



**SCHOOL OF
CRIMINAL JUSTICE**

**MASTER'S PROGRAM
DOCUMENT
2006-2009**

UNIVERSITY HEIGHTS – NEWARK, NEW JERSEY

INTRODUCTION

This program document is designed to assist students who have been admitted to the criminal justice master's program. It describes all relevant policies, procedures and requirements and is intended to provide the master's student with a clear understanding of how to successfully make his or her way through the master's program.

The Effective Date Of This Version Is Fall 2006

THE M.A. PROGRAM

The School of Criminal Justice offers a thirty-credit program. Students are required to complete twenty-seven credits in course work and a 3-credit fieldwork course. Students who are currently working in the Criminal Justice field may substitute another 3-credit class for the fieldwork requirement.

All requirements for the degree of Master of Arts should be completed within three (3) years of the first matriculation in the criminal justice M.A. program, which consists of the following three components:

- Required Course Work
- Elective Course Work
- Fieldwork Experience

PROGRAM REQUIREMENTS+

Students must complete at least 30 credits to earn an M.A. degree from the School of Criminal Justice. Students must complete at least 15 required credits. Students will have 12 credits of electives to create a concentration. Outside of the School of Criminal Justice, students can enroll in graduate concentrations with the Rutgers Business School and the Women's Studies department.

Master's students must complete 3 credits of fieldwork (internship) to complete the degree. The fieldwork class must be taken in conjunction with the Masters Project Seminar class (27:202:553). Both the fieldwork and the Masters Project Seminar class should be taken in the last term of the program.

All students must enroll in the Masters Project Seminar class in the last term of the program. This course is the capstone class for the M.A. program. Students will complete a research paper as a requirement for the seminar.

Required Courses (Credits)

27:202:525	Justice, Law, and Policy (3)
27:202:528	Problem Analysis (3)
27:202:529	Planning & Evaluation (3)
27:202:541	Foundations of Scholarship (3)

27:202:553* Masters Project Seminar (3)

27:202:556*/** Fieldwork (3)

Elective Courses (12)

Total Credits = 30

NOTE: Students entering the program without a criminal justice or related undergraduate degree should enroll in Criminology (27:202:510) within the first two terms of the program. Students will be advised during the first term if they need to enroll in the above course.

*Must be taken together

**Students wishing to make a substitution may only do so with the permission of the graduate program director or the graduate program director of academic and student services.

+Degree requirements are subject to change or modification by the faculty of the School of Criminal Justice.

FIELDWORK

Master's students must complete 3 credits of fieldwork (internship) to complete the degree. The fieldwork class must be taken in conjunction with the Masters Project Seminar class (27:202:553). Both the fieldwork and the Masters Project Seminar class should be taken in the same term of the program.

Students registering for the fieldwork course should be aware of the following rules and procedures. A student must complete 21 credits of course work prior to enrollment in the fieldwork course. Students should work with the graduate program director or the graduate program director for academic and student services to identify an appropriate fieldwork placement.

During the term prior to enrollment in the course, each student must obtain the approval of a faculty member who agrees to supervise the fieldwork experience. The student must complete an application (available in the Office of Academic and Student Services) that describes his or her course work for the term. The student and the supervising faculty member must sign this form. Once completed, the form should be returned to the Office of Academic and Student Services. The student is not permitted to enroll in the fieldwork course without a completed and approved application submitted to the Office of Academic and Student Services.

A master's degree student may accumulate no more than a total of 6 credits in either fieldwork or independent study toward the degree.

Students currently working in the criminal justice field may substitute another 3-credit class for the fieldplacement requirement. Students wishing to make a substitution may

only do so with the permission of the graduate program director or the graduate program director of academic and student services.

INDEPENDENT STUDY

If a student should decide to take an independent study course while in attendance at the School, he or she should be aware of the following rules and procedures:

A student must complete 12 credits of course work prior to enrollment in an independent study. A master's degree student may not accumulate more than a total of 6 credits in either independent study, fieldwork, or a combination of the two toward the degree.

Each student must attain the approval of a faculty member who agrees to supervise the independent study. This should be done in the term *prior* to enrollment in the course. The student must complete an application (available in the Office of Academic and Student Services) that describes his or her proposed independent study for the term. The student and supervising faculty member must sign this form. Once completed, the form should be returned to the Office of Academic and Student Services. The student will not be permitted to enroll in an independent study course without a completed and approved application submitted to the Office of Academic and Student Services.

TRANSFER CREDITS

At least 24 of the 30 credits required for graduation must be taken at Rutgers. A student who has taken graduate credits elsewhere but who has not applied them to another graduate degree may, after the successful completion of 12 credits, petition the M.A. Scholastic Standing Committee to accept 6 equivalent credits toward the degree requirements. The following requirements must be met:

- Courses must be related to the study of criminal justice;
- The student must have earned a grade of B or better in the course;
- Courses may not include work for a thesis, independent study, or research;
- Only graduate level courses will be accepted for transfer; and,
- The credits will not have been used towards another degree.

In applying for transfer credit, a student must obtain an official transcript of the grades to be transferred and complete a transfer credit form, which is available in the Office of Academic and Student Services. The transfer credit form and the official transcript should be submitted to the M.A. Scholastic Standing Committee for approval. When the transfer is approved, the Registrar's Office will record the transfer of the credits on the student's transcript.

OTHER CREDIT REQUIREMENTS

Elective course work is needed to meet the minimum course requirements of 30 credits. Selection of elective courses should be discussed with the graduate program director before registration.

A total of 12 credits may be taken outside the School of Criminal Justice but within Rutgers University in such related areas as alcohol studies, computer science, law, management, political science, public administration, psychology, social work, and sociology.

Criminal Justice master's students may take any courses offered by another graduate division of the University by consulting with the graduate program director and entering the necessary registration information on the graduate course request card in accordance with the instructions of the Registrar. Once the graduate program director authorizes the intra-institutional graduate courses, no additional permission is required. **Students who take courses in other units of Rutgers University are subject to the rules and regulations of that unit.**

The average full-time credit load per semester is 9 credits. A load of 15 credits or more per term requires approval from the graduate program director.

The student must complete all program requirements within three years of the first matriculation, unless the M.A. Scholastic Standing Committee grants an extension of time. The student must continue in registration from the time of admission until the time the degree is conferred, unless the dean approves absence of registration.

Matriculation Continued

Students who are obliged to interrupt their studies may, with the approval of the associate dean, register for matriculation continued. Students will not pay full tuition for this registration, although a fee is charged. This category of registration is available only to students not present on campus, and not using faculty time and university research facilities. Students who are away from campus but working on their dissertations and are in contact with their committees should register for dissertation research.

Time Limits for Incompletes

After the end of a course, up to one year is allowed for incomplete work to be made up and for a change of grade to be authorized by the instructor. After a year, no change of grade may be made, and the incomplete grade will turn into an "F" and remain on the student's permanent record.

If a criminal justice master's student accumulates 12 or more credits of incomplete course work, future course registration shall be denied unless waived in specific cases by the Dean of the Graduate School-Newark

Undergraduate Courses

No undergraduate course credits are allowed toward the criminal justice master's degree.

ACADEMIC ADVISERS

The graduate program director, who reviews and discusses each first-year student's course selection during the fall and spring registration periods, advises all master's degree students. Before registering for courses each term, each first-year student's registration card must be reviewed by the graduate program director. The M.A. Scholastic Standing Committee is responsible for reviewing annually each student's academic progress.

SCHOLASTIC STANDING

Students admitted to the School of Criminal Justice are assumed to be above average students who possess the potential to deal successfully with all course requirements. The expected quality of performance is high in all academic matters, including written assignments and class participation.

In computing the academic average of a student, all grades for all courses taken in the program are included. In particular, if a student has taken a course more than once, each grade received shall be included in the calculation of the cumulative grade-point average.

Normally, grades received in courses other than those of the school are not included in the cumulative grade-point average. However, grades received in courses other than those of the school that have been approved by the graduate program director or associate dean for academic and student services for inclusion in the degree program will be included. To calculate the cumulative grade-point average, the grade received in each course is multiplied by the credits, the sum of which is then divided by the total credits.

The M.A. Scholastic Standing Committee reviews each student academic record annually. A deficient student may be warned, placed on probation, or dropped from the school. A student may be considered deficient if one or more of the following occurs:

- Receipt of one or more grades of C, C+ or F;
- Failure to remove a grade of Incomplete within one year;
- Failure to complete a fieldwork experience

If permitted to remain in school, the student may be requested to follow any program recommended by the committee. Students who are warned or placed on probation will be requested to meet with the graduate program director to discuss their plans for academic progress.

Candidates for the master's degree must have a cumulative grade point average of 2.83 (excluding one course). Only two courses with the grade of C or C+ are acceptable toward the master's degree. When a student's cumulative grade point average falls below 2.83 for more than any two terms, the M.A. Scholastic Standing Committee recommends dismissal from the program for academic deficiency.

PROCEDURES FOR GRANTING OR DENYING DEGREES

The M.A. Scholastic Standing Committee takes the following into consideration in its decision to grant or deny any degrees:

1. Students must successfully complete the requirements outlined in this document for either the Master's Essay or Comprehensive Examination option. All requirements for the degree of Master of Arts should be completed within three (3) years of the first matriculation in the criminal justice M.A. program.
2. Students enrolled in the Master of Arts program in the school may apply for admission to the doctoral program of studies at the School of Criminal Justice any time. Students must submit a complete application through the Graduate Admissions Office, to include the application fee. Enrollment in, or successful completion of, the Master of Arts program does not guarantee admission to the doctoral program.
3. Candidates for the master's degree must maintain a cumulative grade point average of 2.83 (excluding one course). Only two courses with the grade of C or C+ are acceptable toward the master's degree. When a student's cumulative grade-point average falls below 2.83 for more than any two terms, the M.A. Scholastic Standing Committee recommends dismissal from the program for academic deficiency. Students are expected to complete the program within three years of the first matriculation.
4. Students are not called to participate in the annual discussions of their work by the M.A. Scholastic Standing Committee, nor are they called to participate in meetings called by the M.A. Examination Committee to discuss their work on the examination. Students may be asked to discuss their progress toward their degree with the graduate program director. A student may be asked, or may request, to speak on his or her behalf at a meeting of the M.A. Scholastic Standing Committee at which the student's dismissal will be determined, and may be assisted in his or her presentation by a member of the Rutgers University community.

ACADEMIC PROBATION

Only six credits bearing the grade of C or C+ will be counted toward the criminal justice master's degree.

When a student receives on grade of C or C+ in any course, the M.A. Scholastic Standing Committee shall notify the student in writing. When a student receives a second grade of C or C+, the student shall again be notified in writing that a further grade of C or C+ shall result in the student being placed on academic probation and shall inform the student that if their grade point average falls below a 2.83 for any two semesters, the M.A. Committee will recommend dismissal from the program to the dean and the faculty.

When a student receives a grade "F" the M.A. Committee shall inform the student in writing that they are on academic probation and if their grade point average falls below the minimal 2.83 the M.A. Committee shall recommend dismissal from the program to the dean and the faculty.

The M.A. Committee, in its annual review of individual student progress, will take account of performance in course work, field placement and the capstone class. At the time of the annual review, the student will be notified in writing, of any deficiencies. Unless the student's specified deficiencies are corrected to the satisfaction of the M.A. Committee by the time of the next review, termination from the program could be recommended.

TERMINATION OF STUDIES

Students may be required to terminate their graduate studies and withdraw from the School of Criminal Justice if they fail to meet the minimum requirements of the program and the School of Criminal Justice. Each student must satisfy requirements established at the time of admission in question. Non-adherence of to the schedule of time limits for degrees may constitute a basis for termination. (All requirements for the degree of Master of Arts should be completed with three (3) years of the first matriculation in the criminal justice M.A. program.)

When such problems occur, the School of Criminal Justice will notify the student in writing of the M.A. Committee's concern about the student's performance. Such a warning will specify the source of the concern, the applicable school rules, and the proposed action. Warnings will specify when and on what basis a recommendation for academic dismissal will be considered by the M.A. Committee. A probationary period of one term would be normal.

Following the probationary period, a student who fails to meet the provisions of the warning may be considered by the M.A. Committee for dismissal. The student may be asked or may request to speak on his or her behalf at a meeting of the M.A. Committee for that purpose and may be assisted in his or her presentation by a member of the Rutgers University community.

If the M.A. Committee's decision is to dismiss, such decision shall be in writing, shall specify the reasons for the dismissal, and shall include all warnings communicated to the student.

Appeal of a Decision to Terminate Studies

Appeal from a M.A. Committee decision to terminate may be made to the Dean of the School of Criminal Justice. Such appeal shall be in writing, shall be made within ten school days of receipt of the M.A. Committee's decision and shall state the grounds for the appeal. The grounds for appeal are: 1) technical error; 2) new information; 3) extenuating circumstances.

The Dean of the School of Criminal Justice, whose decision is final, shall render a decision within ten school days of the appeal. For purposes of these procedures, "school day" is any day classes are in session, excluding summer session.

STUDENT GRADE COMPLAINT

Student complaints about grades shall, where possible, be handled within the structure of the graduate degree program.

In the first instance, the student should confer informally with the instructor who recorded the grade in question. Such conference shall take place within ten school days of notification of the

grade. If the matter is not resolved between the student and the instructor, the student should, within ten school days, take the issue to the Chair of the M.A. Committee of the School of Criminal Justice for review and mediation. The Chair, within ten days after notification of the dispute, shall consult with all parties and propose a resolution. If this is unsuccessful, the matter shall be referred to the full M.A. Committee. This committee shall render a decision within fifteen school days. In arriving at a decision, the committee may consult with whomever it chooses and may, in extraordinary cases, ask third parties from among faculty to review the grade in question.

Appeal of a Committee decision may be made to the Dean of School of Criminal Justice. Such appeal shall be writing, shall be made within ten school days of the receipt of the M.A. Committee's decision, and shall state the grounds for appeal. The grounds for appeal are: 1) technical error; 2) new information; 3) extenuating circumstances.

The Dean of the School of Criminal Justice, whose decision is final, shall render a decision within ten school days of the appeal. For purposes of these procedures, "school day" is any day classes are in session, excluding summer session.

GRADUATION

The University confers degrees only after a formal application has been filed with the Registrar (see below) and upon recommendation of the faculty. Degrees are conferred only at the annual commencement each May. For this reason, a student who completes degree requirements before October 1, may request a suitable certificate for use until commencement. This request should be sent to the University Registrar accompanied by a stamped, self-addressed envelope and will be honored shortly after November 1, provided the student has a Graduate Diploma Application on file and has, in fact, completed all other requirements for the degree by that time. A similar certificate will be available, upon request, to the student who completes all requirements by the end of the fall term and will be mailed after February 15.

Application for Diploma

The two-part form entitled Graduate Diploma Application, obtainable from the Registrar or School of Criminal Justice, must be completed and submitted by the degree candidate in accordance with the calendar below:

For Diplomas Dated:

October

January

May

Submit Form By:

October 2

January 2

April 2

Unless the application is filed by the appropriate time, the degree will not be conferred and graduation will necessarily be delayed, in some cases by as much as one year.

If the candidate does not complete all requirements in time for the diploma date specified, the student must file another application.

STUDENT SUPPORT

The School of Criminal Justice may offer financial support for newly-entering and continuing master's students. The types of support, including source, amount, qualifications, restrictions, and deadlines are listed below. The School of Criminal Justice policy guidelines for student support are outlined.

A continuing master's student may apply for a fellowship or assistantship. Applications are due on or before March 1st. To receive either a fellowship or assistantship, the student must be matriculating on a full-time basis.

Assistantships

Students wishing to be considered for an assistantship should complete an Application for Assistantship, available in the Dean's Office, and forward it to the Chairperson of the Appointments and Promotions Committee by March 1st. Assistants applying for continuing support should make sure that their supervising faculty member supplies the Chairperson of the A & P Committee with a performance evaluation of the past year's work. Please keep in mind that assistantships are awarded to students demonstrating the ability to perform the work tasks open for assignment. Requests for assistantships usually surpass available resources.

Merit-Based Funding for Support for Master's Students Upon Entering the Doctoral Program

Students who plan on continuing their studies in the School of Criminal Justice doctoral program should review the following complete text of the School of Criminal Justice policy memorandum, subject "Merit-Based Funding Support for Students/Criteria for Appointment and Reappointment of Assistants", dated March 30, 1992.

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Background:

The School seeks to meet the financial needs of students who are already in the program, and who continue to demonstrate academic excellence, so that they can complete their work. At the same time, the School must be able to attract outstanding applicants each year by offering funding support, so that the viability of the program can be maintained.

School of Criminal Justice Policy:

The philosophy of the School vis-a-vis merit-based funding support is to provide financial assistance to enable students to complete the course work portion of their doctoral program. Therefore, the School's policy is to provide financial support to selected students for up to a maximum of three years, resources permitting. This includes support awarded through assistantships, scholarships, fellowships, grants or other sources. There are some variations on this policy, as described below, based upon the number of years during which a student is "eligible" to be considered for assistance.

The "Eligibility" Clock:

The first year of eligibility for any form of funding support begins with the first year the student is enrolled in the doctoral program. This is the case whether or not the student received, or even applied for, support during the first year in the program. The “eligibility clock” begins “ticking” with the first year, and continues through the last year of eligibility, whether or not any support is provided for any period during these years.

Determining the Number of Years of Eligibility:

In order to achieve equity and consistency in determining the number of years of eligibility for funding support, the following operational criteria have been established:

1. Student who enter the doctoral program with less than 21 graduate credits (from Rutgers or another institution) that can be transferred toward the degree are eligible for a maximum of two years of support.
2. Students who enter the doctoral program with 21 or more credits (from Rutgers or another institution) that can be transferred toward the degree are eligible for a maximum of two years of support.
3. Cases in which External Funding Package is Greater Than 3 Years:

Students who receive a funding package for which the locus of control is outside the School, and for which the period of eligibility is greater than three years, are eligible for the number of years of support dictated by that funding program. For example, the University for up to two years provides Excellence Fellowships, with the exception that the School will provide an assistantship for an additional two years. These students will receive a maximum total of four years of support.

4. Cases in which External Funding Package is Less Than 3 Years:

Students who receive a funding package for which the locus of control is outside the School, and for which the period of eligibility is less than three years, are eligible for additional support, up to a maximum total of three years. For example, the University for up to two years provides Ralph J. Bunche Fellowships. A School of Criminal Justice recipient would be eligible for a third year of support from any source within the School, as long as the student began the doctoral program with less than 21 transfer credits.

5. Cases Requiring Special Exception for Continuity of Grant-funded Projects:

In exceptional cases, the Dean may approve the award of funding to a student beyond the maximum number of years specified in the cases above, if the student’s availability to support grant-funded research during this extended period is essential to the success of the project. The principal investigator must demonstrate to the Dean that one of the following situations exists when a student is qualified, but is no longer eligible for support under the limitations of the cases above:

- a. The role of the student in the development of the project has been such that selection of another student who is otherwise both qualified and eligible would be deleterious to the success of the project.
- b. The student has been working on the project, and replacement with another student who is otherwise both qualified and eligible would be deleterious to the success of the project.
- c. The student has been working on the project, and there is no other student who is both qualified and eligible for support.
- d. The student has not been working on the project, but there is no other student who is both qualified and eligible for support.

Equivalency of Varying Amounts of Support:

Two students receiving funding support will each be considered to have received one year of support, regardless of any disparity in the respective amounts of funding. Whenever possible, grant funded positions will be structured to provide salary, benefits, and tuition remission comparable to University funded positions.

Establishing an Annual Order of Merit:

Each year, the Committee on Awards will establish an order of merit of students who have requested funding support. Students must apply again for each subsequent year in which they wish to be considered. Selection for one year does not automatically result in selection for a subsequent year. Conversely, a student may be offered an assistantship after applying for one, or even two years.

Merit is considered to be based upon a student's academic record (to include, where appropriate, successful completion of qualifying examinations and absence of grades of Incomplete), his or her skills and abilities and, if applicable, past performance in an assistantship. Students deemed to be meritorious will be listed in rank order, and assistantships will be offered, starting at the top, based upon the number available for the coming year.

Students deemed meritorious, but who cannot be offered an assistantship due to lack of availability, will be given primary consideration for support from grants within the School. While recognizing that the primary investigator is responsible for the grant, the Dean must approve the offering of grant support to any student not on the order of merit list.

Applicability of Graduate School-Newark Policies:

The policies of the Graduate School-Newark, as they appear in the School of Criminal Justice catalog, provide applicable guidelines for multiple awards of scholarships, fellowships, etc. There are also limitations on other employments when holding assistantships.

Expectations of Students Receiving Assistantships:

Assistantships are awarded in accordance with the criteria and procedures described above. An assistantship is both a job and an opportunity to learn. Assistants are required to spend 15 hours a week on assignments that in most cases are designed to enhance their academic ability. Please keep in mind that assistantships are awarded to students demonstrating the ability to perform the work tasks open for assignments.

The normal teaching load for the academic year is three (3) courses. Each course taught is weighted at 7.5 hours of prep time and classroom instruction. If you are assigned to teach two courses for the semester your 15 hour obligation is met. If you are assigned to instruct one course for the semester, the remaining 7.5 hours will be spent assisting a faculty member in their research.

Application for Appointment and Reappointment:

Students wishing to be considered for an assistantship should complete an **Application for Assistantship**. This application is available in the Dean's Office. The completed application must be given to the Chairperson of the Appointments and Promotions Committee by **March 1st**.

Assistants applying for continuing support should make sure that their supervising faculty member submits a completed **Performance Evaluation Form** to the Chairperson of the Appointments and Promotions Committee by **March 1st**. A copy of this form is also available in the Dean's Office.

Forms and Other Administrative Items

All of the forms mentioned in the above document can be found on the following web site:
<http://newark.rutgers.edu/scj>