

Faulkner University

MASTER OF SCIENCE IN CRIMINAL JUSTICE PROGRAM HANDBOOK

January, 2008

**Alabama Christian College of Arts and Sciences
Department of Criminal Justice and Legal Studies**

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MCJ POLICIES AND PROCEDURES

The following is an official statement of Faulkner University's policies regarding MCJ students. This information is designed to provide the student a working knowledge of their rights and responsibilities as well as areas of special interest to MCJ students.

Faulkner University understands and appreciates the unique needs and circumstances of the graduate program student and is committed to service. It is our promise to treat our adult students with dignity, fairness, respect, and professionalism. We believe that students expect such treatment and will display these behaviors in all dealings with Faulkner University employees.

All requirements of the Master of Science in Criminal Justice degree must be completed within five (5) years of the initial enrollment in the program. Students who withdraw from the program, prior to re-entry/re-enrollment must satisfy the requirements based on the current curriculum/catalog including completion/satisfaction of any deficiencies.

ACADEMIC ADVISING

Given the fact that this is a structured degree completion program, students should recognize that they have the primary responsibility to enroll in courses in sequence with their own MCJ class. All students entering the University's MCJ program will be given an official statement of admissions status via email. All students must complete a graduate admissions test such as the GMAT, MAT or GRE prior to enrollment. Test scores must be no older than five years when received by the MCJ office.

REGISTRATION

Registration is conducted for MCJ students prior to admission into the program. Registration must be complete before the first course begins. Students with incomplete registration information will not be given academic credit for courses taken. The MCJ registrar will facilitate the admissions process.

RE-ENROLLMENT

Re-enrollment into the graduate program for whatever reason, including, but not limited to, academic deficits pertaining to grade point average, withdrawal from the program, either voluntary or involuntary, poor academic performance with grades of C's, D's or F's, or any other reason leading to an inability to complete the program with proper academic sequence, is handled on a case by case basis by the MCJ Graduate Faculty Committee which may approve or

deny re-enrollment. The MCJ Graduate Faculty Committee is composed of MCJ faculty members. Upon re-enrollment in the MCJ program, all tuition charges will be at the prevailing rate as of the date of re-enrollment.

The MCJ Graduate Faculty Committee will consider the following factors in re-enrollment situations:

1. The academic standing of the student as reflected in the G.P.A. and overall performance.
2. The motivation of the student as determined by class participation, timely submission of assignments and class participation.
3. Maturity, attitude, disposition and demeanor exhibited with faculty and staff of the MCJ program.
4. Reason/s for withdrawal.

FINANCIAL AID

For questions concerning student loans, loan checks, grants, VA, ANGAP, or other military tuition assistance, contact the Financial Aid Office.

Contact person: Helen Pollard, ext. 7197. Supervisor: Buddy Jackson, ext. 7293.

CLASSROOM ATTENDANCE

The MCJ program is entirely online. No classroom attendance is required.

ACADEMIC MISCONDUCT

Academic misconduct includes plagiarism, falsification on tests and assignments, attempting to take credit for another's work, and abuse or inappropriate behavior toward an instructor or administrator.

Faulkner University reserves the right to withdraw a student at any time for any academic or behavior-related cause as deemed necessary by the academic department or administration of Faulkner University.

CODE OF CONDUCT

Faulkner University selects for admission individuals displaying academic ability, professionalism, and maturity. Penalties for violations of the following regulations can range from verbal reprimand to dismissal from the program, depending on severity and other circumstances.

INAPPROPRIATE BEHAVIOR

Inappropriate behavior could be comprised of, but is not limited to the following:

Disrespect for an instructor or administrator's authority.

Calling the administration (Academic Vice President or MCJ director) at home with complaints.

Non-professional behavior during academic sessions on the discussion board or in phone conversations. Aggressive and/or offensive verbal communications with instructors, staff, or administrators.

Construed statements, mis-quotes, or circumventing of the principal academic issue.

Examples: Taking statements made by an instructor or administrator made in a different context and applying them to another issue. Quoting statements supposedly made to third parties (hearsay). Combining, twisting, and molding statements to paint a scenario when the bottom line might be that a certain grade is questioned.

PLAGIARISM AND/OR COMPLICITY

Students participating in plagiarism will be given an "F" for the course. Students participating in "complicity" (example: two identical or substantially similar papers basically having similar content) may, at the recommendation of the MCJ director, have their transcripts stamped with the word "complicity" when transcripts are released. The MCJ Academic Appeals Committee is comprised of the MCJ Director, a graduate faculty member, the Dean of Arts and Sciences, and the CJ/LS Department Chair.

Students participating in "plagiarism" may, at the advice of the Academic Vice-President, have their transcripts stamped with the word "plagiarism" when transcripts are released. While the Dean of Arts and Sciences serves on the Academic Committee, the final decision of transcripts being stamped with "plagiarism" rests with the Academic Vice-President.

Disciplinary action for other forms of misconduct is at the discretion of the University administration and may include academic probation or withdrawal from school.

MCJ PROJECT, CASE STUDIES, PROBLEMS, ESSAY EXAMS & OTHER WRITTEN ASSIGNMENTS

Writing assignments are an essential part of the MCJ program. They are designed to challenge the student's abilities of independent thought, creativity, abstract reasoning, and problem solving.

In order to assist you in successfully participating in written projects, case studies, and other writing assignments, we are making the following recommendations:

1. Keep a copy of your work. The instructor, at his/her discretion may keep the original work submitted by the student for one month after the end of each course.
2. Copying or taking credit for work done by other students is plagiarism and is unacceptable at Faulkner University. Be cautious in sharing your work with other students; work submitted must be yours and yours alone.
3. Please be reminded that, among others, the intent of projects, cases, problems and assignments is to provide an opportunity for students to enhance their conceptual, analytical, and diagnostic skills. The syllabus provided is mostly self-explanatory and has a “guideline” to help set the pace for assignments and study.
4. Once again, the very basis of written or problem-solving assignments is to cultivate independent thinking and have students prepared for participation in each course.

GRADING POLICY

The following symbols (grades) are used to record the achievement and quality of the work of students in each course:

Grade	Significance	Quality Points/Per Hour
A	Excellent or outstanding	4
B	Good or superior	3
C	Satisfactory or average	2
D	Low Passing	1
F	Failure	0
I	Incomplete	
NC	No Credit	
W	Withdrawn	

The numerical grading scale for MCJ courses is indicated on the appropriate syllabus. The following symbols (grades) are not used in determining grade point averages:

Grade	Significance
I	Incomplete
NC	No Credit
W	Withdrawn

INCOMPLETE GRADES

The grade of “I” indicates that some requirement of the course is not yet complete. It is only given for reasons in which the judgment of the instructor have been unavoidable.

GRADING PROCEDURES

Grading procedures are to be clearly defined in each course syllabus and must be followed unless consent of the MCJ director is obtained in writing or by electronic means prior to said change.

Make-up final exams are given at the discretion of the course instructor.

GRADE REPORTS

Grades are available online within a week of the completion of each course. Use your student login to gain access to your grades.

ACADEMIC APPEAL

Please see the University's Student Complaint and Resolution Policy. The policy, along with the appropriate forms may be located at: <http://www.faulkner.edu/services/studentservices.asp>

GRADUATION

Faulkner University schedules two commencement exercises during the school year. One is held during the month of May and the other in December. Faulkner University encourages participation in the ceremony.

To receive a diploma, students must have successfully completed the MCJ program with an overall 3.0 grade point average. The business office must clear all student financial accounts.

Students who are eligible for graduation will receive a graduation application in the mail. The application must be completed and received by the Registrar's Office by the deadline (approximately two months before graduation) to insure the ordering of the diploma. The graduation fee must be included with the application.

For personalized graduation announcements/invitations, contact Follett Bookstore located on the Montgomery campus.

MISCELLANEOUS

INFORMATION SOURCES

The staff of Faulkner University is committed to serving their MCJ students. When you need more information, you may contact the CJ office at these numbers: 1-800-879-9816 Ext. 132 or 334-386-7132.

For questions regarding billing, tuition payment, refunds, fees, or company reimbursement arrangements, contact the Business Office (student accounts section). Contact person: Peggy Harris, ext. 7170.

For questions concerning student loans, loan checks, grants, VA, ANGAP, or other military tuition assistance, contact the Financial Aid Office.

Contact person: Helen Pollard, ext. 7197. Supervisor: Buddy Jackson, ext. 7293.

For questions concerning admissions, contact the MCJ Enrollment Office.

Contact person: Connie Millergren, ext. 7132.

For questions concerning registration, contact the Registrar's Office.

Contact person: Starla Pace, ext. 7245. Supervisor: Don Reynolds, ext. 7242.

If you have questions concerning academic issues, or if you are uncertain whom to contact, please contact the Program Director or the office of the Dean of the College of Arts and Sciences. (Please note: Regarding academic appeals, please refer to the academic appeal process outlined in this handbook.) Also, note the role of the two committees, namely, the **MCJ Academic Committee** chaired by the **Academic Vice President** and the **MCJ Academic Review Committee** chaired by the **Dean of the College of Arts and Sciences**.

Contact person: Connie Millergren (MCJ Admissions Director), ext. 7132.

Dave Rampersad (Dean), ext. 7105.

Lou Harris (Department Chair), ext. 7188.

John Gray (MCJ Program Director), ext. 7262.

TEXTBOOKS

Textbooks are available at Follett Bookstore on the main campus in Montgomery and online. Charges for books, "buy-back" policies, return policies, and refunds are determined by Follett Bookstore and, while recommendations are made, pricing is not regulated by Faulkner University. Text edition changes and new book adoptions occur at various times during the academic year. Students should be prepared for such changes.

LETTER OF RECOMMENDATION PROCEDURES

The MCJ Admissions Office must receive letters of recommendation from three individuals before any applicant can be considered for admission. Letters should address how the recommender knows the recommendee and the recommender's assessment of the recommendee's potential for graduate study.

Netiquette (Etiquette Practices Through Network Electronic Communication)

Because the MCJ program relies heavily upon written Internet communication, whether in the form of research papers, E-Mail, or Discussion Questions (DQs), it is necessary for all program participants to understand and follow proper netiquette.

It is strictly prohibited to send or forward E-Mails containing libelous, defamatory, offensive, racist, sexist, or obscene remarks. If a student receives an E-Mail of this nature, that student must promptly forward that e-mail to the MCJ Director (jpgray@faulkner.edu).

E-mail is similar to a postcard in that it may be read by a number of people prior to reaching the intended destination. It also may be miss-sent or routed and may be deliberately or accidentally copied and re-sent by others. The bottom line here is that one should not expect any E-Mail to be considered private, so do not send or forward any e-mail that might cause embarrassment to you, the recipient or Faulkner University.

Do not forge or attempt to forge e-mail messages and do not send e-mail messages using another person's e-mail account, whether at Faulkner or elsewhere.
E-mails should be concise and to the point.

When replying to a specific post in a long discussion question thread, a student should address the transmitter of the original post by name to avoid confusion.

Use proper spelling, grammar, and punctuation in all e-mails.

Reply to E-Mails within 24 hours, if only to let the sender know you have received the E-Mail and will reply at a later time. If you are unable to reply immediately, give an anticipated response deadline.

Do not attach unnecessary files.

Keep communication sentences and paragraphs short and separate each paragraph with a blank line.

When replying, leave the message thread intact (include the original message below your reply). Otherwise, the recipient may forget the original message content and confusion may result.

The e-mail subject or the discussion questions heading should explain the body.

Do not use ALL CAPS. Do not forward chain letters or e-mails.

Never discuss confidential information in an e-mail or discussion questions. Remember, there is no right of privacy in any MCJ communication a student transmits, whether through Blackboard, to other students or to an instructor. Instructors reserve the right to share e-mail or discussion question communications with others as they fulfill their responsibilities as the course instructors. All transmittals should be carefully examined to insure that no confidential or embarrassing information is included.

Use active voice in written communications whenever possible to avoid unnecessary formality.

Avoid passive voice in written communications whenever possible.

Faulkner University complies with the Americans with Disabilities Act of 1990. Most campus buildings are equipped for and accessible to handicapped persons. Class schedules are arranged and other measures taken when necessary to provide reasonable accommodation. New construction is in full compliance with the act.
