MACCJ Student Handbook

2024-2025 Academic Year

Master of Arts in Criminology and Criminal Justice

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*Please note that this Handbook supplements the University's Student Handbook. In the event of a conflict, the University's Handbook governs. It is available online at Student Handbook : SLU - Saint Louis University.

Saint Louis University Mission

The mission of Saint Louis University is the pursuit of truth for the greater glory of God and for the service of humanity. The University seeks excellence in the fulfillment of its corporate purposes of teaching, research, health care and service to the community. It is dedicated to leadership in the continuing quest for understanding of God's creation and for the discovery, dissemination and integration of the values, knowledge and skills required to transform society in the spirit of the Gospels. As a Catholic, Jesuit University, this pursuit is motivated by the inspiration and values of the Judeo-Christian tradition and is guided by the spiritual and intellectual ideals of the Society of Jesus.

School of Social Work Mission

Saint Louis University School of Social Work prepares criminology and criminal justice students for professional practice with a commitment to social justice and the empowerment of vulnerable and oppressed populations. The School strives for a dynamic community of learning with excellence in teaching, research, and service (passed by School of Social Work Faculty Assembly, May 2008).

School of Social Work Goals Specific to Criminology and Criminal Justice

1. To use knowledge, values, and skills in criminology and criminal justice practice,
2. To contribute to the advancement of knowledge of the profession, and
3. To use skills, talents, and time in pursuit of social justice in the community.

Criminology and Criminal Justice (CCJ) Programs

- Bachelor of Arts in Criminology and Criminal Justice (BACCJ)
- Minor in Criminology and Criminal Justice
- Accelerated Bachelor of Arts to Master of Arts in Criminology and Criminal Justice
- Accelerated Bachelor of Arts in Criminology and Criminal Justice to Juris Doctorate
- Master of Arts in Criminology and Criminal Justice (MACCJ)
- Master of Arts in Criminology and Criminal Justice (MACCJ) & Master of Social Work (MSW) dual degree program.

Master of Arts in Criminology and Criminal Justice (MACCJ) Program Administration

Noelle E. Fearn, PhD …… Dean, School of Social Work
Dyan McGuire, JD, PhD …… Director, Master of Arts in Criminology and Criminal Justice
Jasmine Maloney, BS…… Program Coordinator

Dean of the School of Social Work's Welcome

Welcome to Saint Louis University's School of Social Work! The School shares the University's mission to educate the whole person and provide leadership in the discovery, dissemination and integration of values, knowledge and skills needed to instill a passion for lifelong learning and transform our society in the Jesuit tradition. Our School pursues this goal by providing learning-teaching-service environments, both in the classroom and in the community, that nurture, strengthen, and sustain creative intellectual, emotional, social, spiritual, and technical abilities and interests. We encourage and support innovative scholarship and research. We actively engage in community service, linking the School and its resources to local, regional, national, and international communities to eliminate ignorance, poverty, injustice, and hunger, to improve community life, and to solve difficult problems. We are thrilled for you to join us, to walk with us, and to work together with us as we seek to advance both the School's and the University's shared mission, and to serve with and for our community and the people to which the School's disciplines – social work, applied behavior analysis, criminology and criminal justice – and the professions associated with these disciplines are dedicated.

Noelle E. Fearn, PhD
Professor and Dean of the School of Social Work

MACCJ Program Director's Welcome

Welcome to the Master of Arts in Criminology and Criminal Justice Program at Saint Louis University! Thank you for choosing our program as your partner in graduate education. A hallmark of the Jesuit approach to education is *cura personalis*—care for the whole person. It is our hope that in the MACCJ Program you will experience a well-rounded, personalized education that prepares you to engage in criminal justice in a way that brings beneficial change to the wider community. Here in the SLU MACCJ program you will learn about being a "person for others" while being empowered and supported to achieve your own professional goals.

The preparation process in the MACCJ program will be rigorous and intellectually challenging. Our program offers a unique opportunity for MACCJ students to learn effective, evidence-based practices that provide social justice for all. This distinctive learning environment is rooted in intensive teaching, mentoring, and experiential learning as well as in rich peer-learning opportunities with your classmates, your colleagues, and the communities we all serve.

This MACCJ Handbook contains important and detailed information about our program and policies, so please take some time to read and review it. The MACCJ Handbook is updated frequently to reflect changes made in various university, college, and program policies or processes; you will be notified if ***significant changes*** occur during the academic year. As always, please feel free to contact me with questions or concerns.

Dyan McGuire, JD, PhD
Associate Professor of Criminology & Criminal Justice
Director, CCJ Programs

Academics

The following policies and procedures have been adopted by the Masters of Arts in Criminology and Criminal Justice (MACCJ) program in the School of Social Work (SSW) and are meant to reflect the rights and responsibilities of students, faculty and staff. While the information that follows is the best reflection of MACCJ program policies as they currently exist, the administration and faculty of the MACCJ program and the SSW reserve the right to modify any policy through the appropriate channels. This flexibility is meant to maintain our student-focused mission and to provide the necessary means to maintain the integrity of our learning environment.

Academic Integrity

The Criminology and Criminal Justice (CCJ) Program expects all students to adhere to Saint Louis University's academic integrity policy (Interim Revised for Academic Year 2023-2024 and any final policy upon approval). Only key portions of this policy are excerpted here; the policy, in its entirety, along with all other University Academic Affairs policies may be found on the Provost's webpage. See academic-integrity-policy.pdf (slu.edu).

Saint Louis University is a community of learning in which integrity and mutual trust are vital. Since the mission of the University is "the pursuit of truth for the greater glory of God and for the service of humanity," acts of falsehood violate its very reason for existence. They also demean and compromise the activities of teaching, research, health care and community service that are its primary mission. Since the University seeks to prepare students and faculty for lives of integrity and occupations of trust, it regards all acts of academic dishonesty as matters of serious concern. Such dishonesty also undermines the academic assessment process, which in turn impairs the ability of the University to certify to the outside world the skills and attainments of its graduates. Such dishonesty allows those who engage in it to take unfair advantage of their peers and undermines moral character and self-respect.

To summarize, academic integrity is honest, truthful and responsible conduct in all academic endeavors. Examples of violations of academic integrity include but are not limited to falsification, plagiarism, cheating, sabotage, collusion, or concealment.

Academic integrity is honest, truthful and responsible conduct in all academic endeavors.

Students are responsible for adhering to University and Programmatic standards of academic integrity, helping to create an environment in which academic integrity is respected, and reporting violations of the policy to instructors, department chairs, or administrators, as appropriate.

Reporting and Adjudicating Violations of Academic Integrity

Where there is clear indication of such dishonesty, members of the SSW community have an obligation to report the incident to the appropriate faculty member or administrator. An appropriate investigation involving all of the following will occur.
Maintenance of confidentiality
Formal charges of violations of academic integrity
Notification of charges
Definition of the roles of faculty, administrators, students, staff and students in the proceedings

Opportunity for response by those charged
Opportunity to waive a hearing
Procedures to avoid conflict of interest
A hearing
Notification of findings

Sanctions are to be commensurate with the nature of the offense and with the record of the student regarding any previous infractions. Possible sanctions for a violation of academic integrity include, but are not limited to, having a failing grade assigned for an assignment or the class, disciplinary probation, suspension, and dismissal from the University. In extraordinary circumstances, the University reserves the right to withhold or revoke a degree in consultation with the academic unit as appropriate. There is no statute of limitations for degree revocation.

Procedures specific to School of Social Work degree programs (including the MACCJ program) for cases involving academic dishonesty are as follows:

In the event of academic dishonesty, individual professors can decide either to handle the disciplinary situation themselves or to refer the situation for an academic review to the Chair of the Student Affairs Committee (SAC). Any faculty on the SAC that is directly involved in the situation should recuse themselves from that case. Following the referral, the Chair convenes the faculty of the Committee and the full Committee meets with the student. The meeting will function as both a learning experience and a fact-finding endeavor. After the meeting with the students and considering any evidence related to the case, the Committee will devise a plan to assist the student in future academic success and may recommend sanctions designed to ensure accountability and fairness. The student can invite one person as an "advocate" to the academic review meeting. Possible outcomes of the meeting could include an "F" on the assignment, additional work requirements targeting learning around the work and academic dishonesty related to the course/assignment, an "F" in the course, academic probation, or dismissal from the program. The Student Affairs committee will forward a report with recommendations to the Dean of the School of Social Work, as well as the Program Director of the program where the course is housed. The Program Director will make the final decision and meet with the student and provide a letter or contract. Documentation will be placed in the student's academic record. It is shredded upon graduation. The student is able to appeal the decision within 10 days through a written letter to the Dean of the School of Social Work.
Please note that these provisions may be superseded by the University's Academic Integrity policy upon its completion/implementation.

MACCJ Program Curriculum

Course Number	Course Title
Core Courses (15 credit hours total)	
CCJ 5000	Criminological Theory
CCJ 5100	Ethics in the Administration of Justice
CCJ 5200	Research Methods
CCJ 5300	Proseminar in Criminal Justice
CCJ 6400	Issues in Jurisprudence

Concentrations (select one for 12 credit hours total)

Students may choose **one** of the following concentrations depending upon their career aspirations:

Cybersecurity
Emergency Management
Organizational Leadership
Strategic Intelligence
Treatment and Rehabilitation

Please consult Appendix C for the requirements for each concentration.

CCJ Elective Courses (select 2 for 6 credit hours total)

Options may include:

CCJ 5910 Criminal Justice Internship
CCJ 5990 Thesis Research
CCJ 6000 Issues in Policing
CCJ 6100 Issues in Corrections

Students should consult Appendix C for a fuller discussion of all of their elective options.

Total Credit Hours for the MACCJ degree, 33 (minimum)

Change of Concentration

To initiate a change of concentration the student must notify the MACCJ Program Director of their intent. It is not necessary for the student to submit any new application materials. The student must complete the ***Petition to Amend the Graduate Program*** form and submit the completed and signed form to the MACCJ Program Director for approval. Changing concentrations could delay graduation.

Independent Study Courses

A student may pursue an area of interest in an in-depth way by taking an independent study with a graduate faculty member in the MACCJ program and/or the School of Social Work. The independent study course plan should **not** replicate any existing course offered within the program/School. It is the responsibility of the student to engage a graduate faculty member knowledgeable in his/her area of interest and willing to offer such a course. Additional requirements include a formal syllabus per the MACCJ program's format. The description should identify the nature of the course, content areas, learning objectives, reading list, schedule of meetings, and methods of evaluation. The syllabus and contract are to be signed by the student and the graduate faculty member and then submitted to the MACCJ Program Director. Forms for independent study courses are available on the School's Google Site or from the MACCJ Program Director. The regular grading policy of the MACCJ program – detailed in this Handbook – will apply. In general, students will not be allowed to take more than one (1) independent study course.

MACCJ Program Policies and Procedures

Admission Status

Students may be fully admitted, conditionally admitted or admitted on probationary status. Conditionally admitted students are fully admitted upon resolving the condition of their admission (e.g., submission of an official transcript). Students who fail to resolve the condition in a timely fashion may have their offer of admission withdrawn. Students who show promise but do not currently meet admission criteria as determined by the Criminology and Criminal Justice program will be admitted on probationary status. These admission criteria include:

- Minimum cumulative GPA of 3.0
- Strength of undergraduate/previous graduate preparation
- Three strong academic and/or professional references
- A thoughtful and well written professional statement
- Employment/volunteer/practicum experiences in human, health, or social services
- Motivation, leadership, and service potential
- Personal and professional maturity

Students admitted on probationary status will be informed of this fact and will be apprised of any special conditions relevant to their status. No student on probationary status may register for more than six credit hours during their first semester and must maintain a 3.0 cumulative GPA. Students on probation are not eligible for internship opportunities.

Failure to earn/maintain a 3.0 GPA or meet any other requirement of their probationary status may result in dismissal from the program. The Program Director will inform affected students of their dismissal from the program in writing. Students will have 10 days from the date of the notification to appeal the decision in writing to the SSW Associate Dean for Academic Affairs. The SSW Associate Dean will review the record to ensure that the dismissal comports with the University's and the Program's policies. The SSW Associate Dean's decision is final and will be communicated in writing to the student within 10 days of receiving the student's appeal.

Students who earn a GPA of 3.0 after completing 6 credits of MA CCJ course work and fulfill all other conditions of their probation will be removed from probation. Students who successfully complete their probation will be informed in writing that they are now fully admitted and may register for classes and avail themselves of internship opportunities like any other fully admitted student.

Advising

Following acceptance into the MACCJ program, every new student must meet with the Program Director for an initial advising and registration appointment. MACCJ students should contact the Program Director to arrange a mutually convenient time to meet. Any later changes in registration (e.g., adding, dropping, or changing courses) should be discussed with the Program Director in advance.

Registration

All students will have an advising meeting with the Program Director prior to registering for classes. After this meeting, students are required to register themselves Online in the SLU Banner Self-Service system. If students encounter difficulties in registering themselves, they should ask the Program Coordinator for assistance. Registration for the spring semester generally takes place in November. Registration for both summer and fall semesters usually takes place in April.

Students are reminded that they are responsible to ensure that all degree requirements are met. Students should regularly check their Degree Evaluation to determine which requirements remain unmet. Problems with the Degree Evaluation should be raised with the Program Director and/or the Program Coordinator upon discovery.

Please note, MACCJ course schedules and semester time frames do not always follow Saint Louis University's graduate school calendar depending on the concentration selected by the student. Step-by-step process for registration can be found on the Registrar's Office webpage.

Grades, Grading and Registration Policies

There is no uniform grading scale in the School of Social Work or any of its programs, including the MACCJ program. Faculty members/instructors have academic freedom to determine grading scales for each class. The following policies apply to the MACCJ program:

1) The grading system in the MACCJ program for academic courses consists of the following letter grade system: A, A-, B+, B, B-, C+, C, C-, and F. Students earning less than a C- in any class will receive no credit for the class and must repeat the class in accordance with the degree requirements.

2) The grades of P and NP carry no grade point equivalents and are not calculated in a student's overall grade point average (GPA).

3) A grade of I (Incomplete) is given only in unusual circumstances and at the discretion of the instructor. The student must complete and sign a copy of a **Petition for Course Extension** form (available on the Registrar's Office webpage) which states the reason for the incomplete work and specifies the date by which the incomplete coursework will be completed. A grade of I must be replaced by the date specified by the instructor, but no later than the end of the following semester, or an F or NP grade will be recorded for the course. Semesters are considered as regular (Fall and Spring) semesters under this provision.

4) A student with three or more outstanding incompletes may not register for additional courses.

5) A student may withdraw from an academic course with a grade of W before or on the date of the "Last day to withdraw" as specified in the Saint Louis University Schedule of Classes by completing and submitting a ***Change of Registration*** form. The deadline for withdrawing from an academic course during the semester is usually the Friday of the sixth week of classes; consult the SLU Academic Calendar online in the semester a withdrawal is being sought to find the exact deadline.

6) A student who withdraws may be entitled to a partial refund according to the University's established refund policies. Students should consult the Tuition and Refund Schedule published online by the University for each semester.

7) Cancellation of registration that entitles the student to a tuition refund will be approved by the MACCJ Program Director only in rare and extraordinary circumstances, such as a serious illness or death in the family.

8) A student receiving a grade below a C- (e.g. F or NP) in any required course must retake the failed course.

9) A student who earns below a C- an elective course will consult with his/her advisor to select a replacement course. This may be either the same course or an appropriate alternative.

10) A student must maintain a cumulative GPA of 3.0 and do minimally acceptable work (C- or better) in all courses to be in good academic standing in the MACCJ program.

11) A student whose cumulative GPA falls below 3.0 or who receives a grade of F in an academic course will automatically be placed on academic probation. Students on academic probation may only register for 6 credits per semester.

12) Students on academic probation must remove the probation by raising their GPA to a minimum of 3.0 within the next 12 credit hours of course enrollments or the student will automatically be dismissed from the MACCJ program.

13) A student who at any point has received two Fs shall be automatically dismissed from the MACCJ program.

14) A student dismissed for any of the reasons enumerated in this section may file a written appeal to the SSW Associate Dean for Academic Affairs within 14 days of grades being released to students. The appeal should specify the extenuating circumstances that would account for the student's previous performance and provide evidence that the student currently has the ability to complete the program successfully. The decision of the SSW Associate Dean for Academic Affairs will be final.

15) A student must have at least a 3.0 cumulative GPA in order to graduate.

Graduation

Students planning to graduate must apply online to graduate and complete an ***Application for Degree*** form early in the semester in which they plan to graduate. Notices regarding the availability of applications and due dates will be announced on the School of Social Work's Google Site, posted, and emailed to students. This application is required and provides the address for where diplomas should be sent.

Pre-Commencement and Commencement Ceremonies

There are pre-commencement and commencement ceremonies held every year in December and May. The pre-commencement ceremonies are held prior to the university-wide commencements. Students completing their degree in May or August are invited to the pre-commencement and commencement ceremonies in May or December. Students completing their degree in August and December are also invited to the December and following May graduation ceremonies. All graduating MACCJ students who participate in pre-commencement and/or commencement ceremonies are required to buy a cap, gown, and hood. At the pre-commencement ceremonies, student's names will be individually read and they will be "hooded" as is the custom for master's graduates. Graduation regalia can be obtained in advance at the annual Graduation Fair at the SLU Barnes and Noble bookstore.

Professional Competence

"Professional competence" refers to expected behaviors that are required of Saint Louis University School of Social Work students (including MACCJ students) who are also developing as professionals. Students are expected to maintain positive and constructive interpersonal communications and relationships with faculty, students, staff, and the community. Students are expected to positively contribute to the academic learning environment within the classroom, school, and in the community. This includes respecting diversity and not participating in any form of discriminatory actions. As a student in a professional school, emotional stability is necessary for education, training, and practice. Conducting oneself with integrity and resolving conflict in a respectful manner are also demonstrations of professional competence. In addition, a policy on Professional Expectations is included on every MACCJ and BACCJ course syllabus.

Professional Expectations

Students are expected to demonstrate professionalism and contribute to the learning environment. Expectations include, but are not limited to:

1. Arriving promptly to class and leaving at the scheduled ending time.
2. Preparing thoroughly for each session.
3. Participating fully in all classroom activities and discussions.
4. Displaying respect for others' ideas and different styles while offering own points of view.
5. Turning off all extraneous electronic devices (e.g., cell phones and others) during class.

In the event that a student is not demonstrating behaviors reflecting professional competence, then a faculty member, student, staff person, or internship instructor can request a professional review with the Chair of the Student Affairs Committee (SAC). The Chair of the SAC will then convene the faculty members of the SAC, which may include other faculty depending on the circumstance and faculty availability. The SAC will review the referral, obtain additional information if needed, and meet with the student. The student is able to bring one person as an "advocate" to the meeting if they desire. The outcome of the meeting could include any of the

following:

1) A warning: a discussion with documentation for the student's file only. No further action will be taken, but future violations of standards or policies may result in probation or dismissal;
2) Suspended Imposition of Probation: The student must complete clearly defined tasks by set deadlines to remain in good standing. If the student does not complete tasks by deadlines, student will be placed on probation;
3) Non-Academic Probation: The student must complete clearly defined tasks by set deadlines to remain in and graduate from the program and have no further violations while in the program. Students pursuing degrees requiring practicum who are placed on probation for professional competence violations may not plan or complete a practicum/internship until they are no longer on probation; or
4) Dismissal: The student is dismissed from the program and must appeal to remain in the program.

The overall focus for the first three outcomes will be strengths and educationally based in order to assist the student in continuing with and achieving success in the program. The SAC will then submit a report with recommendations to the Director of the Program in which the student is enrolled. The Program Director will then make a final determination and will meet with the student to discuss the final decision and provide a written letter or contract. If the student desires to appeal the decision, the student must present a written appeal to the SSW Associate Dean for Academic Affairs within 10 business days of the notice of the outcome of the review meeting. The SSW Associate Dean's decision is final.

Academic Expectations

Academic expectations include successful completion of all assignments in the courses as well as meeting all course requirements for the MACCJ degree. Successful completion is defined as maintaining the necessary grades and GPA for the MACCJ degree as well as adhering to the professional expectations discussed above and refraining from violating any aspect of academic integrity - as detailed in an earlier section of this handbook.

Academic Probation

If a student's cumulative GPA falls below a 3.0, they are automatically placed on academic probation. Within the next 12 credit hours of coursework, the student must show an improvement in grades and raise his/her cumulative GPA to 3.0. While students are on academic probation, they may not register for more than 6 credit hours nor may they participate in internship opportunities.

Program Dismissal

Students will be automatically dismissed from the MACCJ program for any of the following reasons:

1. If, at any time during the course of study, the student receives two "F" grades.
2. If the student fails to move off academic probation within 12 credit hours.
3. If, by the end of the 4-year limit for completion of MACCJ degree requirements, the student does not have a 3.0 GPA.
4. If, by the end of the 4-year limit for completion of degree requirements, the student has not completed all required MACCJ courses.

Dismissal decisions and notification are handled by the MACCJ Program Director. Students may appeal a program dismissal within 10 days of receiving notification by submitting a written letter to the SSW Associate Dean for Academic Affairs. SSW Associate Dean for Academic Affair's decision is final.

Withdrawal from Courses

After the final drop period of the semester ends (usually in the 4th week), students have 3-4 additional weeks to withdraw from a course with a grade of W (for Withdrawal) on the transcript. If a student withdraws from a required course, s/he still needs to take it, and the course will be listed twice on the student's transcript, once with a grade of W and again with the grade the student earns in the course. Consult the SLU academic calendar on the Registrar's Office webpage for the exact *Withdrawal from Course* deadline in a specific semester and year.

Leaves of Absence

A leave of absence means the student remains in the MACCJ program and intends to finish his/her degree here at SLU, but seeks a semester away from coursework to take care of other issues in his/her life. Students are urged to use caution in requesting a leave of absence. During the leave period, students do not have enrollment status for purposes of health insurance, loan deferment or access to campus libraries and computer services. The time taken during an approved leave of absence is not included as part of the time students have to complete their degree (4 years total for MACCJ students). However, if students have loans in deferment, they may lose deferment status while on leave. **Importantly, there is no guarantee that a leave of absence request will be granted**. If students want to be considered for tuition scholarships upon return from their leave of absence, it is their responsibility to apply for financial aid by the appropriate deadline. Complete the ***Leave of Absence*** form (available on the Registrar's Office webpage) and submit the complete/signed form to the MACCJ Program Director.

Withdrawal from Program

A withdrawal from the MACCJ program means the student will **not** remain in the degree program and does **not** intend to finish the MACCJ program at SLU. To fully withdraw from the MACCJ program, students must complete the ***Intent to Withdraw*** form (available on the Registrar's Office webpage) at the link below and submit the completed/signed form to the MACCJ Program Director. Students wishing to resume their studies after a formal withdrawal will need to reapply to the program.

Four-Year Completion of Degree Requirement

All students have four years from their date of entry into the program to complete the 33 credit hours required for the MACCJ program. Any student who cannot comply with this requirement and has a legitimate reason for being unable to do so may request an extension. The written request for extension should be submitted to the MACCJ Program Director for consideration. The request should explain the reasons for an exception to this policy as well as include a detailed timetable for completion of all degree requirements. The student will be notified, in writing, by the MACCJ Program Director of the acceptance or rejection of this request.

Financial Aid

The School of Social Work assists students in obtaining financial assistance to help pay for the cost of graduate education. The two most immediate sources of financial aid are the School of Social Work through the Director of Graduate Recruitment and Admissions (314-977-2752) and the University's Office of Student Financial Services, located in DuBourg Hall, Room 121 (314-977-2350).

The SSW funds for financial aid are primarily in the form of merit-based scholarships. The SSW attempts to provide support to as many students as possible. This means that awards are relatively small but a greater number of students are helped than would be the case if larger awards were made to just a few. Partial scholarships are awarded, as funds allow, to students who can demonstrate academic and or community service merit. In addition, the SSW has full and partial Graduate Assistantships (GAships) and Graduate Internships which provide opportunities for students to work closely with faculty and receive tuition remission. Full GAships provide a stipend and student health insurance. Graduate Internships provide tuition assistance only. School faculty often receive other funding for research and evaluation projects and students are notified when these additional financial support opportunities arise. Students interested in further information regarding financial aid administered by the School of Social Work are encouraged to consult with the Director of Graduate Recruitment and Admissions, Tegeler Hall, Room 212 (314-977-2752).

The Association of Criminology and Criminal Justice (ACCJ)

The first cohort of graduate students in our program formed this CCJ graduate student organization in the inaugural (2014/2015) year of the program. The Association of Criminology and Criminal Justice (ACCJ) is the official graduate student organization in the School of Social Work and the University – with representation on, and participation in, SLU's Graduate Student Association (GSA). This organization is open to all MACCJ students and engages in a variety of academic, educational, community service, and social activities. Interested students should contact the current leadership of the ACCJ or the MACCJ Program Director.

Criminology & Criminal Justice (CCJ) Club

This student organization is open to both undergraduate and graduate students from any major. Meetings are held monthly with various types of activities. The mission of the club is to provide socialization among students across campus, while also acting as a liaison to the Criminology and Criminal Justice programs. Students interested in this organization may obtain further information by contacting the groups' current leadership or the CCJ faculty advisor, Professor Kenya Brumfield-Young.

National Criminal Justice Honor Society – Alpha Phi Sigma

Gamma Beta is SLU's chapter of Alpha Phi Sigma, the National Criminal Justice Honor Society for students majoring in Criminology and Criminal Justice. This honor society recognizes academic excellence by undergraduate, graduate, and Juris Doctorate students. The goals of Alpha Phi Sigma are "to honor and promote academic excellence, community service, educational leadership, and unity." For more information on this organization contact or the CCJ faculty advisor, Professor Kenya Brumfield-Young.

Procedures for Student-Initiated Grievances

If a student questions or disagrees with a final grade s/he received the student may challenge the grade. Students may challenge the grade by initiating a grievance following the procedures outlined below.

While students may begin with a verbal inquiry, only timely-filed, written grievances submitted in accordance with the following procedures begin the grievance process.

Students must submit their written grievance to the relevant faculty member within two weeks of the posting of the questioned grade. Written grievances must identify which specific grade(s) are being challenged and explain in detail the basis for challenging the grade(s). Any evidence or documentation substantiating the student's claims should be submitted as appendices to the grievance.

The relevant faculty member will respond in writing to the student within two weeks of receiving the grievance. If the student is unhappy with the resolution reached with the relevant faculty member, an appeal to the Program Director may be made. The Appeal must be in writing and submitted to the Program Director within 2 weeks of receiving the faculty member's decision. Appeals must demonstrate how the faculty member violated specific University Policy/ies or behaved in an arbitrary or capricious manner in assigning the challenged grade.

If the student remains dissatisfied, a final appeal may be made to the Associate Dean for Academic Affairs who will review the record to ensure that University policy was followed. In the event a grievance involves a grade issued by the Program Director, the Associate Dean for Academic Affairs will review all appeals.

Concerns related to unprofessional treatment, harassment, or discrimination by faculty or staff may also be considered for a written grievance but should also be reported, in all case, as soon as possible, to the CCJ Program Director. While students are encouraged to address these concerns with the relevant faculty member directly, if the student doesn't feel safe addressing the matter with the implicated faculty or staff member, the student may initiate a grievance concerning unprofessional treatment, harassment, or discrimination directly with the Program Director (or the Associate Dean for Academic Affairs if the Program Director is the subject of the complaint). The same process and procedures used for challenging grades is to be followed except immediate notification to the Program Director should also occur.

University Policies and Procedures

Information regarding University policies and procedures is found in the Saint Louis University student handbook. Copies of the University's student handbook are available online at http://www.slu.edu/life-at-slu/community-standards. Other helpful information may be located from the University's Office for Graduate Education and online at http://www.slu.edu/academics/graduate.

University Policy on Harassment

Statement of Principle

Saint Louis University is a Catholic, Jesuit institution with a distinctive educational mission and philosophy emphasizing Christian humanism, human dignity, and the development of the total human being. These core values are manifested in the University's commitment to foster a workplace and learning environment that is free from any form of harassment because of sex, race, color, religion, national origin, ancestry, disability, age, sexual orientation, marital status, military status, veteran's status, or any other characteristics protected by law.

Scope

This policy applies to all faculty, staff and students of Saint Louis University, with the exception of the Saint Louis University at Madrid campus.

Policy

Saint Louis University affirms that harassment because of sex, race, color, religion, national origin, ancestry, disability, age, sexual orientation, marital status, military status, veteran's status, pregnancy, or any other protected classification is detrimental to its mission and values. The University endeavors to take steps reasonably necessary to prevent such behavior from occurring, including providing education and training to faculty, staff, and students as to their rights and responsibilities, informing persons of the appropriate procedures for reporting inappropriate behavior, promptly investigating complaints, and imposing appropriate sanctions.

Amorous relationships that occur in the context of educational or employment supervision and evaluation present serious concerns about the validity of consent. The disparity of power between persons involved in amorous relationships, such as those between a teacher and student, supervisor and subordinate, or senior and junior colleagues in the same department or unit, makes these relationships susceptible to exploitation. Those who abuse their power in such a context violate their duty to the University community.

Anyone who engages in a sexual relationship with a person over whom s/he has any power or authority within the University structure must understand that the validity of the consent may be questioned. In the event of a charge of sexual harassment, the University will give very critical scrutiny to any defense based upon consent when the facts establish that a power differential existed within the relationship.

Prohibitions

A. For purposes of this policy, "harassment" means any intentional unwelcomed, unsolicited, and offensive conduct that tends to injure, degrade, disgrace, or show hostility toward a person because of sex, race, color, religion, national origin, ancestry, disability, age, sexual orientation, marital status, military status, pregnancy, or any other characteristic protected by law. For purposes of applying this policy, "sexual" harassment includes conduct that is of a sexual nature or related to a person's gender and may include persons of the same sex.

Harassment is a violation of this policy in any of the following situations:

1) If a person is promised or is given some favorable academic or employment-related action or benefit only if she or he will submit to or tolerate the harassing behavior; or
2) If a person is threatened with or suffers adverse academic or employment-related action because s/he has not submitted to or tolerated the harassing behavior; or
3) If the harassing behavior in question interferes with a person's work or academic performance, has the purpose or effect of interfering with a person's status or participation in a university course, program, or activity, is used as a basis for educational or employment decisions, or has the purpose or effect of creating an intimidating, hostile, or offensive working or learning environment.

A complaint will be reviewed under the totality of the circumstances to determine whether or not a violation has occurred under A(1)-(3) and the severity of the violation. This will include examining such factors as the nature of the conduct, the context in which the alleged incident(s) occurred, whether the conduct was solicited or invited, and the frequency, severity, and impact of the conduct on the victim. In order to find a violation, the conduct must be both objectively unwelcome and offensive to a reasonable person and, in fact, perceived as such by the complaining party.

B. False complaints: Any person who, in bad faith, files a false complaint or provides false information to University officials investigating a complaint shall be deemed to have violated this policy. This is not in any way meant to discourage legitimate complaints or consultation.

C. Retaliation: The University will not tolerate retaliation against any person who in good faith makes a harassment complaint, exercises his/her rights under this policy, or cooperates or participates in any internal or external investigation or proceedings. Retaliation constitutes a violation of this policy.

Examples

The following examples are provided so that members of the University community have a better understanding of the general range of behaviors that might constitute harassment in violation of this policy. Examples of "harassment" in violation of this policy include the following:

1) Sexual advances, propositions, flirtations, requests or pressure of any kind for sexual favors under any of the circumstances described by Prohibitions A(1), (2), or (3);
2) Sexually explicit, graphic, abusive, degrading, intimidating, or offensive jokes, comments, remarks, or gestures, under any of the circumstances described by Prohibitions A(1), (2), or (3).
3) Physical contact or intimidation under any of the circumstances described by Prohibitions A(1),

(2), or (3).

4) Display, circulation, or communication of any sexually suggestive, explicit, graphic, or offensive objects, pictures, or materials of any kind, under any of the circumstances described by Prohibitions A(1), (2), or (3).
5) Epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to sex, race, religion, color, national origin, ancestry, age, physical or mental disability, marital status, pregnancy, sexual orientation, military status, veteran's status or any other characteristics protected by law, under any of the circumstances described by Prohibitions A(1), (2), or (3).
6) Placing on walls, bulletin boards, email, or elsewhere on the University's premises graphic material that shows hostility or aversion to an individual group because of sex, race, religion, color, national origin, ancestry, age, physical or mental disability, marital status, pregnancy, sexual orientation, military status, veteran's status, or any other characteristics protected by law, under any of the circumstances described by Prohibitions A(1), (2), or (3).

Confidentiality

The University recognizes the sensitive nature of harassment complaints. It endeavors within this policy to respect the rights and dignity of all persons involved and to provide a neutral atmosphere in the investigation of complaints and in its efforts to end prohibited behavior. The University endeavors to maintain confidentiality on all matters relating to processing harassment complaints, subject to its need to effectively administer this policy.

Academic Freedom

This policy shall be applied in a manner consistent with the University's provision on academic freedom set forth in The Faculty Manual of Saint Louis University (Section III.H.1).

Complaints

Any person who believes that s/he has been subjected to conduct prohibited under this policy may elect to pursue the matter as either an informal or a formal complaint. An informal complaint involves discussion and counseling as the primary means by which conduct may be constructively influenced and resolution reached. A formal complaint may result in disciplinary action against the accused.

Procedures

The following procedures have been developed to receive and investigate harassment complaints. Any person who believes that s/he has been subjected to Prohibited Harassment may elect to pursue the matter as either an informal or formal complaint.

A. Where to Get Help – Informal Complaints

The persons listed below have been designated as the contact person(s) for informal complaints and to provide information and consultation regarding Prohibited Harassment and this policy:

Informal complaints against students involving conduct in the residence halls should be directed to the Resident Assistant, Area Coordinator, or the Director of Housing. All other informal complaints against undergraduate students should be reported to the Assistant Vice President for Student Development/Dean of Students or the Director of Diversity and Affirmative Action. Informal complaints against graduate or professional students should be directed to the Director

of Diversity and Affirmative Action or the Dean of the accused's or the complainant's School or College. It is recommended that the complainant keep a record of prohibited conduct such as a journal of his/her experiences, reflecting dates, times, places, nature of the incident, and names of any witness(es).

Informal complaints directed against staff employees should be reported to the employee's immediate supervisor, department head, unit vice president, Vice President for Human Resources, or the Director of Diversity and Affirmative Action. Informal complaints directed against faculty should be reported to the faculty member's Program Director/Chair, Dean, Provost, or the Director of Diversity and Affirmative Action. All complaints involving persons who are not members of the University community, such as employees of outside vendors, should be reported to the Director of Diversity and Affirmative Action.

The informal complaint may be resolved as follows:
1. The complainant may meet with the accused, discuss the behavior of the accused, and, if appropriate, request that such behavior be stopped;
2. The complainant may meet with the designated contact person to ask that the contact person meet with the accused to discuss the behavior and, if appropriate, ask that the behavior be stopped; or
3. If, after consultation with the designated contact person or after steps under the Informal Complaint process have been taken, the complainant should indicate s/he does not wish the University to take further action on the complaint, the designated contact person shall present ***A Request For No Action*** form to the complaining party. The completion of the form is strictly voluntary.

The University administration reserves the right to initiate the Formal Complaint process outlined below depending upon the nature and seriousness of the complaint.

B. Formal Complaints
The Director of Diversity and Affirmative Action ("Director") is responsible for processing and investigating formal complaints against faculty, staff, and students. All formal complaints should be directed by the complainant or referred by University personnel to the Director. Prior to initiating the investigation, the Director will contact the appropriate Vice President or the Provost to give notice of the complaint and the pending investigation.

In order to screen the complaint and determine if an investigation is warranted, the Director ordinarily will require the complainant to submit a written complaint. The complaint should be signed by the complainant and set forth in writing the particulars related to the alleged harassment, including the name and position of the accused. The Director will investigate the complaint with assistance from Human Resources or personnel from other appropriate units as needed. Alternatively, the Director may refer the complaint to some other suitable authority for investigation and possible action.

Whenever the Director conducts the investigation the complainant and the accused will be interviewed. The accused will be furnished with a copy of the complaint and will have an opportunity to respond and submit additional information. The Director will interview other witnesses and collect such additional information as the Director deems reasonably necessary to

determine whether a violation of this policy did or did not occur. Within a reasonable period of time after commencing the investigation, the Director will submit a report to the appropriate Vice President or the Provost, the accused, and the complaining party outlining the Director's findings and recommended disciplinary or corrective action.

Within five (5) working days from receipt of the report, the complainant or the accused may file a request for reconsideration with the appropriate Vice President or the Provost by attaching a copy of the Director's report and stating the specific reasons for setting aside the Director's findings or recommendations. The Vice President or the Provost will review the record of the investigation conducted by the Director and may seek additional information and consult with the Director or any other person, including the complainant or the accused, as needed. Ordinarily, the Director's report will be accepted except where the Vice President or the Provost concludes that the findings or the recommended actions are not reasonable or supported by the record. The Vice President or the Provost also may recommend more or less severe disciplinary or other corrective action depending upon the circumstances in any particular case including, but not limited to, the prior employment record of the accused and due consideration for effective enforcement of this policy. After reviewing the Director's report and any request for reconsideration, the Vice President or the Provost will issue a written decision accepting or rejecting the Director's report and outlining any disciplinary actions or proceedings that will be initiated. A copy of the decision will be sent to the accused, the complainant, and the Director.

In any instance where the accused is an officer of the University, the Director will consult with the appropriate higher-ranking official(s) and a representative of the General Counsel's Office for direction on administering the complaint.

C. Disciplinary Action

The appropriate Vice President or the Provost is responsible for ultimately determining whether disciplinary action is warranted and invoking the applicable University disciplinary policies and procedures. Potential disciplinary actions implemented under this policy may include but will not be limited to, formal warning, mandatory training and education, transfer, demotion, suspension, probation, or separation from the University, residence hall reassignment, and termination of relationships with outside contractors and vendors. The Vice President or the Provost may take reasonable and necessary interim action until an investigation can be completed or a final disciplinary action can be implemented.

All interim and final disciplinary or corrective action shall be initiated consistent with the specific policies and procedures applicable to faculty, staff, or students depending upon the particular status of the accused. Disciplinary action against undergraduate students will be processed under the Code of Nonacademic Student Discipline and Responsibility contained in the Student Handbook of Saint Louis University. Cases involving disciplinary action against graduate or professional students will be referred to the Dean of the respective School or College for handling under policies and procedures governing Prohibited Harassment or matters relating to the student's qualifications and fitness to continue in a particular program. Disciplinary action against faculty will be governed by the procedural requirements and standards contained in The Faculty Manual of Saint Louis University. Depending on the nature of the action(s) sought by the University administration, the faculty member may invoke the grievance procedures set out in Section III.I.9.2. of the Faculty Manual, procedures for challenging serious sanctions short of

termination set out in Section III.I.8. of the Faculty Manual, or the procedures for challenging termination for cause set out in Section III.I.6. of the Faculty Manual. Any disciplinary action against staff will be implemented consistent with the policies and procedures set forth in the Staff Handbook of Saint Louis University except where otherwise provided for employees who are covered by a collective bargaining agreement.

Communication of Outcome

The University will inform the accused, complainant, and any other persons who have a legitimate need to know of the general outcome of any informal or formal complaint. Disclosure of information involving students shall be subject to any legal requirements including the Family Educational Rights and Privacy Act (FERPA) and the Clery Act. (Approved 10/30/07)

Campus Life

Billiken Shuttle Service

Students, faculty, and staff can take advantage of the shuttle service that runs between the Frost Campus and Health Sciences Center locations on a regular schedule at no charge. The shuttle also makes stops at the Metro Link Station at Grand Avenue. Information can be obtained at https://www.slu.edu/parking/on-campus-transportation/shuttle-services.php

Bookstores

There are full-service bookstores on both the Frost Campus and Health Sciences Center locations. The Saint Louis University Barnes & Noble Bookstore is in the Busch Student Center. It stocks required texts for all College for Public Health & Social Justice courses – including all criminology and criminal justice courses – and can order other books students may need. The Saint Louis University Matthews Medical Bookstore is in the basement of the Caroline Building.

Computer Labs

Students have access to computers in the computer lab on the second floor of Tegeler Hall and in the student area on the 1st floor of the Salus Center, Room 1412B. Students have access to the internet and many search databases including OVID, a program linked to the University of Missouri Medical library, which allows students to view articles and journals from databases such as Medline. The Student Service Desk is in the Busch Student Center, Room 137.

Fitness & Recreation Facilities

The Simon Recreation Center on Laclede offers a full spectrum of facilities and equipment for swimming, exercises and court sports. Lounge and vending areas are available. Membership is free for students.

Libraries

Books and materials from the libraries are obtained by showing a valid SLU ID Card. The major University collection is in the Pius XII Memorial Library. The University libraries participate in inter-library loan programs in the region and in the Center for Research Libraries that provides three million volumes for loan through participating institutions. Information on these services can be obtained from any librarian. Students can also access the St. Louis Public Library, as well as several private collegiate libraries in the community. CCJ library and reference services are provided by Rebecca Hyde, Research Librarian. Assistance may include: literature searches, research projects, and identifying resources. Ms. Hyde, can be reached at 314-977-3106 or rhyde1@slu.edu or in Pius XII Memorial Library.

SLU Central Login Service

Students should check the SLU Central Login Service (auth.slu.edu) to verify their most up-to-date personal SLU student information, scholarship/financial aid awards, registration status, grades, and Bursar student account record.

Public Safety

SLU's uniformed public safety officers provide a free escort service to students' cars upon request. The phone number for the Department of Public Safety (DPS) is 977-3000. Most of the campus

parking lots have well-marked outdoor telephones with direct lines to DPS. The DPS Escort Service, available to all SLU students, faculty, staff, and visitors is available from the Metro Link Station at Grand Ave. The "SLU Escort Telephone" is located on the east wall of the lower-level platform. Saint Louis University is dedicated to creating a campus environment that is as safe and secure as reasonably possible. A campus security report, as required by the Jeanne Clery Act, is published every year. This report details policies and procedures of Saint Louis University to deter, report and respond to campus-related emergencies and crime, summarizes crime statistics and highlights programs to educate the University community about safety and security. A copy of this report is available online at http://www.slu.edu/about/safety/index.php or in hard copy in the Department of Public Safety, Wool Center, Room 114.

SLU ID Cards

Saint Louis University policy requires all students to display photo identification at all times. SLU Cards can be obtained at Parking and Card Services in DuBourg Hall, Room 33. Students' university photo IDs can be adapted for regular wear by using a plastic holder. Public Safety officials will challenge any individual on SLU property who do not display an acceptable form of identification.

Student Lounge

A student lounge is located on the first floor of Tegeler Hall (across from Carlo Auditorium). It provides a relaxed, comfortable atmosphere and a quiet place for students to take a breather between classes, have a snack, or hold small student/group meetings. Equipped with lounge chairs, dining tables and chairs, sofas, vending machines, microwave oven, and refrigerator, the lounge is available anytime during regular building hours.

Student Success Center

The Student Success Center, located in the Busch Student Center, Suite 331, offers a variety of services to students, including career services, disability services, and tutoring and writing assistance. MACCJ students are encouraged to contact the Center (314-977-2168) to schedule an appointment with our Career Counselor, Eliza Angarano, MA. Ms. Angarano is specifically assigned to assist CCJ/MACCJ students and can provide counseling and referral services as well as discuss issues or answer any questions related to career development.

Communication

Canvas

Students are responsible for using Canvas as often as each class demands. Each student is responsible to ensure that the settings within Canvas are such that messages from instructors reach them in a timely fashion. Students are responsible for all information communicated to them through Canvas and should check Canvas regularly for announcements and other notifications.

Bulletin Boards

General student announcements are posted on the student bulletin boards throughout Tegeler Hall. This includes bulletin boards in the stairwells, near classrooms, and in/around administrative offices.

Cell Phones

Cell phones must be turned off or to vibrate during classes (per individual instructor policies), lectures, presentations, meetings and appointments. Anyone who must accept a call is expected to leave the room before beginning a conversation.

E-Mail

The MACCJ program and the SSW primarily communicate with students via e-mail. Students are responsible for all information communicated to them through email, consequently it is imperative that students check their SLU email regularly. All students are automatically assigned a University e-mail address when they register for classes. **All University, School, and MACCJ program electronic communication will be sent to your SLU email account only.** Students who already have a personal e-mail address may keep it, but students' SLU e-mail accounts must be forwarded to personal e-mail addresses. For information on forwarding SLU accounts, contact ITS at 977-4000. For efficiency purposes, students should include their Banner ID number in cases where its anticipated that the e-mail recipient will need to electronically access information to be of assistance.

Appendix A: MACCJ Program Faculty

Last Name	First Name	Title	Phone	Email
Begum	Popy	Assistant Professor	314-977-3037	popy.begum@slu.edu
Brumfield-Young	Kenya	Assistant Professor & CCJ Internship Coordinator	314-977-5711	kenya.brumfieldyoung@slu.edu
Fearn	Noelle	Dean & Professor	314-977-2895	noelle.fearn@slu.edu
McGuire	Dyan	Associate Professor & CCJ Program Director	314-977-2191	dyan.mcguire@slu.edu
Zlatic	Joe	Associate Professor	314-977-2114	joe.zlatic@slu.edu

Appendix B: Helpful SLU Contact Information

Contact	Building/Room Number	Phone Number(s)
Billiken Bus/Shuttle Line		314-977-RIDE
Bookstore (Barnes & Noble)	Busch Student Center	314-531-7925
Campus Ministry (Eckelkamp Center)	Wuller Hall	314-977-2425
Career Services, Meg Hunt	Busch Student Center, Room 331	314-977-2828, 314-977-2168
Center for Service & Community Engagement	Wuller Hall	314-977-4105
Department of Public Safety	Wool Center, Room 114	314-977-3000 (emergency) 314-977-2376 (general information) 314-977-7433 (safety escorts/rides)
Housing and Residence Life	DuBourg Hall, Room 157	314-977-2811
Instructional Media Center	Academic Technology Commons, Pius XII Library	314-977-2919
Parking and Card Services	DuBourg Hall, Room 33	314-977-2957
Recreation Center	Simon Recreation Center	314-977-3181
Registrar's Office	DuBourg Hall, Room 22	314-977-2269
Snow Line (Weather Info)		314-977-SNOW
Student Financial Services	DuBourg Hall, Room 121	314-977-2350, 1-800-758-3678
Student Health Center	Marchetti Towers (East)	314-977-2323
Student Success Center Academic Coaching Disability Services Tutoring Writing Services Other Academic Support	Busch Student Center, 3rd Floor	314-977-3484
University Counseling Center	Wuller Hall, 2nd Floor	314-977-TALK (8255)

Appendix C: MACCJ "Roadmap"

Core: The core classes for the Masters in Criminology and Criminal Justice and electives offered by the CCJ program are offered on a 4 semester cycle. Students may enter the program at any point and should take required classes when they are offered as they will **not** be offered again for 4 semesters. Missing a class will significantly delay your graduation date. This cycle (which is subject to change) is currently as follows:

Fall of Odd Years
CCJ 5100 Ethics in the Administration of Justice (core)
CCJ 5300 Proseminar in Criminal Justice (core)

Spring of Even Years

CCJ 6100 Issues in Corrections (elective)
CCJ 6400 Issues in Jurisprudence (core)
Fall of Even Years

CCJ 5000 Criminological Theory (core)

Spring of Odd Years
CCJ 6000 Issues in Policing (elective)
CCJ 5200 Research Methods/SWRK 5708 (core) is offered by the Social Work program on an annual basis, usually in the Fall. It may be taken in either odd or even years.

Electives: Two classes (6 credits) of **CCJ electives** are also required. Electives offered by the CCJ program are offered on a rotating basis across the 4 semester cycle (see above), except for CCJ 5910 Criminal Justice Internship and CCJ 5990 Thesis Research which can be taken during any semester. Students need to make arrangements in advance with the Director of the Internship Program, Kenya Brumfield-Young, or their thesis advisor to take these classes. Students may also take electives in related fields, e.g., SWRK 5771 Intimate Partner Violence or SWRK 5744 Substance Use Disorder Interventions. In addition, 1 (3 credit) class at the 4000 level may be taken, with the CCJ Director's approval, and counted as a CCJ elective. Options may include:

CCJ 4050 Criminal Law and Procedure or

CCJ 4150 Criminal Investigations

In some circumstances, students may be able to take classes through SLU's Inter-University Exchange Program at other institutions in the St Louis area. Students should consult current University policy regarding this program for details. Inter-University Program : SLU

Concentration: Four classes (12 credits) of courses related to their chosen concentration: Cyber Security, Emergency Management, Organizational Leadership, Strategic Intelligence or Treatment and Rehabilitation. These concentrations require the following courses:

Concentrations

Students must select one of the following concentrations

Cybersecurity

CCJ 6000 Issues in Policing
CYBR 5000 Cybersecurity Principles
CYBR 5010 Networking Concepts
CYBR 5030 Cyber Threats and Defense

Emergency Management

CCJ 6000 Issues in Policing
EMGT 5000 Critical Decision Making in Emergency Management
EMGT 5200 Current and Emerging Technologies in Emergency Management
EMGT 5300 Communications - Disasters and Media

Organizational Leadership

CCJ 6000 Issues in Policing -or- CCJ 6100 Issues in Corrections
ORLD 5010 Contemporary Organizational Leadership
ORLD 5350 Team Leadership

Choose one of the following

ORLD 5100 Professional Leadership Development
ORLD 5150 Talent Management and Development
ORLD 5250 Leading a Healthy Organization
ORLD 5650 Future-Focused Leadership
ORLD 5750 Contemporary Issues in Leadership

Strategic Intelligence

CCJ 6000 Issues in Policing
INTL 5000 The Intelligence Cycle

Choose two of the following

INTL 5050 Terrorism & US Foreign Policy
INTL 5200 Cyber Operations and National Security
INTL 5250 Structured Analytical Techniques for Intelligence

Treatment and Rehabilitation

SWRK 5762 Diagnosis & Assessment in Clinical Practice
Select 3 graduate-level SWRK courses (9 credits)

Please note, the concentrations are intentionally multidisciplinary in nature thus, many of the classes associated with these concentrations are not offered by the CCJ program.

Students should check with the program director associated with the specific course to verify when needed/desired classes will be offered. It is the student's responsibility to take needed classes when they are offered, failure to do so can delay graduation date.

Students will need to take 3 classes (9 credits) for 3 semesters and 2 courses (6 credits) for 1 semester in order to earn the minimum 33 credits necessary for graduation within the 4 semester time frame.

University Academic Integrity Policy

Version: 3.0

Responsible University Official: Provost

Version Effective Date: 8/21/2024

1.0 Introduction

Saint Louis University is a community of learning in which integrity and mutual trust are vital. Since the mission of the University is "the pursuit of truth for the greater glory of God and for the service of humanity," acts of integrity are essential to its very reason for existence. They also dignify and strengthen the activities of teaching, research, health care, and community service that are its primary mission.

Since the University seeks to prepare students and instructors for lives of integrity and occupations of trust, it regards academic integrity as a matter of serious import. Academic integrity is the foundation of the academic assessment process, which in turn sustains the ability of the University to certify to the outside world the skills and attainments of its graduates. Academic integrity allows those who practice it to contribute to a just and equitable learning environment that cultivates moral character and self-respect.

This policy is grounded in a respect for each faculty member's initial evaluation of an alleged academic integrity incident, for a student's right to confidential, equitable, and timely adjudication of alleged incidents, and for the shared conviction of our college/school deans and associate deans that a university-wide academic integrity policy and process best promotes equitable and consistent application.

Students are expected to adhere to the standards of academic integrity as defined in this policy and as guided by the faculty and staff supporting their educational endeavors, thus contributing to an environment in which academic integrity is respected.

The Academic Integrity Policy detailed below sets out principles implicit in the University's ethos but that call for explicit formulation to guide its practice.

2.0 Scope

The Policy on Academic Integrity set forth here is designed to promote ethical conduct within the University community by:

- Defining the responsibilities of various members of the University community.
- Defining violations of academic integrity.
- Setting minimum standards for reporting and adjudicating (making a formal judgement/decision) violations of academic integrity.
- Establishing procedures for appeals to the Office of the Provost.
- Establishing standards and procedures for maintaining records.

Saint Louis University undergraduate and graduate students' educational experience in all modalities is governed by this Academic Affairs policy except for courses delivered by the School of Law, the School of Medicine, the Center for Advanced Dentistry Education, and the Madrid campus.

Note: Alleged violations of academic integrity in scientific research will be addressed in accordance with the Research Integrity and Compliance Program in the Office of the Vice President for Research.

3.0 Definitions

This section defines academic integrity and articulates the conduct and standards considered as having violated this policy. More than one violation may apply.

Academic integrity is the commitment to and demonstration of honest and moral behavior in an academic setting. The University and wider academic community are built on shared values and norms of behavior, including honesty, fairness, and responsibility. Applying academic integrity to one's work entails practicing honesty and fairness towards others, taking responsibility for learning, and following the conventions of scholarship. The University is responsible for awarding credit for honestly conducted work, and students are responsible for demonstrating academic integrity by practicing the following:

- Using information, text, images, and all other materials incorporated into academic work appropriately, according to copyright and privacy laws.
- Acknowledging the source of information whether taken from another person, artificial intelligence, or other technology.
- Conducting research ethically, in line with the University's regulations on human research ethics.
- Reporting research truthfully.
- Acting ethically and honestly in all academic endeavors.
- Acknowledging faculty members' intellectual properties and confirming faculty support when students conduct research, apply for assistantships and/or fellowships.

Academic Integrity Incident refers to reported student conduct that violates the academic integrity standards set forth in this policy.

Falsification is the misrepresentation of fact for academic gain**.**

Falsification may include, but is not limited to:

- Lying to or deceiving an instructor regarding academic work.
- Fabricating or misrepresenting documentation or the data used in completing assignments.
- Misrepresenting or altering information in the academic records of an instructor, academic or administrative department, or unit of the University unless authorized to do so.

Plagiarism is the presentation or representation of content as if the content were the student's own without proper citation. Examples include thoughts, words, or data created by another source other than the student not explicitly permitted by the instructor. This definition includes self- plagiarism as the use of material prepared for one class and submitted in another without proper citation and without permission of the current instructor.

Plagiarism may include, but is not limited to:

- Directly presenting the written, artistic, or spoken work generated or created by someone other than the student, by artificial intelligence, or by other technology without quotation marks or indented quotations and without proper citation to the source.
- Paraphrasing or incorporating the ideas, concepts, arguments, observations, images, objects, music, or statements generated or created by someone other than the student, by artificial intelligence, or by other technology without proper citation of the source.
- Presenting information from the internet, produced by artificial intelligence, or by other technology so that it appears to be the student's own work.
- Submitting as the student's own, any work that has been prepared, either entirely or in part, by another person, group, commercial firm, artificial intelligence, or by other technology without proper citation.
- Claiming research advisors' research idea as the student's own and using these ideas to apply for scholarships/assistantship/fellowships without research advisors' approval/support.

Cheating is the use of unauthorized assistance to gain an advantage over others, and/or a failure to comply with any reasonable direction or instruction of an officer, employee or agent of the University relating to the conduct of a formal examination or assessment.

Cheating may include, but is not limited to:

- Copying from another student's examination or work.
- Using assistance, notes, aids, artificial intelligence or other technology, cell phones, calculators, translation software, or internet-based applications not authorized by the instructor in taking quizzes or examinations or to complete assignments.
- Acquiring, disseminating, or using any academic form of assessment belonging to an instructor or staff member without prior approval.
- Hiring or otherwise engaging in the impersonation of another person to take a quiz or examination or in fulfilling other academic requirements.
- Asking students for solutions to assignments, exams, quizzes and then submitting these solutions as their own.

Sabotage is the disruption of or attempt to prevent the academic pursuits of others. Sabotage

may include, but is not limited to:

- Intentionally interfering with work or undermining the academic success of others in the University community to negatively impact another's academic performance.
- Modifying, stealing, or destroying academic materials including, but not limited to, computer files, library materials, artwork, personal books, and papers.
- Taking any action that negatively impacts research outcomes including, but not limited to, lab tampering, falsification of data, withholding data/findings, or destruction of research resources.

Collusion is the unauthorized collaboration in a deceitful manner with another person or persons for the purpose of giving or gaining an academic advantage in the completion of an assignment, quiz, or examination that has been restricted to individual effort. Collusion does not include receiving help from authorized University assistance.

Collusion may include, but is not limited to:

- Paraphrasing another student's assignment and submitting it as their own.
- Having another individual or group do the/an assessment task.
- Giving solutions to assignments, exams, quizzes to other students.

Concealment is the failure to report to the instructor or to call to the attention of an instructor or administrator any matter where a student knows of facts indicating a significant likelihood that a violation of this Academic Integrity Policy has been or will be committed or that an academic unit requires be reported, including the behaviors described in the definitions in this section.

Preponderance of Evidence is a widely accepted standard of evidence/proof applied to academic integrity incident evaluations, proceedings, and determinations. This standard requires that a finding be proven to be 'more likely than not' to be true, based on the totality of the information or materials available to the decision maker(s) and free of bias.

Egregious is a willful act or conduct by a student who intentionally violates the university-wide Academic Integrity Policy in an impactful and a serious manner beyond a common transgression.

Restorative Educational Opportunity is a teaching and learning practice that empowers students to learn from mistakes, to recognize the impact of their actions, and to develop and enhance skills, problem-solving, and a deeper understanding of academic integrity issues.

Conflict of Interest is any interaction with a student(s), faculty, or staff involved in the Academic Integrity adjudication process that could directly and significantly affect one's responsibilities on the Academic Hearing Panel.

4.0 Responsibilities of Members of the Community

Creating a learning environment in which high standards of academic integrity are valued requires the efforts of everyone in the University community.

Retaliation or bias by or against any community member for exercising their rights or responsibilities under this Academic Integrity Policy is prohibited and may result in sanctions as deemed appropriate by the University.

Faculty (and instructors of record) are responsible for adhering to high standards of academic integrity in their own teaching and professional conduct; sharing relevant parts of the policy on their syllabi and assignments (e.g., an explicit statement on use of artificial intelligence and/or other technology); explaining key terms and discipline/course specific academic honesty norms to students; and following procedures for reporting and adjudicating possible violations both in and out of their academic unit. Furthermore, faculty are encouraged to create assignments that minimize academic dishonesty through clear expectations and to help create an environment where academic integrity is uppermost. Participation in formal academic hearings is expected as appropriate.

Students are responsible for adhering to university standards of academic integrity and seeking

clarification from their instructors when they are uncertain if a behavior is in violation of this policy, helping to create an environment in which academic integrity is respected, and reporting violations of the policy to instructors, department chairs, or administrators.
Participation in formal academic hearings is expected as appropriate.

Staff are responsible for calling the attention of their supervisors to possible violations of academic integrity, for modeling high standards of academic integrity in their own teaching and professional conduct and for otherwise supporting a community of academic honesty and trust. Participation in formal academic hearings is expected as appropriate.

Academic administrators such as Deans, Chairs, and Directors are responsible for adhering to university standards of academic integrity in their teaching and professional conduct, reporting incidents as needed, and for otherwise supporting a community of academic honesty and trust. Participation in formal academic hearings is expected as appropriate.

The Office of the Provost in collaboration with Deans and Directors of academic units are responsible for integrating concepts of academic integrity into academic programs and curricula to comply with the University policy. Participation in formal academic hearings is expected as appropriate.

Director of Academic Integrity (DAI) is responsible for overseeing aspects of academic integrity as assigned by the provost and helping shape, coordinate, and maintain the academic integrity system at the University.

5.0 Reporting and Adjudication Procedures for Allegations of Violations of Academic Integrity

Confidentiality applies to all aspects of the proceedings and all University students, faculty, and staff who are subject to this policy. Each case of academic dishonesty, names of student(s), facts, comments, and material information should remain confidential. Disclosure of this information is limited to the Academic Hearing Panel and those University officials for each case who have a need to know the information in connection with discharging their official duties and responsibilities. Violation of this confidentiality clause may result in sanctions as deemed appropriate by the University.

Every effort will be made to complete the Academic Integrity process within **60 University business days** of initial reports.

- Incidents that impact graduation may require an expedited time frame.
- Incidents that impact course registration that dictates curricular progression scaffolding may require an expedited time frame.

Prior to the Formal University Academic Integrity Process

- If an instructor is unsure if what they see constitutes an Academic Integrity Incident, they should discuss how to proceed with their chair, other administrator, or the DAI.
- The course instructor communicates (in-person or in writing) with the student(s) regarding alleged Academic Integrity Incident(s).
    - Such communication should occur within a timely manner (not more than **10 University business days** from identification of alleged Incident).
- If after communicating with the student the instructor determines there was no

Academic Integrity Incident, based on a preponderance of evidence, or the occurrence is appropriate for a restorative educational opportunity, the process is complete.

- If after communicating with the student the instructor determines there is or likely has been an Academic Integrity Incident, based on a preponderance of evidence:
  - The instructor shares with the student a summary of violation findings, supporting evidence, imposed and/or proposed sanction(s), and the University Academic Integrity Policy. Specific evidence may be shared with student unless:
    - The evidence is in danger of being compromised or deleted.
    - The evidence would violate the privacy of another student(s).
    - The evidence would compromise the future academic integrity of the course materials.
  - The instructor begins the formal University Academic Integrity Process.

Formal University Academic Integrity Process

- If the instructor determines there is a preponderance of evidence that an Academic Integrity Incident occurred, they shall submit an academic integrity incident report with an imposed and/or proposed sanction(s) to the DAI via the University database of confidential and permanent records account no later than **5 University business days** following initial communication with the student. The complete submission to the DAI by the instructor shall include the following:
  - Report of findings
  - Syllabus
  - Particulars of assignment
  - Evidence (copies)
  - Relevant email correspondence (if any)
  - Imposed and/or proposed sanction(s)
- Upon receipt of the submission, the DAI reviews University-wide records to determine whether the incident is a first or recurring Academic Integrity Incident and may offer suggestions to the instructor's imposed and/or proposed sanctions accordingly.
- The DAI notifies the student via their SLU email account of the finding(s), imposed and/or proposed sanctions, implications, and whether it is a first or recurring Academic Integrity Incident.
- The student must acknowledge or refute responsibility in writing via their SLU email account within **7 University business days.**
- Student failure to respond to the notification of the of account of the finding(s), imposed and/or proposed sanctions, and implications, after **7 University business days** will be treated as acceptance of responsibility. Students who do not respond to the notification may follow the new evidence appeal process. Students are eligible to initiate a new evidence appeal within **30 University business days** of notification.

If Acknowledged First Academic Integrity Incident:

- The DAI collaborates with instructor(s) to facilitate sanction equity and confirm the imposed and/or proposed instructor sanction.
- The DAI informs the student of sanction(s) implications.
- The DAI works with the student to ensure compliance to sanction(s) (if applicable).

- The DAI enters sanction(s) into the University database of confidential and permanent records.
- The DAI reports closure of case to the following (as applicable):
    - Student
    - Instructor of course
    - Associate Dean of the student's academic home
    - Department Chair/Director of course and of student's major
- Findings and sanction(s) are entered into the University database of confidential and permanent records. Saint Louis University is bound by the Family Educational Rights and Privacy Act of 1974 (FERPA)s. The files and information contained in the University database of confidential and permanent records are subject to these guidelines as student records.

If Academic Integrity Incident and/or Associated Sanctionis Refuted or a Recurring Academic Integrity Incident:

- The DAI assembles a 3-person Academic Hearing Panel from members of the Academic Integrity Board, as defined by the Academic Integrity Bylaws, to adjudicate and make determination of responsibility based on a preponderance of evidence.
- The DAI appoints a Chair of Academic Hearing Panel responsible for scheduling and communicating with accused student, instructor, and Academic Integrity Office.
    - The DAI may attend Academic Hearing Panel Hearing to observe and advise on process as a non-voting, ex officio member.
    - When scheduling the hearing, every effort will be made to not interfere with a student's or instructor's academic schedule.
- Academic Hearing Panel conducts Hearing in adherence to the Academic Integrity Board Bylaws.
    - The Academic Hearing Panel may solicit input from academic and administrative units and individuals whose professional/disciplinary expertise is needed to fulfill the Academic Hearing Panel's review (i.e., the alleging faculty, other faculty from associated college/school, the associated academic department chair, the associated college/school dean's office, ITS, the Dean of Students Office, etc.).
    - The Academic Integrity Office provides the Academic Hearing Panel with all relevant reports, evidence, and pertinent information.
    - The Academic Hearing Panel confers separately with the student and the instructor.
    - The Office of Academic Integrity informs via SLU email the student/instructor of the date, time, and location of the Hearing at least **5 University business days** before the hearing.

- Hearing parameters:
    - The Academic Hearing Panel Hearing may be conducted in-person or virtually.
    - The hearing may <u>not</u> be recorded.
    - The accused student's participation in the hearing is compulsory. If participation results in absence from a course, the University Authorized Absence Policy applies. If the student fails to attend the scheduled hearing, they are subject to a referral to the Office of Student Responsibility. A student's lack of participation in the hearing does

not prevent the Academic Hearing Panel from determining responsibility. A student's lack of participation does not constitute a presumption of responsibility.

- The student may bring one personal advisor, e.g., parent, guardian, faith-based leader, or an attorney of the student's choosing at the student's own expense. The advisor is only present to support the student through the process but may not speak for the student, ask questions of others present, or interfere with the hearing. If the student wishes to speak privately with their advisor during the hearing, they may request a brief recess from the hearing.
  [Appropriate FERPA (Family Educational Rights and Privacy Act) Waiver required.]
- The student, instructor, and/or Academic Hearing Panel have the right to request witnesses in advance of the hearing. The Chair of the Academic Hearing Panel (in consultation with DAI) determines whether a witness is relevant to the hearing proceedings and may allow the witness at the hearing or not. [Appropriate FERPA (Family Educational Rights and Privacy Act) Waiver required.]

- The Academic Hearing Panel's determination is premised on all the materials provided, including those submitted by the instructor as part of the original Academic Integrity Incident Report and any subsequent evidence or applicable context provided by the instructor, student and/or the respective academic department and/or dean's office. A **majority vote** of voting members is required to determine the student's responsibility for the alleged violations.
  - If the student is found responsible for the violation, based on a preponderance of evidence, the Academic Hearing Panel determines whether to uphold or adjust the originally imposed and/or proposed sanctions.
  - If the student is found not responsible for the violation, based on a preponderance of evidence, no sanction(s) will be imposed on the student.
- The Academic Hearing Panel Chair prepares an Academic Hearing Panel Hearing Summary including a brief synopsis of the Hearing and the final decision regarding student responsibility and sanction(s). The Summary shall be submitted to the DAI within **5 University business days** of the Hearing.

- The DAI communicates the Academic Hearing Panel decision and sanction(s) (if any) to the student and instructor within **10 University business days** of the Hearing.
  [Notification via SLU email]
  - If the student is found responsible:
    - The DAI will inform the student of the sanction(s) and implications.
    - The DAI will work with the student to ensure compliance with the sanction(s) (if applicable).
    - The DAI will inform the instructor of the decision.
    - The DAI will inform the Associate Dean of the student's academic home.
    - The DAI will inform the Department Chair/Director of course and of student's major.
    - The DAI will enter records of the sanctions into the University database of confidential and permanent records.
  - If the student is found not responsible:
    - The DAI will inform the student of the process findings.
    - The DAI will inform the instructor of the findings.

        - The DAI will collaborate with the instructor to reverse any sanctions that may have been applied.
        - The DAI will inform the Associate Dean of the student's academic home if applicable.
        - The DAI will inform the Department Chair/Director of course and of student's major if applicable.
        - The DAI will destroy all case materials for students found not responsible.

- The Academic Integrity Incident Report, supplemental materials, findings, and sanction(s) are entered into the University database of confidential and permanent records. Saint Louis University is bound by the Family Educational Rights and Privacy Act of 1974 (FERPA)s. The files and information contained in the University database of confidential and permanent records are subject to these guidelines as student records.

Right of Appeal – New Evidence Appeal or Process Appeal to the Office of the Provost

- Parties involved in the academic integrity incident may appeal the decision of the Academic Hearing Panel to the DAI based only on either of the following grounds:
    - New Evidence Appeal: New evidence not available at the time of the Academic Hearing Panel Hearing, which would have a material impact on the case's determination.
    - Process Appeal: There was a material deviation from the procedures set forth in this Academic Integrity Policy that would significantly impact the outcome of the matter or may have resulted in a different finding.
- The appeal must be submitted in writing via SLU email to the DAI within **7 University business days** of notification of Academic Hearing Panel Hearing decision.
- In the case of an appeal based on new evidence, the DAI refers the case and all relevant materials (initial report, evidence, Academic Hearing Panel Hearing summary, approved sanction(s), etc.) to the original or new Academic Hearing Panel within **5 University business days** for a new hearing and follows the procedures and timelines outlined above.
- In the case of a process appeal, the DAI refers the case and all relevant materials (initial report, evidence, Academic Hearing Panel Hearing summary, approved sanction(s), etc.) to the Office of the Provost within **5 University business days**.
    - The DAI informs the student and instructor that the appeal has been referred to the Office of the Provost or the Academic Integrity Hearing Panel.
    - The Office of the Provost will make every effort to provide a decision regarding the appeal within **10 University business days**.
- DAI shall communicate via the student's SLU email the Academic Hearing Panel/Provost Office decision and sanction(s) (if any) to the student and instructor within **10 University business days of the appeal decision.**
    - If the student is found responsible:
        - The DAI will inform the student of the sanction(s) and implications.
        - The DAI will work with the student to ensure compliance with the sanction(s) (if applicable).
        - The DAI will inform the instructor of the decision.
        - The DAI will inform the Associate Dean of the student's academic home.
        - The DAI will inform the Department Chair/Director of course and of student's major.

        - The DAI will enter records of the sanctions into the University database of confidential and permanent records.
    - If the student is found not responsible:
        - The DAI will inform the student of the appeal findings.
        - The DAI will inform the instructor of the appeal findings.
        - The DAI will collaborate with the instructor to reverse any sanctions that may have been implemented.
        - The DAI will inform the Associate Dean of the student's academic home if applicable.
        - The DAI will inform the Department Chair/Director of course and of student's major if applicable.
        - The DAI will destroy all case materials for students found not responsible.

The Office of the Provost decision is final and not eligible for further appeal.

6.0 Sanctions

Academic Integrity sanction(s) will be determined based on whether the incident is a first or recurring Academic Integrity Incident and/or egregiousness of the incident. Sanction(s) may include but are not limited to:

- The faculty may determine the incident is appropriate for a restorative educational opportunity and no formal sanction is applied.
- The student may be required to repeat/revise the assignment or complete an alternative assignment.
- The student may receive a lowered, failing, or zero grade on the examination or assignment in question.
- The student may receive a lowered or failing course grade in the course in question. The student shall have the right to continue in the course without retaliation or penalty pending final resolution.
- The student may be dismissed from their academic program/department after multiple incidents per the academic program/department dismissal policy if applicable.
- Visiting students (including 1818) may be prohibited from participating in the program/opportunity.
- The student may be suspended or expelled from the University.

The aforementioned sanctions may be accompanied by a requirement to participate in additional academic education support designed to prevent future Academic Integrity Incidents.

7.0 Historical Context

On 6/26/2015 the University adopted a university-wide Academic Integrity Policy after development with and vetting through individual academic unit's governance bodies by a committee of faculty, deans, staff, and students. To comply with the University policy, academic units were expected to amend their own academic integrity policies to align with university definitions and minimum standards. Individual academic units were to consider standards of academic and professional conduct for their own disciplines. Therefore, the University Academic Integrity Policy did not offer a single set of procedures for adjudicating violations of academic integrity at the academic unit level and only applied standards for process, record keeping, and appeals to the Office of the Provost with the exception of violations of academic integrity in scientific research (which was

guided by the University's Research Integrity Policy).

The University Academic Integrity Policy creates a unified adjudication process across school/colleges and centralizes record keeping and academic integrity metrics.

Maintenance or records (see the University Policy of Maintenance of records at records (https://www.slu.edu/provost/policies/academic-and-course/policy-records-management-and-retention.pdf)

The current policy supersedes all previous versions. Academic units (as specified in the Scope section above) are expected to follow the Reporting and Adjudication Procedures for Allegations of Violations of Academic Integrity described above.

This policy was:
Endorsed by CADD: 5/22/2024 Approved by the Provost: 5/22/2024