

Effective January 30th, 2015

The following policies are intended to help students understand the basic definitions, requirements, and expectations of Weber State University's Master of Criminal Justice Program. The underlying rule of these policies centers on the fact that just because something isn't mentioned or defined, doesn't mean students are free to engage in that behavior or are allowed to challenge a decision because its scope wasn't outlined in the program policies. Instead, the assumption is that if something is not mentioned or defined in these policies, students cannot engage in such behaviors or challenges. Instead, when questions arise that are not addressed within these policies, students are required to contact the Graduate Director or Department Chair for clarification.

Definitions and Conditions

Appeals procedure:

- Probation sanctions: A student may not appeal placement on Departmental Academic Probation: GPA Deficiency or Departmental Academic Probation: Academic Fraud. These are status changes based on quantitative, binary conditions and thus are not appealable.
- Suspension and dismissal sanctions: A student may appeal using the procedures outlined in the Student Code.

Authority for suspensions: The authority to levy the sanction of suspension lies solely with the MCJ Disciplinary Committee.

Concurrent sanctions: In any case where a student is subject to multiple sanctions according to these policies, all sanctions will be served concurrently. Example: if a student is simultaneously suspended for one (1) term under two different policies, each one (1) term suspension will be served during the same term.

Cumulative GPA: Standard GPA calculated from MCJ courses taken at WSU and transfer courses from other institutions that would be used to satisfy the 36 credit hours required for graduation from the MCJ program.

Deactivated: A student is removed from the program and not allowed to register for additional courses in the MCJ program. Students who are deactivated will be required to go through the entire application process to be considered for readmission to the program.

Dismissal: A student is removed from the program and not allowed to register for additional courses in the MCJ program. Additionally, students who are dismissed from the program are not allowed to reapply for the MCJ program.

Failing Grade:

- Core course: Any letter grade less than "B-"
- Elective course: Any letter grade less than "C-" or a second "C" grade (C-, C, C+) in a separate elective course from which the student is already carrying his/her one (1) allowed "C" grade.

Instructor of Record: The instructor that taught the course during the term of concern.

Notification of sanctions: Upon receiving a sanction under these policies and procedures, a note will be placed in the student's CatTracks—Notes by the MCJ Graduate Director. Additionally, the student will receive a Notice of Action, via the WSU e-mail system (student_name@weber.edu) and a copy of the Notice of Action will be placed in the student's file.

Term: A unit of academic time. Currently, the WSU MCJ program operates on semesters.

Term GPA: Standard GPA calculated from the courses taken during the most recently completed academic term.

Term of Suspension: If a student is suspended under these policies and procedures, the suspension will be served during the term subsequent to which the action is related to. Example: if a student is suspended for Academic Fraud during the Spring semester, the suspension will be effective for the Summer semester.

Program GPA Policy

Students are required to maintain a minimum cumulative GPA within the MCJ program of 3.0. This includes all courses that would be applied to the MCJ graduation requirements. Any student whose cumulative GPA drops below 3.0 will be placed on Departmental Academic Probation: GPA Deficiency.

Justification: A student with a cumulative GPA below 3.0 cannot graduate from the MCJ program.

Departmental Academic Probation: GPA Deficiency Procedure

Trigger: A student's cumulative GPA drops below 3.0.

Process:

The student remains on Departmental Academic Probation: GPA Deficiency status until his/her cumulative GPA is above a 3.0 GPA. This sanction entails:

- The student is ineligible for departmental graduate funding.
- The MCJ Graduate Director will evaluate the student's performance at the end of each term for:
 - Cumulative GPA
 - Current completed term GPA

While on Departmental Academic Probation: GPA Deficiency status, the student is expected to improve each semester to remedy the deficiencies. The student must achieve a term GPA of at least 3.0. If the student's term GPA is below 3.0, he/she will incur additional sanctions for each

semester that his/her term GPA stays below a 3.0 average. The additional sanctions are specified below:

- **1st semester with term GPA less than 3.0** – student suspended one (1) term
- **2nd semester with term GPA less than 3.0** – student suspended for three (3) terms
- **3rd semester with term GPA less than 3.0** – student dismissed from the program

Course Failure Policy

Students are required to pass their courses in a timely manner. The number of times a student may attempt a course is limited. If a student fails a course for any reason, he/she will be subject to Departmental Academic Sanction: Course Deficiencies. Students who cannot pass courses within the specified number of attempts demonstrate they are not suited for graduate studies and are dismissed from the program.

Justification: Students may not graduate with less than a “B” grade in any core course. Students may not graduate with less than a “C-” grade in any elective course. Students may have one (1) “C” type grade in an elective course (C-, C, C+). The goal is to help remedy deficiencies so the student can succeed. However, repeated failures demonstrate there may be a greater deficiency in the student’s preparation/ability for graduate work.

Departmental Academic Sanction: Course Deficiencies in Core and Elective Classes

Procedure

Trigger: A student receives a failing grade (see definition above) in a core or elective course.

Process:

A student who repeatedly fails a course will be given the opportunity to meet with the instructor of record to determine an action plan that will help his/her in passing the class. Failure to do so or repeatedly failing the same class will result in increased sanctions. The sanctions are specified below:

- **1st time failing a core or elective course:**
 - Student must meet with the Instructor of Record before the start of the next term to determine an action plan for passing the class. Meeting with the Instructor of Record is considered satisfactory and the student does not incur any additional penalties. The Instructor of Record will then write a letter to the Graduate Director (or the MCJ Disciplinary Committee if the Instructor of Record is the Graduate Director) specifying that the student has satisfactorily met with the Instructor of Record and they have collectively worked out a plan. If the student does not meet with the Instructor of Record or the Instructor of Record determines the student is being non-compliant and unwilling to do the work required to pass the course, the student will be suspended from the program for one (1) term.
 - Note: The Instructor of Record must articulate the student’s non-compliance to the MCJ Disciplinary Committee for the student to be suspended.
- **2nd time failing a core or elective course:**
 - The student will be immediately suspended from the program for one (1) term. This is a mandatory action.
 - Additionally, the student must meet with the MCJ Graduate Director and Instructor of Record (if the MCJ Graduate Director is the Instructor of Record, then the Department Chair will substitute for the MCJ Graduate Director) before the start of the next term to determine an action plan for passing the class. Meeting with the MCJ Graduate Director and Instructor of Record is considered

satisfactory and the student does not incur any additional penalties. The MCJ Graduate Director will then write a letter to the MCJ Disciplinary Committee specifying that the student has satisfactorily met with the MCJ Graduate Director and the Instructor of Record, and they have collectively worked out a student success plan. If the student does not meet with the MCJ Graduate Director and Instructor of Record or the MCJ Graduate Director determines student is being non-compliant and unwilling to do the work required to pass the course, the student will be dismissed from the program.

- Note: The MCJ Graduate director must articulate the student's non-compliance to the MCJ Disciplinary Committee for the student to be dismissed. The MCJ Graduate Director makes the determination if a satisfactory plan was developed in consultation with the Instructor of record, despite disagreement with the Instructor of Record.
- Note: If the course is an elective course, the student may elect to keep the poor grade and not retake the course so long as their cumulative GPA is above 3.0. This is the point where the student should be advised to make the decision to retake the course again or leave the grade.
- **3rd time failing a core or elective course:**
 - The student will be dismissed from the program. This is a mandatory action.

Academic Dishonesty Policy

As a graduate student, the general rules of acceptable academic behavior should be very clear. All forms of academic dishonesty, including cheating, plagiarism (www.plagiarism.org), and any other actions deemed by the Instructor of Record as specified in the assignment or syllabus are unacceptable and will be sanctioned most severely. Any student who commits egregious academic fraud as determined by the MCJ Disciplinary Committee in conjunction with the Instructor of Record will be sanctioned under the Departmental Academic Dishonesty procedure.

Justification: The Instructor of record has full academic freedom to run their course how they see fit, including course level sanctions for academic dishonesty. Academic dishonesty is unacceptable and demonstrates an inability and unwillingness to participate in the graduate academic process that the MCJ faculty wishes to deliver. Therefore, additional program level sanctions may be appropriate.

Departmental Academic Dishonesty Procedure

Trigger: The Instructor of Record reports to the MCJ Disciplinary Committee that an incident of egregious academic dishonesty has occurred in their course.

Process:

After the Instructor of Record reports the incident to the MCJ Disciplinary Committee, the MCJ Disciplinary Committee will meet with the Instructor of Record to investigate the incident. The MCJ Disciplinary committee will consider the current incident, as well as any previously report incidents of academic dishonesty in any course in the MCJ program. A student, who is found to have committed egregious academic fraud by the MCJ Disciplinary

Committee, after consultation with the Instructor of Record, is subject to the sanctions specified below:

- **1st time violation of academic dishonesty**
 - Three (3) semesters of Departmental Academic Probation: Academic Dishonesty. This carries the same sanctions as Departmental Academic Probation: GPA Deficiency except the term of the probation is fixed at three (3) terms, regardless of cumulative GPA. The student may not receive departmental funding, and must maintain a minimum term GPA of 3.0.
 - Suspension from the MCJ program for zero to one (0-1) terms as determined by the MCJ Disciplinary Committee in consultation with the Instructor of Record.
- **2nd time violation of academic dishonesty**
 - Permanent Departmental Academic Probation: Academic Dishonesty. This carries the same sanctions as Departmental Academic Probation: GPA Deficiency except the term of the probation lasts until the student graduates or is dismissed from the program, regardless of cumulative GPA. The student may not receive departmental funding, and must maintain a minimum term GPA of 3.0. If a student on permanent Departmental Academic Probation: Academic Dishonesty is deactivated and readmitted to the MCJ program, he/she will remain on probation.
 - Suspension from the MCJ program for one to two (1-2) terms as determined by the MCJ Disciplinary Committee in consultation with the Instructor of Record.
- **3rd time violation of academic dishonesty**
 - The student will be dismissed from the program.

MCJ 6260: Graduate Readings

MCJ 6260: Graduate readings is designed to allow tenured and tenure track faculty opportunities to collaboratively mentor graduate students in an in-depth, academic investigation of a topic in the faculty member's area(s) of scholarly interest. In order to qualify for MCJ 6260, a student must have completed all of the following:

1. have a tenured or tenure track faculty member from the Master of Criminal Justice Program submit a request to the Graduate Director of the Master of Criminal Program, inviting the student to collaborate on a Graduate Readings project
2. sign an agreement between the student, the faculty mentor, and the Graduate Director outlining the requirements and expectations of the approved graduate readings
3. be fully admitted to the Master of Criminal Justice Program
4. have an overall graduate GPA of 3.5 or higher
5. have successfully completed a minimum of 27 graduate credits

Once a student has been permitted to register for MCJ 6260, he/she must accomplish all of the following:

1. a minimum of 750 pages must be read on a topic agreed upon by the student and the faculty mentor (Note: the faculty mentor may require more than 750 pages, but cannot approve less than 750 pages)
2. the readings should encompass a broad range of academic material, ranging from sources such as academic journal articles, text books, government publications, etc. (the faculty mentor will have final approval of all required reading materials)
3. an academic research paper must be submitted by the student to the faculty mentor detailing what has been learned during the course of his/her readings – this academic paper must be a minimum of 30 pages long (excluding the cover page, abstract, charts/tables/diagrams/figures, references, and appendices), be empirically based, and focus on established fact - not personal opinion (Note: the faculty advisor may impose additional requirements and expectations to the academic paper as he/she sees fit)

MCJ 6260 Graduate Readings can only be taken once and is limited to three (3) credits