be no longer than 1 single-spaced page. Statements must be submitted as part of the online application process.

5) Applicants with an undergraduate GPA between 2.75 and 2.99 must have GRE scores sent directly to WSU and upload their exception statement as part of the online application process.

The Graduate Bulletin contains regulations that determine admissions, tuition and fees, student records, academic procedures and degree requirements. Those regulations are supplemented by the policies and procedures contained in this document. The Bulletin can be accessed on-line at www.bulletins.wayne.edu.

Questions concerning the admission process should be directed to the Criminal Justice Department at (313) 577-2705.

Application Deadlines

Your application must be submitted by the appropriate deadline in order to be considered for the following semester.

<table>
<thead>
<tr>
<th>Term to Start</th>
<th>Deadline for Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall (September to December)</td>
<td>June 1st</td>
</tr>
<tr>
<td>Winter (January to April)</td>
<td>October 1st</td>
</tr>
<tr>
<td>Spring/Summer (May to August)</td>
<td>No Spring/Summer applications are accepted</td>
</tr>
</tbody>
</table>

Online M.S. in Criminal Justice Program

Beginning Fall 2014, students may complete the M.S. in Criminal Justice online. Online sections of the core courses and various electives will be consistently offered. In the application for graduate admission, students must indicate whether they will be completing the M.S. in Criminal Justice in (1) the completely online program or (2) the traditional program, where the majority of the classes are on campus but a limited few are online. While students admitted to the online program will be expected to complete almost all of their courses online, they can seek permission from the Graduate Director to take selected classes on campus.

J.D./M.S. in Criminal Justice Program
The Law School and the Department of Criminal Justice offer a joint degree program in law and criminal justice (J.D./M.S. in Criminal Justice). Students must be separately admitted to both the Law School and the criminal justice department.

Students must complete all the requirements for both degrees. Law School courses count for up to 10 elective credits toward the master’s in criminal justice. A maximum of four criminal justice courses may be applied to the requirements for the J.D. degree. A student must complete the first year of law school before any criminal justice courses may be taken toward the joint degree. Criminal justice courses may be taken concurrently with law school courses during the second and subsequent years.

Law students applying to the joint degree program follow the admission procedures described above. For more information about the J.D. portion of the J.D./M.S. in Criminal Justice Program, contact: Dean of Students Office (313-577-3997).

**Graduate Statuses**

*Regular Admission:* This status is granted to an applicant who meets the departmental admission requirements and whose application has been reviewed and accepted by the graduate committee.

*Senior Rule:* This status may be granted to a student who has submitted an application and been accepted to the Criminal Justice Master's Program, maintains an undergraduate GPA of 3.0 or higher, and is in the final semester as an undergraduate at Wayne State University. Additional requirements include: the student must be registered for at least 1 credit but no more than 10 credits of undergraduate coursework and must simultaneously register for a limited number of graduate credits (as determined by the Graduate Admissions Director — the maximum may not exceed 16 credit hours total of both undergraduate and graduate elections). Proof of undergraduate degree must be presented before studies may continue and a change of status request must be filed. See the Graduate Bulletin for complete details.

*AGRADE:* Accelerated Graduate Enrollment: Open to WSU undergraduate students who have completed at least 90 credit hours, have a GPA in the upper 20th percentile, and at least a 3.6 GPA in the Criminal Justice major. Interested students should contact Marianka Holloway, the Criminal Justice Academic Services Officer, at (313) 577-0772 for further information.

*Permit to Register:* This status may be granted to students who are interested in receiving graduate credit for coursework taken but are not necessarily intending to complete the graduate degree. A minimum GPA of 3.0 is necessary and proof of undergraduate degree. Students interested in continuing the degree program must apply in the usual manner for regular admission. This is an one-semester temporary status.

An applicant may not have adequate coursework/background in certain areas (e.g., statistics). In this case, the Graduate Coordinator may advise the applicant to complete certain requirements (e.g., take an undergraduate course during their first semester in the graduate program) to ensure successful completion of the master’s degree. Depending on the particular deficiency, a student may be granted "qualified
admission” to the program. Upon successful completion of the requirements the student will be granted regular admission.

Transfer Credits

The maximum number of credits that may be transferred in from other accredited colleges and universities is between 6 and 8 semester hours for two courses. Transfer courses must be taken at the graduate level with a passing grade of "B" or higher; the student must have had graduate status at the time the courses were taken.

Students petitioning for transfer of graduate coursework must complete a "Petition for Transfer of Graduate Credit" form (http://www.clas.wayne.edu/graduate_student_files/TRANSFER_CREDIT.pdf), along with course descriptions. An official transcript must be sent from the university where the student took the course. The Department Graduate Coordinator will determine the acceptability of the course(s).

Waivers

Waivers are not normally granted for the core courses in the Criminal Justice graduate program. However, a waiver for a core course may be granted if: (1) a student has taken an equivalent graduate course at another University or in another program, and (2) in the opinion of the Graduate Coordinator the course is a satisfactory substitution for a course in the CJ master’s program. The request for waiver must be submitted in writing to the Graduate Coordinator and the waiver must be granted in writing by the Graduate Coordinator in advance of any action by the student.

Degree Requirements

The Master of Science degree is awarded upon successful completion of thirty-two (32) credits in selected course work, including required core courses (see below) and electives, as described in the student’s Plan of Work, and the satisfactory completion of either a master’s thesis, a master’s essay or a capstone seminar. All course work must be completed in accordance with the academic procedures of the College and the Graduate School governing graduate scholarship and degrees; see Graduate Bulletin. The degree is offered as a Thesis Option (Plan A), Essay Option (Plan B), or Capstone Seminar Option (Plan C) as follows:

Thesis Option (Plan A): thirty-two (32) credits in course work including a four to six-credit thesis.

This plan is designed for students who intend to pursue doctoral work in the social sciences and who demonstrate ability in research methods. Consult the Graduate Coordinator for further details.

Essay Option (Plan B): thirty-two (32) credits in course work, including a three-credit essay demonstrating substantial research and mastery of a selected topic.

Capstone Option (Plan C): thirty-two (32) credits in course work, including a three-credit capstone course requiring students to demonstrate their knowledge and analytic skills through a series of written essays on criminological and criminal justice theory, research methods, and public policy issues.

Law Course: Graduate students in criminal justice are expected to be familiar with legal reasoning and the content of American criminal and/or constitutional law. Graduate students who have had no previous acceptable course in law fulfill this requirement by completing CRJ 5710-Constitutional Criminal Procedure or CRJ 5720-Criminal Law.
Acceptable previous courses that fulfill this prerequisite include: constitutional law, constitutional criminal procedure, substantive criminal law, corrections law, juvenile justice law, or criminal evidence and procedure.

Not Acceptable: business law courses, legal writing, research courses about the law (e.g., sociology of law, law & society, jurisprudence) or courses about the legal process (e.g., courts, judicial process, wrongful convictions).

**Core Courses: (13 credit hours)**

<table>
<thead>
<tr>
<th>Core Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contemporary Criminal Justice (CRJ 7010)</td>
<td>3</td>
</tr>
<tr>
<td>Statistics (PS 5630 or SOC 6280)</td>
<td>4</td>
</tr>
<tr>
<td>The Nature of Crime (CRJ 7020)</td>
<td>3</td>
</tr>
<tr>
<td>Research Methods (CRJ 7860)</td>
<td>3</td>
</tr>
</tbody>
</table>

**AREA A: Take no less than 2 of the following courses (6 credit hours)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Policy and Criminal Justice (CRJ 7200)</td>
<td>3</td>
</tr>
<tr>
<td>Delinquency and Justice (CRJ 7220)</td>
<td>3</td>
</tr>
<tr>
<td>Policing and Society (CRJ 7230)</td>
<td>3</td>
</tr>
<tr>
<td>Corrections (CRJ 7240)</td>
<td>3</td>
</tr>
</tbody>
</table>

**AREA B: At least 3 elective credit hours must be from CRJ courses (5-9 credit hours)**

Students electing a Master’s thesis take 2 elective courses.

OR

Students electing the Capstone Course or a Master’s essay take 3 elective courses.

**AREA C: (3-6 credit hours)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master’s Capstone Seminar in Criminal Justice (CRJ 7870)</td>
<td>3</td>
</tr>
<tr>
<td>Master’s Essay Direction (CRJ 7999)</td>
<td>3</td>
</tr>
<tr>
<td>Master’s Thesis Research and Direction (CRJ 8999)</td>
<td>4-6</td>
</tr>
</tbody>
</table>

**Master’s Thesis**

A master’s thesis is a demonstration of the student’s understanding of a topic and competence in research methodology. The purpose of a master’s thesis is to demonstrate a student’s ability to undertake original research on a topic in the field of Criminology and Criminal Justice. Thesis research is guided by a committee of graduate faculty. Students planning on pursuing a doctoral degree (Ph.D.) or a career in research should consider the master’s thesis option (see master’s thesis guidelines for complete details).

Requirements of the Master’s Thesis:
Students are required to submit an electronic copy of their thesis to the Graduate Director for a plagiarism check. The thesis will be checked using Safe Assign in Blackboard, per Graduate School requirements. The Graduate Director will certify the thesis and, using either the Defense Final Report form or a memo, transmit the certification to the Graduate School.

Master's Essay

A master's essay is a scholarly paper demonstrating a student’s understanding of the issues and research surrounding a particular topic in Criminology and Criminal Justice. The essay is guided by a faculty advisor. The finished product is an extensive paper that displays a thorough understanding and mastery of the research topic (see master's essay guidelines for complete details).

Requirements of the Master’s Essay:
- Three credit hours
- Essay advisor must be a full time faculty member (the essay advisor has final responsibility for grading the essay)
- A reader may be assigned at the discretion of the essay advisor
- Oral defense of the essay is optional but may be required by the essay advisor

Master's Capstone Seminar in Criminal Justice

This course serves as the capstone course for the master's degree. Students write essays demonstrating their knowledge and critical analysis of criminological and criminal justice theory, research methods, and public policy issues. Students must obtain a grade of B- or higher in the capstone course. Students are only allowed two attempts (withdraws included) of the capstone course. The capstone class may be taken only in the last semester of the program. Students may take another class or classes along with the capstone class in their final semester.

Elective Courses

Elective courses (Area B) in the student's program are to be chosen after an advising session to determine a plan best fitting the student's educational and career goals. These courses will be specified in the student's Plan of Work (a sample Plan of Work form is attached to this Handbook).

Any graduate level course in the College of Liberal Arts and Sciences may be taken for elective credit, with the consent of the Graduate Coordinator. In addition, courses in the School of Business Administration, the College of Education, or the College of Fine, Performing and Communications Arts may be of value. At least three elective credits must be from criminal justice (CRJ) courses.

Graduate level courses at Wayne State are at the 5000 level or above. Courses at the 5000 and 6000 levels are both graduate and senior undergraduate level. Courses at the 7000 level are solely master’s level courses and undergraduates are restricted from taking these courses. Courses at the 8000 level are both master’s and doctoral level, while 9000 level courses are designed for doctoral study; master’s students may enroll in these courses with an advisor's approval. No graduate credit is earned in courses taken at the 4000 level and below.
NOTE: criminal justice graduate students are only allowed to take one 5000 level course for credit toward their master’s degree. To obtain graduate credit in a 5000 level course, CJ graduate students must complete additional work beyond the standard requirements listed in the syllabus. Graduate students enrolling in a 5000 level course must contact the instructor and identify additional work necessary to ensure the course meets graduate level expectations. The additional assignment or project must be documented with the 5000 level coursework contract form. The course contract form must be submitted to the CJ department for approval. Students completing a 5000 level course without a signed copy of the form may not be granted graduate level credit for the course.

Candidacy

Once the student has completed one semester of coursework, s/he must file for Master’s Candidate status. This is done by having exhibited a 3.0 or better cumulative GPA in the coursework and by filing a Plan of Work by no later than the completion of 9 credit hours. Courses taken without having achieved Candidate status may not be accepted toward the degree unless accepted by the Graduate Coordinator or by prior agreement.

Plan of Work

A Plan of Work is a declaration of the student’s course of study and is approved by the Graduate Advisor and the College of Liberal Arts & Sciences. The Plan of Work lists courses taken and courses intended (core and electives) and indicates the plan of study (Thesis Option, Essay Option or Capstone Option.)

[A sample Plan of Work and a clean blank copy can be found on the Criminal Justice Department’s webpage. Use them as a draft for your own planning.]

Time Limit for Degree

All course work and either the master’s essay, thesis or capstone course must be completed within six (6) years commencing from the first term in which a grade is recorded for graduate coursework.

Grades

One grade of C or C+ in a course will be allowed. A second grade of C or C+ will result in academic probation. The student must then repeat the course and earn a grade of B- or higher. A student who receives a grade of C+ or lower when repeating a course (i.e., taking it for the second time) will be dismissed from the graduate program.

Additionally, grades of C- or lower in any course are considered failures and are recorded as an “F.” Students who receive a grade of C- or lower must repeat the course and earn a passing grade. A student who receives another failing grade when repeating a course will be dismissed from the graduate program.

Students must maintain a cumulative graduate GPA of 3.0 or higher throughout their studies. A student whose GPA falls below 3.0 will have one semester to raise their GPA to 3.0 or higher.

Any student dismissed from the program will be removed from graduate standing in Criminal Justice and prohibited from completing any coursework or other requirements toward the Master’s degree in Criminal
Justice. Grounds for dismissal include but are not limited to academic dishonesty (e.g., plagiarism, cheating), a GPA below 3.0 for more than one semester, or one or more failing grades.

**Probationary Status**

Students who fail to maintain the minimum standards described above will be placed on probation. Any student placed on probation will be required to meet with the graduate director to develop a plan for improvement prior to being allowed to register for additional courses. This plan will specify the courses to be repeated (if necessary) and any additional remedial work deemed appropriate, among other requirements as necessary.

**Course Withdrawals**

A withdrawal from a course is at the discretion of the instructor. “Any withdrawal notation (WP, WF, or WN) will count as an attempt at a course, per University policy, and will be taken into account with respect to College repeat policies. **Therefore, think carefully before withdrawing from a course**.”

**Incomplete Coursework**

According to the WSU Office of the Registrar,

The mark of I (Incomplete) is intended to allow a student to complete the required work for a course after the semester has ended, if, in the judgment of the instructor, there is a legitimate reason why the work could not have been completed during the term. Incompletes (I) may be given only when the student has not completed all of the required work and when there is a reasonable probability that the student will complete the requirements successfully **without again attending regular class sessions.** If additional class attendance is required, the student must re-register for the course in a subsequent term. The student must be passing at the time the incomplete is given.

The work must be completed and a change of grade filed with the Office of the Registrar within one year of the end of the term when the course was originally taken. Any unchanged Incomplete at the end of the one-year will be changed to a grade of F.

The university requires a written contract, signed by the student and the instructor, specifying all work to be completed. A copy of the Contract for Completion of Incomplete Coursework can be found at the Office of the Registrar’s website (http://reg.wayne.edu/pdf-forms/incomplete.pdf). Signed copies of the contract must be submitted to the department.

**Graduation and Deadlines**

Students must apply for graduation during the registration period and by no later than the second week of classes for the term in which they intend to graduate. Persons who have either elected the Essay or Thesis Options must observe the deadlines for turning in the essay or thesis. These dates are usually 8 weeks prior to the end of the term. It is strongly advised that the student inquire as to these dates, by contacting the Office of the Dean at (313) 577-5188.

**Funding: Assistantships/Scholarships/Awards**
Information concerning graduate teaching assistantships, scholarships, and other funding opportunities is located on the Criminal Justice website at [www.clas.wayne.edu/cj](http://www.clas.wayne.edu/cj).

These pages describe the policies and procedures for graduate study in Criminal justice. They discuss Departmental requirements, policies and procedures, but DO NOT discuss in full the graduate policies and procedures of the College of Liberal Arts and Sciences not the University. Graduate students are expected to obtain a copy of the *University Graduate Bulletin* and read the sections pertaining to College of Liberal Arts and Sciences and University Graduate policies. Where allowed by the *Graduate Bulletin*, policies in this document supersede that of the College or University. The Criminal Justice Graduate Committee reserves the right to modify these policies and procedures.

It is strongly recommended that any uncertainties as to the definition of policies or procedures be clarified by contacting either the Criminal Justice Graduate Coordinator or the Criminal Justice Graduate Advisor (313-577-2705), the Liberal Arts and Sciences graduate Office (313-577-5188), or the Dean of the Graduate School.

*******

**THESE POLICIES AND PROCEDURES SUPERSEDE PREVIOUS POLICIES AND PROCEDURES**

(Revised 6/86, 8/90, 10/91, 5/92, 4/94, 1/95, 4/96, 5/96, 1/98, 7/00, 5/01, 6/02, 11/04, 12/06, 9/08, 5/09, 1/11, 10/11, 12/11, 12/12, 10/13, 4/14, 9/14)