Master of Arts in Criminal Justice (MACJ)

Program Handbook

2024 – 2025

Stockton University

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CONTACT INFORMATION

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EMERGENCY CLOSINGS

In the event of severe weather or other types of emergencies, check the University's website for information on class cancellations. Area radio and television stations may also announce the status of the University.

STUDENT ACCOMMODATIONS

In accordance with the Americans with Disabilities Act of 1990 as amended and Sections 504 and 508 of the Rehabilitation Act, students with a documented disability who need accommodations are encouraged to register with the Learning Access Program (LAP). Registration for support services is strictly voluntary and confidential. Support services provided by LAP are meant to help students devise strategies for meeting the University's educational demands and to foster independence, responsibility, and self-advocacy. The Learning Access Program can be found on campus in room J-204 or online at www.stockton.edu/LAP. Please call 609-652-4988 or send an email to LAP@Stockton.edu for more information. Once a student has received an accommodation letter from LAP, they should

contact the course instructor to privately discuss needs as soon as possible to ensure that reasonable accommodations are implemented.

STUDENT HEALTH AND WELLNESS SERVICES

The Wellness Center offers basic health services to students, access to a nutritionist and health educator, and individual and group counseling. Health Services personnel can be reached by phone at 609-642-4701 and are in WQ-108. The Counseling Center's number is 609-652-4722 and is in J-204.

FACULTY

Jess Bonnan-White (2012), Professor of Criminal Justice; Ph.D., University of Iowa; M.A., Northern Illinois University; B.A., Washington University in St. Louis: Homeland security, emergency management, crisis response, humanitarian assistance, quantitative and qualitative data analysis, research methods, human security.

Deeanna M. Button (2012), Professor of Criminal Justice; Ph.D., University of Delaware; M.A., B.S., Old Dominion University: Social inequality, violence/victimization, gender and sexuality, LGBTQ youth and resiliency, criminology, research methods and statistics.

William Dineen (2022), Teaching Specialist of Criminal Justice; M.A.S., Fairleigh Dickinson; B.A. John Jay College of Criminal Justice; New Jersey State Police Academy: crime scene investigation, bloodstain pattern analysis, homicide investigation, criminal investigation, interview and interrogation techniques, resilience in policing, the criminal justice system, and corrections.

Joshua D. Duntley (2006), Associate Professor of Criminal Justice; Ph.D., University of Texas; M.A., B.A., State University of New York at Plattsburgh: Evolutionary psychology, forensic psychology, homicide, stalking, victim defenses, human mating, statistics.

Syeda T. Hadi (2022), Assistant Professor of Criminal Justice; Ph.D., University of Hawaii at Manoa, Honolulu; M.A., University of Hawaii at Manoa: Critical criminology, global criminal justice practices, transnational feminism, criminalization and victimization of women and girls, global detention centers, criminalization of migration, research methods

Kate Kafonek (2023), Assistant Professor of Criminal Justice, Ph.D. University of Delaware; M.S. University of Baltimore; B.A. Pennsylvania State University. Gender-based violence victimization, sexual education/prevention programming in high school and college, intersectional criminology.

Marissa P. Levy (2004), Professor of Criminal Justice; Ph.D., M.A., Rutgers, The State University of NJ; B.A., The Richard Stockton College of New Jersey: Environmental criminology with

emphasis on spatial analysis of crime (crime mapping and crime prevention), evaluations and statistics.

Ruibin Lu (2018), Associate Professor of Criminal Justice; Ph.D., M.A., Washington State University; B. Law, Nankai University (China): Specialty courts, U.S. judicial system, drug and alcohol use, community corrections, policy evaluation, comparative criminal justice.

Manish Madan (2013), Associate Professor of Criminal Justice; Ph.D., Michigan State University; M.S., Memorial University, Newfoundland Canada; M.Sc., University of Delhi, Delhi India; B.Sc.(Hons.) Mathematics University of Delhi, Delhi, India: International and comparative research, gender policy, sexual harassment, sexual assault, victimization, media, policing, research methods, statistics.

William J. McKnight III (2017), Instructor of Criminal Justice; M.S., Saint Joseph's University; B.A., Stockton University; Certified Public Manager, The State of New Jersey; FBI National Academy 162nd Session, Quantico Virginia: Police leadership, policing, the criminal justice system, homeland security, risk management and mitigation, business continuity.

Richard Mulvihill (2011), Tenured Instructor of Criminal Justice; M.Sc., Nova Southeastern University; B.A., The Richard Stockton College of New Jersey: Police and public safety administration, corrections, and criminal justice technology.

Nusret Sahin (2018), Associate Professor of Criminal Justice; Ph.D., M.A., Rutgers University, The State University of NJ; M.A., John Jay College of Criminal Justice; M.A., B.A. Turkish National Police Academy: Police legitimacy and procedural justice, police-citizen encounters, police technology, terrorism, statistics.

Kimberley R. Schanz (2017), Associate Professor of Criminal Justice; Ph.D., CUNY Graduate Center; M.A., John Jay College of Criminal Justice; B.A., Providence College: Behavioral crime scene analysis with an emphasis on the behavioral aspects of sexual assaults, the CSI effect, forensic psychology.

Barbara Stanley (2023), Teaching Specialist of Criminal Justice, M.A.S, Drexel University: B.A., Immaculata University: medico-legal death investigations, criminalistic and forensic science, forensic pathology and autopsies, crime scene investigation, forensic photography, the criminal justice system.

Christine Tartaro (2000), Distinguished Professor of Criminal Justice; Ph.D., M.A., Rutgers, The State University of NJ; B.A., The College of New Jersey: Corrections, research and evaluation, policy and planning, suicide in correctional facilities, mental illness and the criminal justice system.

Adjunct Faculty

Jason Worchel, M.A. (Harvard University), Jason.Worchel@stockton.edu, Areas of interest: Terrorism, Homeland Security, Islamic Studies

For faculty office hours, please refer to course syllabus or contact the School of Social and Behavioral Sciences (SOBL). SOBL is located in office H-201. The phone number is (609) 652-4512.

PROGRAM MISSION STATEMENT

The Master of Arts in Criminal Justice (MACJ) program at Stockton University provides a quality graduate education that promotes inquiry and application of knowledge to foster advanced-level career opportunities. The program aims to serve the criminal justice educational and research needs in the southern New Jersey area. Program faculty participate in research and service activities that benefit criminal justice and social service agencies locally, statewide, and nationally. The faculty's involvement in research and community affairs enhances the classroom experience, as faculty members can engage students in discussions of current dilemmas and controversies in the field. The program provides students with the education needed to advance in the practitioner realm of criminal justice; it also prepares those who want to continue with their education by helping them develop the research and analytical skills needed to pursue those goals.

PROGRAM OBJECTIVES

The faculty of the MACJ program will emphasize dialogue, critical thinking, policy evaluation, and clear and effective written and oral communication of ideas. Specifically, students will:

1. Gain knowledge, insight, and sensitivity to occupy professional positions in public and private criminal justice agencies or prepare for continuation of graduate work in Criminal Justice or related field.
2. Apply criminal justice theories, concepts, or principles to criminological problems.
3. Use relevant data, information sources, and applied principles of data analysis to enhance understanding of the criminal justice system.
4. Gain greater understanding of all branches of the criminal justice system and issues related to the administration and management of these branches.
5. Appreciate political and ethical dilemmas confronting the process of designing or evaluating effective criminal justice policy.
6. Learn how the scholarly community contributes to understandings of current issues facing the criminal justice system.

The curriculum map below in Table 1 provides a display of program learning objectives (by number) met by each core course.

Table 1. Program Objectives Curriculum Map	(1)	(2)	(3)	(4)	(5)	(6)
5206 Criminological Theory	X	X				X
5214 Corrections	X	X		X	X	X
5222 Victimology	X	X	X		X	
5250 Law Enforcement and Policing	X	X			X	X
5315 Crime Data and Analysis	X	X	X	X		
5316 Graduate Research and Evaluation in Criminal Justice	X	X			X	X
5410 Criminal Justice Policy and Planning Capstone	X		X	X	X	X
5420 Judicial Process	X	X		X	X	X

There are three academic tracks available to students: Forensic Psychology (FPSY), Homeland Security (HOME), and Justice Studies (JUST). Tables 2 and 3 provide curriculum maps that display program learning objectives met by the courses in FPSY, and HOME. Students in the JUST track take any four MACJ elective courses to meet track requirements.

Table 2. Program Objectives Met by FPSY Track	(1)	(2)	(3)	(4)	(5)	(6)
5208 Forensic & Legal Psychology	X	X		X	X	X
5210 Forensic Psychopathology	X			X	X	X
5225 Criminal Psychology			X		X	X
5348 Drugs, Crime, & Criminal Justice	X		X	X	X	X
5260 Advanced Forensic Psychology Seminar Psychology		X	X		X	X

Table 3. Program Objectives Met by HOME Track	(1)	(2)	(3)	(4)	(5)	(6)
5540 Homeland Security Policy	X		X	X	X	
5509 Fundamentals & Theory of Emergency Management	X			X		X
5505 Terrorism	X	X	X			
5521 Borders & Displacement	X		X		X	X
5328 Cyber Crime	X	X	X			X
5306 Geographic Profiling and Analysis	X	X	X			

Forensic Psychology Track Mission Statement and Objectives

Forensic Psychology is an important field in the social and behavioral sciences. It explores the application of the science and profession of psychology to questions and issues relating to crime, the law, and legal systems. In addition to program objectives outlined above, students will gain broad knowledge of the role of psychology in the criminal justice system, including:

1. The commission of crime, from its origins to the cognitive processes that drive its behavioral patterns.
2. The investigative process from decision making to mental health treatment of police.
3. The assessment and treatment of criminal and civil actors.
4. The civil and criminal legal process from initiation to verdict for both offenders and victims.

5. The post-legal process from incarceration to post-release.
6. The unique ethical and professional issues of psychologists working within the criminal justice system.
7. The organization of societies, institutions, and systems of criminal justice.

The curriculum map in Table 4 displays FPSY learning objectives met by each FPSY course.

Table 4. FPSY Objectives Curriculum Map	**(1)**	**(2)**	**(3)**	**(4)**	**(5)**	**(6)**	**(7)**
5208 Forensic & Legal Psychology	X	X	X	X		X	
5210 Forensic Psychopathology	X	X	X		X	X	
5225 Criminal Psychology	X	X	X			X	
5260 Advanced Forensic Psychology Seminar		X				X	
5348 Drugs, Crime, & Criminal Justice	X		X	X		X	X

Homeland Security Track Mission Statement and Objectives

The Homeland Security field endeavors to protect the United States, its people, and resources from attack by terrorists or criminal enterprise and from a wide range of natural disasters. This field includes federal, state, and local government agencies and private firms. The homeland security curriculum will address the protection of the United States from natural disasters, man-made crises, and terrorist attacks. Graduates of the track will be able to execute threat assessments of man-made and natural disasters, will be able to assess and evaluate the domestic and international terrorist threat and will be able to suggest and write on policies to ameliorate these threats. Keeping with Stockton's tradition of interdisciplinary offerings, the track will draw on work from people who are experienced in criminology and criminal justice, the law, field experience, and political science. In addition to program objectives outlined above, the following are objectives of the HOME Track:

1. Students will understand the "all hazards" approach to emergency management.
2. Students will be able to explain why there are so many different definitions of terrorism. and how this influences what we know about terrorism.
3. Students will learn about the typologies of terrorism and explore the evolution of terrorism movements in the United States and around the world.
4. Students will synthesize backgrounds and motivations of different types of political violence and apply their knowledge to discuss likely future evolutions and global hot spots of terrorism.
5. Students will be able to discuss the roles and responsibilities of the key players in disaster management/homeland security at the local, state, and federal levels.
6. Students will demonstrate knowledge of vulnerability identification and risk reduction processes.
7. Students will learn about the legal and ethical issues facing policy-makers and staff members in the homeland security field.

The curriculum map in Table 5 displays HOME learning objectives met by each HOME course.

Table 5. HOME Objectives Curriculum Map	(1)	(2)	(3)	(4)	(5)	(6)	(7)
5540 Homeland Security Policy	X	X		X	X	X	X
5509 Fundamentals & Theory of Emergency Management	X				X	X	X
5505 Terrorism		X	X	X			
5521 Borders & Displacement				X	X		X
5328 Cyber Crime						X	X
5306 Geographic Profiling and Analysis	X			X			X

Justice Studies Track Mission Statement

The Justice Studies track allows students to study the field of criminal justice from a broad perspective. Graduates of the Justice Studies track benefit from the depth of information on criminal justice related issues provided from the core curriculum, while also gaining the advantage of breadth of knowledge from a flexible elective curriculum. Students in this track will apply theory when employing research and evaluation skills to develop key capacities in their own area of unique interests.

ADMISSION REQUIREMENTS

Stockton offers a Master of Arts in Criminal Justice degree with tracks in Forensic Psychology, Homeland Security, and Justice Studies. Postgraduate certificates in Forensic Psychology and Homeland Security are also available. Interested students may apply to the full program or certificate programs through traditional or direct entry. Students may also take MACJ courses as a non-matriculated student through the non-degree option.

Traditional Entry into the MACJ Program

The following are admissions requirements for traditional entry into the full MACJ program. Traditional entry is for a) candidates with BA/BS degrees from other colleges, b) candidates who graduated from Stockton over a year prior to their application to the graduate program, and c) candidates who graduated from Stockton, but do not qualify for direct entry.

- A cumulative GPA of 3.0 or higher;
- Completion of the following prerequisites, with minimum grade requirements met:
  - CRIM 1100 with a C or better;
  - CRIM 2141 or equivalent research class with a C or better;
  - CRIM 2145 or equivalent statistics class with a C or better;
  - A social science theories course with a C or better.
- Forensic Psychology Track students must also have completed PSYC 1100 / Introduction to Psychology with a C or better.
- Homeland Security Track students must also have completed CRIM 2216 / Homeland Security with a C or better.

Direct Entry into the MACJ Program

The Criminal Justice program offers a direct entry option into the full program for applicants who majored in Criminal Justice or Psychology at Stockton; other majors may be eligible with the permission of the Program Chair. Students who have withdrawn from the Criminal Justice dual degree program are not eligible for direct entry if they withdrew from a graduate course or earned a grade of B- or below in a graduate course. Current Stockton students and very recent graduates (within one year of application to the graduate program) may apply for direct entry if they meet the following criteria:

- A cumulative GPA of 3.3 or higher;
- Completion of the following prerequisites, with minimum grade requirements met:
    - CRIM 1100 with a C or better on the first attempt;
    - CRIM 2141, PSYC 3242 or equivalent research class with a B or better on the first attempt of the class;
    - CRIM 2145, PSYC 2241, or equivalent statistics class with a B or better on the first attempt of the class;
    - A social science theories course with a grade or B or better on the first attempt of the class;
    - CRIM 36xx capstone course or PSYC 36xx senior seminar with a B or better on the first attempt of the class.
- Forensic Psychology Track students must also have completed PSYC 1100 with a C or better on the first attempt of the class.
- Homeland Security Track students must also have completed CRIM 2216 / Homeland Security with a C or better.

Traditional Entry into the Certificate Program

The certificate programs are ideal for individuals who want to further their education beyond their current degree but are not necessarily interested in obtaining the full master's degree. Traditional entry into the certificate program is for a) candidates with BA/BS or MA/MS degrees from other colleges, b) candidates who graduated from Stockton over a year prior to their application to the certificate program, and c) candidates who graduated from Stockton, but do not qualify for direct entry:

- A cumulative GPA of 3.0 or higher;
- Completion of CRIM 1100 with a C or better or two years of full-time professional experience in the Criminal Justice System;
- Forensic Psychology Certificate students must also have completed PSYC 1100 with a C or better.
- Homeland Security Track students must also have completed CRIM 2216 / Homeland Security with a C or better.

Direct Entry into the Certificate Program

Recent Stockton graduates who majored in Criminal Justice or Psychology may apply to the certificate program via direct entry. Other majors may be eligible with the permission of the Program Chair. Students who have withdrawn from the Criminal Justice dual degree program are not eligible for direct entry if they withdrew from a graduate course or earned a grade of B or below in a graduate course. Current Stockton students and very recent graduates (within one year of application to the graduate program) may apply for direct entry to the certificate programs if they meet the following criteria:

- A cumulative GPA of 3.3 or higher;
- Completion of CRIM 1100 with a C or better or two years of full-time professional experience in the Criminal Justice System;
- Forensic Psychology Certificate students must also have completed PSYC 1100 with a C or better.
- Homeland Security Track students must also have completed CRIM 2216 / Homeland Security with a C or better.

Non-Degree Option

Students who desire graduate education, but do not necessarily intend to earn a graduate degree may attempt three courses (9 credits) as non-degree (non-matriculated) students. An application for non-matriculated status is required, and registration for classes is on a space-available basis. Non-matriculated students must complete the undergraduate course prerequisites before taking graduate program classes.

Transfer Credit

Provided that the courses sufficiently match corresponding Stockton courses, the University will accept up to six credits of appropriate, relevant graduate credit from other regionally accredited colleges and universities that have been earned within the last six years. The credits may only be transferred in as electives credits and must be approved for use towards the MACJ degree by the Program Chair. No academic credit is awarded for life experience or for military, police academy, or other professional training.

DEGREE REQUIREMENTS

The program requires 36 credits for completion. Students will typically take a total of 12 three-credit courses. Eight of the courses, or 24 credits, will be taken in a required core curriculum that introduces the student to general issues across the criminal justice system. The remaining twelve credits will be earned in four elective courses, which are determined by the track of study. Students may take up to a maximum of four courses per semester but are strongly

encouraged to take no more than three per semester. Credits applied to the MACJ degree or certificate must be earned within the last six years from a regionally accredited college or university. Students must have a minimum cumulative GPA of 3.0 to graduate.

CURRICULUM

To earn a Master of Arts in Criminal Justice degree, students must successfully complete a minimum of 36 hours of graduate credit through a combination of core and elective courses. All students will complete eight core courses, including the CRIM 5410 Capstone. The remaining four courses are determined by the student's chosen track. There are three academic tracks: Forensic Psychology, Homeland Security, and Justice Studies.

Core Curriculum

CRIM 5206 Criminological Theory
CRIM 5214 Corrections
CRIM 5222 Victimology
CRIM 5250 Law Enforcement and Policing
CRIM 5315 Crime Data and Analysis
CRIM 5316 Graduate Research and Evaluation in Criminal Justice
CRIM 5410 Criminal Justice Policy and Planning Capstone
CRIM 5420 Judicial Process

Forensic Psychology Track Curriculum

Required courses
- CRIM 5208 Forensic and Legal Psychology
- CRIM 5210 Forensic Psychopathology

Elective courses (choose two of the following or choose one, plus any other MACJ elective)
- CRIM 5225 Criminal Psychology
- CRIM 5348 Drugs, Crime, and Criminal Justice
- CRIM 5260 Advanced Forensic Psychology Seminar

Homeland Security Track Curriculum

Required courses
- CRIM 5540 Homeland Security Policy
- CRIM 5509 Fundamentals and Theory of Emergency Management

Elective courses (choose two of the following or choose one, plus any other MACJ elective)
- CRIM 5505 Terrorism
- CRIM 5328 Cyber Crime
- CRIM 5521 Borders and Displacement
- CRIM 5306 Geographic Profiling and Analysis

Justice Studies Track Curriculum

Students in the Justice Studies track may choose any four MACJ elective courses.

Additional Electives
CRIM 5368 Crime and Place
CRIM 5408 Criminal Justice Management and Leadership

Forensic Psychology Certificate Curriculum

Track courses (both courses are required)
- CRIM 5208 Forensic and Legal Psychology
- CRIM 5210 Forensic Psychopathology

Elective courses (choose two of the following)
- CRIM 5225 Criminal Psychology
- CRIM 560 Advanced Seminar in Forensic Psychology
- CRIM 5348 Drugs, Crime, and Criminal Justice

Core Course (choose one of the following)
- CRIM 5214 Corrections
- CRIM 5222 Victimology

Homeland Security Certificate Curriculum

Track courses (two courses are required)
- CRIM 5540 Homeland Security Policy
- CRIM 5509 Fundamentals and Theory of Emergency Management

Elective courses (choose two of the following)
- CRIM 5505 Terrorism
- CRIM 5328 Cyber Crime
- CRIM 5521 Borders and Displacement
- CRIM 5306 Geographic Profiling and Analysis

Core Course (choose one of the following)
- CRIM 5206 Criminology Theory
- CRIM 5250 Law Enforcement and Policing
- CRIM 5315 Crime Data and Analysis

ACADEMIC PROGRESS

GPA Requirements

University policy states that a graduate student must maintain a cumulative GPA of 3.00 to be considered making minimum academic progress. If the GPA for a given *semester* is below 3.00, but the cumulative GPA is at or above 3.00, the student will be placed on *Academic Warning*. A graduate student whose *cumulative* GPA falls below 3.00 is placed on *Academic Probation*. A graduate student on probation, who does not make minimum academic progress as outlined by the program, may be dismissed from the program. The MACJ program does not allow for grade replacement; students who take a class twice will have both grades reflected in their GPAs.

Course Grade Requirements

In the MACJ program, grades of B or higher are considered passing. Students have two attempts to successfully complete any given course with a B or above. A withdrawal from a course counts as an attempt to complete the course. Students who do not receive a B or higher in a core course or a required track course will be required to repeat the class.

In the event a student receives a B- or below on the second attempt of a required class, consequences will be determined based on the student's cumulative GPA. Students with a cumulative GPA of 3.30 or above will be permitted to repeat the required course a third time following an update of their remedial form. Students with a GPA lower than a 3.30 who have not successfully completed the required course at the second attempt will be dismissed from the program. Students who receive more than two C's or below in any given class will be dismissed from the program.

Remedial Form for Academic Improvement

Students who receive a grade of B- or lower in any class will receive a remedial form from the instructor that highlights areas for improvement. Both the student and instructor will sign the form, and the student will submit a copy of that letter to the MACJ Program Chair by January 10 for Fall classes, May 31 for Spring classes, or July 15 for Summer classes. Students will have a Registration Hold placed on their account and will not be able to pre-register or register for additional classes until the signed remedial letter is in place. If a student has already pre-registered for courses, the student may be removed from the class(es) until the form is signed and returned.

PROGRAM COMPLETION TIMELINE

Matriculated students must complete all aspects of the program within six years of matriculation, not including time spent on school-approved leave of absence. Credits applied to the MACJ degree or certificate must be earned within the last six years from a regionally-accredited college and university. Students who do not complete all their graduate work over the six years of matriculation will be dismissed from the program. Students who are not registered for any classes, yet are also not finished with other degree requirements, must either

declare Maintenance of Matriculation Status or take a Leave of Absence through the Office of Graduate Education.

Maintenance of Matriculation

Once admitted to a degree program, graduate students must either be continuously registered in at least one course each semester (excluding summer terms) until they complete all degree requirements, or they must apply for and receive Maintenance of Matriculation status and pay the requisite fee in lieu of tuition. Graduate students who neither register for credit during a Fall or Spring term nor apply for and receive Maintenance of Matriculation status and pay the requisite fee will lose their student status and will need to apply for readmission to the University and be reaccepted to continue their graduate work.

Leave of Absence

Although the University has a Maintenance of Matriculation requirement for graduate students not enrolled in courses during a given semester, a Leave of Absence may be granted. A Leave of Absence is the process of leaving school temporarily for up to one year, typically for medical reasons. A Leave of Absence permits a student to reenter Stockton at the end of the specified period without going through the readmission process. Students who leave the university without obtaining an official Leave of Absence, for more than one normal academic term, must go through the readmission process if they decide to return. A Leave of Absence is valid for one year and is renewable yearly, for a maximum of five years, by notifying the Office of the Registrar in writing before the Leave expires. Students should request a Leave of Absence Form from the Office of the Registrar and submit it to that office for approval. See the University policy on Leave of Absence for more information.

GRADING SYSTEM

Grades awarded in graduate courses at Stockton are the same as for the undergraduate courses. Quality point equivalencies are:

A	=	4.0	C	=	2.0
A-	=	3.7	C-	=	1.7
B+	=	3.3	D+	=	1.3
B	=	3.0	D	=	1.0
B-	=	2.7	D-	=	0.7
C+	=	2.3	F	=	0.0

WITHDRAWAL POLICY

Students may not withdraw from any more than three courses (25% of the curriculum) while in the program. Students may withdraw from any given course only once. A withdrawal from a

course counts as an attempt to complete a course. On the next attempt, students must pass the course with a B or above. In the event that a B or above is not earned on the second attempt after withdrawing from the first attempt of the course, a student with a GPA of 3.30 or above may attempt the required course a third time following an update of their remedial letter. Students with a GPA lower than a 3.30 who have not successfully completed the course at the second attempt after withdrawing from the first attempt will be dismissed from the graduate program.

INCOMPLETE POLICY

While the decision to grant an incomplete (I) to a student is up to each individual instructor, incompletes may be given to students only under seriously extenuating circumstances. Needing extra time to complete course work is not grounds for requesting an incomplete. All the following criteria must be fulfilled to be eligible for an incomplete:

- An emergency within the last two weeks of the semester that makes it impossible for the student to complete the course (i.e. a serious accident or illness, or a very significant personal tragedy),
- The student must have completed 75% of the course work, and must be passing the class with at least a B-,
- The student must submit a written petition to the instructor, and
- A formal written contract has been made with the instructor.

Additional circumstances that do not fit these requirements may be reviewed by instructor for consideration.

GRADE APPEALS AND GRIEVANCES

Grade determination is the prerogative of the instructor and will not be reviewed for appeal unless there is compelling evidence of inequitable treatment, discrimination, or procedural irregularity. Students should consult the University policy for further details about grade appeals. If students have a grievance related to the program, they are required to:

1. Discuss the matter with the faculty member directly and attempt to resolve the problem.
2. Contact the Dean of the School of Social and Behavioral Sciences if the problem has not been resolved through steps one and two.

AWARDS AT GRADUATION

Students must have a minimum cumulative GPA of 3.0 to graduate. Students with an overall GPA of at least 3.8 will be eligible for graduation with distinction; those with a 4.0 GPA will receive the Dean's Award.

PARTICIPATION IN COMMENCEMENT ACTIVITIES

Stockton University holds commencement activities every May. To participate in commencement, students must earn 36 credits by passing all the core courses and all the necessary electives.

ACADEMIC HONESTY

Academic honesty is a very serious issue. It is the responsibility of each student to review course specific policies as well as the University's policy on academic honesty. Unless specifically designated otherwise, all work is expected to be the student's own, independent effort. When in doubt about how to complete an assignment properly, students need to consult with the appropriate faculty member. The MACJ Program uses American Psychological Association (APA) reference style, and students are required to purchase the latest copy of the APA manual. Each student has the responsibility to learn the fundamentals of citation and what constitutes plagiarism; unintentionally plagiarized work may carry the same penalty as an intentionally plagiarized work. As such, students should be rigorous and pay close attention to correct methods of documentation required in the preparation of written and oral work. All borrowed information – facts, ideas, direct quotes, paraphrases, and summaries – needs to be clearly documented. Information found on the Internet must be documented just as carefully as that found in books or articles. Documentation takes the form of in-text citations, to identify the source and refer the reader to a Works Cited page at the end of the paper.

Any and all instances of academic dishonesty, intentional or unintentional, will be reported to the Office of the Provost. The University procedure for cases of academic dishonesty includes up to six steps, beginning with the faculty member determining alleged academic dishonesty. MACJ does have an Academic Integrity Committee (AIC) as is described in step 5a of the University policy. Students who are found to be responsible for a violation of academic honesty but are not dismissed from the program will have to satisfactorily complete any tasks assigned by the MACJ Academic Integrity Committee by the date set by the committee. Failure to do so will result in a registration hold being placed on the students' accounts and de-enrollment from any current classes.

GRADUATE STUDENT CODE OF CONDUCT

Graduate students are expected to follow the student code of conduct and behave in a professional and appropriate manner while on campus, at other University-related activities, and/or while conducting field work. Faculty and graduate students must treat each other with respect. Behavior and communication of any kind that can reasonably be interpreted to constitute an abuse of authority, is an egregious nuisance or intimidation, systematically interferes with the fair opportunity for others to express their views, or that persistently disrupts the educational process is not acceptable and will be subject to sanction by the

program and/or University. Offensive behavior or communication in a single instance that may not rise to the level of being actionable can be so if it is persistent.

At times, there will be passionate discussions regarding criminal justice issues in classes. This is a natural and important part of graduate educational discourse, as is the experience of sometimes being provoked, discomfited, and even offended by the views and expressions of others. Academic freedom is an essential element to course discussions and research at Stockton. However, if an instance rises to the level of disruption, intimidation, or an egregious nuisance, relief should be sought through working with the Program Chair to initiate a Graduate Faculty Review or through filing a complaint through the Office of Care and Community Standards.

More information about several other types of behavior that are prohibited among graduate students is available in the Student Handbook.

Graduate Faculty Review Committee

Students, faculty, or staff members who feel that a graduate student in this program has violated the Code of Conduct should approach the Office of Student Conduct about the problem. If the Office of Student Conduct finds the graduate student responsible for misconduct, the Program Chair will convene the Criminal Justice Faculty Review (CJFR) committee. The purpose of the CJFR is to consider student infringements of the program's policies and procedures. Full-time MACJ faculty members are eligible to review student infringements. The majority of the full-time MACJ faculty will review Code of Conduct violations and make recommendations to the appropriate members of the University administration.

RESEARCH AND ETHICS

If faculty and/or student research or scholarship involves contact with human participants, the research project requires pre-approval from the University's Institutional Review Board (IRB) before conducting the research.

GRADUATE INTERNSHIPS

The goal of the internship program is for students to gain valuable, on-site work experience at a criminal justice agency for academic credit. Students are given the opportunity to apply theoretical concepts in a practical, hands-on fashion by observing and contributing to the daily activities of operating agencies and organizations. Students may gain experience at internship locations such as, but not limited to, government agencies, police departments, prisons and jails, probation or parole offices, private security firms, judicial clerkships, legal offices and agencies involving legal administration, victim advocacy agencies, research and teaching-related institutions, offices of emergency management, and other first responder agencies.

Students in the Forensic Psychology or Homeland Security tracks will gain experience through an internship related to their track. Justice Studies students may choose from a wider variety of internship experiences.

Eligibility Requirements

Any MACJ graduate student with a 3.00 GPA or better who has completed at least 18 credits of MACJ coursework by the start of the internship and has not registered for an independent study while in the graduate program may be eligible for an internship. Students with a 3.00 GPA or better who have 15 credits completed prior to the start of the internship and have not registered for a graduate-level independent study may be eligible to proceed with an internship for credit on a case-by-case basis, decided by the Program Chair and the Internship Coordinator. Both the Program Chair and the Internship Coordinator may decline an internship opportunity based on maturity, behavior, or other relevant issues related to the student Code of Conduct.

Application Process

Students must first identify a particular area within the field of criminal justice that they would like to intern. Students intending to complete the MACJ program with a track in Forensic Psychology or Homeland Security must choose an internship that is related to their respective field. Next, prospective internship students should select agencies within that area that are accepting interns. MACJ faculty can provide information about agencies in the area that typically accept interns. Students may also consult other students, CJ career guides, the Stockton Career Center, the internet, etc. for ideas about possible internship opportunities in their area of interest. Once an opportunity is identified, students should find a MACJ faculty member who is willing to supervise the internship. This is usually the Internship Coordinator. Students are then responsible for applying for the internship with the Internship Coordinator. All internships must be approved by the Internship Coordinator.

Students are then responsible for applying directly with the desired agency, which may include drafting a cover letter, resume, completing application materials, and providing information for an in-depth background check directly to the desired agency.[1] Students are responsible for replying to all emails from the Internship Coordinator and agency officials in a timely manner or else the student may be disqualified from pursuing the internship.

[1] Ideally, the resume should list any background and/or experience that would qualify the candidate for an internship within the agency, and the cover letter should state the reasons for wanting to apply to a particular agency, what the applicant hopes to gain from the experience and how both the agency and the student will benefit from the internship. Students applying for internships within federal agencies may have to wait five or six months for security clearance. This should be taken into consideration when applying for any federal internship. Also, many criminal justice agencies require that applicants submit to a drug test or a criminal background check to be eligible to work within that agency.

Once arrangements for an internship have been made, students must meet with the Internship Coordinator to review the internship protocols and to sign, along with the Internship Coordinator, the internship contract. The contract must be completed, with all required signatures, before the internship can begin. This should be done before the start of the semester in which the internship is to occur.

Prospective internship students should complete the following to apply:

1. Identify areas of interest prior to internship, prior to relevant internship deadline;
2. Find a MACJ faculty member to supervise internship prior to internship, usually the Internship Coordinator, prior to relevant internship deadline;
3. Formally apply for the internship with the Internship Supervisor, prior to relevant internship deadline;
4. Formally apply directly to the agency, which may include a specific application, resume, cover letter, and background materials;
5. Correspond with agency prior to internship;
6. Obtain acceptance from agency prior to internship;
7. Complete internship contract with Internship Coordinator prior to internship.

Registration

A student may register for a maximum of three internship credits. Internship credits are applied as elective credits, and additional internship credits will not count toward students' graduation requirements.

Official course registration requires coordination between the applicant, Internship Coordinator and Assistant Dean of Social and Behavioral Sciences (SOBL). Students may register for the internship course only after they have secured the internship and the Internship Coordinator/ supervising faculty member has issued permission to register. The contract must be signed by the student and the Internship Supervisor. The Internship Coordinator/ supervising faculty member will issue the permission to register once all necessary paperwork is complete and will inform the student of the permit once it is granted, usually via email. The student is responsible for registering for it in a timely manner and before the first week of the semester. The student is not allowed to start work or training at the internship without having registered into the course (CRIM 5990). Students should not wait until the last minute to attempt to register for internship credit, as there will not be enough time to complete the application process.

Internship Deadlines

The deadlines to apply to the Internship Coordinator for an internship are March 1 for Summer, April 1 for Fall, and October 1 for Spring. Students must register for the internship by enrolling in CRIM 5990 by the end of the drop/add period for the semester in which they are interning.

Restrictions Related to Internships

Students should note the following restrictions related to completing an internship for credit:

1. Students may register for a maximum of three internship credits. Additional internship credits will not count toward students' graduation requirements.
2. Internship credits are applied as elective credits only.
3. Generally, students are not permitted to do an internship at their current place of employment. An exception to this rule may be made if the student can demonstrate that a) the internship supervisor at the agency will be different from his/her employment supervisor, b) the student will be working additional hours above and beyond his/her paid work hours to complete the internship, and c) the student's internship will involve doing a job different from what he/she does for pay.

Additional information about internships as well as the application deadlines can be found on the Social and Behavioral Sciences Internship page. Bill McKnight is the MACJ Internship Coordinator and can be reached at William.McKnight@Stockton.edu. His office is located in H-227.

GRADUATE ASSISTANTSHIPS

Graduate assistantships are available on a semester basis. Graduate assistants gain valuable experience and knowledge by working with a faculty member on a criminal justice-related research project.

Eligibility

Students with a minimum cumulative GPA of 3.5 who have been formally accepted and are matriculated into the MACJ program are eligible for graduate assistantships. Students must be enrolled in a minimum of three graduate credits hours to receive a graduate assistantship award.

Responsibilities and Compensation

A graduate assistantship requires approximately 2.5 hours of service per week for each credit of waived tuition. The tuition waiver is granted for graduate courses that the student is enrolled in during the semester of service. Students must be enrolled in a minimum of three credits hours to receive the tuition waiver. Individual responsibilities vary by research project and are set by the supervising faculty member. Graduate assistants use an online worklog to document tasks completed on a weekly basis. The completed log, with the supervising faculty member's signature, must be printed and turned into the Program Chair by the end of the week during the last week of classes. At the end of the semester, graduate assistants are required to present their work at the Graduate Research Symposium, held typically during April in Spring semesters and December in Fall semesters.

Application

Interested students need to complete an online application, sent out via email by the Program Chair, by March 31 for Fall semesters and October 31 for Spring Semesters.

Nomination of Awards

A committee of MACJ faculty nominates top applicants for graduate assistantship awards to the Office of Graduate Education. Nominations are based on merit, skills, and academic achievement, as well as faculty needs. The number of assistants and credits per assistantship awarded is determined at the discretion of the MACJ program, in conjunction with the Office of Graduate Education. Students will be notified of the program's decision by late April for Fall assistantships and early December for Spring assistantships.

Appendix A: MACJ Curriculum Worksheet

The Master of Arts in Criminal Justice program requires 36 credits and 3.0 cumulative average. MACJ courses require a B or better to receive credit.

Course sequencing (fall matriculation)

Fall year 1	**Spring year 1**
5315 Crime, Data, and Analysis	5206 Criminological Theory
5316 Research and Evaluation	5250 Law Enforcement and Policing OR 5420 Judicial Process
Track elective	Track elective
Fall year 2	**Spring year 2**
5214 Corrections	5250 Law Enforcement and Policing OR 5420 Judicial Process
5222 Victimology	5410 CJ Policy and Planning Capstone
Track elective	Track elective

Course sequencing (spring matriculation)

Spring year 1	**Fall year 1**
5206 Criminological Theory	5315 Crime, Data, and Analysis
5250 Law Enforcement and Policing OR 5420 Judicial Process	5316 Research and Evaluation
Track elective	5214 Corrections OR 5222 Victimology
Spring year 2	**Fall year 2**
5250 Law Enforcement and Policing OR 5420 Judicial Process	5214 Corrections OR 5222 Victimology
Track elective	5410 CJ Policy and Planning Capstone
Track elective	Track elective

Track courses / electives

Forensic Psychology	**Homeland Security**
Required (must take two): 5208 Forensic and Legal Psychology 5210 Forensic Psychopathology	Required (must take two): 5509 Fundamentals and Theories of Emergency Management 5540 Homeland Security Policy
Electives (must take 1): 5225 Criminal Psychology 5248 Drugs, Crime, and Criminal Justice 5260 Advanced Forensic Psychology Seminar	Electives (must take 1): 5328 Cyber Crime 5508 Terrorism 5521 Borders and Displacement 5306 Geographic Profiling and Analysis
Open elective: any course in MACJ program	Open elective: any course in MACJ program
Justice Studies	**Additional MACJ electives**
Any four MACJ electives	5368 Crime and Place 5800 Independent Study 5890 Advanced Independent Research/Publication 5990 Graduate Internship

Appendix B: Certificate Curriculum Worksheet

The certificate program requires 15 credits and 3.0 cumulative average. MACJ courses require a B or better to receive credit.

Certificate in Forensic Psychology

Track Required Complete both	5208 Forensic and Legal Psychology
	5210 Forensic Psychopathology
Electives Choose two	5225 Criminal Psychology
	5260 Advanced Forensic Psychology Seminar
	5348 Drugs, Crime, and Criminal Justice
Required Choose one	5214 Corrections
	5222 Victimology

Certificate in Homeland Security

Track Required Complete both	5540 Homeland Security Policy
	5509 Fundamentals and Theory of Emergency Management
Electives Choose two	5505 Terrorism
	5328 Cyber Crime
	5306 Geographic Profiling and Analysis
	5521 Borders and Displacement
Required Choose one	5206 Criminological Theory
	5250 Law Enforcement and Policing
	5315 Crime Data and Analysis