IUP Graduate Handbook

Master's Program

Department of Criminology and Criminal Justice

Handbook Updated 2023-2024

Master's Program in Criminology (Campus and Online)

Department of Criminology and Criminal Justice

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Introduction

Welcome! The faculty members in the Department are confident that you will find this program both challenging and rewarding. We look forward to working with you throughout your studies and wish you every success in earning a Master of Arts degree in Criminology at IUP.

The Department of Criminology and Criminal Justice at IUP was established in 1966. In its early years, the department had a law enforcement focus, due in great part to the Law Enforcement Assistance Administration's higher education funding dictates. However, with time, further insight was gained about the total needs of the academic and practice fields of criminology and criminal justice, resulting in a stronger, more integrated and broad-based program, encompassing all primary areas of the discipline. In 2014, the Department changed its name to the Department of Criminology and Criminal Justice to better represent the interrelationship between the two fields. Today, our undergraduate program enrolls approximately 1000 students – making it one of the largest departments on campus.

This expanded focus led to the establishment of a graduate program and a serious commitment to research. The M.A. program admitted its first students in the mid-1970's. In 1986, the university approved the creation of a doctoral program. The first class of six doctoral students began studies in the fall of 1988.

Associated with the shift to a research orientation, a professional journal and a center for research were created. The Criminal Justice Policy Review, housed in the Department of Criminology, released its inaugural edition in January 1986. That same year, the Center for Research in Criminology (CRC) was developed and officially recognized as a unit within the Department of Criminology. The CRC operates as a clearinghouse for justice related research in the department and throughout the university and serves to assist faculty and students in funding and implementing research projects. The department has also been instrumental in the development of the National Institute for Correctional Education, an organization that provides, among other things, a clearinghouse for information related to successful education programs implemented in prisons and jails.

It seems important to mention that all involved in the development and operation of this program recognize that the maintenance of excellence is an ongoing process. It is their belief that a vital element of this process is the thoughtful and candid input from students in the program and graduates in the field. These observations will allow the program to keep abreast of the fluid and ever-changing requirements of the discipline. Again, welcome

IUP's Civility Statement

As a university of different peoples and perspectives, IUP aspires to promote the growth of all people in their academic, professional, social, and personal lives. Students, faculty, and staff join together to create a community where people exchange ideas, listen to one another with consideration and respect, and are committed to fostering civility through university structures, policies, and procedures. We, as members of the university, strive to achieve the following individual commitments:

To strengthen the university for academic success, I will act honestly, take responsibility for my behavior and continuous learning, and respect the freedom of others to express their views.

To foster an environment for personal growth, I will honor and take care of my body, mind, and character. I will be helpful to others and respect their rights. I will discourage intolerance, hatred, and injustice, and promote constructive resolution of conflict.

To contribute to the future, I will strive for the betterment of the community, myself, my university, the nation, and the world.

Affirmative Action

https://catalog.iup.edu/content.php?catoid=7&navoid=951

Title IX Reporting Requirement

https://catalog.iup.edu/content.php?catoid=7&navoid=959

Student Conduct and Student Rights

https://www.iup.edu/studentsupportandstandards/policies/index.html
www.iup.edu/gradcatalog

Department of Criminology and Criminal Justice Master's Programs

This program prepares students for administrative and research positions in the criminal justice system and related fields. It also is designed for professionals already working in these areas who wish to broaden their career opportunities. IUP's Criminology and Criminal Justice program has been in existence for over 40 years. The Master's program itself has been in existence since the mid-1970's. It offers students a strong theoretical foundation coupled with an emphasis on practical application and policy. This program also prepares students for doctoral studies.
The Online Master of Arts program was developed in 2009 to attract both traditional students as well as individuals working in criminal justice professions. Beginning in 2015, the online program has been ranked in the top 10 Best Online Graduate Criminal Justice Programs (https://www.usnews.com/education/online-education/criminal-justice/rankings).

Mission Statement and Program Objectives

The Department of Criminology and Criminal Justice offers students seeking careers in Criminology a broad liberal arts education that encourages them to think critically about crime and justice issues and prepares them for careers in the criminal justice system.

For more information regarding student rights and responsibilities, view the Graduate Catalog: www.iup.edu/gradcatalog

Faculty and Staff

Questions of further information about the master's program should contact Dr. Sadie Miller (smummert@iup.edu). Dr. Miller can also be reached at 724-357-2720.

A complete listing of faculty, including biographies, can be seen on the Criminology and Criminal Justice website at: http://www.iup.edu/criminology/faculty/

Admission

Admission into the master's program, whether campus or online, requires the following:

- online application
- official transcripts from all colleges and universities attended
- at least two letters of recommendation
- a goal statement

The GRE is not required for admission into the master's program, but can be submitted for review.

Graduate Admissions: www.iup.edu/admissions/graduate/

For more information regarding Admission Classification and Provisional Admission for International Graduate Application, view the Graduate Catalog: www.iup.edu/gradcatalog

Financial Assistance

Graduate Assistantships

Graduate Assistantships are available for full time students, in both the campus and online program. Interest in a graduate assistantship is marked in your online application to the program. Assistantships require working for a professor 8, 10 or 20 hours a week depending on the assistantship award.

This is a competitive process, with a limited number of assistantship provided to the department each year. The application deadline is March 15 to be considered for a one-year assistantship beginning in the fall semester. The department does not grant graduate assistantships over the summer. Awardees will be notified by email for assistantship acceptance. Information specific to the assistantship will be emailed to students before the fall semester begins. Further information about graduate assistantships at IUP can be found at http://www.iup.edu/admissions/graduate/financialaid/assistantships-and-scholarships/ .

The Office of Financial Aid provides further information regarding other financial options for graduate students can be found at https://www.iup.edu/admissions/graduate/financialaid/index.html

Office of Financial Aid: www.iup.edu/financialaid/

Academic Advisement

The Master's Coordinators will assist students in academic advising to assist in timely completion of a master's degree, as well as answer question that arise with career planning, university resources and other student needs. Prior to scheduling, you will receive an email from the Coordinator or the Department Secretary with your pin number and class recommendations. Because emails can sometimes be lost, be aware of scheduling times so you can email the Coordinator for registration

information, Dr. Sadie Miller (smummert@iup.edu). Many of the courses are offered only once per academic year, and appropriate planning is encouraged. Class information for degree completion can be found at http://www.iup.edu/criminology/grad/ .

Campus Resources & Student Support

The School of Graduate Studies and Research: www.iup.edu/graduatestudies/
Graduate Catalog: www.iup.edu/gradcatalog
Office of Student Billing: https://www.iup.edu/student-billing/
Office of the Registrar: www.iup.edu/registrar/
Disability Support Services: www.iup.edu/disabilitysupport/
Office of Social Equity: www.iup.edu/socialequity/
IUP Campus Library: www.iup.edu/library/
MyIUP: www.iup.edu/myiup/
IT Support Center: www.iup.edu/itsupportcenter/
Veterans and Service Members: www.iup.edu/veterans/resource-center/
IUP Writing Center: www.iup.edu/writingcenter/
IUP Career and Professional Development Center: www.iup.edu/career/
IUP Parking Services and Visitor Center: www.iup.edu/parking/
University Policy: www.iup.edu/police/ |724-357-2141
Crisis Intervention 24/7 Hotline: 1-877-333-2470
Student Registration: www.iup.edu/registrar/students/registration-resources/index.html

IUP Email

IUP offers an email account to all active students. **Your IUP email address is the primary means by with the university will contact you with official information and you should use for all IUP official communications. It is your responsibility to check your IUP email regularly.** Visit https://www.iup.edu/itsupportcenter/get-support/e-mail-and-calendar/general/ to learn more about setting up this account. For more information regarding University Policy on email communications, view the Graduate Catalog: www.iup.edu/gradcatalog

Graduate Student Assembly

The Graduate Student Assembly (GSA) represents the graduate student body's interests at IUP and within the Indiana community. The GSA makes recommendations related University-wide and graduate-specific policies and in areas of concern in the cultural, intellectual, and social life of the part- and full-time graduate student. Visit www.iup.edu/graduatestudies/gsa for more information.

Programs and Degrees

Master's Program

The master's program requires 30 semester hours of graduate credit. All students must take 15 credits of required core courses (see list below). Additionally, each student must complete either the thesis or non-thesis track. The thesis track is ONLY available to campus students. The thesis track (for campus students only) requires the completion of a 6-credit thesis project, under the direction of a thesis chairperson and two additional faculty members, and one 3-credit elective approved by the MA coordinator. The non-thesis track (available to campus and online students), requires the completion of 15 elective credits. Electives will be offered during the fall, spring and summer semesters.

Required Core Courses

CRIM 600: Criminological Theory
CRIM 605: Research Methods
CRIM 718: Quantitative Strategies for Analysis in Criminology
CRIM 730: Ethical and Philosophical Issues in Criminology
CRIM 740: Criminal Justice Policy

The Department of Criminology currently offers two masters programs which are delivered at the Indiana campus and online. Although the curriculum for the two programs is identical, the programs are viewed as se distinct programs by the department. As such, students are only permitted to enroll in courses designated for their specific program. Campus students are not permitted to enroll in courses designated for the online program (section #801). On occasion, an online elective will be offered for campus students (usually during summer or winter session); when this occurs, you will be informed of this option.

Graduate students may be permitted to take courses outside the Department of Criminology, *if the course is deemed relevant to the student's program of study and is approved by the Coordinator.* For example, Criminology graduate students have taken elective courses in the Sociology, Psychology, and Political Science departments. Students ***must*** consult with the Coordinator ***before*** scheduling courses outside the department. The standard practice for review and approval of elective credits includes having the student submit a written statement proposing how the course is generally related to criminology and how the course will specifically contribute to his or her professional goals. The student should also supply a description of the course. Students should contact the professor of the course to be taken outside of the criminology department so that the course syllabus or reading list can also be reviewed. There is no guarantee that any course completed outside of the criminology department will be approved as credit applied towards satisfying the graduation requirements. *Please note, however, that if an elective is being offered in the Department of Criminology and Criminal Justice in a given semester, it is the expectation of the department that master's students enroll in that elective rather than one in a different department.*

Master's students are only permitted to complete **a maximum of 6 credits** from workshops and special topics (refer to the *Graduate Catalog* for the official policy) and they are limited to six credits of independent study. This also includes independent study credits. Seek advice from your Coordinator before you schedule elective classes. Students must contact their Coordinator to petition enrollment in

an independent study. The first step in enrolling for an independent study should be meeting with the program coordinator and reviewing appropriate topics and faculty supervisors.

4+1/Early Admit Master's Course Substitutions
Master's courses may only be substituted as free electives for the undergraduate degree requirements. Required undergraduate courses cannot be substituted with Master's courses.

Course Descriptions

CRIM 600: Criminological Theory
An examination of criminological theories with an emphasis on origins and applications of relevant theoretical approaches to crime and criminally deviant behavior. Required of all master's students.

CRIM 601: Proseminar
Survey of current research, critical issues in the administration of justice, and criminological theory. Designed to acquaint the student with recent developments in the discipline of criminology. Required of all master's students.

CRIM 605: Research Methods
Methods and techniques of research in criminology. An in-depth examination of the role of research in the analysis, interpretation, and clarification of the problems in criminology and the administration of justice. The development of a research proposal/thesis prospectus will be the end product of the course. Required of all master's students.

CRIM 610: Legal Issues in Criminology
An in-depth study of contemporary legal issues faced by criminal justice professionals. Emphasis is placed on criminal constitutional problems as well as the judicial review of administrative decisions made by criminal justice organizations. Required of all master's students.

CRIM 630: Seminar in Administration and Management in Criminal Justice
The study of bureaucracy and complex organizations with an emphasis on the concepts and practices of the organization and management of agencies in the administration of justice.

CRIM 631: System Dynamics in Administration of Justice
A study of dynamic systems and analytical techniques relevant for understanding new perspectives of the administration of justice.

CRIM 632: Organizational Dynamics within the Criminal Justice System
An examination of organizational and systems theories, concepts, applications, and research within the criminal justice system. Attention is given to the role organizations play independently and collectively in the administration of justice. Required of all master's students.

CRIM 645: The Dynamics of Cybercrimes
An examination of the current and future issues in cybercrimes. Emphasis will be given to criminals and victims, law enforcement, state and federal laws, criminology theories, and the development of research topics in cybercrimes.

CRIM 694 Applied Teaching in Associate Degree Programs
Provides an overview of responsibilities and tasks required when teaching criminology and criminal justice classes at a community college. The adjunct faculty role will be identified. Pedagogical practices will be discussed and applied to the controversial topics that arise in this field. Evaluation includes the development of a portfolio, which encompasses a teaching philosophy statement, and a course design represented by a syllabus, lectures, assignments and exam questions.

CRIM 681: Special Topics
Special topics courses are offered at the discretion of the department in a wide area of subjects directly related to law enforcement, courts, corrections, or security.

CRIM 699: Independent Study
Research of a significant issue or problem in criminology or the administration of justice. Instructor, coordinator, and chair approval required. May be taken twice for a maximum of six semester hours.

CRIM 718/818: Quantitative Strategies for Analysis in Criminology
Computer analysis of quantitative data applied to the behavioral science of criminology: the logic of data analysis, fundamentals of statistical procedures commonly used in criminological analysis. Students also will learn to critique published criminological research.

CRIM 730/830: Ethical and Philosophical Issues in Criminology
An intensive examination of selected ethical and philosophical issues currently facing the field of criminology. Issues for analysis will be drawn from (but not limited to) such categories as the function of law; integrating theory and practice; ethical issues surrounding research strategies; punishment forms; social control strategies; and crime and justice in the future.

CRIM 740: Criminal Justice Policy
Explores existing criminal justice policies and their impact on the criminal justice system, offenders, victims, and communities. Understanding policy design, implementation, and assessment allows students to develop a holistic view of criminal justice policies. Assessing concerns with evidence-based policy practices furthers the understanding of policy effectiveness.

CRIM 748/848: Criminal Violence: Theory, Research, and Issues
An overview of general theories of violence and their applications to criminal violence. A variety of research and policy/programmatic issues will be explored, with attention given to issues relating to predicting dangerousness.

CRIM 765/865: Criminal Justice Planning and Evaluation
The study of planning and evaluation in criminology and the administration of justice and of the literature and practices, including problems and issues and tasks confronting planners and evaluators.

CRIM 770/870: Seminar in Contemporary Corrections
An examination of current issues and problems in contemporary corrections.

CRIM 781/881: Special Topics

CRIM 785/885: Seminar in the Contemporary Juvenile Justice and Delinquency
An examination of current issues and problems in contemporary juvenile justice and delinquency.

CRIM 790/890: Seminar in the Contemporary Judicial System
An examination of current issues and problems in the contemporary judicial system.

CRIM 791: Synthesis Project
Provides a synthesis of theory, research, and policy in criminology/criminal justice. This course will be taken during the student's final semester in the program, unless exceptional circumstances exist. The development of a substantial paper and oral presentation will be the required end products of this course. Prerequisites: CRIM 600, 601, and 605. Required of all non-thesis master's students.

CRIM 795: Thesis

Prior Learning Assessment (PLA)

A student may be able to earn graduate credit for what he/she learned through employment, independent certification training, or specialized certifications, or personal education. This credit may be earned through the development of a PLA portfolio that documents the student's learning as it relates to a specific course. **Students may earn no more than 6 total credits between transfer credits and PLA credits**. PLA portfolios must be submitted at least two months prior to the last day of the semester. PLA portfolios will be reviewed and evaluated by the MA Coordinator in consultation with the faculty who have taught the course in the past 1-2 years.

For Information regarding the PLA, view the Graduate Catalog: www.iup.edu/gradcatalog

Evaluation of Students

Master's students will be evaluated through coursework completion by teaching faculty. There are not qualifier or comprehensive exams required for the master's program

For information regarding School of Graduate Studies and Research policies on grading, view the Graduate Catalog: www.iup.edu/gradcatalog

Comprehensive/Candidacy Examinations

This examination is given, usually upon the candidate's completion of coursework, to determine the student's progress in the degree field and fields related to it and the student's likelihood of success in his/her research-dissertation phase. The examination may be written, oral, or both and is not necessarily limited to areas in which the candidate has taken course work. In addition to having written procedures for taking the comprehensive exam, departments must also have written procedures regarding providing feedback for comprehensive exams.

NOTE: There are no candidacy/comprehensive/qualifier exams in the Master's program.

Program Level Examination Appeals

Appeals for Program Level Exams such as, candidacy, comprehensive, or qualifying examinations, are made to the dean of the School of Graduate Studies and Research (SGSR) based on policy and/or procedural violations. The appeal can be based only on policy and/or procedural violations, and not

simply on the outcome of the examination. Procedural violations would be cases in which the program/department failed to follow program/department and/or University policies and/or procedures relating to the administration and/or evaluation of the exam.

The appeal must be made in writing to the dean of the School of Graduate Studies and Research. Documentation of the policy(ies)/procedures in question must be provided, along with a detailed description of the alleged violation(s). All evidence supporting the alleged violation should also be provided. The student must submit the written appeal to the dean of the SGSR within 30 days of receipt of the outcome of the examination. Upon receipt of the written appeal to the dean of the SGSR, the dean will conduct an investigation of the allegation, review the documentation and render a final decision which completes the appeal process. The final decision rendered by the dean of the SGSR may not be appealed.

If it is found that policy/and/or procedure has been violated, the dean of the SGSR will instruct the program/department to allow the student to retake the exam, fully adhering to policy and procedures. In the event of a finding in support of the student allegation, the reexamination may not be counted as one of the attempts permitted under the University or Department's Reexamination Policy.

NOTE: There are no candidacy/comprehensive/qualifier exams in the Master's program.

Reexamination Policy

No student is permitted a "third" examination without a recommendation to that effect from the degree program's sponsoring department per their adopted written procedures and the approval of the School of Graduate Studies and Research dean (or designee). Exceptions to this policy for programs can be made only with the approval of the School of Graduate Studies and Research. In the event a student does not successfully complete the comprehensive re-examination according to program requirements and the failure results in program dismissal, the program must notify the School of Graduate Studies and Research (SGSR) of the dismissal in writing. The SGSR will send an official notification of the dismissal to the student.

NOTE: There are no candidacy/comprehensive/qualifier exams in the Master's program.

Degree Completion

The requirements for degree completion include:

- overall minimum GPA 3.0
- completion of the ten required classes
- successful defense of thesis (if applicable)

In the semester of your planned graduation, all students MUST apply for graduation. If graduating in May, applications must be complete by April 1. Summer graduation requires applications to be submitted by April 1. If someone is graduating in December, then the application is due November 1. To apply for graduation, each student must log into MyIUP. Select Student Services and Financial Aid, then Academic Records, then Apply for Graduation. Your IUP official academic record will display your name, IUP ID number, and Program of study. It is important that you check this information carefully, for if a program of study is incorrect, your graduation checkout will be affected. (If your program is incorrect,

you must contact the School of Graduate Studies and Research office). Your diploma name will bear your full legal name in accordance with the Pennsylvania State System of Higher Education Board of Governor's Policy. Your diploma name will be the same as your transcript name in MyIUP. If your name is not correct, contact the Registrar's office at 724-357-2217. After checking the information and 'Submit' is clicked, any changes will need to be made by the School of Graduate Studies and Research in Stright Hall. Students can find information about the graduation application process and about commencement ceremonies at http://www.iup.edu/commencement/howto/default.aspx

For more information, view the Graduate Catalog: www.iup.edu/gradcatalog

Access forms processed through the School of Graduate Studies and Research, click on *Current Students*: http://www.iup.edu/graduatestudies/

Thesis Completion (Campus Student Option)

Campus master's students have the option to complete a 6-credit thesis. The core course requirements and total number of credits are the same for both the thesis and non-thesis tracks. Students are advised to consult with the Coordinator regarding their choice of curriculum tracks. It is important that a student who wishes to do a thesis plan for this in advance. The student who wishes to do a thesis should obtain a *Thesis/Dissertation Manual* from http://www.iup.edu/thesismanual/default.aspx and discuss thesis ideas with the Coordinator or any other faculty member.

A thesis project is something that takes a considerable amount of time to complete. Students who are interested in pursuing research-oriented careers or attending a doctoral program should seriously consider completing a thesis as this will provide invaluable experience. Generally, thesis research will take at least *two semesters* to complete. Students should familiarize themselves with the due dates established by the School of Graduate Studies and Research and plan accordingly. Due dates may be found at http://www.iup.edu/page.aspx?id=16683 .

The tradition in our department is to have a three-person thesis committee. This committee includes one faculty member acting as the committee's chairperson and the student's research advisor. Two additional faculty members complete the committee. Interested students should first contact a member of the faculty who shares a similar research interest to discuss the prospect of completing a thesis. After this initial meeting, the student should develop a concept paper that briefly describes the research the student would like to conduct. This concept paper is typically four to five pages long, and once completed, it can be distributed to faculty members who may be asked to join the thesis committee. After forming the committee, the student should work closely with his/her thesis chair and develop a timeline for completing the various stages of the research.

A student's thesis committee determines when the project is ready for defense of the proposal and the completed thesis project. Once scheduled, all defense meetings are open, which means all faculty and students are welcome to attend, and ask relevant questions, if appropriate. A two-week notice is required by the department for each defense meeting.

Evaluation Outcome for Thesis

The first stage of the thesis project is to write a research proposal that will generally include (but is not limited to) an introduction chapter, a literature review, and a proposed methodology. This thesis proposal must then be orally defended, with a pass or fail result, in front of their thesis committee. After a successful (pass) defense, the student is permitted to conduct the thesis research. This research will lead to the final chapters of the thesis, the Results, and the Conclusions. Once these chapters are completed, the final thesis must then be orally defended in front of the thesis committee. Before either defense, it must be publicly announced two weeks prior to the actual defense date and a copy of the document placed under the mailboxes in the departmental mailroom. Essentially, the thesis project mimics the standards imposed on any research project that would be published in an academic journal. Given that two weeks for review are required before any defense, it is important to keep in mind the final date the Graduate School will accept a thesis and create your timeline for thesis activities by working backwards from that date.

For students admitted after Fall 2017 – Dissertation and thesis credits will be assigned Pass or Fail as the final evaluation outcome for the taken credits and carry no quality points weighted towards a student's CGPA.

For students admitted prior to Fall 2017 – Dissertation and thesis credits will be assigned a letter grade as the final evaluation outcome for the credits taken and carry quality points weighted towards a student's CGPA for the number of dissertation credits required for the program. "Extended" dissertation credits are not calculated into a student's CGPA.

For more information ,view the Graduate Catalog: www.iup.edu/gradcatalog

Access forms processed through the School of Graduate Studies and Research, click on *Current Students*: http://www.iup.edu/graduatestudies/

University Policies and Procedures

University policy is the baseline policy. Programs may have policy that is more stringent than the University baseline policy; however, not less stringent than the University baseline policy. For questions regarding this statement, please contact [Program Coordinator] or the School of Graduate Studies and Research.

Academic Calendar
View the IUP Academic Calendar: www.iup.edu/news-events/calendar/academic/

The Following University and SGSR policies can be found at www.iup.edu/gradcatalog
Academic Good Standing
Academic Integrity
Bereavement-Related Class Absences
Continuous Graduate Registration for Dissertation and Thesis
Grade Appeal Policy
Graduate Fresh Start Policy
Graduate Residency Requirement

Leave of Absence Policy
Time Limitations
Time-to-Degree Masters/Doctoral Dismissal Appeal Policy
Time-to-Degree Extensions for Master's Thesis and Doctoral Dissertation
Transfer of Credits Policy

Research

Applied Research Lab: www.iup.edu/arl/

Institutional Review Board: http://www.iup.edu/irb/

For more information, visit the website of the School of Graduate Studies and Research, click on *Research*: www.iup.edu/graduatestudies/

Appendices

Appendix A: Thesis Proposal Defense Verification

Date _____

On this date, (name)_____

successfully defended her/his thesis proposal, entitled,

_____

_____

_____ Thesis Chair

_____ Committee Member

_____ Committee Member

_____ Committee Member

_____
Signature Master's Coordinator

_____
Date Received

Signature Page

My signature below indicates that I am responsible for reading and understanding the information provided and referenced in this department/program student handbook.

_____[please initial] I understand my program coordinator may share this document with the School of Graduate Studies and Research.

_____
Print Name

_____
Signature

_____
Date

Submit to _____ by _____

The Department of Criminology will keep this signed document on file.