

# Graduate Student Handbook

## Department of Criminal Justice and Criminology

Rivers Bldg. 245

East Carolina University

Greenville, NC 27858-4353

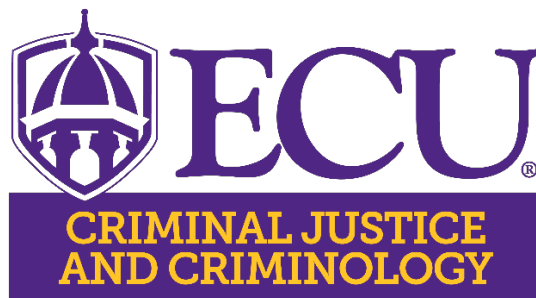
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Last updated: August 13, 2023

## A Letter to Students from the Graduate Program Director

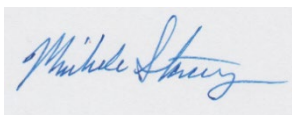
August, 11, 2023

On behalf of the graduate faculty in the Department of Criminal Justice and Criminology, I want to welcome the new students to the Master of Science in Criminal Justice graduate program and/or the Certificates in Criminal Justice Education and Criminology program. To those prospective students who are here looking for additional information regarding these programs, I hope you find this handbook useful, and I am happy to answer any questions you may have. The Department and the graduate faculty are committed to providing you with a rigorous and thought-provoking educational experience.

This handbook gathers together information, including many of the policies and answers to your questions, that will be important as you successfully make your way through the program. I want to thank Drs. Sara Bryson and Scott Walfield for their assistance in developing this handbook. Other faculty and students have also contributed in various ways. My thanks to them as well.

The handbook will be kept updated and the most current edition made available on the Department of Criminal Justice and Criminology Graduate Program website. This is an evolving document and I welcome any feedback from students and faculty on how it can be improved.

Good luck and have a great year!

A rectangular box containing a handwritten signature in blue ink that reads "Michele Stacey".

Michele Stacey, PhD

Graduate Program Director

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## Purpose

The purpose of this handbook is to be a comprehensive reference to prospective and current students with respect to academic policies, courses, degree requirements, and other information related to pursuing the Master of Science in Criminal Justice (MSCJ), the Certificate in Criminal Justice Education (CCJE), or the Certificate in Criminology (CRIM) in the Department of Criminal Justice and Criminology, Thomas Harriot College of Arts and Sciences, at ECU. It is expected that students will be familiar with the contents of this handbook, particularly with regard to academic requirements, retention, and dismissal policies.

East Carolina University is committed to equality of opportunity and does not discriminate against applicants, students, employees, or visitors based on race/ethnicity, color, creed, national origin, religion, sex, sexual orientation, age, veteran status, political affiliation, genetic information, or disability.

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## Who are we?

WELCOME! The Graduate Faculty of the Department of Criminal Justice and Criminology thank you for your interest in our MSCJ, CCJE, or CRIM programs. The Master of Science in Criminal Justice prepares students for professional advancement or further graduate study. Several programs are offered including a Master's degree and multiple graduate Certificate options. Our goal is to provide students access to members of a multi-disciplinary faculty who are dedicated to teaching, mentoring, and providing students with resources to become the next generation of criminal justice leaders. Together, these programs give students the contemporary knowledge and skill set needed to develop their career, prepare for more advanced academic study, or contribute to becoming credentialed in the teaching field.

We have developed the policies and procedures found in this Handbook to aid you in planning your program of study and to help you understand your responsibilities and those of the University, the Department of Criminal Justice and Criminology, and the faculty in providing a rigorous, high-quality graduate experience. These policies and procedures are in compliance with, and supplemental to, those of the Graduate School found in the [East Carolina University \(ECU\) Graduate Catalog](#).

## Student Code of Conduct

The [Student Conduct Process regulation](#) and supporting policies and procedures have been approved by the Chancellor and are based on input from students, faculty, and staff of East Carolina University. They are intended to aid in the fulfillment of ECU's mission and in securing the broadest range of freedom for each member of the community. These policies and procedures set behavioral standards that protect the health, safety, welfare, property, and human rights of all members of the community as well as the property of the University. The Code pertains to anyone registered for an academic course at the University, including but not limited to, undergraduate and graduate students who are classified as degree or non-degree seeking, as well as visiting students, medical students, dental students, professional students, and students studying abroad. All students are responsible for conducting themselves in a manner that helps enhance an environment of learning in which the rights, dignity, worth, and freedom of each member of the academic community are respected. Upon acceptance of admission to ECU, each student agrees to abide by the policies of the University and to conduct her/himself on- and off-campus in a manner consistent with its educational mission. Students have a responsibility to review the Student Code of Conduct and other policies and to seek clarification if necessary from the [Office of Student Rights and Responsibilities](#) (OSRR). In addition, various academic units and administrative departments have policies specific to their area of responsibility. It is the responsibility of each student to be familiar with University policies and procedures.



## Disabilities Statement

East Carolina University seeks to comply fully with the Americans with Disabilities Act (ADA). Reasonable accommodations will be made for students with verifiable disabilities. In order to take advantage of available accommodations, students must be registered with the Department for Disability Support Services (DSS) located in Slay 138 (252-737-1016). [Accommodation Information & Processes](#).

Additional DSS student resources can be found at: <https://accessibility.ecu.edu/students/>

## Statement on Academic Integrity

For the complete ECU policy on academic integrity see [Part VI of the ECU Faculty Manual](#).

### Principle of Academic Integrity

Academic integrity is the application of pertinent personal virtues, such as honesty, responsibility, authenticity, honor, and justice, to academic work. Academic integrity is a cornerstone value of the intellectual community at East Carolina University. Academic integrity ensures that students derive optimal benefit from their educational experience and their pursuit of knowledge. Violating the principle of academic integrity damages the reputation of the university and undermines its educational mission. Without the assurance of integrity in academic work, including research, degrees from the university lose value, and the world beyond campus (graduate schools, employers, colleagues, neighbors, etc.) learns that it cannot trust credits or a diploma earned at ECU. For these reasons, academic integrity is required of every ECU student. Maintaining the academic integrity of ECU is the responsibility of all members of the academic community. Faculty should ensure that submitted work accurately reflects the abilities of the individual student. Toward this end, faculty should—through both example and explicit instruction—instill in students a desire to maintain the university’s standards of academic integrity and provide students with strategies that they can use to avoid intentional or accidental violation of the academic integrity policy.

### Definitions of academic integrity violations

An academic integrity violation is defined as any activity that exhibits dishonesty in the educational processor that compromises the academic honor of the university. Examples of academic integrity violations include, but are not limited to, the following:

**Cheating** - Unauthorized aid or assistance or the giving or receiving of unfair advantage on any form of academic work. Some examples of cheating (note that this is not an exhaustive list): Copying from another student's paper or receiving unauthorized assistance during a quiz or examination; using books, notes or other devices when these are not authorized; improperly obtaining tests or examinations; collaborating on academic work without authorization and/or without truthful disclosure of the extent of that collaboration; allowing or directing a substitute to take an examination.

**Plagiarism** - Copying the language, structure, ideas, and/or thoughts of another and adopting the same as one’s own original work. Some examples of plagiarism (note that this is not an exhaustive list): submitting a paper that has been purchased or downloaded from an essay-writing service; directly quoting, word for word, from any source, including online sources, without indicating that the material comes directly from that source; omitting a citation to a source when paraphrasing or summarizing another's work; submitting a paper written by another person as one’s own work; utilizing paraphrasing software or tools.

**Falsification/Fabrication** - The statement of any untruth, either spoken or written, regarding any circumstances related to academic work. This includes any untrue statements made with regard to a suspected academic integrity violation. Some examples of falsification/fabrication (note that this is not an exhaustive list): making up data, research results, experimental procedures, internship or practicum experiences, or otherwise claiming academic-related experience that one has not actually had; inventing or

submitting deceptive citations for the sources of one's information; submitting a false excuse for absence from class or other academic obligation.

Multiple submission - The submission of substantial portions of the same academic work for credit more than once without authorization from the faculty member who receives the later submission. Some examples of multiple submission (note that this is not an exhaustive list): submitting the same essay for credit in two courses without first receiving written permission; making minor revisions to an assignment that has already received credit in a course and submitting it in another class as if it were new work.

Violation assistance - Knowingly helping or attempting to help someone else in an act that constitutes an academic integrity violation. Some examples of violation assistance (note that this is not an exhaustive list): knowingly allowing another to copy answers during an examination or quiz; distributing test questions or examination materials without permission from the faculty member teaching the course; writing an essay, or substantial portions thereof, for another student to submit as his or her own work; taking an examination or test for another student.

Violation attempts - Attempting any act that, if completed, would constitute an academic integrity violation as defined herein. In other words, it does not matter if a student succeeds in carrying out any of the above violations—the fact that a violation was attempted is itself a violation of academic integrity.

#### Procedures for responding to a suspected academic integrity violation

These procedures apply to all students. If face-to-face meetings are not possible, alternative arrangements will be made as appropriate. Procedural guidelines for working with distance education students on issues of academic integrity are available from the OSRR.

For graduate students, if a suspected academic integrity violation occurs outside of a specific course, the case will be referred to the Graduate Program Director who will serve in the role of the faculty member in the steps that follow.

1. Faculty member notifies student in writing of suspected violation within 7 calendar days and requests a meeting.
2. Student responds to notification within 7 calendar days.
3. Initial meeting occurs unless student declines the meeting. If student declines the faculty member will submit an academic integrity violation form to OSRR.
4. Formal Departmental meeting held within 24 calendar days of when the suspected violation has come to the attention of the faculty member unless the student waives their right to the meeting.
5. Determination as to responsibility and/or assignment of penalty/sanction made at, or following, the Formal Departmental Meeting.

6. The outcome of the Formal Departmental Meeting will be communicated to the student within ten (10) calendar days of the meeting.

One of the following outcomes of the initial meeting will be communicated to the student within 10 calendar days of the meeting:

- a. No violation found—no penalty.
- b. Violation found—academic penalty assigned by Department Chair.
- c. Violation found—severe enough for referral to University Committee on Academic Integrity (UCAI) for an Academic Integrity Board (AIB) hearing.

## Appeals of Decisions Reached by the Department Chair

### 1. Conditions for Appeal

During an appeal, the appealing party has the burden of showing either (1) a violation of due process; or (2) a material deviation from Substantive and Procedural Standards adopted by the Board of Governors:

- **Violation of Due Process.** Due Process requires notice and an opportunity to be heard. A violation of due process means that the appealing party was not provided the required notice or an opportunity to be heard due to specified procedural errors, or errors in interpretation of University policies or regulations, that were so substantial as to effectively deny the Respondent a fair hearing. Reasonable deviations from the procedures set out in this Regulation will not invalidate a decision or proceeding unless the Respondent can show that, but for the deviation or error, there likely would have been a different outcome in the case.
- **Material Deviation from Substantive and Procedural Standards.** Material Deviation from Substantive and Procedural Standards require that the decision reached be neither arbitrary nor capricious. A material deviation from substantive standards means that there is a lack of information in the record that could support the decision or sanction(s). This does not mean the information presented at the hearing can be re-argued on appeal; rather, it requires showing that no reasonable person could have determined the Respondent was responsible or could have imposed the sanction that was issued, based upon the information in the record. A material deviation from procedural standards means that a lack of information in the record that could support the decision is due to a procedural error that resulted in the proffered evidence or testimony being excluded.

### 2. Process for Appeals

Students must specify in writing (“Appeal letter”) which grounds form the basis for the student’s appeal. The student must provide factual information to support the appeal and explain what outcome is sought. The student has a right to be assisted in preparing their written challenge by a licensed attorney or non-attorney advocate, at the student’s expense.

The appeal letter must be dated, signed by the student, and received by OSRR within five (5) calendar days from the date that the written decision on sanctions is provided to the student, either by hand delivery or by delivery or attempted delivery through e-mail or postal mail. Appeals should be directed to [osrr@ecu.edu](mailto:osrr@ecu.edu); or 364 Wright Building. Failure to deliver the written notice of appeal within this time limit will render the

decision of the Department Chair/AIB final and conclusive. An extension of time for good cause may be requested within the five day limit, but it is within the discretion of OSRR to grant or deny such requests. Appeals will be limited to the record of the hearing, including the supporting documents provided by the student and available records (“written record”) within OSRR. The final decision of the AIRC will be made within 45 calendar days after the hearing and will be shared with the student in writing within ten (10) calendar days of the date the decision was made.

#### MSCJ/CJ Education Program Specific Policy regarding Academic Integrity

Faculty in the Department of Criminal Justice and Criminology will abide by the definitions and policies as outlined above. In addition, students enrolled in the MSCJ, CCJE, or CRIM programs will be subject to the following in the event that the student is found to have committed a violation. Students pursuing a graduate degree in criminal justice are expected to be ethical and have a high degree of integrity given their current and/or future employment in the field, and violations of academic integrity will be treated accordingly.

- a. First sustained offense- Student will receive a written warning along with the penalty assigned by the faculty member or OSRR in accordance with OSRR policy unless the offense is so egregious that it warrants immediate dismissal.
- b. Second sustained offense- Student will be dismissed from the program.

Students will have the opportunity to appeal according to the procedure outlined above.

Students dismissed from the program due to academic integrity violations will not be eligible for readmission to the MSCJ/CJ Education Certificate programs.

This policy holds for JUST courses as well as courses taken as part of the MSCJ/CJ Education program of study.

## Helpful Tips from Past Graduate Students

“I wish that I knew that there were graduate students that worked at the writing center. I know that all the staff at the writing center is great, but it also helps to have another graduate student to help with work as well. I used the writing center countless times this semester and I do not think that I would have made it out this semester without their help.”

## Prospective Student Information

### Admission Requirements and How to Apply

Admission to a graduate program at East Carolina University is based on an evaluation of an applicant's overall record, experience, personal qualifications, and proposed area of study.

Applications cannot be considered until all required materials have been submitted. Applications and supporting credentials are reviewed by the Office of Graduate Admissions and the graduate program to which the applicant is seeking admission. All applicants must submit the online ECU application form. All graduate degree programs require a completed online application form, official transcripts, and a nonrefundable application fee. The MSCJ also requires three letters of recommendation (use "Request Recommendation" link from menu on left of application main page) and a statement of intent. The GRE is not required.

Prospective students may apply simultaneously for more than one graduate degree program, but a separate application is required for each degree program. The online application is available at the Graduate School website. Any transcripts and test scores submitted will be used toward both applications; duplicates are not required.

Any individual applying or enrolled in the Graduate School must promptly notify the dean of the Graduate School in writing if any of the following occurs: any criminal charge; any disposition of a criminal charge; any type of military discharge other than honorable; or any school, college, or university disciplinary action against the student. Failure to report any of the above actions is grounds for denial or withdrawal of admission to ECU, as well as dismissal after enrollment.

### Deadlines

The MSCJ, CCJE, and CRIM programs accept applications for fall and spring semester entry. The deadlines for COMPLETED applications are listed below:

- Fall admission: May 15
- Spring admission: October 15

### Admission by Exception

Some programs may recommend admission by exception for a limited number of applicants who do not qualify academically (undergraduate GPA of 2.7 or higher or a graduate GPA of 3.0 or higher) for regular admission but have other offsetting strengths. Admission by exception requires the student to earn a minimum 3.0 GPA in the first 9 or more completed hours to remain in the program. A hold is placed on the student's registration for the subsequent term until grades are posted and can be evaluated by the Graduate School. Students admitted by exception can attain full graduate standing after completion of 9 or more graduate credit hours with a minimum GPA of 3.0.

## Application Requirements

Applications are not complete until the Graduate School receives, at a minimum, the following documents:

- **Completed online application:** <https://gradschool.ecu.edu/apply-now/>
- **Non-refundable application fee:** \$75 payable by credit card at the time of application submission
- **Official transcripts:** required for any earned post-secondary degree (bachelor's and higher) and all post-secondary coursework completed within the last 5 years. Additional transcripts are required for transfer credits in excess of 50% of the credits required for the post-secondary degree. If the applicant is currently enrolled in a college or university, they must submit an official transcript showing the current enrollment, as well as a final official transcript with grades and/or the awarded degree. Applicants who attended ECU do not need to request an ECU transcript. Unless they have a hold on their account, the Graduate School will receive the ECU transcript automatically.

## Documents to be Submitted for Admission

**Statement of Intent:** The statement of intent should indicate why you are interested in an advanced degree or certificate in criminal justice and criminology and discuss your career goals.

**Three (3) Professional letters of Recommendation:** Letters of recommendation should speak to your likely success in graduate school and **should be from professional or academic references**. We do not accept recommendations from friends or family members.

## Tuition

Graduate students are responsible for ensuring their tuition and fees are paid in full each semester in accordance with the deadlines published by the Cashier's Office. Students who are awarded fellowships, scholarships, or assistantships may still be required to pay out-of-pocket balances if the awards did not cover the total tuition and fees balance.

Graduate students can find information regarding tuition, fees, billing and deadlines for each term on the website of the Cashier's Office. Tuition and fee information for distance education can be found on the [Financial Services Website](#).



# Financial Aid and Assistantship

## Financial Aid

The first step for finding financial aid is to fill out a FAFSA to find out if you are eligible for federal aid: <https://studentaid.gov/h/apply-for-aid/afsa>

ECU maintains a one-stop site to find out about ECU scholarships available: <https://financialaid.ecu.edu/scholarships/>

The state also has the NCEL: <https://financialaid.ecu.edu/grants/>

## Assistantships

There are assistantship possibilities such as working as research assistants for grant-funded projects, or through Joyner Library or Student Affairs. The Graduate Program Director will help you locate these opportunities--they are competitive, though, so applying early is advantageous!

## Gradfunding mailing list

If you want to receive more about funding, join the gradfunding mailing list! This mailing list only shares funding information - positions available on campus, scholarships, and more! It's an opt-in list, so you have to join it!

Instructions on joining the mailing list can be found on the [Graduate School's Assistantships](#) page.

## Transfer Credits

With the support of the Graduate Program Director, up to one third of the credit hours in an attempted graduate certificate or degree program may be transferred from a regionally accredited college or university. Per Graduate School policy, no credit hours completed as part of a previously earned master's degree can be counted toward a second master's degree. Students are generally allowed to transfer up to 12 hours toward the MSCJ degree. You can request an unofficial review of potential transfer credits from the Graduate Program Director before applying.

## Current Student Information

### New Student Orientation

All newly admitted students are enrolled in a Graduate School online orientation course within the learning management system, [Canvas](#). MSCJ, CCJE, and CRIM students are also enrolled in a department-specific online orientation course in Canvas. The courses will appear in a student's course listing (or you will get an invitation to join the course) after you enroll in classes for your first semester. Therefore, it is important that you enroll in courses as quickly as possible once registration is open. Registration opens in late October/early November for Spring terms and it opens in March for Summer and Fall terms. You can consult the [Office of the Registrar's website](#) to learn the dates registration will open for your first term of graduate school. If you are a current ECU undergraduate student or if you are already enrolled in your first semester's courses and you do not see the New Graduate Student Orientation course in [Canvas](#), please send an email to [gradorientation@ecu.edu](mailto:gradorientation@ecu.edu) using your ECU email and notify us. Please provide your Banner ID and we will be able to add you to the course. Likewise, if you do not see the department online orientation course in Canvas, please send an email to Dr. Stacey at [staceym@ecu.edu](mailto:staceym@ecu.edu) using your ECU email and provide your Banner ID.

### Graduate Student Organizations

The Department of Criminal Justice and Criminology hosts a chapter of Alpha Phi Sigma, the National Criminal Justice Honor Society, which graduate students are eligible to join. At ECU's Omega Alpha chapter, we value academic excellence and give our students the recognition they deserve. Criminal Justice undergraduate or graduate students, who meet the national standards, are invited to join the most prestigious criminal justice honor society in the country. Contact Dr. Flippin (Faculty Co-Advisor) at [flippinmi22@ecu.edu](mailto:flippinmi22@ecu.edu) or Dr. Kennedy (Faculty Co-Advisor) at [kennedylo22@ecu.edu](mailto:kennedylo22@ecu.edu) for more information and instructions on how to apply.

# Curriculum and Degree Requirements

## Master of Science in Criminal Justice (MSCJ)

### 1. Core - 18 s.h.

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JUST 6000 - Criminal Justice Principles

JUST 6001 - Seminar in Research Methods and Statistical Interpretation

JUST 6201 - Seminar in Criminal Behavior

JUST 6300 - Principles of Criminal Justice Administration and Management

JUST 6800 - Program Evaluation (Applied)

JUST 6991 - Professional Paper

### 2. Electives - 18 s.h.

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JUST 5000 - Comparative Criminal Justice

JUST 6002 - Seminar in Criminal Justice Education

JUST 6006 - Seminar in Corrections

JUST 6012 - Seminar in Law Enforcement

JUST 6400 - Contemporary Issues in Juvenile Justice

JUST 6500 - Seminar in Criminal Justice Courts

JUST 6501 - Civil Liability in Criminal Justice

JUST 6502 - Criminal Justice and Terrorism

JUST 6601 - Special Topics

JUST 6602 - Directed Study in Criminal Justice

JUST 6605 - Hate Crime

JUST 6610 - Victimology

JUST 6615 - Criminal Justice and Society

JUST 6620 - Transnational Crime

JUST 6625 - Ethics in Criminal Justice

JUST 6700 - Diversity Issues in Criminal Justice

## Certificate in Criminal Justice Education

Required courses - 9 s.h.

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JUST 6000 - Criminal Justice Principles  
JUST 6002 - Seminar in Criminal Justice Education  
JUST 6201 - Seminar in Criminal Behavior

Electives - 9 s.h.

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(Choose from the following JUST courses.)

JUST 5000 - Comparative Criminal Justice  
JUST 6001 - Seminar in Research Methods and Statistical Interpretation  
JUST 6006 - Seminar in Corrections  
JUST 6012 - Seminar in Law Enforcement  
JUST 6300 - Principles of Criminal Justice Administration and Management  
JUST 6400 - Contemporary Issues in Juvenile Justice  
JUST 6500 - Seminar in Criminal Justice Courts  
JUST 6501 - Civil Liability in Criminal Justice  
JUST 6502 - Criminal Justice and Terrorism  
JUST 6601 - Special Topics  
JUST 6602 - Directed Study in Criminal Justice  
JUST 6605 - Hate Crime  
JUST 6610 - Victimology  
JUST 6615 - Criminal Justice and Society  
JUST 6620 - Transnational Crime  
JUST 6625 - Ethics in Criminal Justice  
JUST 6700 - Diversity Issues in Criminal Justice  
JUST 6800 - Program Evaluation (Applied)

Certificate in Criminology

**Required courses - 6 s.h.**

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JUST 6201 - Seminar in Criminal Behavior  
JUST 6610 - Victimology

**Electives - 9 s.h.**

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Select 3 courses from the following:

JUST 6502 - Criminal Justice and Terrorism  
JUST 6605 - Hate Crime  
JUST 6615 - Criminal Justice and Society  
JUST 6620 - Transnational Crime  
JUST 6700 - Diversity Issues in Criminal Justice

# Registration

## Who is your Advisor?

For criminal justice and criminology graduate program academic advising, contact the department Graduate Program Director Dr. Michele Stacey at [staceym@ecu.edu](mailto:staceym@ecu.edu).

## How to find courses online and register

### Finding courses offered by semester

You can find the courses that are offered each academic term by using PiratePort. You should then discuss your option with your program director or faculty advisor. The following is an example of how to find all graduate-level courses in the Department of Criminal Justice and Criminology that are offered for a given term.

- Go to ECU [PiratePort](#) site:
- Click on the TOOLS tab
- Click on Course Catalog under Academic Planning section
- In “Search by Term” drop down menu, choose the term you are interested in reviewing, then click Submit button

## DegreeWorks

Degree Works is the required course-tracking and plan-building tool that you and your advisor will use to track and plan your program of study. You can access DegreeWorks by logging into [PiratePort](#).

## What is a Degree Works audit?

A Degree Works audit is a review of past, current and “planned” coursework that provides information on completed and outstanding requirements necessary to complete a degree/major/minor/concentration. Your audit will display the courses you’ve taken or are registered for and will show you any degree, major, minor, or concentration requirements that are being met by the courses you’ve taken or that may be met upon satisfactory completion of courses in progress. Additional ECU degree requirements such as overall credits, senior college credit and in-residence requirements are listed in red as unmet conditions. Degree Works allows students and their advisors to plan for future coursework. Degree Works audits are designed to enhance the academic advisement process and is not intended to replace face-to-face academic advisement.

## Degree Works will help you:

- Determine what ECU requirements you need to fulfill in order to complete your degree.
- Identify what requirements you have completed in the Foundations Curriculum.
- View individual course grades, cumulative grade-point average (GPA), and major average.
- Determine which courses you have taken or transferred, that count toward your degree and which ones count as electives.
- View transfer credits, waivers, and exceptions applied toward degree.

- See how your coursework could be applied toward another major, minor, concentration, or certificate using the What If option.
- Project grade performance using the GPA calculator.
- Confirm your academic standing.
- Determine whether there are holds on a student record.
- Estimate how many semesters it will take you to graduate.
- Plan future course schedules utilizing the Planner option to see how the selections will affect the progress towards the degree.
- Learn prerequisites, co-requisites and schedule information for courses by clicking on the course numbers.

## MSCJ

### Suggested Program of Study

#### Required Course Offerings

JUST 6000: Criminal Justice Principles  
JUST 6201: Seminar in Criminal Behavior  
JUST 6800: Program Evaluation

#### Required Course Offerings

JUST 6001: Seminar in Methods/Statistics  
JUST 6300: Principles of CJ Admin/Mgmt  
JUST 6991: Professional Paper

#### Suggested Course Flow Full-Time

##### First Semester

JUST 6000: Criminal Justice Principles  
JUST 6201: Seminar in Criminal Behavior  
Elective

##### Third Semester

JUST 6800: Program Evaluation  
Elective  
Elective

##### Second Semester

JUST 6001: Seminar in Methods/Statistics  
JUST 6300: Principles of CJ Admin/Mgmt  
Elective

##### Fourth Semester

JUST 6991: Professional Paper  
Elective  
Elective

#### Suggested Course Flow Part-Time Fall Start

##### First Semester

JUST 6000: Criminal Justice Principles  
Elective

##### Third Semester

JUST 6201: Seminar in Criminal Behavior  
Elective

##### Fifth Semester

JUST 6800: Program Evaluation  
Elective

##### Second Semester

JUST 6001: Seminar in Methods/Statistics  
Elective

##### Fourth Semester

JUST 6300: Principles of CJ Admin/Mgmt  
Elective

##### Sixth Semester

JUST 6991: Professional Paper  
Elective

#### Criminal Justice Electives

JUST 5000: Comparative Criminal Justice  
JUST 6002: Seminar in CJ Education  
JUST 6006: Seminar in Corrections  
JUST 6012: Seminar in Law Enforcement  
JUST 6400: Cont. Issues in Juvenile Justice  
JUST 6500: Sem. in Criminal Justice Courts  
JUST 6502: Criminal Justice and Terrorism  
JUST 6601: Special Topics (may repeat twice)

JUST 6602: Directed Study  
JUST 6605: Hate Crime  
JUST 6610: Victimology  
JUST 6615: Criminal Justice and Society  
JUST 6620: Transnational Crime  
JUST 6625: Ethics in Criminal Justice  
JUST 6700: Diversity Issues in CJ

Courses taken to complete certificate programs in Security Studies/Public Management and Leadership/Criminal Justice Education will also count as criminal justice electives. Only 15 s.h. from Security Studies or Public Management and Leadership certificate courses will be applied as JUST electives. Courses from other programs may be substituted at the discretion of the Graduate Program Coordinator.



## CJ Education Certificate

### Suggested Program of Study

#### Required Course Offerings

JUST 6000 Criminal Justice Principles  
JUST 6201 Seminar in Criminal Behavior

#### Require Course Offerings – Spring Only

JUST 6002 Seminar in Criminal Justice Education

#### Suggested Course Flow – Full-Time Students (Fall Start)

##### First Semester

JUST 6000 Criminal Justice Principles  
JUST 6201 Seminar in Criminal Behavior  
Elective

##### Second Semester

JUST 6002 Seminar in Criminal Justice Education  
Elective  
Elective

#### Suggested Course Flow – Full-Time Students (Spr. Start)

##### First Semester

JUST 6000 Criminal Justice Principles  
JUST 6002 Seminar in Criminal Justice Education  
Elective

##### Second Semester

JUST 6201 Seminar in Criminal Behavior  
Elective  
Elective

#### Suggested Course Flow – Part-Time Students (Fall Start)

##### First Semester

JUST 6000 Criminal Justice Principles  
Elective

##### Second Semester

JUST 6002 Seminar in Criminal Justice Education  
Elective

##### Third Semester

JUST 6201 Seminar in Criminal Behavior  
Elective

#### Suggested Course Flow – Part-Time Students (Spr. Start)

##### First Semester

JUST 6000 Criminal Justice Principles  
Elective

##### Second Semester

JUST 6201 Seminar in Criminal Behavior  
Elective

##### Third Semester

JUST 6002 Seminar in Criminal Justice Education  
Elective

#### Criminal Justice Electives

JUST 5000 Comparative Criminal Justice  
JUST 6001 Sem. In Methods/Statistics  
JUST 6006 Seminar in Corrections  
JUST 6012 Seminar in Law Enforcement  
JUST 6300 Principles of CJ Admin/Mgmt  
JUST 6400 Contemporary Issues in Juv. Justice  
JUST 6500 Seminar in Criminal Justice Courts  
JUST 6501 Civil Liability in Criminal Justice  
JUST 6502 CJ and Terrorism

JUST 6601 Special Topics (may repeat twice)  
JUST 6602 Directed Study  
JUST 6605 Hate Crime  
JUST 6610 Victimology  
JUST 6615 Criminal Justice and Society  
JUST 6620 Transnational Crime  
JUST 6625 Ethics in Criminal Justice  
JUST 6700 Diversity Issues in CJ  
JUST 6800 Program Evaluation

## Additional Certificate Options:

### **Public Management and Leadership Certificate**

Up to 15 s.h. of courses required for the graduate certificate in public management and leadership can be transferred as electives for the master of science in criminal justice. See Thomas Harriot College of Arts and Sciences, [Department of Political Science](#), for certificate requirements.

*Required Courses: 6 s.h.*

PADM 6110: Human Resource Management in Public Agencies

PADM 6220: Leadership and Ethics in the Public Sector

*Electives: 9 s.h.*

PADM 6100 - Politics and Management in Public Agencies  
PADM 6101 - Analysis for the Public Sector  
PADM 6102 - Quantitative Methods for Public Administration  
PADM 6111 - Contemporary Problems in Public Personnel Administration  
PADM 6112 - Productivity in the Public Sector  
PADM 6116 - Women, Public Policy, and Administration  
PADM 6120 - Public Budgeting and Finance  
PADM 6121 - Financial Management in State and Local Governments  
PADM 6123 - Economic Development  
PADM 6124 - State and Local Government Finance  
PADM 6130 - Urban Policy and Administration  
PADM 6140 - Administrative Law and Ethics  
PADM 6150 - Seminar in Public Administration  
PADM 6160 - Public Policy Formulation and Implementation  
PADM 6161 - Applied Policy Analysis  
PADM 6162 - Environmental Politics and Administration  
PADM 6163 - Environmental Policy  
PADM 6164 - State and Local Environmental Policy  
PADM 6165 - Program Evaluation  
PADM 6170 - Intergovernmental/Interagency Relations  
PADM 6210 - Organization Theory in the Public Context  
PADM 6240 - Management of Non-Profit Organizations  
PADM 6260 - Management of Public Information Technology  
PADM 6325 - Transportation Policy  
PADM 6400 - Health Policy  
PADM 6410 - Health Policy Analysis

PADM 6889 - Internship in Public Administration  
PADM 7004 - Marine Policy, Governance, and Law

## Security Studies Certificate

The department participates in the offering of a graduate security studies certificate. Up to 15 s.h. of courses required for the graduate certificate in security studies can be transferred as electives for the master of science in criminal justice. See Thomas Harriot College of Arts and Sciences, [Department of Political Science](#), for the security studies certificate requirements.

*Required Courses: 6 s.h.*

SECS 6000: Security Studies Foundation

SECS 6155: Changing Nature of National Security Policy

*Electives: 9 s.h.*

CSCI 6100: Cryptography and Information Security

EHST 6010: Fundamentals of Environmental Health

HIST 6260: The United State and the Middle East, 1783 to the Present

ICTN 6823: Information Security Management

INTL 6500: International Problem Solving and Decision Making

JUST 6502: Criminal Justice and Terrorism

PADM 6170: Intergovernmental/Interagency Relations

PADM 6220: Leadership and Ethics in the Public Sector

PLAN 6015: Hazards and Emergency/Disaster Planning

POLS 6382: Global Terrorism

POLS 6425: War, Peace and Security in the Middle East

SECS 6260: Intelligence and National Security

SECS 6270: Intelligence Analysis

SECS 6320: Cyber Warfare and Security

SECS 6350: Weapons of Mass Destruction (WMD)

# Academic Regulations

## Academic Eligibility Standards

To meet the requirements for graduation or awarding of a graduate certificate and to remain in good academic standing, a student must demonstrate acceptable performance in course work after being admitted to a graduate degree or certificate program. This requires a cumulative 3.0 GPA in all course work related to the student's program of study.

For the purpose of meeting the minimum GPA requirement of 3.0 for graduation, students who are readmitted to a different graduate program after a full year's absence resulting from withdrawal or dismissal from a prior ECU graduate program may request that only the courses taken since readmission to the new graduate program be counted towards the minimum required GPA. The request with written justification must be made by the student's graduate program director for approval by the dean of the Graduate School or his/her designee. If approved, the student will have nine credit hours attempted to establish a GPA of 3.0 and courses taken prior to readmission will not be counted towards the completion of the new graduate degree. Failure to establish a GPA of 3.0 after nine credits attempted after readmission will result in immediate dismissal from the new graduate program and the university.

In addition to the expectations for successful performance of course work described in the previous paragraph, good academic standing requires satisfactory progress in the overall graduate program. The students' advisor or graduate advisory committees may render judgments as to whether satisfactory progress is being made toward the degree, taking into account all aspects of academic performance and promise, not necessarily course work alone. A positive judgment is required to remain in good academic standing. For students involved in research-oriented programs, the student's department and individual advisory committee are responsible for evaluating the student's skills with respect to performing quality research. Failure to meet programmatic/departmental standards may result in program termination.

### **Academic Renewal**

Students who are readmitted to a graduate program three years after withdrawal or dismissal from the same graduate program may request academic renewal. The student must agree not to have any prior credit earned toward their initial degree count in the second attempt. Only the courses taken since readmission to the graduate program will count towards the minimum required GPA. The program should request academic renewal on behalf of the student by submitting a memo (email will suffice) with justification to the dean of the Graduate School or designee. If approved, the student will have nine credit hours attempted to establish a GPA of 3.0. Courses taken prior to readmission will not count towards the completion of the new graduate degree. Failure to establish a GPA of 3.0 after nine credits attempted after readmission under academic renewal will result in immediate dismissal from the graduate program and the university. Academic renewal may be used once in a student's academic career at the graduate

level regardless of the certificate or degree program. Requests for exceptions will not be approved.

## **Probation and Termination Policy**

In order to remain in good academic standing, graduate students must maintain a minimum cumulative GPA of 3.0 in all coursework related to their program of study once they have a total of 9 credit hours attempted\* and any additional or higher academic standards established by their program of study. Students who fail to meet their program's criteria may be placed on probation or dismissed from the program.

Students who fail to remain in good academic standing in accordance with the paragraph above, will be automatically placed on academic probation by the Graduate School, during which time they will have an opportunity to correct their academic deficiencies. The probationary period will last for the term(s) in which the next nine credit hours are attempted. Enrollment in the Graduate School will be automatically terminated for students who fail to correct their academic deficiencies by the end of the probationary period. Graduate students will not be allowed to take classes and subject to immediate dismissal once it becomes mathematically impossible to achieve a cumulative GPA of 3.0 in all coursework related to their program of study by the end of the remaining probationary period.

Students may appeal dismissal decisions by following the process outlined in the Graduate School Appeals Procedure.

\*Total credit hours attempted is the sum of credit hours for all graduate courses in which a graduate student is enrolled as of the tenth day of each semester (the Official University Enrollment Report Date or "Census Date"). Courses with a grade of "I" (incomplete) or dropped after census date are included in the calculation of credit hours attempted.

## **Residence and Graduation Requirements**

### Continuous Enrollment (or Registration)

Graduate students who have previously registered for all credits in a graduate degree program but who have not completed all requirements (e.g., thesis, professional paper, internship, etc.) must continue to register each semester (except summer terms) until all degree requirements are completed and filed with the registrar. Students must be enrolled for at least one credit hour during the semester of graduation except summer, if registered for the prior spring semester. All graduation requirements must be met before the first day of the subsequent term. Students who only have the remaining degree requirement of resolving course grades of Incomplete do not have to register for credit while completing the work for the course(s) and will be eligible for graduation during the term the incomplete grade(s) is resolved.

In special circumstances, students may request a leave of absence from their program of study. They must notify their graduate program director and file a readmission application prior to returning. During a leave of absence, students will not be permitted to utilize university resources. Students readmitted after a leave of absence will be required to meet the continuous enrollment requirement.

### Time Limits for Completing Graduate Programs

The time limit for completing all degree requirements (including transfer credit) in nondoctoral programs is six calendar years, unless a more restrictive time limit has been established by the degree program.

A student's time limit for completion starts with the first course approved for inclusion in the degree plan (including transfer credits) or the date of admission to the program, whichever occurs first, and includes planned and unplanned leaves of absence. Students who do not complete their degrees within the required time limits will be dismissed from their degree program and the Graduate School unless a time extension is granted. All requests for time-extensions must be received by the Graduate School prior to expiration of the degree program's time limit and must use the official [Request for Time Extension to Complete Graduate Degree Requirements](#) form which must be completed by the Graduate Program Director, not the student.

Information regarding Time Limit Extensions can be found in the [Graduate Catalog](#).

### Application for Graduation

The application for graduate graduation should be completed at least one semester prior to completion of the requirements of the degree or certificate. Application for graduation must be completed online through [PiratePort](#) in Banner Self Service. If there are curriculum changes after the student has applied to graduate or if the semester of graduation changes, it is the student's responsibility to notify the Office of the Registrar at [regis@ecu.edu](mailto:regis@ecu.edu) to have the graduation application updated. All graduation requirements must be met before the first day of the subsequent term.

## Leave of Absence and Readmission

Students enrolled in graduate degree programs who take a leave of absence of one or more semesters (excluding summer terms) must notify their graduate program director and file a readmission application prior to returning. During a leave of absence students will not be permitted to utilize university resources. Readmission to a graduate program is not guaranteed.

Students who take a leave of less than three years may file an application for readmission online at <https://gradschool.ecu.edu>. Students wishing to change graduate degree or certificate programs after a leave of absence must submit a new admissions application.

Students who take a leave of absence of three or more years must submit a new complete application to be considered for admission to their former program or any other graduate program within the university. Students readmitted after a leave of absence of three years or more will be required to meet new or changed degree requirements. East Carolina University course credit will be evaluated for applicability towards degree requirements in accordance with established time limits.

## **Readmission Following Academic Dismissal**

A student dismissed from the Graduate School for poor academic performance must wait one year (including summers) before being considered for readmission. A new complete application will be required for readmission. Readmission to a graduate program is not guaranteed. If the student is accepted for readmission in the same graduate program, credits earned while previously enrolled will be included for the purpose of determining academic standing and meeting graduation requirements. If the student is accepted into a different program, grades and credits earned in the previous degree program from which the student was dismissed will not be included for the purpose of determining academic standing and graduation in the new program; however, the student's transcript will show all courses and grades including those earned in the previous program.

## Frequently Asked Questions

### How do I add a Certificate?

If you would like to add a Certificate to your program of study, you will need to fill out the request to add a certificate form. Please go to the following webpage <https://gradschool.ecu.edu/forms/> and click on the “Request to Add Certificate” link. If you have any questions, please contact the Graduate Program Director, Dr. Stacey at [staceym@ecu.edu](mailto:staceym@ecu.edu).

### How do I apply for Graduation?

The application for graduate graduation should be completed at least **one** semester prior to completion of the requirements of the degree or certificate. Application for graduation must be completed online through [PiratePort](#) in Banner Self Service. If there are curriculum changes after the student has applied to graduate or if the semester of graduation changes, it is the student’s responsibility to notify the Office of the Registrar at [regis@ecu.edu](mailto:regis@ecu.edu) to have the graduation application updated. All graduation requirements must be met before the first day of the subsequent term.

### How do I drop a course?

A graduate student may drop a course via Self-Service Banner if dropped by the last day of the course adjustment period. Drops after the course adjustment period are called course or term withdrawals. Students who experience a medical emergency or other emergency of such a serious nature that it is impossible or extraordinarily difficult to withdraw prior to the last day to drop a course should consult with the Dean of Students about an [extenuating circumstances withdrawal](#). If the request is after the deadline for course withdrawals (as published in the academic calendar), the dean of the Graduate School will review the request for extenuating circumstances withdrawals. If it is determined that such an emergency existed, approval will be given for the student to be withdrawn from all courses taken during that semester. As a matter of policy, it is not possible to select and retroactively drop individual courses.

Course drops, course withdrawals, and term withdrawals can impact graduate student eligibility for tuition assistance, assistantship support, continued enrollment within a program, as well as have other consequences. Graduate students should consult the Graduate Program Director prior to changing enrollment. Students contemplating withdrawal due to extenuating circumstances should contact the Dean of Students.

No course is officially dropped or added until all appropriate approvals are obtained from the advisor and/or the Graduate School and the required procedure is completed with the Office of the Registrar.



The last day for a graduate student to withdraw a class with a transcript notation of “W” will be as close as practicable to 5:00 pm on the class day after 60% of the class days are completed for the term.

## How do I withdraw from the university?

When a graduate student drops all university courses in a semester in which he or she is enrolled, the student must officially withdraw from the university. Students seeking to withdraw for reasons other than extenuating circumstances must notify the Office of Registrar of their official withdrawal ([Regis@ecu.edu](mailto:Regis@ecu.edu)). A graduate student withdrawing from the university by the last day for graduate students to drop courses without grades will not receive grades in university courses for the semester. A graduate student withdrawing after the last day for graduate students to drop courses without grades will receive a grade of F for all university classes which he or she is failing at the time. The last day for a graduate student to drop a class without grades will be 5:00 PM on the class day after 60% of the class days are completed for the term. No retroactive withdrawals will be granted after classes have ended for the semester in which the student was enrolled.

Students withdrawing for extenuating circumstances must apply for an extenuating circumstances withdrawal to the Office of the Dean of Students (<https://deanofstudents.ecu.edu/home/withdrawals/>). No retroactive extenuating circumstances withdrawals will be granted after classes have ended for the semester in which the student was enrolled, except in the case of extraordinary medical, personal or family emergency, in the judgment of the dean of the Graduate School.

## How many classes should I take in a semester?

It is recommended that students take **no more than 9 semester hours** per term.

No more than 15 semester hours of work may be taken in any fall or spring semester without the written permission of the department or college and the dean of the Graduate School. A student is considered to be enrolled full-time when registered for a minimum of 9 semester hours during a regular semester.

## Are classes available during the summer?

The availability of summer courses is dependent on funding resources and instructor availability. Summer courses are not guaranteed. However, generally one or two elective courses will be offered during one or both 5-week summer terms.

## Distance Education Resources

ECU is the leader in distance education (DE) in the UNC system, offering more courses and degrees online than any other institution.

The MSCJ program in the Department of Criminal Justice and Criminology has been offered online since 2014 and has been ranked in the top 25 online graduate programs in Criminal Justice by U.S. News and World Report since 2016. It is the highest ranked criminal justice graduate program in North Carolina.

All MSCJ, CCJE, and CRIM courses use the learning management system Canvas for assignments, class discussion, and for posting grades.

Canvas student guides: <https://canvas.ecu.edu/student-guides/>

ECU Library: <https://library.ecu.edu/help/distance-education/>

Writing Center: <https://writing.ecu.edu/uwc/>

Career Services: <https://career.ecu.edu/>

Department for Disability Support Services: <https://accessibility.ecu.edu/students/>

## Department of Criminal Justice and Criminology Graduate Faculty

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## Courses and Course Descriptions

JUST 5000: Comparative Criminal Justice (3 s.h.)

P: Graduate Standing in JUST or consent of program coordinator.  
Multinational and comparative study of crime and criminal justice.

JUST 6000: Criminal Justice Principles (3 s.h.)

P: Graduate Standing in JUST or consent of program coordinator.  
Examination of current crime control efforts in the criminal justice system.

JUST 6001: Seminar in Research Methods and Statistical Interpretation (3 s.h.)

P: Graduate Standing in JUST or consent of program coordinator.  
Research techniques and interpreting statistical analyses.

JUST 6002: Seminar in Criminal Justice Education (3 s.h.)

P: Graduate Standing in JUST or consent of program coordinator.  
Study of effective delivery of instruction of foundational and contemporary criminal justice issues.

JUST 6006: Seminar in Corrections (3 s.h.)

P: Graduate Standing in JUST or consent of program coordinator.  
Examination of the American correctional system including the history, development, and current practices of local, state, and federal systems.

JUST 6012: Seminar in Law Enforcement (3 s.h.)

P: Graduate Standing in JUST or consent of program coordinator.  
Examination of the police culture in American society including issues of territorial control, the code of silence, morality, and the price of misconduct.

JUST 6201: Seminar in Criminal Behavior (3 s.h.)

P: Graduate Standing in JUST or consent of program coordinator.  
Theories of criminal behavior, with an emphasis on policy and crime prevention.

JUST 6300: Principles of Criminal Justice Administration and Management (3 s.h.)

P: JUST 6000; Graduate Standing in JUST or consent of program coordinator.  
Theoretical and practical analysis of management principles of criminal justice organizations.

JUST 6400: Contemporary Issues in Juvenile Justice (3 s.h.)

P: Graduate Standing in JUST or consent of program coordinator.  
Contemporary issues involving the juvenile offender and juvenile justice system.

JUST 6500: Seminar in Criminal Justice Courts (3 s.h.)

P: Graduate Standing in JUST or consent of program coordinator.

Examination of the criminal court system in the US with particular emphasis on contemporary issues facing the court system.

JUST 6501: Civil Liability in Criminal Justice (3 s.h.)

P: Graduate Standing in JUST or consent of program coordinator.

Legal responsibility and civil liability issues in criminal justice personnel.

JUST 6502: Criminal Justice and Terrorism (3 s.h.)

P: Graduate Standing in JUST or consent of program coordinator.

Criminal justice responses to domestic and transnational terrorism.

JUST 6601: Special Topics (3 s.h.)

P: Graduate Standing in JUST or consent of program coordinator.

May be repeated once for a maximum of 6 s.h. with change of topic.

Review of contemporary criminal justice issues.

JUST 6602: Directed Study in Criminal Justice (3 s.h.)

P: Graduate Standing in JUST or consent of program coordinator.

For advanced students. May be repeated for a maximum of 6 s.h. with consent of director.

Independent study under faculty supervision.

JUST 6605: Hate Crime (3 s.h.)

P: Graduate Standing in JUST or consent of program coordinator.

Issues and controversies in defining and responding to hate crime.

JUST 6610: Victimology (3 s.h.)

P: Graduate Standing in JUST or consent of program coordinator.

Role of victims in crime and criminal justice processes.

JUST 6615: Criminal Justice and Society (3 s.h.)

P: Graduate Standing in JUST or consent of program coordinator.

Examination of the administration of justice and societal relations.

JUST 6620: Transnational Crime (3 s.h.)

P: Graduate Standing in JUST or consent of program coordinator.

Study of transnational and global crime.

JUST 6625: Ethics in Criminal Justice (3 s.h.)

P: Graduate Standing in JUST or consent of program coordinator.

Study of ethical conduct and decision making in criminal justice.

JUST 6700: Diversity Issues in Criminal Justice (3 s.h.)

P: Graduate Standing in JUST or consent of program coordinator.

Systematic discussion of how diversity affects and influences criminal justice.

JUST 6800: Program Evaluation (Applied) (3 s.h.)

P: JUST 6000, JUST 6001; Graduate Standing in JUST or consent of program coordinator.

Overview and application of qualitative and quantitative criminal justice program evaluation research methods.

JUST 6991: Professional Paper (3 s.h.)

Enrollment is restricted to the final semester of the program of study unless otherwise approved by the program coordinator.

P: JUST 6000, JUST 6001, JUST 6800; Graduate Standing in JUST or consent of program coordinator.

Independent analysis of a pertinent criminal justice related problem with faculty guidance culminating in a written report.