



**College of Social Justice and Human Service Department of Criminal Justice,  
Social Work, & Legal Specialties**

## **Graduate Student Handbook**

### **Policy Manual**

### **Master of Arts in Criminal Justice Program**

**Revised January, 2015**

## **Preface**

The Master of Arts in Criminal Justice is housed within the Department of Criminal Justice, Social Work, and Legal Specialties, of the College of Social Justice and Human Service at the University of Toledo. This Graduate Student Handbook of the Criminal Justice Program contains the policies, procedures, and the curriculum of the Master of Arts in Criminal Justice degree program. It is designed to provide students with an overview of the program and the requirements in the program.

It is the goal of the Criminal Justice Graduate Committee to ensure that the policies and regulations are compliant with the guidelines set by the College of Graduate Studies (<http://www.utoledo.edu/graduate/>). In rare circumstances, changes to policies and rules may be instituted by the College of Graduate Studies which may not be immediately reflected in this handbook. The policies and rules set forth by the College of Graduate Studies supersede those set forth in this handbook. Therefore, all criminal justice graduate students are strongly encouraged to meet regularly with the graduate coordinator for the Master of Arts in Criminal Justice degree program so as to be informed of any changes.

## **I. Purpose**

The Master of Arts in Criminal Justice at The University of Toledo is a post-professional degree designed for professionals already working within the criminal justice system (such as law enforcement officers, prison and jail personnel, probation and parole officers, and court administrators) who seek to gain the knowledge and skills to be effective leaders within their organizations. It is also designed for individuals who plan to continue on to pursue a doctorate in criminal justice or criminology after obtaining their master's degree. Finally, the degree is designed for individuals who wish to broaden their knowledge about crime and public policy issues.

The degree program is founded on a central idea that criminal justice students should be well grounded both in theory and research. The program curriculum is designed to develop the capacity for critical thinking, scholarly research, critical analysis, quality writing, and ethical reasoning. The degree requires 30 hours of approved graduate level courses. The program emphasizes theoretical, administrative, analytical, and research skills to meet a wide array of career goals. The Master of Arts in Criminal Justice is an academically challenging program.

### ***Online and On-campus Options***

The Master of Arts in Criminal Justice at the University of Toledo is offered through a mixture of online and on-campus courses. Full-time students may complete the degree in one year by taking a minimum of 12 credit hours of coursework in each the fall and spring semesters, and 3-6 credit hours during the summer semester. These courses would be a mixture of online and on-campus courses. Part-time students are capable of completing the degree in two years by taking a minimum of 6 credit hours of coursework in each the fall, spring semesters, and 3 credit hours during the summer semesters for two consecutive years.

Students wishing to complete the degree entirely online may do so as a part-time student. Every required core course will be offered at least once in an online format every 24 months, and every

semester at least two elective courses will be offered online. This permits online-only students to complete the degree in 2 years by taking a minimum of 6 credit hours of course work every fall, spring semester, and 3 credit hours in the summer semesters.

## **II. Admission**

Students may enter the Master of Arts program under one of two types of admission: regular or conditional.

### ***Regular Admission***

Applicants who show promise for success as a graduate student may be admitted into the Master of Arts program. At a minimum, an applicant must possess an undergraduate degree from an accredited college or university and must satisfy one of the following criteria:

1. Has a 3.0 or higher (on a four point scale) overall undergraduate grade point average  
or
2. Has an overall undergraduate grade point average of 2.70 to 2.99 and has taken the Graduate Record Exam (GRE), earning a score above the 40<sup>th</sup> percentile  
or
3. Has completed nine or more credit hours of graduate coursework with an overall graduate grade point average of 3.0 or higher.

Admission is competitive and satisfaction of one of the above criteria does not guarantee admission. Applicants are encouraged to present the strongest application possible.

*Note: the College of Graduate Studies requires all applicants who earned less than a 2.7 in their undergraduate studies to submit a recent GRE exam score.*

### ***Conditional Admission***

Conditional admission status may be accorded to applicants who have submitted the required credentials, yet failed to meet the above requirements. The admissions committee may consider relevant and substantial work experience within the criminal justice system and any other factors the committee deems relevant in its decision. It is important to note, however, that the applying student must present the admissions committee with *substantial evidence* to suggest that the student can overcome the deficiencies presented in his or her application materials.

If admitted conditionally, the student may be subject to special conditions such as maintaining a minimum grade point average after the completion of a stated number of hours, completing specific undergraduate or graduate coursework, and periodically meeting with advisors or the committee who will monitor the student's performance. The student will be fully admitted once the admissions committee certifies that the conditions have been satisfied.

### **Application Materials**

All applicants to the program shall submit, and the admissions committee shall consider, the following indicators of potential success in the program:

1. An application
2. Official transcripts of all prior university and college work

3. A personal statement of 500 to 700 words containing a description of why the applicant is pursuing graduate studies, including a description of all relevant professional experience. Applicants are encouraged to submit evidence of writing competence, analytical abilities, and research skills. See Appendix A for guidelines regarding the personal statement.
4. Three letters of recommendation, preferably from professors or other individuals familiar with the applicant's communication skills, cognitive skills, demeanor, character, and work ethic. See Appendix B for guidelines regarding letters of recommendations.
5. Application fee and other documents required by the College of Graduate Studies.
6. Other documentation needed to assess the application such as GRE scores (if grade point average below 3.0), LSAT score (for J.D. / M.A. applicants), evidence of research in the field, etc.

### ***Admissions Committee***

The Criminal Justice Graduate Program Coordinator will chair the graduate admission committee. The Chairperson of the Department of Criminal Justice, Social Work, & Legal Specialties will appoint committee members from the eligible graduate faculty. The admissions committee shall submit the files of all applicants along with its recommendations to the Department chairperson by a date to be designated each semester.

### **III. Financial Assistance**

Students admitted to the M.A. program are eligible for financial assistance (*e.g.*, loans) through the UT financial aid office. In addition, the Criminal Justice Program has a limited number of graduate assistantships and / or scholarships available. Graduate assistants provide support for faculty teaching and research for 20 hours a week, and an assistantship carries an award of tuition and a stipend. The awards are made on the basis of academic merit. If you are interested in receiving assistance, you must complete the application in Appendix C.

In addition, graduate students are members of the Graduate Student Association (GSA) (SU3514; phone: 419-530-2373). This organization represents graduate students at the University of Toledo. Its main purposes are to voice graduate student concerns, ensure the representation of graduate students on university committees, and provide recognition for graduate students for outstanding achievement and service. Any student enrolled for graduate credit is a member of the GSA and may apply for the various awards and financial assistance.

The GSA will provide funds to graduate students for thesis or dissertation research, dispensed on a first-come-first-served basis. To be eligible, graduate students must hold a regular admission status and be pursuing research for a thesis or dissertation. The Small Grants Committee of the GSA decides awards. Applications are available through the Graduate Student Association office. Please check with the GSA for application deadlines. The GSA may also provide travel funds to graduate students who participate in academic conferences, conventions, and seminars. The fund has a budget each semester for such grants. Applications are available through the Graduate Student Association office. Please check with the GSA for application deadlines.

#### **IV. Plan of Study**

##### ***Advising***

At the time of admission, the advisor to graduate students will be the Criminal Justice Graduate Coordinator of the Master of Arts in Criminal Justice degree program. The student **must** meet with the Criminal Justice Graduate Coordinator before enrolling in any graduate courses. Online-only students may accomplish this through email communication with the Graduate Coordinator. The advisor will assist students in developing and filing their plan of study. Each student must file a “plan of study” at the beginning of his / her graduate studies. The advisor does not necessarily have to serve on a student’s thesis committee.

##### ***Registration***

During this session students will receive information regarding registration and the program itself. This also will be an opportunity for students to ask questions and to get to know the faculty and fellow students. Prior to the start of their first semester, it is recommended that entering students attend an orientation session. Admitted students will receive a letter prior to the orientation, advising them as to when and where the session will occur.

##### ***Transfer Credit***

On a case-by-case basis, the admissions committee will review any transfer credit requests by a student. The admissions committee will determine whether, how much, and for what courses credits can be applied toward program completion. The maximum number of allowed transfer credits from other universities / colleges, however, is 9 credit hours. All transfer credits must be applicable to the Master of Arts of Criminal Justice degree.

##### ***Required Courses***

The program consists of a minimum of 30 credit hours, made up of 12 hours of required core coursework and 18 hours of elective coursework. No more than 15 credit hours applied for the degree can be at the 5000 course level. The other 15 hours of required coursework must be at the 6000 course level or higher. While a minimum of 24 credit hours must be earned in criminal justice coursework, students are permitted to tailor as many as 6 credit hours of elective courses outside of criminal justice to meet their specific academic and career objectives. See Appendix D for course sequencing plans.

##### ***Required Core Courses***

All candidates for the Master of Arts in Criminal Justice degree must complete the below four core courses.

CRIM 6590 Administration of Criminal Justice (3 credit hours)\*

CRIM 6000 Advanced Theories in Criminal Justice (3 credit hours)

CRIM 6200 Data Analysis in Criminal Justice (3 credit hours)

CRIM 6400 Research Methods in Criminal Justice (3 credit hours)

\* CRIM 6590 Administration of Criminal Justice is the portal course that also serves as an introduction to the rest of the MACJ degree. It is highly recommended that CRIM 6590 be taken during the student’s first semester in the MACJ program.

### ***Criminal Justice Electives***

A minimum of 18 hours of elective course work must be taken to meet the graduation requirements for the Master of Arts in Criminal Justice degree. A minimum of 9 credit hours of this elective coursework must consist of criminal justice coursework. Below is a list of criminal justice elective courses routinely offered by the Criminal Justice Program. This list is not meant to be exhaustive, and new elective criminal justice courses may be developed and offered. Before enrolling in any criminal justice elective courses, a student must obtain approval from his / her advisor.

### ***Routinely Offered Electives***

CRIM 6300	Advanced Ethics and Criminal Justice (3 credit hours)
CRIM 6310	Juvenile Justice in the Metropolitan Community (3 credit hours)
CRIM 6320	Women, Crime, and Criminal Justice (3 credit hours)
CRIM 6330	Advanced Victimology (3 credit hours)
CRIM 6340	Mental Illness, Crime, and Criminal Justice (3 credit hours)
CRIM6420	Advanced Criminal Procedure (3 credit hours)*
CRIM 6430	Administration of Police Services (3 credit hours)
CRIM 6500	Corrections (3 credit hours)
CRIM6570	Civil and Criminal Liability (3 credit hours)
CRIM 6610	Corrections Policy and Administration (3 credit hours)
CRIM 6620	Police and Society (3 credit hours)
CRIM 6940	Graduate Internship in Criminal Justice (3 credit hours)**
CRIM 6950	Policy Project (3 credit hours)
CRIM 6960	Thesis (1-to-3 credit hours)*
CRIM 6980	Special Topics in Criminal Justice (3 credit hours)
CRIM 6990	Independent Studies in Criminal Justice (3 credit hours)**

\* A student in the joint J.D./MACJ degree program is allowed to substitute the CRIM 6420 for Law courses in criminal procedure as law school students in the joint J.D. / MACJ program receive the same course content from their required law courses.

\*\* Course may be taken for additional credit hours upon written permission of advisor and the Criminal Justice Graduate Coordinator. A student may take a maximum of 6 credit hours in CRIM 6940 Internship, CRIM 6990 Independent Studies in Criminal Justice, or a combination of the two courses.

### ***Elective Courses outside Criminal Justice***

As noted above, a student may take as many as 6 credit hours of elective courses outside of criminal justice. A student may take any existing graduate course offered by the University of Toledo with written pre-approval of the Criminal Justice Program Graduate Coordinator. This dimension of the program allows the student to develop an informal area of concentration. For example, students interested in criminal justice administration may take coursework in management, labor, finance, and budgeting in the Department of Political Science and Public Administration, or in the College of Business. Courses in counseling, sociology, psychology, geography, and many other departments are available depending on a student's interests and

career objectives.

### ***Master of Arts in Criminal Justice / Juris Doctor Joint Degree***

The Criminal Justice Program and the College of Law offer a joint degree program leading to the award of both the Master of Arts in Criminal Justice and the Juris Doctorate. The degree is excellent preparation for students interested in practicing criminal law, working as counsel to criminal justice or social service agencies, and for those interested in administration within a prosecutor's or public defender's office. Applicants must be admitted to both the Master of Arts in Criminal Justice program and the College of Law. A minimum of 98 hours of coursework is required to earn the joint degree. The first year of study is devoted entirely to College of Law coursework. Beginning in the second year, a mix of criminal justice and law courses are taken. Before beginning this program or enrolling in any Criminal Justice graduate course, a student must be admitted to the MACJ / JD joint degree program. For more information on this joint degree program, contact the Criminal Justice Graduate Coordinator after admission into the College of Law.

### **Culminating Experience Requirement**

#### ***The Culminating Experience: Exam / Internship / Thesis Options***

Students must demonstrate a command over knowledge of the criminal justice field. To do so, they have a choice of completing either thesis, which examines depth of knowledge in a particular area of criminal justice through a major research project, a comprehensive exam, which examines breadth of knowledge of the criminal justice field generally, or an internship within a criminal justice agency. Students electing to complete a thesis can earn three to six hours of credit for the thesis work. Students electing to complete an internship can earn three to six hours of credit for their internship work.

#### **Thesis**

Students interested in creating unique, original, and innovative scholarship may complete a thesis. Students are also encouraged to conduct applied research within local criminal justice agencies.

In consultation with his / her selected thesis advisor, a thesis student shall select a committee of at least three graduate faculty members to sit on his or her thesis committee. At least two members must be from the Criminal Justice Program. All members of the committee shall be members of the graduate faculty and the committee chair shall be a full member of the criminal justice graduate faculty. Faculty from other universities may be approved on a case-by-case basis by the Chair of the Department of Criminal Justice, Social Work, and Legal Specialties. Non-graduate faculty members and members of the community may be invited to sit as non-voting members of the committee with the permission of the thesis committee chair.

The thesis committee chair shall have primary responsibility for supervising and guiding a student's thesis work. The thesis committee shall respect reasonable decisions of the thesis committee chair.

*All thesis students must complete a proposal before enrolling in the first semester of thesis work.*

The thesis committee shall define the expectations for the proposal, as well as the precise date by which it must be completed. All thesis proposals for the Master of Arts in Criminal Justice degree must be in 12 point, Times New Roman. The proposal must be correctly formatted using the requirements specified in the most recent edition of the *Publication Manual of the American Psychological Association*.

The thesis proposal consists of four parts. The first page is the Thesis Committee Proposal Form which is obtained from the Criminal Justice Graduate Coordinator. The form must be completed by the student and signed by the thesis committee after reading the proposal. The second section is a 10 to 15 page literature review of the subject area to be explored. The third section is a 4 to 5 page description of the research questions which will be studied, why this area is important to study, and proposed research methodology. The fourth section is the reference section for all sources used in the proposal.

The chair of the thesis committee must ensure that the proposal is properly formatted. *A majority vote of three person committee of acceptance is required before the student can begin work on his / her thesis and enroll in CRIM 6960 Thesis for credit hours.* If the proposal is rejected by two or more members of the committee, the student will be denied permission to begin his / her thesis. If rejected, the thesis committee must supply the student with a written explanation of why the proposal was rejected, and what, if any, revisions need to be done for the proposal to be accepted. The thesis committee chair may require a public defense of the proposal.

All theses for the Master of Arts in Criminal Justice degree must be in 12 point, Times New Roman. All theses must be correctly formatted using the requirements specified in the most recent edition of the *Publication Manual of the American Psychological Association*. A thesis student shall make a final copy of his or her thesis available to the entire thesis committee at least ten days before the scheduled date for the public defense. The public defense shall be posted in the manner required by the university, college, and department at least seven days prior to the defense.

A majority vote of the committee (i.e., two or more committee members) is required for approval of the thesis. The thesis committee may approve a thesis without revisions or with revisions. The revisions must be made and approved by the committee before the thesis is accepted for completion of the Master of Arts in Criminal Justice degree. The thesis committee may also reject a thesis, which requires a majority vote (i.e., two or more committee members). If a thesis is rejected, the thesis committee must provide to the student, within 14 days after rejection vote, a written reason for the rejection of the thesis and what changes are required before the thesis will be considered again for acceptance. The above steps will be repeated when the revised thesis is resubmitted.

Theses must be prepared in accordance with the guidelines put forth in the College of Graduate Studies Theses Handbook, and the College of Social Justice, and Human Service Master's Degree Handbook.



## **Internship**

Students currently employed, or interested in securing employment, within criminal justice agencies may find a professional internship experience more beneficial to their career goals. Qualified students may be able to obtain a semester internship with a law enforcement, court, corrections, or treatment agency, performing a minimum of 128 contact hours of internship work for 3 credit hours.

The graduate-level internship program is supervised by the Graduate Advisor, who may assist students in making contact with an appropriate criminal justice agency. A criminal justice internship can provide the student with valuable insight into the actual operations of different agencies as well as enabling students to make personal contacts with practitioners in the field. In order to qualify for a graduate-level internship, the student must be admitted into the MACJ program and have at least a 3.0 graduate-level grade point average (GPA).

**IMPORTANT NOTE: Students electing to complete an internship must contact the Graduate Advisor at least three months prior to the semester in which they intend to do the internship. Federal agencies normally require six months or more of lead time to process applicants. Nearly all of the agencies offering an internship require interviews, application submissions and background checks prior to accepting a student intern. Many also require polygraph examinations. This process can be lengthy and requires early preparation. Any student who has any type of arrest record or a pending charge is extremely unlikely to be accepted by a criminal justice agency for an internship.**

It is the responsibility of the student to select an agency within the criminal justice system to perform the internship. Discuss the various options with the Graduate Advisor before contacting an agency. The student then needs to contact the agency and make application for the internship. Registering for the CRIM 6940 Criminal Justice Internship requires permission of the Graduate Advisor, and this cannot be done until the agency has approved the student for the semester that he or she requested. After the student has secured an internship contract with a criminal justice agency, the student must contact the Graduate Advisor and then may be permitted to enroll in the course.

As part of the CRIM 6940 CJ Internship course, the student must complete at least 128 hours of work for the agency. At the end of the internship, each student must submit a final paper which will address the strengths and weaknesses that the student perceived in the internship program, and what the student learned from the internship. The paper should also contain a description of the agency where the internship was performed, its organizational structure, and an analysis of the agency's strengths and weaknesses. This final paper should be 8 to 12 pages in length, double spaced, using standard page margins and 12-point font. It must be submitted to the Graduate Advisor by the last day of classes (prior to final exams). At the end of the semester, an evaluation form which will request detailed information about the student's performance will also be mailed to the agency supervisor for completion.

## **Comprehensive Examination**

Students must demonstrate a command over the primary literature in the criminal justice field. The comprehensive exam examines breadth of knowledge of the criminal justice field, and is an alternative to the traditional thesis. Students who elect not to complete a thesis must pass a comprehensive exam.

The comprehensive examination can only be taken after the student has completed the 12 credit hours of graduate-level criminal justice coursework. The comprehensive examination will cover an issue that spans across the police, the courts, and corrections. Therefore, students are expected to synthesize the content and research components of the core, to analyze problems, think critically, and to write clearly and effectively.

If a student elects to take the comprehensive examination in lieu of a thesis, the student must apply in writing to take the examination to the Graduate Coordinator of the Criminal Justice Program by the second week of the semester in which the examination will be taken. In this written request, the student will indicate which two graduate criminal justice faculty he or she wants to construct and grade the question.

The comprehensive examination will be issued on a date mutually agreed upon by the student and the two faculty members creating the exam. The agreed upon date must be between the ninth and twelfth weeks of the semester in which the request was submitted, so that it does not interfere with mid-term or final examinations.

The two faculty members creating and grading the exam should provide the student with instructions on how to study for the exam question. The faculty members should also provide the student with clear expectations about what an appropriate exam answer must include (i.e. length, referencing style, major works that must be cited, etc.).

After the exam question is issued to the student on the mutually-agreed upon date, the student will have seven (7) days to complete a written answer to the question and return it via email to the two grading professors and the Graduate Coordinator. After it has been received, the two grading faculty members will review the exam and notify the Graduate Coordinator if the answer has received a score of “pass” or “no pass” within seven (7) days of receipt of the answer. In the event the two graders do not agree whether a student has passed or failed (i.e., split decision), a third grader shall be employed. The third grader will be the Graduate Coordinator unless the Coordinator is already one of the original two grading faculty members.

A student who has not passed a question shall be issued a grade of failure. The faculty graders shall provide the failing student with written comments explaining why the failure grade was issued and how to improve the answer. The failing student will then have seven (7) days to correct these deficiencies and resubmit his or her revised answer to the reviewing faculty members. The two original criminal justice faculty members will evaluate the revised answer and render a “pass” or “no pass” decision. Only if both faculty graders feel the revised answer is acceptable, a grade of pass will be recorded for the student.

If a student fails on the revised comprehensive examination, the student will meet with the Chairperson of the Department of Criminal Justice, Social Work, and Legal Specialties and the Graduate Coordinator of the Criminal Justice Program. At this meeting, the student will be given the option of either removal from the criminal justice graduate program or taking a required remedial program set up by the Chair and the Graduate Coordinator. The required remedial program will include directed readings, practice essays, independent study, and / or retaking of graduate courses, and will be under the direction of the Graduate Coordinator of the Criminal Justice Program. The remedial program is designed to aid the student in passing the comprehensive examination. The Graduate Coordinator will decide if the student has successfully completed the assigned remedial program. If the student refuses to take the remedial program or does not successfully complete it, he or she will be removed from the Criminal Justice Program. After the student completes the remedial program, he or she may arrange to take a new comprehensive exam.

Finally, a student retains all rights for appeals outlined by the University of Toledo should they contest a grade assigned for a comprehensive examination.

#### **V. Reasonable Progress & Good Standing**

Students admitted to the Master of Arts in Criminal Justice are assumed to be above average students who possess the potential to deal successfully with all course requirements. The expected quality of performance is high in all academic matters, including written assignments and class participation.

**In order for a student to remain in good academic standing he / she must maintain a minimum GPA of 3.0 on the 4.0 scale. It is important to remember that a "B-" grade falls below that minimum requirement. Students must receive at least a "B-" in every core course. A student must retake any core course for which he or she earned a grade less than a "B-." Students whose grade point average falls below 3.0 are subject to dismissal from the department.** In computing the academic average of a student, all grades for all courses are included, except for those classes which were repeated. If a student has taken a course more than once, the most recent grade will be included in the calculation of the cumulative grade-point average.

A student must complete all courses for the MA degree within five years of his / her first enrollment in the program. Otherwise, the student must begin the program again with no credit for prior courses. All students must complete a minimum of 6 credit hours each year.

The Graduate Coordinator reviews each student's Plan of Study annually. A deficient student may be warned, placed on probation, or dismissed from the department. A student may be considered deficient if one or more of the following occurs:

- Failure to remove a grade of "PR" within the instructor's time period;
- Failure to remove a grade of "I" within one semester;
- Receipt of a failure on the Comprehensive examination;
- Failure to maintain a grade point average of 3.0 or higher;
- Failure to demonstrate satisfactory progress on the Thesis.

If permitted to remain in the program, the student may be requested to follow any program recommended by the Graduate Coordinator. Students who are warned or placed on probation will be requested to meet with the Chair of the Department to discuss their plans for academic progress.

## **VI. Academic Dishonesty**

The faculty members of the Criminal Justice Program expect students to maintain academic integrity. Students should neither indulge in nor condone academic dishonesty of any sort. Students who engage in academic dishonesty can be dismissed from the academic program. Academic dishonesty will not be tolerated. It is the student's responsibility to know what constitutes academic dishonesty. If students are unclear about what constitutes plagiarism or cheating, they should seek the advice of their instructor.

Examples of academic dishonesty include but are not limited to:

1. Plagiarism in all forms including (a) lack of adequate citation for material that is paraphrased from a source, or (b) using a primary citation for a secondary source;
2. Submitting academic work that is not solely the work of the student without adequate citation of other contributors;
3. Giving or receiving, prior to an examination, any unauthorized information concerning the content of that examination;
4. Communicating during an examination in any manner with another student without authorization;
5. Giving or receiving aid during the course of an examination;
6. Commencing an examination before the stipulated time or continuing to work on an examination after the announced conclusion of the examination period;
7. Taking, converting, concealing, defacing, damaging, or destroying any property related to the preparation or completion of assignments, research or examination; or
8. Falsifying or fabricating data.

The penalty for academic dishonesty depends on the circumstances of the infraction but can be as severe as instant dismissal from the academic program. This policy applies to graduate students in their academic courses, during their practical and field assignments, and throughout direct research endeavors.

## **VII. International Students**

The Department of Criminal Justice, Social Work, and Legal Specialties welcomes applications from international students for enrollment in its Master of Arts in Criminal Justice program. The University of Toledo makes every effort to assist international applicants and students.

All international students must score 550 or higher on the Test of English as a Foreign Language (TOEFL). In addition, all international students must complete the Graduate Record Exam (GRE). The University maintains an Office of International Student Services ("OISS"), which assists students with new student orientation, location of housing, cultural adjustment, immigration information, and personal emergencies. If you are considering whether to apply for admission to the Master of Arts program in Criminal Justice, you should review the materials on

the OISS website. The website address is the following:

<http://www.student-services.utoledo.edu/international/index.html>

This website will provide you with information concerning application procedures, the Intensive English Study of the American Language Institute, the City of Toledo, Ohio, international students at the university, frequently asked questions, and, of great importance, pre-departure and arrival information. It is **essential** that you contact the OISS as quickly as possible, both before leaving for the United States and after your arrival in Toledo.

Contact Information:

International Student Advisor  
Office of International Student Services  
1533 Student Union  
The University of Toledo  
2801 West Bancroft Street  
Toledo, Ohio 43606  
419-530-4229  
419-530-4224 (fax)  
intlsvs@utnet.utoledo.edu

In addition to the information available on the OISS website, the OISS office provides special orientation services for international students in the fall, spring, and summer. These orientations will ensure that you have completed all requirements of the United States Bureau of Citizenship and Immigration Services. You can learn more about these meetings, **which you must attend before you will be able to register for classes**, by contacting the OISS office.

### **VIII. Students Awards**

At least once each year, the Student Awards Committee of the Graduate Student Association (GRA) may recommend a graduate student for a special graduate student award. Such an award may be based on exceptional academic performance, exceptional merit in a thesis or other publication, or exceptional contribution. Contact the GSA for more details.

### **IX. Departmental Graduate Committees**

#### ***The Admissions Committee***

All students seeking admission to the Master of Arts in Criminal Justice program must first obtain admission from the College of Graduate Studies, and then by the Criminal Justice Program. For the specific materials required for admission by the College of Graduate Studies, please contact them at 419-530-4723 (phone), 419-530-4724 (fax), grdsch@utnet.utoledo.edu (e-mail), or visit their website at <http://www.utoledo.edu/grad-school/>.

The Chair of the Department will appoint the members of the Criminal Justice Program Admissions committee. All members are graduate faculty in the Criminal Justice Program. By a date to be designated each semester, the committee will review the files of all applicants and forward those files, together with the committee's recommendations, to the Chair. The Chair of the Department will make the final decision if a student is granted admission to the Criminal Justice Program.

### ***The Graduate Curriculum Committee***

The Chair of the Department appoints the members of this committee. All members are graduate faculty in the Criminal Justice Program. The committee is responsible for evaluating proposals for additions to the graduate curriculum of the Criminal Justice Program. Students in the Master of Arts program may approach the curriculum committee to discuss individual needs a student may have and to request variances from the approved curriculum.

### ***The Graduate Progress Committee***

The Chair of the Department appoints the members of this committee. All members are graduate faculty in Criminal Justice Program. The committee is responsible for evaluating and setting individual guidelines for the progress of all students in completing the graduate program. Annually, each student submits materials to and meets with the committee to assess his/her progress.

### ***The Academic Graduate Dishonesty Committee***

The Chair of the Department appoints the members of this committee. All members are graduate faculty in the Criminal Justice Program. The committee will consider all allegations of academic dishonesty brought by faculty and students in connection with the graduate course of study. No faculty member who is charging a student with academic dishonesty will sit on the committee hearing that matter.

The committee will make its recommendations to the Chair of the Department. These recommendations may include sanctions ranging from failure on the affected examination/paper/assignment/etc., failure in the course, or dismissal from the graduate program. In addition to these internal sanctions, the committee also may recommend that the matter be forwarded to the appropriate university committee, which has the authority to recommend suspension or permanent expulsion from the University of Toledo.

## **X. Criminal Justice Course Descriptions**

### **CRIM 6000\* Advanced Theories: Criminal Justice (3 credit hours)**

This course critically examines the contributions made by a variety of theorists to an understanding of the courses of crime, and justice system reactions to crime.

### **CRIM 6200\* Data Analysis in Criminal Justice (3 credit hours)**

While this course provides a basic understanding of quantitative techniques, it is unique in that it is specifically focused on the application of applied techniques within the field of criminal justice. Most criminal justice research is quantitative in nature and occurs within the context of field settings, which poses unique concerns, problems, and issues for the successful completion of rigorous research. Consistent with the applied nature of this course, it explores unique issues pertaining to the statistical analysis of data gathered from field settings with case examples emphasizing the use of techniques in fundamental criminal justice research projects. The primary objectives of this course include providing students with the ability to conduct, interpret, and summarize basic statistical analyses inherent to criminal justice research.

### **CRIM 6300 Advanced Ethics in Criminal Justice (3 credit hours)**

This course is designed to provide students an opportunity to integrate ethics in an understanding of Criminal Justice.

**CRIM 6310 Juvenile Justice in the Metropolitan Community (3 credit hours)**

Criminal justice theories of delinquency are studied and compared with the paradigmatic foundation of current justice processes. Additionally, the components of the juvenile justice systems are analyzed from both a historical and contemporary perspective. The social responses to delinquency will be explored through an examination of the role of the justice system and the community, including strategies of punishment, rehabilitation, prevention and the balanced approach to restorative justice. This course takes a critical view of the juvenile justice system and requires students to apply critical thinking to various viewpoints on juvenile justice.

**CRIM 6320 Women, Crime, & Criminal Justice (3 credit hours)**

The overwhelming majority of criminal offenders are men. The majority of crime victims are men. Administrators and male staff dominate the criminal justice system. Women compose a small but increasing segment of both the offender and officer population. Criminal Justice, Criminology, and Feminist Theory will be examined in this course. The perspectives of women offenders, women victims, and women who are criminal justice professionals will be explored.

**CRIM 6330 Advanced Studies in Victimology (3 credit hours)**

The treatment of victims in the criminal justice system is an all too often overlooked issue. Victims, particularly in a metropolitan community can, at all stages of the criminal justice process, be treated in an impersonal and uncaring manner. This course will ground students on theories of victimology. The course will also address victims' needs and challenges students to consider how rates of victimization could be reduced and how the criminal justice system could improve its response to victims. Students will have the opportunity to observe the treatment of victims through the Toledo / Lucas County Court system.

**CRIM 6340 Advanced Mental Illness, Crime, & the CJ System (3 credit hours)**

This course will examine the historical process that lead to an influx of persons with mental illness into the metropolitan criminal justice system. The course will examine the effects of mental illness and substance abuse on individuals. The course will also investigate the effects of persons with mental illness, many of who have complicating substance abuse problems on the criminal justice system. The criminalization of the mentally ill will be critically examined through criminology and criminal justice theory. Model criminal justice services for mentally ill offenders, including but not limited to the programs in Toledo / Lucas County, will be reviewed.

**CRIM 6350 Advanced Comparative Criminal Justice (3 credit hours)**

The course examines how different countries around the world have organized their law enforcement, courts, and corrections agencies into uniquely structured systems of criminal justice. Cultural and legal differences influencing justice are also examined.

**CRIM 6400\* Criminal Justice Research Methodology (3 credit hours)**

This course is a graduate level introduction to research methods utilized in criminal justice research. Students will be introduced to the research process and the most common investigative

approaches. Strengths and weaknesses of the analytical tools will be explored along with the implications of conducting research in practice. Students will learn how to develop rigorous research strategies to answer specific research questions, as well as assess those employed by others. Given the policy-oriented nature of criminal justice research, students also will learn about issues related to program evaluation and public policy analysis.

**CRIM 6410 Advanced Criminal Procedure (3 credit hours)**

This course will examine the role of criminal law and procedure in the criminal justice system. An exploration of the various theoretical perspectives of the law (including Natural Law, Legal Realism, Rational Choice, and Critical Legal Theory) and an examination of the judiciary's analysis of the constitutionality of these laws will give students a clearer understanding of the importance of the law for criminal justice professionals and citizens at large.

**CRIM 6500 Corrections in the Metropolitan Community (3 credit hours)**

Institutional and community corrections in a metropolitan community are faced with excessive demands and limited resources. Overcrowding is a common problem in metropolitan jails. Metropolitan probation officers all too often have more people on their caseloads than they can effectively monitor. Managing the large volume of offenders is compounded by the myriad presented by these offenders. These problems include but are not limited to the following: substance abuse, mental illness, poverty, educational limitations and behavioral disorders. This course will review the theoretical and historical roots of corrections. Students will examine metropolitan corrections problems and practices, particularly as they exist in Toledo, Lucas County, and other urban areas. As part of this course students will identify and/or innovate alternative corrections strategies to address the challenges of institutional and community corrections.

**CRIM 6570 Civil & Criminal Liability (3 credit hours)**

This course examines the law and social science literature concerning the civil and criminal liability that attends working in the criminal justice field.

**CRIM 6590\* Administration of Criminal Justice (3 credit hours)**

This is a research-oriented course into the relationship of the major structures of criminal justice: police, prosecutor, courts, and corrections with emphasis on the development of performance evaluation criteria. This is also the "portal course" to the MACJ program and provides introductory information about the MACJ program.

**CRIM 6610 Corrections Policy & Administration (3 credit hours)**

This course addresses the political, managerial, and legal factors in the corrections system.

**CRIM 6620 Police & Society (3 credit hours)**

This course is an examination of the role of the police in contemporary America, emphasizing the ambivalence of the self-image of the police and the social and political forces that compete to redefine the police function.

**CRIM 6650 Administration of Police Services (3 credit hours)**

This course involves the study of the application of management principles to municipal police



departments, emphasizing the resources, constraints, and strategies of police managers.

**CRIM 6940 Internship\*\*** (1 to 3 credit hours)

This is a field placement experience in an approved criminal justice agency to enhance the knowledge of the student. The agency must be approved by the Criminal Justice Graduate Coordinator.

**CRIM 6960 Thesis** (3 to 6 credit hours)

Topic is selected by the student and must be approved by the student's thesis committee.

**CRIM 6980 Special Topics in Criminal Justice** (3 credit hours)

The content for this course will vary. The instructor will select special problems, issues, or controversies in criminal justice for examination.

**CRIM 6990 Independent Study in Criminal Justice\*\*** (3 credit hours)

This course involves directed study in Criminal Justice under the supervision of a criminal justice faculty member.

\* Indicates a core required course

\*\* A student may take a maximum of 6 credit hours in CRIM 6940 Internship, CRIM 6990 Independent Studies in Criminal Justice, or a combination of both.

## **APPENDIX A**

University of Toledo  
College of Social Justice and Human Service  
Department of Criminal Justice,  
Social Work and Legal Specialties

M.A. Program

### ***Personal Statement Guidelines***

The Department requires a personal statement of 500 to 700 words. You should address the following in your statement:

Why are you interested in earning a Master of Arts in Criminal Justice?

Describe any education or employment experiences that have contributed to the development of your interest in criminal justice.

Describe your specific education and professional objectives. Include a description of the area of specialization you may want to develop, whether you have courses outside the Department you would like to complete, etc.

What do you have to offer the program and University?

Feel free to discuss any significant research you have conducted, writings you have produced, or any other indicator of your ability to be successful in graduate school.

## APPENDIX B

University of Toledo  
College of Social Justice and Human Service  
Department of Criminal Justice,  
Social Work and Legal Specialties

M.A. Program

### *Letters of Reference*

The Department requires three letters of reference. In general, the best letters of recommendation are from:

Professors. If applicable, at least one (preferably two) of your letters should be from a professor who is familiar with your academic abilities.

Community Folks and Supervisors. The Department is also interested in your work experience and community involvement. A letter from someone knowledgeable about these dimensions of your life is a good compliment to letters from professors.

People who have known you long enough to write with authority.

People who are senior and well known (e.g., a distinguished scholar, departmental chair, or work supervisor).

Friends and family members are not good choices. Do not select someone simply because he or she holds an impressive title. An untenured assistant professor's thoughts about your academic abilities are more valuable than a casual acquaintance who happens to be a judge.

Additional suggestions:

1. **Remember that you are asking the referee for a favor.** Most people you ask will be very busy. Make it as easy for them as possible.
2. **Give your referee plenty of time.** A minimum of four weeks is customary and will allow you to check back a few days before the deadline to ensure that the letter has been sent.
3. **Give your referees a well-organized, thorough packet of materials,** including:
  - A current copy of your academic transcripts.
  - A copy of your resume.
  - A pre-addressed, stamped envelope for each letter.

- Any forms that are supposed to be submitted with the letter. If there is a form that goes with the letter, complete as much information as possible.
- A brief statement explaining what you would like emphasized (or not emphasized). Remind the individual of what they have witnessed from you. For example, if a professor, note any presentations, research, etc. that you completed in his or her class(es). If a work supervisor, any significant projects, etc.
- Without being presuming or pushy, make the date by which you need the recommendation to be sent very clear.
- Some referees may want you to take a stab at writing a draft of the letter. Take advantage of this opportunity and provide your draft in electronic form so it may be easily edited.

## APPENDIX C

**University of Toledo**  
**College of Social Justice and Human Service**  
**Department of Criminal Justice,**  
**Social Work and Legal Specialties**

**Master of Arts in Criminal Justice**

*Financial Aid Application*

Students admitted to the M.A. program are eligible for financial assistance (*e.g.*, loans) through the UT financial aid office. In addition, the Criminal Justice Program has a limited number of graduate assistantships and scholarships available. Graduate Assistants provide support for faculty research for 20 hours a week, and an assistantship carries an award of tuition of a stipend. The awards are made on the basis of academic merit, professional experience and affiliation, and need. If you are interested in receiving assistance, complete the following the application (please type):

Name:

Date of application for admission:

Expected date of graduation with M.A.:

You will be a \_\_\_\_\_ full time student or a \_\_\_\_\_ part-time student

Have you applied for financial aid with the University for next year ?

\_\_\_\_\_ yes    \_\_\_\_\_ no

Have you received a financial aid award for next year?

\_\_\_\_\_ yes    \_\_\_\_\_ no

What form of aid are you requesting from the Criminal Justice Program?

\_\_\_\_\_ Scholarship (part-time and full-time)

\_\_\_\_\_ Graduate assistantship (full-time only) (you must complete the University's application. You can download this form at: <http://www.utoledo.edu/grad-school/download.html>). Attach it to this form and submit them with your application.

Your undergraduate g.p.a.:

Your graduate g.p.a.:

Your current employer:

Does your current employer tuition reimburse? \_\_\_\_\_ yes    \_\_\_\_\_ no If yes, how much?

**Describe your need for assistance:**

**APPENDIX D**  
**University of Toledo**  
**College of Social Justice and Human Service**  
**Department of Criminal Justice, Social Work and Legal Specialties**  
**Master of Arts in Criminal Justice**  
*Course Sequencing Plans*

**Full-Time Non-Thesis Plan**

<b>Fall Semester</b>	<b>Spring Semester</b>	<b>Summer Term</b>
CRIM 6590 Administration of Criminal Justice (3 credit hours)  CRIM 6200 Data Analysis in Criminal Justice (3 credit hours)  CRIM 6400 Research Methods in Criminal Justice (3 credit hours)  Electives (3 credit hours)  Semester Total: 12 credit hours Program Total: 12 credit hours	CRIM 6000 Advanced Theories in Criminal Justice (3 credit hours)  Electives (9 credit hours)  OR  CRIM 6940 Internship (3 credit hours) plus Electives (6 credit hours)  Semester Total: 12 credit hours Program Total: 24 credit hours	Electives (6 hours)  *Comprehensive Exam Passed or Internship Completed*          Term Total: 6 credit hours Program Total: 30 credit hours

**Full-Time Thesis Plan**

<b>Fall Semester</b>	<b>Spring Semester</b>	<b>Summer Term</b>	<b>Fall Semester</b>
CRIM 6590 Administration of Criminal Justice (3 credit hours)  CRIM 6200 Data Analysis in Criminal Justice (3 credit hours)  CRIM 6400 Research Methods in Criminal Justice (3 credit hours)  Electives (3 credit hours)  Semester Total: 12 credit hours Program Total: 12 credit hours	CRIM 6000 Advanced Theories in Criminal Justice (3 credit hours)  Electives (9 credit hours)          Semester Total: 12 credit hours Program Total: 24 credit hours	CRIM 6960 Thesis (3 hours)          Term Total: 3 credit hours Program Total: 27 credit hours	CRIM 6960 Thesis (3 hours)  *Thesis defended successfully*          Semester Total: 3 credit hours Program Total: 30 credit hours

**Part-Time Plan\***

Year One

<b>Fall Semester</b>	<b>Spring Semester</b>	<b>Summer Term</b>
CRIM 6590 Administration of Criminal Justice (3 credit hours)  CRIM 6400 Research Methods in Criminal Justice (3 credit hours)  Semester Total: 6 credit hours Program Total: 6 credit hours	CRIM 6000 Advanced Theories in Criminal Justice (3 credit hours)  Electives (3 credit hours)  Semester Total: 6 credit hours Program Total: 12 credit hours	Electives (3 credit hours)   Term Total: 3 credit hours Program Total: 15 credit hours

Year Two

<b>Fall Semester</b>	<b>Spring Semester</b>	<b>Summer Term</b>
CRIM 6200 Data Analysis in Criminal Justice (3 credit hours)  Electives (3 credit hours)  Semester Total: 6 credit hours Program Total: 21 credit hours	Electives (6 credit hours)  OR  CRIM 6940 Internship (3 credit hours) plus Electives (3 credit hours)  Semester Total: 6 credit hours Program Total: 27 credit hours	Electives (3 credit hours)  **Completed Internship OR Comprehensive Examination**  Semester Total: 3 credit hours Program Total: 30 credit hours

\* Modify as necessary for spring admission and for a three-year plan. When a choice exists, required courses must be taken before elective courses.