

**MASTER OF SCIENCE IN CRIMINAL JUSTICE
WITH CONCENTRATION IN JUSTICE POLICY
& ADMINISTRATION
ONLINE PROGRAM
UNIVERSITY OF NORTH TEXAS**



**GRADUATE STUDENT POLICIES &
PROCEDURES MANUAL
2023-2024**



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 Course 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

Required courses should be completed in the following sequence:

Fall Cohorts:

Fall I: CJUS 5000, Elective, Elective

Spring I: CJUS 5500, CJUS 5600, Elective

Fall II: CJUS 5700, Elective, Elective

Spring II: Elective, Elective, Elective

Spring Cohorts:

Spring I: CJUS 5500, Elective, Elective

Fall I: CJUS 5700, Elective, Elective

Spring II: CJUS 5600, Elective, Elective

Fall II: CJUS 5000, Elective, Elective

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*

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 Graduate Director 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.

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.

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.

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.

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

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.

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.

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) Following the completion of each CJUS 5500, CJUS 5600, and CJUS 5700, students will have until the start of the next semester to submit their cumulative essay(s).

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. While it is possible to request a one-year time extension through the Graduate School, the Department of Criminal Justice typically does not grant extension requests. Students who fail to complete all requirements for the MSCJ with Concentration in Justice Policy and Administration degree within 5-years will be dismissed from the program without recourse within the department.

Students interested in transferring to the campus-based MSCJ with Concentration in Theory and Research program should contact the 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: Cumulative Essays

To satisfy the degree requirements for the Master of Science in Criminal Justice with Concentration in Justice Policy and Administration must submit three cumulative reflective essays, one for each of the following courses:

CJUS 5500 Seminar in Criminal Justice Administration
CJUS 5600 Criminological Theory
CJUS 5700 Evaluation and Research Methodologies

Students should review the texts and articles assigned for each class as they begin thinking about the essay. Students should also review the cumulative essay instructions in order to assist with the writing process. The instructions are located at the end of this policy manual, as well as on our webpage.

Following the start of the semester when enrolled in CJUS 5500, CJUS 5600, and/or CJUS 5700 students will receive an email from MSCJ-Advising@unt.edu reminding them the cumulative essay will be due upon completion of the course as well as the writing expectations, and the deadline for submission. Essays are due the Friday before the following semester begins. The cumulative essay can be submitted anytime between the conclusion of the course and the specified submission due date. Cumulative essay submissions must be sent from students' UNT email address to MSCJ-Advising@unt.edu.

The grade reported to students will be pass or fail for each of the three cumulative essays. Students may also be asked to revise and resubmit an essay if it does not meet the standard for a graduate level reflective essay. Students will be required to resubmit any failed essay submissions. If the student fails to submit a cumulative essay by the due date and time, it will be a considered failed attempt.

Should the student be asked to revise and resubmit one or more essay, the student will have one week from the date the grade was received, regardless of whether one or more essays have to be revised. Students must include a cover letter that briefly summarizes the concerns provided 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 essays themselves should be highlighted.

Students will be informed of the results of the essay by email only. Every attempt will be made to have the results available within four weeks of the submission deadline. Do not contact the graduate advisor or any faculty member about the cumulative essay results during the evaluation process.

Students who fail a cumulative essay submission will automatically be allowed one revision. If the revision is not submitted by the one-week deadline, or does not meet the passing standard, it will be considered a failed attempt. If a student fails any essay twice, the student is dismissed from the program. A student may appeal the decision to be dismissed from the program and submit the essay for a third time only in cases of extreme hardship. The decision to allow a student a third essay submission will be decided by the departmental graduate committee. The burden of proof for extreme hardship is on the student. Appeals for a third submission must be made in writing to the graduate advisor. The final decision to allow a student a third submission attempt is solely at the discretion of the departmental graduate committee. If a student submits an essay a third time and fails, the student is dismissed from the program without further recourse within the department.

Students who fail a cumulative essay are strongly encouraged to discuss their questions and answers with the graduate advisor. If a student feels that the essay evaluation was unfair for some reason, the student should file a written appeal with the graduate advisor. All grade appeals on cumulative essays 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

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: _____