

**Saint Louis University
School of Social Work**

**Master of Arts in Criminology and Criminal Justice
(MACCJ)**

2025-2026



SAINT LOUIS UNIVERSITY
—
SCHOOL OF SOCIAL WORK

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<https://www.slu.edu/social-work/academics/criminology-criminal-justice/criminology-and-criminal-justice-ma.php>

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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](#).

I. Introduction

A. 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

B. 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

II. Missions and Goals

A. 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.

B. 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).

C. 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.

D. Criminology and Criminal Justice (CCJ) Programs

- 1) Bachelor of Arts in Criminology and Criminal Justice (BACCJ)
- 2) Minor in Criminology and Criminal Justice
- 3) Accelerated Bachelor of Arts to Master of Arts in Criminology and Criminal Justice
- 4) Accelerated Bachelor of Arts in Criminology and Criminal Justice to Juris Doctorate
- 5) Master of Arts in Criminology and Criminal Justice (MACCJ)
- 6) Master of Arts in Criminology and Criminal Justice (MACCJ) & Master of Social Work (MSW) dual degree program.
- 7) Accelerated Bachelor of Sciences in Forensic Science to Master of Arts in Criminology and Criminal Justice

E. 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
Brandy R. Maynard, PhD..... Associate Dean for Academic Affairs
Shelby Tarkington, BA..... Program Coordinator

III. University Policies

All students in the School of Social Work are subject to the official policies and procedures of Saint Louis University. These policies govern academic integrity, student conduct, discrimination and harassment, non-academic grievances, and other essential areas of university life.

To avoid redundancy and ensure consistency with current university policies, this handbook provides reference to the university policies rather than repeating them in full. Students are responsible for reviewing and adhering to these policies throughout their academic program.

Please consult the [SLU Student Handbook](#) for current SLU policies. Further policies can be found in the [SLU Academic Catalog](#) and on the [Community Standards](#) page online.

In addition to the [SLU Student Handbook](#), key university policies that students should be familiar can be found on the [Office of the Provost's website](#) or the [Office of Equal Opportunity and Title IX](#):

- Academic Integrity Policy
- Non-Academic Grievances
- Student Conduct
- Bias-Related Incident Protocol
- Harassment Policy
- Title IX Sexual Harassment Policy

If you have questions about how university policies apply within your academic program, please contact your academic advisor or program director.

In addition to the MACCJ Student Handbook, which outlines policies specific to the School of Social Work, graduate students are also expected to adhere to all university-wide policies established by Saint Louis University. Students are responsible for reviewing and understanding the policies and expectations for behavior as a Saint Louis University graduate student. Other helpful information may be located from the University's [Office for Graduate Education](#).

IV. Academics

The following policies and procedures have been adopted by the Criminology and Criminal Justice (CCJ) 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 CCJ Program policies as they currently exist, the administration and faculty of the CCJ Program and the SSW reserve the right to modify any policy through the appropriate channels. This flexibility is meant to maintain the student-focused

mission of the CCJ Program and the SSW, and to provide the necessary means to maintain the integrity of our learning environment.

A. Reporting and Adjudicating Violations of Academic Integrity

Where there is clear indication of academic dishonesty (as defined in the University's Academic Integrity policy), members of the SSW community have an obligation to report the incident to the appropriate faculty member or administrator. An appropriate investigation in compliance with the University's existing Academic Integrity Policy will be conducted.

All matters of academic integrity are governed by the University's current Academic Integrity policy. The policy, in its entirety, along with all other University Academic Affairs policies may be found on the Provost's webpage and may be updated periodically. Students should familiarize themselves with all University policies but should be especially mindful of the academic integrity policy which can be found [here](#): All students are required to familiarize themselves with the content of the University's current policy and for comporting themselves in full compliance with the policy in all of their academic work. It is essential that students read the policy as they will be held accountable for it. Questions regarding the policy may be directed to the Program Director.

B. Academic Records

1. Confidentiality of Student Records

The CCJ faculty in the SSW believes that student records, both academic and personal, are confidential to the student and the institution. Because of the professional and legal responsibilities involved, record keeping is delegated only to responsible persons who realize the confidential nature of such records. All students shall have the right of privacy in regard to their records afforded to them by the Family Education Rights and Privacy Act of 1974. In keeping with these standards:

- 1) Official transcripts are kept only in the Office of the Registrar and only this office releases the transcript when so requested formally by the student. The academic record kept in the School of Social Work is never released outside of the University.
- 2) Medical records are preserved in the appropriate office in the Student Health and Counseling Center and are interpreted only by a member of the health care professions.
- 3) Counseling records (or summary statements) are not released without the explicit consent of the student.
- 4) Financial records exist in the Offices of Undergraduate Admission, and Student Financial Services. The School of Social Work keeps no official record of financial aid and considers such information as strictly confidential between the student and the University.

2. Use of Student Records

- 1) CCJ Program staff and faculty members with a legitimate educational interest have access to student records through the CCJ Program Director.
- 2) Requests for student information directed to the CCJ Program Director or the SSW will be answered by form letter giving only the facts of public knowledge, which are defined as facts of attendance, dates of attendance, and the date of graduation if a degree was conferred.
- 3) Students' names, dates of attendance, degrees, honors conferred and other information which appeared in a newspaper or other publication are considered public information and thus, may be confirmed upon request.
- 4) Faculty writing letters of recommendation at the student's request may refer to grades earned or other indicators of the student's performance and ability.

v. 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

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)

A. 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.

B. 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.

C. Class Attendance

Students are expected to attend all classes. Unauthorized absence is a serious matter and must be resolved to the satisfaction of the instructor before a final grade will be issued. Faculty may impose their own attendance policy for their classes and may fail students who fail to adhere to their policy so long as the policy is communicated to students in a timely manner via a syllabus or other means of written communication. Examinations are to be taken and assignments are to be submitted as scheduled. If faculty choose to accept late work, students must adhere to all provisions for make-up examinations and guidelines for the acceptance of late assignments established by the instructor of each course. *It is the student's responsibility to make arrangements for excused absences, make-up examinations, and submission of late assignments.*

D. End of Term Course Feedback

Students will have the opportunity to provide feedback about each CCJ course and instructor at the end of the semester using an online standard evaluation instrument. Each evaluation will cover the quality and relevance of course material and the quality of instruction. The intent is to seek information which will help to improve both the quality of the course and instructional competence. In completing these evaluations, students should be mindful of the extent to which the course objectives have been met.

VI. MACCJ Program Policies and Procedures

A. 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:

- 1) Minimum cumulative GPA of 3.0
- 2) Strength of undergraduate/previous graduate preparation
- 3) A thoughtful and well written professional statement
- 4) Employment/volunteer/practicum experiences in human, health, or social services
- 5) Motivation, leadership, and service potential
- 6) 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.

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.

B. Advising

Following acceptance into the MACCJ program, every new student must meet with the Program Director for an initial advising and registration appointment (either in-person or by Zoom). MACCJ students must 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.

C. 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 [Courses@SLU](#). 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.

D. 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- in 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 must have at least a 3.0 cumulative GPA in order to graduate.

E. Graduation

Students planning to graduate must apply online to graduate and complete an ***Application for Degree*** from 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.

F. 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 bookstore.

G. Professional Competence

"Professional competence" refers to expected behaviors that are required of Saint Louis University School of Social Work students (including MA CCJ students) who are developing as future 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 may be included in course syllabi.

H. Professional Expectations

All 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) Treating others with respect and displaying respect for others' ideas and different styles while offering one's own points of view.
- 5) Turning off all extraneous electronic devices (e.g., cell phones and others) during class.

If a student does not demonstrate appropriate professionalism, then a faculty member, student, or staff person can request a professional review with the Associate Dean for Academic Affairs. The Associate Dean will then convene a small group of appropriate faculties to meet with the student. The outcome of the meeting may include any of the following: a discussion with documentation for the student's file only, professional probation with a contract, or a professional competence dismissal from the program. The overall focus of this review is strengths and educationally based to assist the student in continuing with and achieving success in the program. The student may bring a person for support, but the support person may not speak for the student or ask questions during the meeting. Recording of the meeting will not be allowed. The Associate Dean will submit a report with recommendations to the Director of the MACCJ Program. The Program Director will then meet with the student to discuss the final decision and provide a written letter or contract. If the student desires to appeal the decision, then a written appeal must be presented to the Dean of SSW within 10 days of the notice of the outcome of the review meeting. The decision of the Dean of SSW is final.

I. Academic Expectations

Academic expectations include timely and successful completion of all assignments and tests 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 and academic integrity norms detailed in other sections of this handbook.

J. Good Standing

Students are considered to be in good academic standing if they are fully admitted and not on probation (either University probation or Program probation) and have not been dismissed or suspended from Saint Louis University. Students are advised to review University Probation and Dismissal policies because Programmatic policies supplement but do not replace University policy. In the event of conflict, University policy will govern in all cases.

K. 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. While the Program will endeavor to provide timely reminders, students are expected to be aware of their GPA and to recognize when their GPA has resulted in probationary status.

L. 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.

In addition, students may be dismissed at the discretion of the MA CCJ Program Director for exhibiting behavior considered unacceptable for the study of criminology and criminal justice or violating University policy regarding acceptable/unacceptable behaviors (see sections on academic integrity and professional expectations).

Dismissal decisions and notifications are handled by the CCJ Program Director. The CCJ Program Director will notify the student via email of the dismissal. A student may appeal the decision by submitting a written letter to the SSW's Associate Dean for Academic Affairs (ADAA). 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 appeal must be filed within 10 calendar days of the issuance of the letter of dismissal. The ADAA will then review relevant material and meet with any relevant parties to make a determination. The ADAA will notify the student via email of the decision within 5 calendar days of this meeting. If a student wishes to appeal the decision of the ADAA, they may submit an appeal, within 10 calendar days of receipt of the ADAA's decision, to the SSW Dean, whose review will be limited to ensuring that proper process was followed. If further appeal is desired, the student may submit an appeal within 5 calendar days of receipt of the SSW Dean's decision, to the Associate Provost for Graduate Education, whose review will also be limited to ensuring that proper process was followed. The Associate Provost's decision is final.

M. 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.

N. 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.

O. 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.

P. 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.

Q. 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 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).

R. 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.

S. 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.

T. 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.

U. Grievances

A "grievance" is defined as a formal inquiry or complaint requesting a review related to a school policy or procedure or a situation where the student feels that they were treated unfairly or unprofessionally by a faculty or staff member. Students are first encouraged to meet with and try to resolve any course related issues or conflicts with the specific faculty or staff member and any overall program policies with the appropriate Program Director. Any appeals related to academic integrity must follow the procedures under the [University Academic Integrity Policy](#).

Any student enrolled in a School of Social Work (SSW) degree program (SW/ABA/CCJ/PhD) may submit a formal written grievance to the appropriate Program Director (PD). The PD will review the grievance and convene a meeting with the student within 10 business days. The student may bring a person for support, but the support person may not speak for the student or ask questions during the meeting. Recording of the meeting will not be allowed. Within an additional five business days, the PD will provide a written response to the student.

If the student wants to appeal the Program Director's decision, the student may submit a written appeal to the SSW Associate Dean for Academic Affairs (ADAA) within 5 business days from receipt of the PD's decision. The ADAA will review the written appeal and may convene a meeting with the student and other parties as needed within 10 business days. The ADAA will provide a written response to the student within 5 business days. If a satisfactory solution is not reached, the student may submit a written appeal to the Dean of the School of Social Work within 5 business days from receipt of the ADAA's decision. The matter will be reviewed by the Dean for adherence to process(es), and the student will be informed of the findings within 10 business days. The decision of the Dean of the SSW is final.

VII. 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>.

A. University Policy on Harassment

Saint Louis University has a [harassment policy](#) in place to prevent 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 as it is detrimental to its mission and values. The policy and information about how to file a complaint if you believe you have been a victim of harassment can also be found [here](#).

B. Accommodations for Students with Disabilities

Students with a documented disability who wish to request academic accommodations must contact the [Center for Accessibility and Disability Resources](#) at 314-977-3484 to discuss accommodation requests and eligibility requirements. Confidentiality will be observed in all inquiries. Once approved, information about the student's eligibility for academic accommodations will be shared with course instructors via email from Disability Services and viewed within Banner via the instructor's course roster.

Students must notify instructors that they wish to access accommodations in any course. Students who do not have a documented disability but believe they may have one are encouraged to contact Disability Services.

1. Accessibility

Accessibility support for students is coordinated through the [Center for Accessibility and Disability Resources \(CADR\)](#). Reasonable academic accommodations may be requested for both course-related and non-course-related experiences (including assistantships, if applicable). Once it is determined that students are eligible for accommodations, an interactive process is used to determine how the accommodations might be best implemented.

VIII. Campus Life

A. 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.

B. Bookstores

The Saint Louis University [Billiken Shop](#) is located in the Busch Student Center. It stocks required texts for all criminology and criminal justice courses and can order other books students may need.

C. 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.

D. 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.

E. 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. Research librarians can assist students with their research projects.

F. 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.

G. 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 [SLU Public safety](#) or in hard copy in the Department of Public Safety, Wool Center, Room 114.

H. 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 Wool Center, Suite 130. 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.

I. 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.

J. Student Success Center/Career Services

The [Student Success Center](#) is located in the Busch Student Center and offers a variety of services to students, including career services, disability services, and tutoring and writing assistance. CCJ students are encouraged to contact [Career Services](#) with any questions about career development, career counseling, and career referral services. SLU's Career Services offers many services for students and alumni, including individual appointments to develop career plans, help with job seeking, review of resumes and cover letters, and Handshake, an online career database of job postings.

IX. Communication

A. 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.

B. 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.

C. 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.

D. 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.

X. 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.brumfielddyoung@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

B. Helpful SLU Contact Information

Contact	Building/Room Number	Phone Number(s)
Billiken Bus/Shuttle Line		314-977-RIDE
The Billiken Shop (Bookstore)	Busch Student Center	314-531-7925
Campus Ministry (Eckelkamp Center)	Wuller Hall	314-977-2425
Career Services	Griesedieck Hall, Suite 130	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	Wool Center, Suite 130	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, 3 rd . Floor	314-977-3484
University Counseling Center	Wuller Hall, 2 nd Floor	314-977-TALK (8255)

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:

1. Fall of Odd Years

CCJ 5100 Ethics in the Administration of Justice (core)

CCJ 5300 Proseminar in Criminal Justice (core)

2. Spring of Even Years

CCJ 6100 Issues in Corrections (elective)

CCJ 6400 Issues in Jurisprudence (core)

3. Fall of Even Years

CCJ 5000 Criminological Theory (core)

4. 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, Organizational Leadership, Strategic Intelligence or Treatment and Rehabilitation. These concentrations require the following courses:

D. Concentrations

Students must select one of the following concentrations.

1. Cybersecurity

CCJ 6000 Issues in Policing

CYBR 5000 Cybersecurity Principles

CYBR 5010 Networking Concepts

CYBR 5030 Cyber Threats and Defense

2. 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

3. 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

4. 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.