



**Master of Science in Criminal Justice with
Concentration in Justice Policy and
Administration
(Online Program)**

**Graduate Student
Policies and Procedures Manual**

Fall 2020

DEGREE REQUIREMENTS

The online Master of Science in Criminal Justice (MSCJ) with Concentration in Justice Policy and Administration requires satisfactory completion of 36 hours beyond the bachelor's degree. For graduate programs, 9 hours (3 courses) is considered full-time enrollment.

Required Core Courses Offerings:

(12 hours) – Courses comprising the core curriculum are scheduled in the fall and spring semesters. The schedule for required course offerings is as follows:

Fall of each academic year:

CJUS 5000 – Criminal Justice Policy

CJUS 5700 – Evaluation & Research Methodologies

Spring of each academic year:

CJUS 5500 – Seminar in Criminal Justice Administration

CJUS 5600 – Advanced Criminological Theory

Sample Elective Offerings:

(24 hours) – Offered on a rotating basis; this list is not comprehensive:

CJUS 5100 Information Warfare, Security, and Risk

CJUS 5350 Seminar in Contemporary Policing

CJUS 5460 Correctional Practices & Programs

CJUS 5470 Seminar in Juvenile Delinquency

CJUS 5550 World Criminal Justice Systems

CJUS 5620 Seminar in Victimology

CJUS 5650 Organized Crime

CJUS 5800* Special Topics (Examples): Capital Punishment

Illicit Drugs and the Dark Net

Crime Prevention

Diversity Issues in Criminal Justice

** Can be repeated for course credit as topics vary*

Please Note: Our core courses are offered on a rotating basis, meaning you will see the same core courses offered each term as listed above. However, you will likely not see a terms elective course topic(s) offered again during your duration in the program. Therefore, if it is an elective topic that interests you, we strongly encourage you enroll in it. For example, many students take one core course paired with two electives in the fall/spring, and then take the other core course the following fall/spring with two new electives.

POLICIES

Two “C” Rule

The graduate committee in the Department of Criminal Justice will recommend dismissal of a student from the online MSCJ with Concentration in Justice Policy and Administration program if the student receives two course grades of C or below (for purposes of this rule, the first grade received in a course is used). The departmental graduate committee is comprised of the graduate advisor and three departmental faculty members who are currently serving as graduate faculty for the University. If the departmental graduate committee recommends the dismissal of a student under this policy, the student may provide a written appeal to the departmental graduate committee for consideration. The decision to reinstate a student after dismissal is recommended is solely at the discretion of the departmental graduate committee. If a student who is reinstated receives a third grade of C or below, the student will be dismissed from the program without further recourse within the department. For the purposes of this policy, a grade of “C” can count toward the online MSCJ with Concentration in Justice Policy and Administration degree but a grade of “D” or “F” cannot.

Interdisciplinary Studies, MA/MS

The Department of Criminal Justice does not participate in the MA or MS in Interdisciplinary Studies degree. Therefore, Criminal Justice cannot be an Academic Area within the MA or MS in Interdisciplinary Studies degree.

Degree Plan

During the first or second semester in the online MSCJ with Concentration in Justice Policy and Administration program, the student must submit a degree plan to the graduate school through the departmental graduate advisor. The degree plan must be approved by the departmental graduate advisor and the graduate school. Once filed, any changes to the degree plan must be approved by the graduate advisor. Therefore, if you plan on taking a course that is not on your degree plan, you must notify the graduate advisor for approval prior to enrollment in the course so that necessary changes to your degree plan can be made.

Courses taken outside of Criminal Justice

A maximum of 6 graduate hours taken at UNT outside of Criminal Justice may be applied to the Online MSCJ with Concentration in Justice Policy and Administration degree. Any courses taken outside of Criminal Justice must be approved by the Online MSCJ Program Coordinator prior to enrollment in the course. It is an expectation of the department that students will choose regular course offerings to satisfy degree requirements; therefore, enrolling in courses outside of criminal justice are only approved in rare circumstances. Students should also avoid choosing outside topics that are already covered by regular curriculum.

Directed Studies

Directed studies can be arranged with any graduate faculty member within the Department of Criminal Justice. The directed study will include assignments that require the student to complete substantive reading/ research, with the ultimate objective of producing scholarly work. It is an expectation of the department that students will choose regular course offerings to satisfy degree requirements; therefore, directed studies is only approved in rare circumstances. It is also an expectation of the department that students will have completed two full semesters in the Online MSCJ program before requesting to enroll in directed studies. When selecting a topic you want to explore more fully, avoid choosing a subject already covered in the regular curriculum. A Directed Studies Contract for CJUS 5850 Form must be completed by the student and faculty member. The contract must then be submitted to the Online MSCJ

Program Coordinator for additional approval. A Directed Studies Contract for CJUS 5850 Form can be found at the end of this manual.

Transfer Hours

A maximum of 9 hours of transfer credit previously earned at an outside institution or academic unit may be applied to the MSCJ with Concentration in Justice Policy and Administration degree. Only transfer credit with a grade of “B” or higher from an outside institution or academic unit may be applied toward the MSCJ degree. The acceptance of transfer work is at the discretion of the Online MSCJ Program Coordinator. If you would like to transfer hours from another University or academic unit into the Online MSCJ with Concentration in Justice Policy and Administration program, please contact the Online MSCJ Program Coordinator as other restrictions beyond those stated may apply.

Campus Based Courses

While the online MSCJ with Concentration in Justice Policy and Administration is a 100% online program there are some opportunities to enroll in select campus based courses. Enrollment in these courses will be limited and will require departmental approval *prior* to enrollment. Students interested in enrolling in a campus based course, must email the Online MSCJ Program Coordinator directly with the course name and your student ID. Enrollment requests will then be reviewed and, if approved, the student will be able to register for the course. Enrollment decisions are made on an individual basis and are not guaranteed.

Incomplete Grades

The grade of “I” is assigned when extraordinary circumstances prevent the completion of coursework within the time frame of a given semester. What constitutes extraordinary circumstances meriting the grade of “I” is solely at the discretion of the course instructor. To remove the grade of “I”, the student must complete the coursework remaining in a time frame determined by the course instructor. However, a student must remove a grade of “I” within one year of receiving the initial grade by completing the stipulated work. If a student does not complete the stipulated work within one year, the instructor may change the grade of I to a grade of F.

4000 Level Courses

Undergraduate work, including 4000 level courses, cannot be applied to the online MSCJ with Concentration in Justice Policy and Administration degree.

Admission Provisions

Students that are required to complete undergraduate course hours in Criminal Justice per the terms of their conditional admission into the online MSCJ with Concentration in Justice Policy and Administration program must complete these hours prior to enrollment in graduate Criminal Justice coursework. All undergraduate coursework must be taken through the Department of Criminal Justice at UNT, but students may enroll in either online or campus-based courses.

Progress Toward the Degree

Students are expected to maintain continual progress toward completion of the online MSCJ with Concentration in Justice Policy and Administration degree. The following policies ensure our students maintain progress toward the degree.

- 1) Students must enroll in criminal justice classes within one (1) year of being admitted into the online MSCJ with Concentration in Justice Policy and Administration program.
- 2) Students must also enroll in at least one (1) course each year that will count toward their online MSCJ with Concentration in Justice Policy and Administration degree.

- 3) Students have one (1) year after completing their coursework on their online MSCJ with Concentration in Justice Policy and Administration degree to take comprehensive exams. Students who fail one or more sections of the comprehensive exams have one (1) year to retake the exams.

Students who fail to meet the above requirements will be dismissed from the online MSCJ with Concentration in Justice Policy and Administration program. Students who are dismissed under this policy may provide a written appeal to the departmental graduate committee for consideration. The decision to reinstate a student after dismissal is solely at the discretion of the departmental graduate committee. Students who violate the above policies twice will be dismissed from the online MSCJ with Concentration in Justice Policy and Administration program without further recourse within the department.

Time Limitations

All requirements for the online MSCJ with Concentration in Justice Policy and Administration degree must be completed within 5 years of the first semester of enrollment in the program. As individual courses, transfer credits as well as those completed in the program, exceed these time limits they lose all value for degree purposes. Students anticipating they will exceed the time limit should apply to the graduate school for an extension *before* the normal time period to complete the degree expires. Holding a full-time job is not considered in and of itself sufficient grounds for granting an extension.

Transfer to MSCJ with Concentration in Theory and Research

Students interested in transferring to the campus-based MSCJ with Concentration in Theory and Research program should contact the Online MSCJ Program Coordinator and Graduate Director. A new application process and materials may be required. A maximum of 6 hours can be transferred.

Graduation

Students should track their progress through the online MSCJ with Concentration in Justice Policy and Administration program and are responsible for ensuring that all required components necessary to graduate have been met. During the final semester of enrollment, the student will apply for graduation and should be in direct contact with the Graduate School as well as their advisor to ensure eligibility. Students must be aware of the graduation application deadlines for the semester they plan on graduating. These dates can be found at <http://tgs.unt.edu/new-current-students/graduation-information>.

Degree Completion: Comprehensive Exams

All students must complete comprehensive exams to meet degree requirements for the online MSCJ with Concentration in Justice Policy and Administration. To be eligible to take comprehensive exams, a student must meet the following requirements:

- 1) Must have completed the core curriculum in the MSCJ with a Concentration in Justice Policy and Administration Program, namely CJUS 5000, CJUS 5500 or CJUS 5200, CJUS 5600, and CJUS 5700.
- 2) Must have completed 24 hours toward the Master of Science in Criminal Justice with Concentration in Justice Policy and Administration

Scheduling and Registering: The comprehensive exams will be offered early in the Fall, Spring, and Summer semesters of each academic year.

Exams are always due the Friday before the coming semester begins, and students will receive the exam via UNT email address one week prior. Examinations will only be given at the three scheduled times each academic year. The examinations will be scheduled and graded to allow those students who have completed all other degree requirements to graduate the same semester the examination is successfully completed. Students must register to take the comprehensive exams at least **one month** prior to the scheduled exam date. To register, the student is required to complete a MSCJ with Concentration in Justice Policy and Administration Comprehensive Examination Registration Form and submit it to the Online MSCJ Program Coordinator.

The Comprehensive Examination Registration form is included at the end of this document. If a student does not register with the program coordinator at least one month prior to the exam, the student may not be allowed to take the exam. It is recommended that if a student decides not to take the comprehensive exam after registering, that the student inform the program coordinator of his/her decision. Once the exam has been administered, it will count as an attempt at the exam. If the student fails to submit a completed exam by the due date and time, it will be a considered failed attempt.

Exam Preparation: Preparation for the exam should begin with the first course the student takes. Notes taken while completing online courses and contextual material will be necessary when preparing for the exam. Students should review the texts and articles assigned for each class as they prepare for the examination. Total reliance on notes is not recommended. Essay answers may incorporate references. Students should obtain the study guide for the Comprehensive Exams for the online Master of Science in Criminal Justice with Concentration in Justice Policy and Administration in order to assist with the studying process. Students should also seek out the faculty graders of the comprehensive exams for any questions that arise during preparation as well as advice on taking the comps.

Structure: The comprehensive exams are divided into three sections based on the core curriculum to obtain the Master of Science in Criminal Justice with Concentration in Justice Policy and Administration degree. The first section is research and is based on the course CJUS 5700, Evaluation and Research Methodologies. The second section is Criminological Theory and is based on the course CJUS 5600, Advanced Criminological Theory. The third part is administration or law and is based on CJUS 5500, Seminar in Criminal Justice Administration, or

CJUS 5200, Legal Aspects of the Criminal Justice System. The student's choice of administration or law as their comprehensive exam area is irrevocable. For example, if a student takes the administration section and fails, the student cannot take the law section in future exams.

Although there are no specific sections or specific questions directly from the CJUS 5000 Criminal Justice Policy course per se, the material from the course is directly applicable to all the areas of the comprehensive exams. A good working knowledge of policy implications, policy analysis tools and techniques, policy-making practices and implementation issues, and the operation of the criminal justice system are essential throughout the comprehensive exams.

Students are required to take all three sections on their first attempt of the exam. Students may take only one section if they have previously failed one or more sections of the exam. Students are encouraged to provide parenthetical citations for references in the text of their answers (provide author last name and date of publication). Note that citations to classes, class notes and/or

professors are not considered appropriate support. Citations to books, journal articles, government documents and the like are considered appropriate support.

Administration of the exam: Students who have registered for the exam will be emailed the exam to their UNT email address only. Students will have one week to complete the exam. Exams will be submitted by email directly to the Online MSCJ Program Coordinator.

Grading: The grade reported to students will be high pass, pass, revise and resubmit, or fail for each of the three sections. Therefore, it is possible to pass one, two or three sections of the exam. Likewise, it is possible to fail one, two, or three sections of the exam. You may also be asked to revise and resubmit one, two, or three sections of the exam. Obviously, the student will be required to retake the section(s) that was/were failed. Two graduate faculty members will grade each question. Each student taking the exam will be assigned a number by the graduate advisor and only the assigned number, not names, will appear on test packets for grading. Individual question grades will be based on the following categories:

High Pass

Pass

Revise and Resubmit

Fail

To pass a section, a student must receive a high pass or pass from each of the two graders. If a student receives a high pass from each grader, the student will receive a high pass on that section. If a student receives a high pass from one grader and a pass from the other, the student will receive a pass on that section. If a student receives a pass from each grader, the student will receive a pass on that section. If a student receives a revise and resubmit from each grader, the student must submit a revision to their answer. If a student receives a fail from each grader, then the student will fail the section.

If a student receives a high pass or pass from one grader and a fail from another grader, then a third grader will grade the response. If the third grader grades the response as a pass or high pass, then the student will pass the section. If the third grader grades the response as fail, then the student will fail the section.

If a student receives a revise and resubmit from one grader and a high pass, pass or fail from another grader, a third grader will grade the response. The third grader will only grade as revise and resubmit or the other graders response (high pass, pass, or fail). This eliminates the possibility of three different grade responses. If the third grader grades the response as a revise and resubmit, then the student will need to submit a revision to their answer.

Should the student be asked to revise and resubmit one or more sections of the exam, the student will have one week from the date the grade was received, regardless of whether one or more answers have to be revised. Students should include a cover letter that briefly summarizes each of the concerns noted by reviewers and the student's response to the concern, including the changes that were made in the revision. In addition, any changes or new text in the answers themselves should be highlighted.

Students will be informed of the results of the exam by email only to their UNT email address. Every attempt will be made to have the results available within four weeks of the date of the exam. Do not contact the Online MSCJ Program Coordinator or any faculty member about the comprehensive exam grades during the grading process.

Students who fail one or more sections their first attempt will automatically be allowed one retake at the next available comprehensive exam date scheduled. If a student fails any section twice, the student is dismissed from the program. A student may appeal the decision to be dismissed from the program and take a section for a third time only in cases of extreme hardship. The decision to allow a student to take comprehensive exams for a third try will be decided by the departmental graduate committee. The burden of proof for extreme hardship is on the student. Appeals for a third try must be made in writing to the Online MSCJ Program Coordinator. The final decision to allow a student to take comprehensive exams for a third time is solely at the discretion of the departmental graduate committee.

If a student takes comprehensive exams for a third time and fails, the student is dismissed from the program without further recourse within the department. Students who fail comprehensive exams are strongly encouraged to discuss their questions and answers with the faculty graders. If a student feels that the grading was unfair for some reason, the student should file a written appeal with the graduate advisor. All grade appeals on comprehensive exams will be referred to the departmental graduate committee. The decision concerning the appeal and the disposition thereof will be at the discretion of the departmental graduate committee.

Online MSCJ with Concentration in Justice Policy and Administration
Comprehensive Examination Registration Form
Department of Criminal Justice

Name: _____ Student ID Number: _____

Home Address: _____ Phone Number: _____

_____ Zip: _____

Work Address: _____ Phone Number: _____

_____ Zip: _____

Email Address: _____

**Note that the exam will only be administered to your UNT email address.*

Date of Exam: _____

I am taking the following sections:

NOTE: Students taking comprehensive exams for the first time MUST register for all three sections

Research Methods Section

Criminological Theory Section

Administration Section

OR (

) Law Section

Please return the form to the online MSCJ program coordinator at least one month prior to the examination date.

University of North Texas
Department of Criminal Justice
1155 Union Circle #305130
Denton, TX 76203-5130

Applicant's Signature: _____ Date: _____

ONLINE MSCJ WITH CONCENTRATION IN JUSTICE POLICY AND ADMINISTRATION

Directed Studies Contract for CJUS 5850

Department of Criminal Justice

Part I – To Be Completed by Student

Name: _____

Student ID#: _____

Semester: _____, 20____

Professor: _____

Part II – To Be Completed by Professor

I. Proposed topic and course objectives:

II. Assigned course readings:

III. Assignments/Proposed final written product:

IV. Grading scale/criteria to assess the final written product:

Student Signature: _____ Date: _____

Professor Signature: _____ Date: _____

Graduate Advisor Approval: _____ Date: _____