Master of Criminal Justice Program
Graduate Student Handbook and
Program Policies

WEBER STATE UNIVERSITY
Worthy of Your Dreams
# Table of Contents

1. Program Contact Information............................................................................................................. 1

2. Program Summary................................................................................................................................ 1
   a. Master of Criminal Justice Mission Statement.................................................................................... 1
   b. Program Learning Outcomes.................................................................................................................. 1
   c. Program Administration........................................................................................................................ 1
   d. Faculty................................................................................................................................................... 2

3. Admissions.............................................................................................................................................. 2
   a. Admissions Criteria................................................................................................................................. 2
   b. Admissions Calendar............................................................................................................................... 3

4. Advising and Student Services............................................................................................................ 3
   a. Advising................................................................................................................................................ 3
   b. Student Services................................................................................................................................... 4

5. Graduation Requirements.................................................................................................................... 4

6. Graduate Courses................................................................................................................................. 5

7. Financial Aid............................................................................................................................................ 9

8. Graduate Program Policies.................................................................................................................. 10
   a. Definitions and Conditions.................................................................................................................... 10
   b. Program GPA Policy.............................................................................................................................. 12
   c. Coursework and Graduation.................................................................................................................. 12
   d. Course Failure Policy............................................................................................................................ 13
   e. MCJ 6100: Contemporary Criminal Justice......................................................................................... 15
f. Academic Dishonesty Policy ................................................................. 15

g. Student Activity in the Program ........................................................ 16

h. Coursework in the First Semester ..................................................... 18

i. MCJ 6260: Graduate Readings ......................................................... 18

9. Academic Appeals Process .............................................................. 19
1. PROGRAM CONTACT INFORMATION

Weber State University
Department of Criminal Justice
1299 Edvalson St., Dept. 1206
Ogden, UT 84408-1206

801-626-6146 Phone
801-626-6145 Fax
http://www.weber.edu/cj/

2. PROGRAM SUMMARY

a. Master of Criminal Justice (MCJ) Mission Statement

The mission of the graduate program in Criminal Justice at Weber State University is to provide future leaders a broad and diverse educational experience that integrates the realities of practical field experience with strong theoretical foundations relevant to the diversity of professions within today's modern criminal justice system. Critical thinking, strong analytical skills, and effective communication are central to our task of preparing students for the historical, cultural, political, and economic challenges of shaping and leading the societies in which they live.

b. Program Learning Outcomes

- Analyze the key issues affecting our criminal justice system
- Synthesize and apply theoretical foundations
- Discriminate between various methodological techniques and their use

c. Program Administration

Dr. David Lynch - Professor, Department Chair
Dr. Bruce Bayley - Professor, Graduate Director
Dr. Scott Senjo - Professor, Admissions/Disciplinary Actions Chair
Faye Medd - Department Secretary
d. Faculty

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. David Lynch</td>
<td>Professor</td>
<td><a href="mailto:dlynch@weber.edu">dlynch@weber.edu</a></td>
</tr>
<tr>
<td>Dr. Scott Senjo</td>
<td>Professor</td>
<td><a href="mailto:ssenjo@weber.edu">ssenjo@weber.edu</a></td>
</tr>
<tr>
<td>Dr. Bruce Bayley</td>
<td>Professor</td>
<td><a href="mailto:bbayley@weber.edu">bbayley@weber.edu</a></td>
</tr>
<tr>
<td>Dr. Brent Horn</td>
<td>Associate Professor</td>
<td><a href="mailto:brenthorn@weber.edu">brenthorn@weber.edu</a></td>
</tr>
<tr>
<td>Dr. Brad Reynolds</td>
<td>Associate Professor</td>
<td><a href="mailto:breyns@weber.edu">breyns@weber.edu</a></td>
</tr>
<tr>
<td>Dr. Molly Sween</td>
<td>Assistant Professor</td>
<td><a href="mailto:mollysween@weber.edu">mollysween@weber.edu</a></td>
</tr>
<tr>
<td>Dr. Mark Denniston</td>
<td>Assistant Professor</td>
<td><a href="mailto:markdenniston@weber.edu">markdenniston@weber.edu</a></td>
</tr>
<tr>
<td>Dr. Monica Williams</td>
<td>Assistant Professor</td>
<td><a href="mailto:monicawilliams@weber.edu">monicawilliams@weber.edu</a></td>
</tr>
<tr>
<td>Michael Chabries</td>
<td>Assistant Professor</td>
<td><a href="mailto:mchabries@weber.edu">mchabries@weber.edu</a></td>
</tr>
</tbody>
</table>

3. ADMISSIONS

Admission to the fully On-line Master of Criminal Justice program is open to all applicants from all undergraduate degrees granted by a regionally accredited college or university. As an applicant, you will be evaluated on past academic performance (GPA - a minimum overall GPA of 3.0 is required of all applicants), personal Letters of Recommendation, and overall experience in the criminal justice field or other related areas of expertise. The GRE is not required for admission to our program.

a. Admissions Criteria

Prior to being considered for admission, the Criminal Justice Department must be in receipt of the following materials:

- A completed [application to the Master of Criminal Justice program](#)

- Pay the Graduate Application Fee: $60

- Official transcripts from all colleges/universities attended uploaded to the university’s on-line application system (if you’re a Weber State University graduate, call the records office and request that all of your transcripts be sent to the Department of Criminal Justice)

- A resume or vita (be sure to include a current e-mail address)
• A written personal statement explaining interest in the program (2-3 double-spaced pages detailing how your past academic, professional, and personal experiences have prepared you for graduate work in general and our program in particular).

• Three (3) Letters of Recommendation (submitted to the university’s on-line application system - one letter MUST be from a full-time professional academic)

• TOEFL (for those who are not International Students, but for whom English is not their primary language)

**International Students**

In addition to the above requirements, International Students must also complete the following:

- TOEFL

- Application to the [WSU International Student and Scholar Center](#)

**b. Admissions Calendar**

Admission applications for entry into the Master of Criminal Justice Program are accepted on a continual basis. The Graduate Admissions Committee meets at the end of each month when classes are in session (except during the summer) and admissions deadlines for each semester are listed below:

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
<th>Summer Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Friday of July</td>
<td>Last Friday of November</td>
<td>Last Friday of March</td>
</tr>
</tbody>
</table>

4. **ADVISING AND STUDENT SERVICES**

**a. Advising**

Advising in the Master of Criminal Justice Program is done with the Graduate Director. Should you have any questions or concerns, please feel free to contact the Director at anytime. If the Graduate Director is unavailable or you would prefer
to speak with someone else, students should contact the Department Chair for assistance.

b. Student Services

The Student Affairs Office at Weber State University offers a number of student support services that students in the Master of Criminal Justice Program can take advantage of. Some of these services include:

- Tutoring
- Testing Centers
- Computer Labs
- Career Services

5. GRADUATION REQUIREMENTS

The Master of Criminal Justice degree requires the completion of 36 semester hours. You must take four core courses totaling 12 semester hours, receiving a grade of “B-” or better in each course. Any core course in which you receive a grade lower than a “B-“ must be retaken.

A minimum overall GPA of 3.0 for all courses is required for graduation and students must be enrolled for at least one graduate credit during their last semester.

The required core courses are:

- MCJ 6000 Criminal Justice Statistics (3 credits)
- MCJ 6100 Contemporary Criminal Justice (3 credits)
- MCJ 6110 Research Methods in Criminal Justice (3 credits)
- MCJ 6120 Theories of Crime and Delinquency (3 credits)

The remaining 24 semester hours will be selected from elective courses of interest to you. You are allowed to receive one “C” grade in any of your elective courses (C-, C, C+). All remaining elective courses must be completed with a grade of “B-“ or better.
Also, students are limited to a combined total of 6 credits for all trip, workshop, or conference related courses and 3 credits for directed readings. Any courses taken beyond the 6 credits or 3 credits limits will not count towards graduation.

6. GRADUATE COURSES

**MCJ 6000. Criminal Justice Statistics (3)**

Criminal Justice Statistics is a focus on the role of data collection and analysis in formal, empirical research projects. The course begins with a review of statistical applications including measures of central tendency, dispersion, and hypothesis testing. The course concludes with an examination of more complex analytical tools such as MANOVA, Factor Analysis, Path Analysis, and Logistical Regression. Students will review various styles of multivariate analysis in peer-reviewed scholarly literature as well as use computing resources to conduct their own multivariate analysis of a criminal justice dataset.

**MCJ 6100. Contemporary Criminal Justice (3)**

Course provides an analysis of the policies and practices of agencies of the criminal justice system including the police, prosecution, courts and corrections. Additionally, the latest technology and developments in the field of criminal justice will be addressed.

**MCJ 6110. Research Methods in Criminal Justice (3)**

Course teaches quantitative and qualitative research design, data collection and analysis techniques, and research presentation and dissemination methods. Descriptive and inferential statistics will be covered as well as basic computer applications in criminal justice.
MCJ 6120. Theories of Crime and Delinquency (3)

Course focuses on a review of classical and current theories of criminology and delinquency and the underlying assumptions of each. Advancements in profiling and classification as well as other applications of theoretical models will be studied.

MCJ 6130. Law and Social Control (3)

Course focuses on the nature of law and legal institutions and the relationships between law and social control. Concepts of law and justice from the perspectives of its effects on the American criminal justice system will be investigated as well as the public policy concerns of laws and their relationship to our society.

MCJ 6140. Technology and Innovation in Criminal Justice (3)

Course explores the latest developments in technology and innovations in criminal justice. Included will be current developments in forensic science, i.e. DNA and the use of computer applications in criminal justice. Specific topics will be adjusted as new technologies arrive. Emphasis will be on impact and management rather than the strict science of the protocols.

MCJ 6150. Diversity Issues in Criminal Justice (3)

Course will sensitize and educate criminal justice professionals to issues of diversity. It explores the cross-cultural contact that criminal justice professionals have with citizens, victims, suspects, and co-workers, and the influence of culture, race and gender in the criminal justice field.
MCJ 6160. Seminar: Criminal Justice Policy Analysis (3)

Course focuses on crime as a political issue and examines how conflicting political philosophies influence criminal justice policy. Emphasis will be placed on how decisions in politics affect criminal justice organizations and how these decisions can be influenced by executive managers.

MCJ 6170. Seminar: Juvenile Justice (3)

Course examines the origins and development of the juvenile justice system with particular emphasis on the current policies and practices of the agencies which process young offenders through the juvenile system. Course examines a variety of political initiatives designed to reduce the jurisdiction of the juvenile court, enhance the due process rights of juveniles, and create a more punitive approach in the juvenile justice system.

MCJ 6180. Seminar: Contemporary Legal Issues (3)

This course exposes students to current law impacting criminal justice professionals. Topics will change depending upon current legal developments, but will include the general areas of corrections, law enforcement, employment, civil liability and criminal procedure.

MCJ 6190. Seminar: Legal Foundations of Criminal Justice (3)

Broad survey of foundational legal topics relevant to criminal justice, including: criminal law, search and seizure, bail, right to counsel, self-incrimination, lineups, responsibilities of courtroom legal actors, speedy trial, impartial jury, plea bargaining, double jeopardy, sentencing law, inmate rights, juvenile law, death penalty law, and basic rules of evidence.
MCJ 6210. Seminar: Judicial Administration (3)

Course exposes students to the dynamics of the American criminal courthouse. Students will examine how defense attorneys, defendants, prosecutors, judges, juries and others interact and contribute to America’s version of criminal case disposition. Course also examines the mechanics of criminal case processing, as well as how the court system is supposed to work, how it really does work, and the implications for American democracy.

MCJ 6220. Seminar: Contemporary Law Enforcement (3)

From the response and investigation of crimes committed, to the theory and practice involved in crime prevention, this course studies the development, theory, history and contemporary organizational structure of America’s law enforcement organizations.

MCJ 6230. Seminar: Contemporary Corrections (3)

Course provides an analysis of critical problems confronting contemporary adult corrections agencies. Course examines the problems of institutions, the affect of judicial intervention in corrections, alternatives to incarceration, and the political milieu in which this occurs.

MCJ 6240. Criminal Justice Planning, Budgeting, and Evaluation (3)

Course focuses on the planning, budgeting, and evaluation process in criminal justice organizations. Course examines both strategic and policy planning issues to include establishing organizational goals, budgeting, program implementation, evaluation and review.
MCJ 6250. Topics in Criminal Justice (1-3) Variable Title

Course focuses on a special issue or topic in criminal justice. A new topic/issue will be selected each time the course is offered. Maximum of 10 credit hours.

MCJ 6255. Great Thoughts in Criminal Justice (3)

This course explores the broader context of criminal justice studies and concepts through the writings of significant authors and thinkers. Readings will focus on subjects such as justice, punishment, law and social control. Students will be expected to read extensively and participate in analysis and discussion.

MCJ 6260. Graduate Readings (3)

Course allows the student to examine the scholarly literature on a subject of special interest under the supervision of faculty. Reading list and accompanying assignments must be approved by the supervising faculty member. Periodic progress meetings will be scheduled throughout the semester. Maximum of 6 credit hours.

MCJ 6810. Experimental Course (1-3)

Maximum of 6 credit hours.

7. FINANCIAL AID

While the Master of Criminal Justice Program and the Criminal Justice Department do not offer financial aid opportunities for graduate students as this time, we encourage student to contact the Financial Aid and Scholarships Office at Weber State University for Federal Aid and Scholarship funding possibilities.
8. GRADUATE PROGRAM POLICIES

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 is the belief that should something be missing or not defined within these documents, students, by default, 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.

a. Definitions and Conditions

Appeals: The right of a student to challenge the Graduate Disciplinary Committee’s decision to place that student on: a) Probation for GPA Deficiency or b) Departmental Academic Probation. All student appeals must follow the procedures outlined in the Student Code.

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

Concurrent sanctions: In any case where a student is subject to multiple sanctions according to the MCJ program 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.
b. 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 dismissed from the program

c. Coursework and Graduation

In order to ensure our graduates are current in the field of criminal justice, any completed coursework more than six (6) years old will not count towards completion of the degree.
d. 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 if they have more than one (1) “C” type grade in their elective courses (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:
  o 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 or 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.
e. MCJ 6100: Contemporary Criminal Justice

All in-coming students must take MCJ 6100 in their first semester.

Students who fail MCJ 6100 in their first semester (any grade less than a B-) CANNOT enroll in any additional coursework, except MCJ 6100, until MCJ 6100 has been passed (see the Course Failure Policy above for additional sanctions).

f. 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 appropriately. Any student who commits 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 Instructors of Record have full academic freedom to run their courses in accordance with University policies, 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 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 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 sanction 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.

- 2\textsuperscript{nd} time violation of academic dishonesty
  - Permanent Departmental Academic Probation: Academic Dishonesty. This carries the same sanction 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.

- 3\textsuperscript{rd} time violation of academic dishonesty
  - The student will be dismissed from the program. This is a mandatory action.

**Note:** Notwithstanding the foregoing, in certain circumstances, the MCJ Disciplinary Committee may find that a single event of academic fraud is so egregious that immediate suspension or dismissal from the program is warranted.

**g. Student Activity in the Program**

Students in the Master of Criminal Justice Program are expected to make consistent progress towards the completion of their degree. To this end, students must finish their degree requirements within nine (9) semesters from the semester of acceptance (for example, if you were accepted into the program starting in the Fall semester, 2015, you must complete your degree requirements by the end of the Summer semester, 2018). A student may request a one (1) semester extension by submitting an official written and signed “Request for Extension” to the Graduate Director. This written and signed request must be accompanied by all official documentation verifying the extenuating circumstance and its impact on the student’s ability to successfully complete his/her degree in
the required time frame (Note: a “Request for Extension” that does not contain supporting documentation will not be considered).

The graduate program also realizes there may be circumstances that prevent a student from taking courses in a given semester. Should that be the case, please be aware of the following restrictions and requirements:

1. Students who do not take courses for one semester, but take courses the following semester, do not need to contact the graduate program.

2. Students who do not take courses for two sequential semesters must contact the Graduate Director in writing prior to the beginning of the second missed semester and request an “Official Leave of Absence.” In this written and signed “Official Leave of Absence” request, the student must explain the reason(s) for the leave and provide an official date of return (time spent on an “Official Leave of Absence” does not suspend the nine semester graduation requirement). The Graduate Director may approve or disapprove the absence request, or forward the request to the Graduate Admissions Committee. If the Graduate Director disapproves an absence request, the Graduate Admissions Committee must also review the request. Decisions on the absence request made by the Graduate Admissions Committee are final.

3. Students who miss two sequential semesters and either do not request an “Official Leave of Absence” or have had such a request denied, will be referred to the Graduate Admissions Committee for deactivation from the graduate program. This action will take place during the 4th week of the second semester of absence from the program. Appeals to this action must be submitted in writing to the Graduate Director prior to referral to the Graduate Admissions Committee.

4. Students who miss three sequential semesters, regardless of having received a leave of absence for the previous two semesters will be referred to the Graduate Admissions Committee for deactivation from the graduate program. This action will take place during the 4th week of the third semester of absence from the program. Appeals to this action must be submitted in writing to the Graduate Director prior to referral to the Graduate Admissions Committee.

5. Students who have been deactivated from the graduate program for lack of participation may apply for readmission to the graduate program by submitting a new application, with associated required materials and fees. Transcripts from the WSU MCJ program must be submitted with
the new application and past performance in the program will be considered as part of the readmissions process.
6. Students who have re-applied, and been accepted for re-admission, will be considered new students, subject to the program catalog in effect for the semester of their readmission. Students have nine (9) semesters from the semester of readmission to complete the program. Courses taken previously in the WSU MCJ program will count toward completion of the degree after re-admittance as long as such courses comply with the stipulation outlined in Section 8, sub-section c.

h. Coursework in the First Semester

All in-coming students are limited to no more than three (3) graduate courses during their first semester so they can acclimate to the demands and expectations of graduate level work. After the first semester, students wishing to take more than three (3) graduate courses in any given semester must contact the Graduate Director for approval. Allowing to students to take more than three (3) graduate courses per semester is at the discretion of the Graduate Director.

i. 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.

9. ACADEMIC APPEALS PROCESS

All academic appeals must follow the procedures outlined in the Weber State University Policy and Procedures, Student Code 6-22, Section VII E.1.d.