



DEPARTMENT OF  
GOVERNMENT & SOCIOLOGY  
GEORGIA COLLEGE & STATE UNIVERSITY

## MASTER OF CRIMINAL JUSTICE PROGRAM HANDBOOK

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*Best Liberal Arts Master's in Criminal Justice (2022)*  
*5<sup>th</sup> in Top 50 Master's in Criminal Justice (2021)*  
*Top 10 Online best Master's in Criminal Justice*  
*U.S. News Best Online Program Rankings (2020)*



**MASTER OF SCIENCE IN CRIMINAL JUSTICE  
Program Handbook**

Contents

Mission Statement:.....	4
Application Procedures .....	4
Application Deadlines:.....	4
Application Fee:.....	4
Admission Requirements.....	4
All Applicants .....	4
Regular Admission .....	4
Provisional Admission.....	5
Transfer Credit.....	5
Tuition and Financial Aid .....	5
Tuition.....	5
Financial Aid.....	5
<i>Conditional Acceptance and Financial Aid</i> .....	6
Graduate Assistantships .....	6
TAP.....	6
Amendment 23 (62 or older program).....	6
Student Learning Outcomes.....	6
Program of Study.....	6
Public Service Track .....	7
Justice Scholar Track.....	7
Law and Public Policy Track.....	8
Internship, Capstone, and Independent Study Courses.....	9
Internship (CRJU 6960).....	9
Capstone (CRJU 6970) .....	9
Independent Study (CRJU 6940).....	9
Academic Standing and Dismissal .....	9
The Honor Code.....	10
Advisement, Course Sequence, and Registration .....	10
Graduate Student Opportunities.....	10
Graduation.....	10
IF YOU NEED ASSISTANCE:.....	11
Appendix A. Course Descriptions .....	12
Appendix B. Recommended Academic Plans .....	15
Public Service Plan A.....	15
Public Service Plan B.....	15

Justice Scholar Plan .....	15
Law & Public Policy Plan A.....	16
Law & Public Policy Plan B.....	16
Appendix C. Connecting to Campus .....	17
Student ID.....	17
Email address.....	17
Duo .....	17
<i>To Enroll in Duo:</i> .....	17
Unify .....	18
PAWS Portal.....	18
Class Schedule Choices .....	18
Registration .....	18
Georgia VIEW.....	19
Career Center .....	20
Writing Center .....	20
Appendix D. Resources & Contacts .....	21
Graduate Admissions Office .....	21
Graduate Coordinator .....	21
Internship Coordinator .....	21
Criminal Justice Graduate Faculty .....	21
Department of Government and Sociology .....	22
Links & Phone Numbers .....	22

The MSCJ Handbook provides prospective and current students details about the Georgia College & State University (GC&SU) Master of Science in Criminal Justice (MSCJ) program application process, requirements, and expectations. Graduate students are expected to be familiar with this handbook as it contains information necessary for the successful pursuit of the MSCJ degree. Applicable university policies and procedures are incorporated in this handbook by reference. The Graduate Catalog officially describes the program and is the official reference for rules, regulations, and policies considered binding. Every student should review the current copy of the Graduate Catalog and should familiarize themselves with it.<sup>i</sup>

## **Mission Statement:**

The mission of the Master of Criminal Justice program is to create opportunities for critical thinking for future and current practitioners and academic researchers in the fields of criminal justice and criminology. Moreover, the program encourages and creates environments conducive to learning the body of knowledge generally defined within the fields of criminal justice and criminology which includes the meaning of laws, the creation of laws, the breaking of laws, social reactions to deviant and criminal behavior, and how individuals are processed over time. The liberal arts mission is at the center of the program by placing emphasis on classroom discussion and experiential learning by a diverse group of faculty and professionals in the field. Individual relationships between faculty and students create unique opportunities through internships and independent research within the vast field of criminal justice.

More specifically the program is structured to focus on the areas of criminal justice policy, policing, corrections, criminological theory, legal issues, research design and statistics, and ethics. After the completion of the program, graduates will be able to critically analyze criminal justice policy and practices in relation to functioning in a democratic society. The goal of the program is to prepare graduates to assume roles as ethical, responsible citizens and professionals in the field.

The program is structured to reflect the certification standards set by the Academy of Criminal Justice Sciences (ACJS), which is the national model for criminal justice programs. The curriculum content areas reflect the broad scope of topics relevant to a thorough study of the criminal justice system.

## **Application Procedures**

The complete application is available at <http://www.gcsu.edu/future-students/graduate>. Official transcripts from all previous undergraduate and graduate institutions should be submitted to the Graduate Admissions Office (see address in Appendix D). These should be mailed (or emailed with encrypted transcript service) directly to Graduate Admissions. In addition to transcripts, the application process also requires submission of an updated resume, verification of legal presence (usually via driver's license or similar document), and entrance exam scores (if applicable).

## **Application Deadlines:**

Priority	Fall- July 15	Hard	Fall- first day of class
deadlines:	Spring- November 15	deadlines:	Spring- first day of class
	Summer- April 15		Summer- first day of class

## **Application Fee:**

The application fee is \$35. Former students at GC&SU who have been enrolled within the past six years, applicants who have paid the fee within the past six years, and applicants over the age of 62 are exempt from the application fee.

## **Admission Requirements**

### **All Applicants**

- Must have completed requirements for a bachelor's degree from a college accredited by the proper regional accrediting association.
- Must submit a current resume detailing relevant work experience.

### **Regular Admission**

- Applicants for regular admission must have a minimum cumulative grade point average of 2.75 on a 4.0 scale in undergraduate work.

- Applicants with an undergraduate GPA of at least 3.0 are not required to submit exam scores.
- Applicants with an undergraduate GPA of 2.75-2.99 must submit official scores on either the Graduate Record Exam (GRE), Miller Analogies Test (MAT) or Graduate Management Aptitude Test (GMAT). Scores must be from the last five years.

The applicant must have:

- GRE: A combined score of 290 (verbal and quantitative) or
- MAT<sup>ii</sup>: 395 or
- GMAT: 450
- Applicants may make a formal request to waive these requirements only when the applicant has completed another accredited graduate degree program and an appropriate transcript is submitted in support of the request.

### **Provisional Admission**

- Provisional admission may be granted to applicants with at least a 2.75 GPA who have scored:
  - GRE: 280-289 or
  - MAT: 380-394 or
  - GMAT:400-449
- Any applicant who does not meet the GPA and/or GRE requirement(s) may be admitted provisionally with a formal review by the Admissions Committee.
- Provisional status may be granted for a maximum of one academic year. All students admitted under provisional status must maintain a 3.00 or higher GPA during the probationary period. At the completion of the provisional period, a decision will be made as to accepting the student as a regular admission student. To gain regular admission, a provisionally admitted student must take in that status the equivalent of a semester's full load (9 hours) of MSCJ courses and maintain a 3.00 GPA in all graduate coursework.

### **Transfer Credit**

No more than nine semester hours of required work may be taken in or under the auspices of another graduate school. Such work must have been completed within the prescribed period of seven years, must have a relationship to the student's program, must be recommended by the advisor in the major field of study, must be approved by the graduate coordinator and must comply with other requirements specified by the University. Official transcripts must accompany transfer credit requests and should be mailed (or emailed with encrypted transcript service) directly to Graduate Admissions.

### **Tuition and Financial Aid**

#### **Tuition**

For fiscal year 2024, the cost of tuition and tech fees for distance learners is \$896.50 for a 3-hour course. See the tuition rates here (MSCJ is on page 1, on the left):

[https://www.gcsu.edu/sites/default/files/documents/2023-05/Distance%20Learning\\_FY24.pdf](https://www.gcsu.edu/sites/default/files/documents/2023-05/Distance%20Learning_FY24.pdf)

#### **Financial Aid**

Graduate students who complete the FAFSA application may be eligible for Direct Loans and some students qualify for federal work-study or graduate assistantships (on campus working opportunities). Graduate students are not eligible for the HOPE Scholarship and other state programs. One state program that graduate students may qualify for is the Georgia HERO Scholarship, and eligibility requirements are found here: <https://www.gafutures.org/hope-state-aid-programs/scholarships-grants/georgia-hero/>. The Office of Financial Aid has more information on the availability of institutional graduate student scholarships.

### *Conditional Acceptance and Financial Aid*

Students who are conditionally accepted are not eligible to receive financial aid until all conditions have been met and they are a fully admitted graduate student. Students currently enrolled at GC&SU (or another university) will be considered a conditional student until completion of enrollment or degree conferral by the Registrar's Office at your institution. Official, final transcripts are required before classes begin.

### **Graduate Assistantships**

There are a limited number of in-person graduate assistantships available at the university campus. If you are interested in applying, please go to <https://www.gcsu.edu/financial-aid/graduate-assistantships-financial-aid>. The Graduate School also has a resource page for graduate assistants: <https://www.gcsu.edu/graduate/graduate-assistants>

### **TAP**

The University System of Georgia has established an educational assistance program for its employees, the Tuition Assistance Program (TAP). The Employee Continuing Education and TAP program policy can be accessed here: [https://www.usg.edu/hr/assets/hr/hrap\\_manual/HRAP\\_Employee\\_Continuing\\_Education\\_TAP.pdf](https://www.usg.edu/hr/assets/hr/hrap_manual/HRAP_Employee_Continuing_Education_TAP.pdf).

### **Amendment 23 (62 or older program)**

If you are a legal resident of Georgia who is 62 or older and are interested in taking courses, Georgia College offers the Amendment 23 program that allows you to enroll in classes (depending upon available space) tuition free (excluding textbooks, technology fees, and lab fees). If you have any questions about this program, please contact the Graduate Admissions Office at 478-445-6289.

### **Student Learning Outcomes**

There are six program student learning outcomes, which are assessed annually in several required, optional, and/ or elective courses.

1. Explain the causes of crime, the correlates of crime, and the theoretical foundations for explaining crime.
2. Explain the components of the American Criminal Justice system and its constituent subsystems.
3. Understand and explain the role of the Criminal Justice system in a democracy and operating in a diverse society.
4. Examine legal questions and conduct basic legal research.
5. Utilize quantitative and/or qualitative tools and techniques to analyze major criminal justice policy questions in order to prepare, conduct, and analyze criminal justice data and/or program evaluations in criminal justice agencies.
6. Appraise ethical issues concerning the Criminal Justice System.

### **Program of Study**

The curriculum is divided into three tracks that include required courses, optional courses, and elective courses. These tracks share some required courses, but also have course options from which students can choose to tailor their education to align with career or educational goals. Students are strongly encouraged to take CRJU 6100 in their first or second terms in the program. CRJU 6100 serves as an overview of criminal justice and to the program. By the culmination of the curriculum, students are required to have completed an Internship (CRJU 6960), Capstone (CRJU 6970), or Independent Study (CRJU 6940). Appendix B contains recommended academic plans to reference when planning program and course progress.

## Public Service Track

The Public Service track is intended for the working practitioner or public service-bound student in any sector of the criminal justice system. Students complete their program with an internship (for traditional students) or work-based learning (for employed practitioners). The latter is a practical application of knowledge to the student's existing position in a public service agency, such as policy analysis, program implementation, or similar topics. Students enrolled in this track could also self-direct an independent study in place of an internship.

### Required Courses:

Satisfactorily complete **each** of the following courses:

CRJU 6100	The Criminal Justice System	3 hours
CRJU 6400	Criminological Theory	3 hours
CRJU 6515	Criminal Justice Ethics	3 hours
Total Credit Hours		9 hours

### Course Option 1

Satisfactorily complete **two (2)** of the following courses:

CRJU 6200	Police in Society	3 hours
CRJU 6300	Seminar in Corrections	3 hours
CRJU 6500	Legal Issues in Criminal Justice	3 hours
Total Credit Hours		6 hours

### Course Option 2

Satisfactorily complete **one (1)** of the following courses:

CRJU 6605	Criminal Justice Research Design	3 hours
CRJU 6610	Criminal Justice Statistics	3 hours
Total Credit Hours		3 hours

### Elective Courses

Satisfactorily complete **nine (9) hours** of CRJU 5000-6999 elective courses or non-CRJU 5000-6999 elective courses with coordinator approval.

### Capstone

Satisfactorily complete **one (1)** of the following courses:

CRJU 6940	Independent Study	3 hours
CRJU 6960	Internship and/ or Cooperative	3 hours
Total Credit Hours		3 hours

= TOTAL OF 30 SEMESTER HOURS

## Justice Scholar Track

The Justice Scholar Track is intended for students wishing to prioritize Ph.D. preparedness and/or careers in research or analytics. Students complete their experience with a research practicum (CRJU 6970 Capstone) in which they demonstrate the methodological and statistical skills gained through coursework. Students will need to have demonstrable evidence of research skills to be competitive in the Ph.D. or research realm, whether they are analytically or theoretically focused.

### Required Courses

Satisfactorily complete **each** of the following courses:

CRJU 6100	The Criminal Justice System	3 hours
CRJU 6200	Police in Society	3 hours
CRJU 6300	Seminar in Corrections	3 hours
CRJU 6400	Criminological Theory	3 hours
CRJU 6500	Legal Issues in Criminal Justice	3 hours
CRJU 6515	Criminal Justice Ethics	3 hours
CRJU 6605	Criminal Justice Research Design	3 hours
CRJU 6610	Criminal Justice Statistics	3 hours
Total Credit Hours		24 hours

### Elective Course

Satisfactorily complete **three (3) hours** of CRJU 5000-6999 elective courses or non-CRJU 5000-6999 elective courses with coordinator approval.

Total Credit Hours	3 hours
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### Capstone

Satisfactorily complete the following course:

CRJU 6970	Capstone Research Project	3 hours
Total Credit Hours		3 hours

= TOTAL OF 30 SEMESTER HOURS

### Law and Public Policy Track

The Law and Public Policy track is intended for pre-law students, criminal justice system and government agency administrators, or students bound for (or currently in) careers in advocacy. Students complete their program with an independent study (CRJU 6940) or internship (CRJU 6960) to prepare for post-graduate goals. Pre-law students are recommended to utilize the independent study course to refine their legal research, analysis, and writing skills. In-service administration students are recommended to utilize the independent study course to explore a topic related to their career ambitions. Advocacy or pre-service administration students are encouraged to utilize the internship option to gain critical career experience and networks.

### Required Courses:

Satisfactorily complete **each** of the following courses:

CRJU 6100	The Criminal Justice System	3 hours
CRJU 6500	Legal Issues in Criminal Justice	3 hours
CRJU 6515	Criminal Justice Ethics	3 hours
Total Credit Hours		9 hours

### Course Option 1

Satisfactorily complete **two (2)** of the following courses:

CRJU 6200	Police in Society	3 hours
CRJU 6300	Seminar in Corrections	3 hours
CRJU 6400	Criminological Theory	3 hours
Total Credit Hours		6 hours

### Course Option 2

Satisfactorily complete **one (1)** of the following courses:

CRJU 6605	Criminal Justice Research Design	3 hours
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CRJU 6610	Criminal Justice Statistics	3 hours
Total Credit Hours		3 hours

### Elective Courses

Satisfactorily complete **nine (9) hours** of CRJU 5000-6999 elective courses or non-CRJU 5000-6999 elective courses with coordinator approval.

### Capstone

Satisfactorily complete **one (1)** of the following courses:

CRJU 6940	Independent Study	3 hours
CRJU 6960	Internship and/ or Cooperative	3 hours
Total Credit Hours		3 hours

= TOTAL OF 30 SEMESTER HOURS

### Internship, Capstone, and Independent Study Courses

While the full list of course descriptions is provided in Appendix A, the internship, capstone, and independent study courses are individualized and faculty-mentored courses.

#### Internship (CRJU 6960)

For pre-service students, the internship option can help students prepare for post-graduate goals to gain critical career experience and networks. For employed practitioners, the internship could be an opportunity to apply knowledge to the student's existing position in a public service agency, such as policy analysis, program implementation, or similar. Students should begin planning for the internship 1-2 semesters prior to the course. Students are responsible for networking and seeking information on and approval of their internship site. Students should also work closely with the Internship Coordinator and the Career Center on the approval process.

#### Capstone (CRJU 6970)

The capstone option provides an opportunity for students to demonstrate the methodological and statistical skills gained through coursework. This course is required for Justice Scholar Track students to prepare them for doctoral programs or further graduate study. Students will work under the supervision of a faculty mentor to develop a detailed prospectus or research project.

#### Independent Study (CRJU 6940)

In-service or pre-service students may use independent study to explore a topic related to their career ambitions. Pre-law students are advised to utilize the independent study course to refine their legal research, analysis, and writing skills. Independent study is self-directed on a topic of the student's choice, and under the supervision and approval of a faculty mentor.

### Academic Standing and Dismissal

It is especially important for graduate students to be aware of the need and requirements for good academic standing. Grades of C are not satisfactory graduate level grades. A grade of C earned in a course when the student has provisional status will cause that student to be dismissed from the MSCJ program. Students with regular status must have a grade point average of 3.00 (B average) to remain in the program and to graduate. Earning a C drops one below the 3.00 GPA, unless there is an A to compensate for the unsatisfactory grade. Two uncompensated C's will cause the student to be dismissed. A graduate student cannot earn less than a grade of C in any course to be counted for degree credit. Failing a course will also lead to dismissal. Regular students whose grade average falls below B will be placed on academic probation. Students on academic probation must

bring their average up to B during the semester they are on academic probation. If a student does not improve their average during the probation period, they will be dismissed from the program. A student may be summarily dismissed from the program if one or more of these conditions exist:

- Student fails to resolve an incomplete by the end of the following semester and the grade automatically is changed to an F.
- Receives an F in any course.
- The student is found guilty of academic dishonesty in accordance with GC&SU academic honesty policy ([Academic Honor Code](#)).

The [Graduate Catalog](#) should be consulted for more detailed information about the academic standing policy.

### **The Honor Code**

GC&SU students are expected to achieve and maintain high ideals founded on the sound principles of utilizing *reason* before acting or reacting; employing *respect* for others, for ideas, for the law, and for property; and recognizing their *responsibility* as citizens and members of the campus community. Please read the Bobcat Honor Code in full, particularly Rules 1-10 relating to the Academic Honor Code: [Academic Honor Code](#).

### **Advisement, Course Sequence, and Registration**

One of the purposes of the Graduate Catalog and the MSCJ Handbook is to simplify advisement and schedule planning. The University publishes the schedule of classes that can be of value in helping students to see courses available for registration. Graduate students should be able to self-direct most of the schedule planning process each semester. However, the Coordinator is available for information and guidance about successful completion of the program. [Degree Works](#) can help students track progress according to the program of study.

Nine (9) hours is full-time enrollment for graduate students, yet many of our students work full-time and take fewer hours. Most courses are scheduled to be offered in either fall or spring. We aim to offer courses on the following schedule sequence; however, we cannot guarantee it given occasional and/ or unexpected factors that may impact scheduling.

- Fall: CRJU 6100, 6300, 6500, 6515, 6605, Elective
- Spring: CRJU 6200, 6400, 6515, 6610, 6970, Elective
- Summer: CRJU Elective

Early registration begins near the midterm of each semester. Frequently check your Bobcats Email account for registration dates. You may find the academic calendar online at <https://www.gcsu.edu/registrar/academic-calendars>. Graduate students must pay tuition by the first day of the semester and are not subject to payment deadline late fees. Please note that TAP and Amendment 23 students must postpone registration until one week prior to the first day of the semester.

Detailed instructions on how to register are in Appendix C.

### **Graduate Student Opportunities**

The graduate school sponsors exciting opportunities for our graduate students, including research travel grants and an annual research showcase. For more information, see <https://www.gcsu.edu/graduate/graduate-opportunities-the-graduate-school> or contact the program Coordinator.

### **Graduation**

To qualify for graduation, students must submit a degree application for the term in which they will complete all course and program requirements. The graduation fee (\$45) must be paid online at the time

of submitting the graduation application; students should attach a copy of their receipt to their application. You can send, email, or fax your graduation application to the Registrar's Office. Degrees are conferred three times per year, at the end of each semester, as indicated on the academic calendar. Students who complete requirements in May Term, or any other part of the summer semester, will be August graduates but may participate in the May commencement ceremony. The Graduate Catalog states that one should apply for graduation two semesters before completing all course work. For example, to graduate by the end of the spring term, one should apply by the end of the previous summer term. The graduation application can be found at the [Office of the Registrar website](#). A graduate student must earn all credit applied to the planned program within the prescribed period of seven years after initial acceptance to the graduate program, unless noted otherwise under specific degree program requirements. If you have questions about the courses needed to complete the application, please check with the Program Coordinator.

**IF YOU NEED ASSISTANCE:**

If you have questions about the MSCJ Program, how to apply, or anything else in this document, don't hesitate to contact Dr. Carrie Cook, the Program Coordinator at 478-445-0941 or [carrie.cook@gcsu.edu](mailto:carrie.cook@gcsu.edu).

## Appendix A. Course Descriptions

Unless otherwise noted, courses may not be repeated for additional academic credit. Courses may be repeated to raise a grade, but the hours credited will only count once toward the total hours earned.

### CRJU 5950. SPECIAL TOPICS

This course is designed to examine critical issues of public policy that affect criminal justice. Topics could include advance police management, policy options on the war on drugs, ethics in criminal justice, or others.

### CRJU 6100. THE CRIMINAL JUSTICE SYSTEM (required)

An examination of the criminal justice system, focusing on how the system functions in theory and practice as well as on current and future trends.

### CRJU 6120. CURRENT ISSUES IN CRIMINAL JUSTICE

Prerequisite: Graduate standing.

### CRJU 6140. ORGANIZATIONAL THEORY AND MANAGEMENT OF CRIMINAL JUSTICE SYSTEMS

Prerequisite: Graduate standing. This course is designed to introduce students to the development and evolution of organization and management theory in criminal justice organizations.

### CRJU 6160. HISTORY OF CRIMINAL JUSTICE AND CRIME CONTROL POLICY

Prerequisite: Graduate standing. A study of the history and evolution of the Anglo-American justice system, its problems, defects, and proposals for reform.

### CRJU 6180. COMPARATIVE CRIMINAL JUSTICE SYSTEMS

Prerequisite: Graduate standing. A study of selected international criminal justice systems, including police, courts, and correctional subsystems. Emphasis is placed on geographical, historical and cultural perspectives that make the systems unique.

### CRJU 6200. POLICE IN SOCIETY

The philosophy and role of American policing, politics of policing, managing the police organization, police operational and administrative practices, and emergent issues and problems in policing.

### CRJU 6300. SEMINAR IN CORRECTIONS

An in-depth examination of the various issues and problems in corrections as they relate to administration and management of correctional programs and organizations.

### CRJU 6340. CORRECTIONAL COUNSELING AND TREATMENT

Prerequisite: Graduate standing. A critical study of past, present, and potential future correctional counseling and treatment, analysis of practices, and intended goals.

### CRJU 6400. CRIMINOLOGICAL THEORY

An intensive overview and examination of each of the major criminological perspectives, theory construction, and theory integration.

#### CRJU 6405. VICTIMOLOGY

Prerequisites: Graduate standing and CRJU 6400. This course is designed to introduce students to the study of crime victims. Students will become familiar with the historical role of crime victims, the changes in that role and theories that help explain the role of victims in crime.

#### CRJU 6410. CRITICAL CRIMINOLOGY

Prerequisites: Graduate standing and CRJU 6400. The purpose of this course is to examine the criminological theories of the late modern period and placing them in the context of the massive social transformations that have taken place in the past thirty to forty years. More specifically this course will examine social justice in the context of critical criminology by focusing on the following criminological theories and ideas: Marxist criminology, Socialist Feminist criminology, Peacemaking criminology, Prophetic criticism, Anarchist criminology, Postmodern Feminist criminology, Semiotics, Constitutive criminology, Critical race theory, Chaos theory, Catastrophe/topology theory, and Queer theory.

#### CRJU 6420. CRIMINAL BEHAVIORS

Prerequisites: Graduate standing and CRJU 6400. This graduate course examines criminal behaviors using psychological and sociological theories. Students will study specific categories of criminal offenders such as murderers, rapists and embezzlers. Students will also study biographies of well-known criminals as case studies, with the intent of applying specific criminological theories to the case studies.

#### CRJU 6460. INTERNATIONAL TERRORISM

Prerequisites: Graduate standing and CRJU 6180 is recommended. This course is designed to have students look critically at world terrorist organizations and responses to terroristic acts.

#### CRJU 6500. LEGAL ISSUES IN CRIMINAL JUSTICE

Prerequisite: Graduate standing. An in-depth analysis of the development and current application of criminal law and the constitutional law. Primary focus is on criminal law and procedure.

#### CRJU 6515. CRIMINAL JUSTICE ETHICS (required)

Prerequisite: Graduate standing. An examination of ethical theoretical perspectives and dilemmas in policing, courts, and corrections.

#### CRJU 6605. CRIMINAL JUSTICE RESEARCH DESIGN

Prerequisite: Graduate standing. An exploration of quantitative and qualitative research designs utilized in the study of criminal justice.

#### CRJU 6610. CRIMINAL JUSTICE STATISTICS

Prerequisites: Graduate standing and CRJU 6605. An exploration of quantitative and qualitative research methods utilized in the study of criminal justice.

#### CRJU 6695. RESEARCH PROBLEM IN CRIMINAL JUSTICE

An in-depth study of a critical issue in contemporary criminal justice. Specific issues will vary and will be selected by the student with the approval of the instructor.

#### CRJU 6700. COMPREHENSIVE EXAM

Prerequisite: Graduate standing in last semester of MSCJ coursework. Zero credit hours.

**CRJU 6940. INDEPENDENT STUDY**

Prerequisite: Graduate standing and instructor approval. Offers academic credit courses to students interested in earning academic credit through self-directed study.

**CRJU 6950. SPECIAL TOPICS**

Prerequisite: Graduate standing. This course is designed to examine topics in criminal justice and criminal justice policy that may not be covered in other graduate CJ courses.

**CRJU 6960. INTERNSHIP**

Individually designed and planned learning experience involving off-campus field experience and study in the public and private sector. Must be approved by the department chairperson or program coordinator.

**CRJU 6970. CAPSTONE RESEARCH PROJECT**

Prerequisites: Graduate standing, approval of Graduate Coordinator, CRJU 6605 and CRJU 6610. Student prepares a detailed prospectus or research project to include bibliography, methodology, and research goals.

## Appendix B. Recommended Academic Plans<sup>iii</sup>

### Public Service Plan A

	Fall Calendar Year 1	Spring Calendar Year 2	Summer Calendar Year 2	Fall Calendar Year 2	Spring Calendar Year 3	Summer Calendar Year 3
Fall program start	6100 6300 or 6500 Elective	6200 6400 6970	Elective	6515 6605 Elective		
Spring Program start		6515 6200 Elective	Elective	6100 6605 6300 or 6500	6400 6970 Elective	
Summer program start			Elective Non-CJ Elective	6100 6605 6300/6500	6200 6400 6515	Elective 6940

### Public Service Plan B

	Fall Calendar Year 1	Spring Calendar Year 2	Summer Calendar Year 2	Fall Calendar Year 2	Spring Calendar Year 3	Summer Calendar Year 3
Fall program start	6100 6300 Elective	6400 6970 6610	Elective	6515 6500 Elective		
Spring Program start		6400 6200 Elective	Elective	6100 6515 6300 or 6500	6100 6970 Elective	
Summer program start			Elective Non-CJ Elective	6100 6515 6300/6500	6200 6400 6610	Elective 6940

### Justice Scholar Plan

	Fall Calendar Year 1	Spring Calendar Year 2	Summer Calendar Year 2	Fall Calendar Year 2	Spring Calendar Year 3	Summer Calendar Year 3
Fall program start	6100 6300 6605	6200 6400 6970	Elective	6515 6500 6610		
Spring Program start		6515 6200 6400	Elective	6100 6300 6605	6610 6970	(Fall Calendar Year 3) 6500
Summer program start	(Fall Calendar Year 3) 6500		Elective	6100 6605 6300	6200 6400 6515	(Spring Calendar Year 4) 6610 & 6970

**Law & Public Policy Plan A**

	Fall Calendar Year 1	Spring Calendar Year 2	Summer Calendar Year 2	Fall Calendar Year 2	Spring Calendar Year 3	Summer Calendar Year 3
Fall program start	6100 6300 or 6500 Elective	6200 6400 6970	Elective	6515 6605 Elective		
Spring Program start		6515 6200 Elective	Elective	6100 6605 6300 or 6500	6400 6970 Elective	
Summer program start			Elective Non-CJ Elective	6100 6605 6300/6500	6200 6400 6515	Elective 6940

**Law & Public Policy Plan B**

	Fall Calendar Year 1	Spring Calendar Year 2	Summer Calendar Year 2	Fall Calendar Year 2	Spring Calendar Year 3	Summer Calendar Year 3
Fall program start	6100 6300 Elective	6200 or 6400 6970 6610	Elective	6515 6500 Elective		
Spring Program start		6200 6400 Elective	Elective	6100 6515 6300 or 6500	6610 6970 Elective	
Summer program start			Elective Non-CJ Elective	6100 6515 6300 or 6500	6200 6400 6610	Elective 6940



## Appendix C. Connecting to Campus

### Student ID

To look up your GCID:

[https://gcsu.gabest.usg.edu/pls/B360/gcsu\\_ID\\_lookup.P\\_DisplDQuery](https://gcsu.gabest.usg.edu/pls/B360/gcsu_ID_lookup.P_DisplDQuery)

### Email address

Your Bobcats email is usually formatted as [firstname.lastname@bobcats.gcsu.edu](mailto:firstname.lastname@bobcats.gcsu.edu), for example: [john.doe@bobcats.gcsu.edu](mailto:john.doe@bobcats.gcsu.edu). This email is considered an official mode of communication between GC&SU faculty, administration, and students. Check your email account daily for important communications ranging from registration to class assignments and graduation information. To access your email account, click on the "Student Gmail" link from the Unify page (<https://unify.gcsu.edu/>). After successful login to your Unify account, your Bobcats Email password will be linked to your Unify password.

### Duo

Duo is GC&SU's multifactor authentication service. You will need to enroll in Duo to access Unify, Microsoft (MS) One Drive, and MS Outlook (your Bobcats Email host). Here is the website to get started, and more directions and resources are below: <https://unify.gcsu.edu/>. If you were previously enrolled at GC&SU but have not enrolled within the past year, it is likely you will be issued a new email account. To test your email account, please go to the [Unify portal and login](#). If you cannot log in, click on the "MyPassword" tab at the top of the window and attempt to "Set initial Password." If you are unable to set your password, please contact our IT Help Desk at 478-445-7378 to let them know that you are a recently accepted graduate student whose email address does not work. They will route you to the IT teams who can resolve your issue. More about the IT Help Desk, including hours of availability, can be found at <https://www.gcsu.edu/technology/it-help-desk>.

#### *To Enroll in Duo:*

1. Navigate to Unify ([unify.gcsu.edu](https://unify.gcsu.edu)).
2. Select the gray "DUO Enroll" tab at the top and click the green "DUO Enroll" button.
3. Enter your student credentials. It will walk you through the steps to install and enroll in DUO. Follow the instructions that are presented by DUO carefully and completely.
4. When you reach the screen that verifies your successful enrollment, press Logout.
5. If you have a second phone that can be used for authentication, you will select the "DUO Self Service" button in Unify. Once you enter your username and password, DUO will prompt you to authenticate using the method that you just created. Once fully authenticated, please add a second (or more) method to authenticate.
6. When you are finished, please press Logout.

If you have any questions about the process, please reach out to the Serve Help Desk by emailing [serve@gcsu.edu](mailto:serve@gcsu.edu) or call (478) 445-7378.

#### *Duo Resources:*

DUO supplies a few short videos that are a very good introduction, plus a few usage tips.

- Introduction to 2FA and DUO use: [https://www.youtube.com/watch?v=T\\_sJXnSM98](https://www.youtube.com/watch?v=T_sJXnSM98)
- Getting started with DUO Mobile: <https://www.youtube.com/watch?v=EMi89Ulp6c>
- DUO - Enrollment Guide: <https://guide.duo.com/enrollment>
- DUO - Choose how you verify your identity each time you log in: <https://guide.duo.com/prompt>
- DUO - Add a new device: <https://guide.duo.com/prompt>
- DUO - Manage your devices: <https://guide.duo.com/manage-devices>

## Unify

The Unify Project uses Central Authentication Service (CAS) and other resources to allow you to access multiple password-protected web systems after logging in once: <https://unify.gcsu.edu/>. Students use Unify to access PAWS, Georgia VIEW, the library, and a few other systems. More information about the Unify system may be viewed here: <http://www.gcsu.edu/technology/unify>.

## PAWS Portal

You will access PAWS through the Unify portal: <https://unify.gcsu.edu/>.

You will use PAWS to register for classes. Follow the link above to the main Unify page and click on the Initial Student Access button. Your Bobcats email is usually formatted as [firstname.lastname@bobcats.gcsu.edu](mailto:firstname.lastname@bobcats.gcsu.edu), Ex: [john.doe@bobcats.gcsu.edu](mailto:john.doe@bobcats.gcsu.edu). By completing the initial access form, you have now created a password for Unify and will now have access to the PAWS portal. If you have issues with the Unify portal, PAWS or your bobcats email, please contact Serve at 478-445-7378 or [serve@gcsu.edu](mailto:serve@gcsu.edu).

If you have issues with the Unify portal, PAWS, or your bobcat email, please contact GC&SU Serve at 478-445-7378 or [serve@gcsu.edu](mailto:serve@gcsu.edu).

## Class Schedule Choices

The Class Schedule page is a search engine which allows you to instantly search for class offerings prior to registration. It's fast and easy and may be accessed here:

[https://gcsu.gabest.usg.edu/pls/B360/gcsu\\_open\\_classes.pick\\_term\\_pub](https://gcsu.gabest.usg.edu/pls/B360/gcsu_open_classes.pick_term_pub),  
or go to Unify (<https://unify.gcsu.edu/>) under the Campus Resources tab.

## Registration

Early registration begins near the midterm of each semester. Frequently check your Bobcats Email account for registration dates. You may find the academic calendar online at <https://www.gcsu.edu/registrar/academic-calendars>. Graduate students must pay tuition by the first day of the semester and are not subject to payment deadline late fees. Please note that TAP and Amendment 23 students must postpone registration until one week prior to the first day of the semester.

How to Register:

- Go online to [Unify](#) and login to your account
- Click the PAWS button
- Select Student Services
- Select Student Records to view holds prior to registration
  - Select View Holds (If a hold is present on your account, please complete the action required so that you may continue with registration.)
- Go back to the previous screen under Student Services to select Registration. When registration opens:
- Select Register Using PAWS
- Select Term
- Select Register for Classes
- Follow the prompts to select and register for classes.

If you have any problems with registration, please call the Office of the Registrar at (478) 445-6286. *Bills are* mailed to students who participate in early registration. Late registration must be paid for the day of registration. If you have any questions about bill payment, please call the Business Office at (478) 445-5254.

(If you would like information regarding housing options for graduate students, please see the University Housing website: <http://www.gcsu.edu/housing>, or contact them at 478-445-5160).

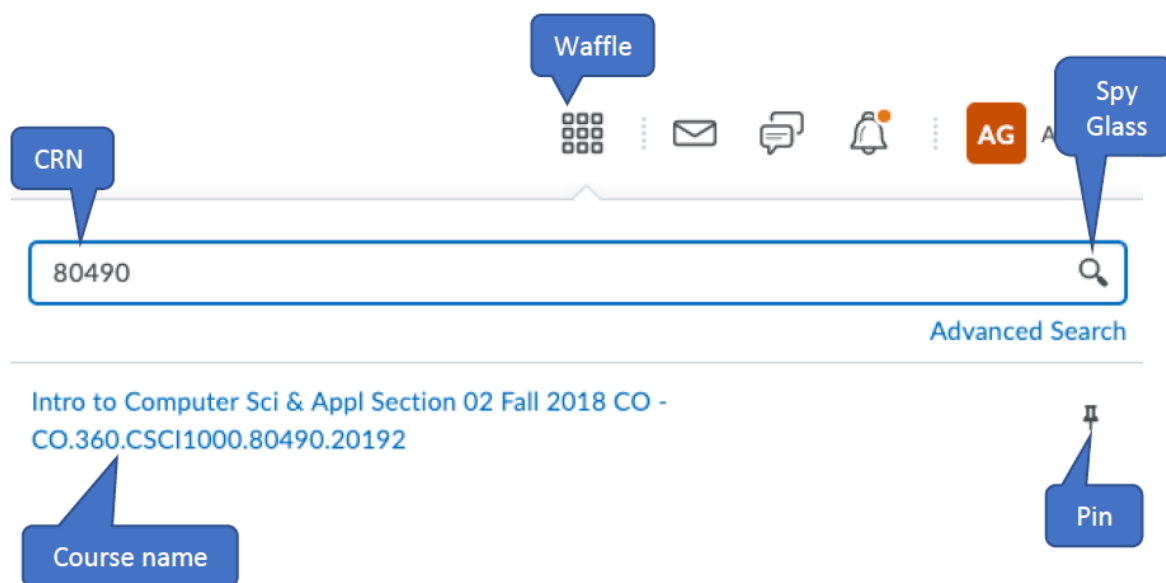
## Georgia VIEW

Georgia VIEW is the Learning Management System where you will engage with your courses.

Open Unify: <https://unify.gcsu.edu/>. Log in using your Bobcats e-mail address and your password.

Open Georgia VIEW:

1. Click on Georgia VIEW link: <https://gcsu.view.usg.edu/d2l/home>
2. Select the correct course from the My Courses icons. If your course is not displayed in the course tiles under **My Courses**, click on the "waffle" icon in the menu bar at the top of the page. Enter your CRN number or course code (CRJU 6100) from your schedule, then click enter or click the "spy glass". Pin the course for future access. Click on the pin to the far right of the course name. This will add the course to the course tile list for easy future reference. (see image below)
3. Click on the name of the course to go to the course.
4. The Center for Teaching and Learning (CTL) manages Georgia VIEW and can be reached at [ctl@gcsu.edu](mailto:ctl@gcsu.edu) or 478-445- 2520. They offer additional support here: <https://gcsu.view.usg.edu/shared/ContactUs.html>



Review Course Content:

1. Click the Content heading on the top row of options, above the course banner image OR
2. Click the down arrow next to coursework, then Click Content Link OR
3. Click Course Home, then click on the modules under the Content Browser

Submit Assignment Instructions:

1. Click the Assignment heading on the top row of options, above the course banner image OR
2. Click the down arrow next to coursework, then Click Assignments
3. Choose the assignment
4. Click the Add a File Button
5. Click Upload, find the assignment, double click
6. Click Add Button
7. Click Submit button
8. Click Done. You will receive an email in Georgia VIEW letting you know your submission was successful.

#### Take a Quiz:

1. Click the down arrow next to Course Work
2. Choose Quizzes link
3. Choose the Quiz from the list
4. Click the Start Quiz! button
5. Read the directions and click ok
6. After each answer click Save
7. Click Go to Submit Quiz button
8. Click Submit Quiz button
9. Verify that you want to submit
10. You will get a verification notice after you submit

#### Take a Survey:

1. Click the down arrow next to Course Work
2. Choose Survey link
3. Choose the Survey from the list
4. Answer the Questions
5. Click Save
6. Click Submit, verify that you want to submit

#### Tutorial:

Admitted students receive Georgia VIEW tutorial resources with their electronic admission packet.

#### **Career Center**

The Career Center is available to ALL our GC&SU students, whether you are remote or close to campus. They help while you are a student and to our alumni after you graduate! Their list of services include:

- Workshops
- Career Fairs & Networking Events
- Internship and Job Search (& Internship Management System Handshake)
- Resume and CV Review
- Cover Letter Review
- Interviewing Skills Help
- Mock Interview (with AI)
- Graduate/ Professional School Exploration
- Personal Statement Writing & Review
- Strategic Career Planning

#### **Writing Center**

The GCSU Writing Center offers free help to all students, through either in-person, asynchronous, or Microsoft Team virtual sessions. They assist with all phases of the writing process. Visit the [Writing Center homepage](#) to learn more about their resources. To sign up for an appointment on [Unify](#), click "Scheduling with the Writing Center" (make sure the "Start Here" tab is selected) and also via [email](mailto:writing.center@gcsu.edu) at: [writing.center@gcsu.edu](mailto:writing.center@gcsu.edu).

## Appendix D. Resources & Contacts

### Graduate Admissions Office

123 S. Clarke St.  
Campus Box 107  
Milledgeville, GA 31061  
grad-admit@gcsu.edu  
<https://www.gcsu.edu/graduate/graduate-admissions>  
478-445-6289  
478-313-4353 (text)

### Graduate Coordinator

Dr. Carrie Cook  
478-445-0941  
[carrie.cook@gcsu.edu](mailto:carrie.cook@gcsu.edu)

### Internship Coordinator

Dr. Alesa Liles  
478-445-0942  
[alesa.liles@gcsu.edu](mailto:alesa.liles@gcsu.edu)

### Criminal Justice Graduate Faculty

Carrie Cook, Ph.D.  
University of Florida  
Corrections, Victimology, Research Methods, Evaluation & Statistics  
Graduate Coordinator  
478-445-0941  
[carrie.cook@gcsu.edu](mailto:carrie.cook@gcsu.edu)

Sara Doude, Ph.D.  
University of Southern Mississippi  
Radical Criminology, Gender, Race, Drugs & Crime  
478-445-4257  
[sara.doude@gcsu.edu](mailto:sara.doude@gcsu.edu)

Adam Lamparello, J.D.  
Ohio State University  
Constitutional & Criminal Law, Appellate Advocacy, Legal Pedagogy  
478-445-0944  
[adam.lamparello@gcsu.edu](mailto:adam.lamparello@gcsu.edu)

Alesa Liles, Ph.D.  
University of Arkansas at Little Rock  
Gender, Race, Mental Health, Juvenile Justice  
Internship Coordinator (BACJ, MSCJ); Undergraduate Coordinator  
478-445-0942  
[alesa.liles@gcsu.edu](mailto:alesa.liles@gcsu.edu)

Matheson Sanchez, ABD  
 Georgia State University  
 Policing, Juvenile Justice, Research Methods, Statistics  
 478-445-0940  
[matheson.sanchez@gcsu.edu](mailto:matheson.sanchez@gcsu.edu)

Charles Ubah, Ph.D.  
 University of Southern Missouri  
 International Criminal Court, Transnational Crime, Corrections  
 478-445-7392  
[charles.ubah@gcsu.edu](mailto:charles.ubah@gcsu.edu)

**Department of Government and Sociology**

Dr. Scott Buchanan, Chair  
 478-445-4562  
<https://www.gcsu.edu/artsandsciences/gov>

**Links & Phone Numbers**

Department/ Resource	Website/ email	Phone
Academic Calendar	<a href="https://www.gcsu.edu/registrar/academic-calendars">https://www.gcsu.edu/registrar/academic-calendars</a>	
Admissions Office (graduate)	<a href="https://www.gcsu.edu/graduate/graduate-admissions">https://www.gcsu.edu/graduate/graduate-admissions</a>	478-445-6289 (ph) 800-342-0471 (ph) 478-313-4353 (text)
Alumni Office	<a href="https://www.gcsu.edu/alumni">https://www.gcsu.edu/alumni</a>	
Application	<a href="http://www.gcsu.edu/future-students/graduate">http://www.gcsu.edu/future-students/graduate</a>	
Career Center	<a href="https://www.gcsu.edu/career">https://www.gcsu.edu/career</a> <a href="mailto:career.center@gcsu.edu">career.center@gcsu.edu</a>	478-445-5384
Center for Teaching and Learning (Georgia VIEW)	<a href="https://www.gcsu.edu/ctl">https://www.gcsu.edu/ctl</a> <a href="mailto:ctl@gcsu.edu">ctl@gcsu.edu</a>	478-445-2520
Cultural Center	<a href="https://www.gcsu.edu/culturalcenter">https://www.gcsu.edu/culturalcenter</a>	478-445-8520
Degree Works	<a href="https://www.gcsu.edu/registrar/degreeworks">https://www.gcsu.edu/registrar/degreeworks</a>	
Disability Resource Center	<a href="https://www.gcsu.edu/disability">https://www.gcsu.edu/disability</a> <a href="mailto:disability@gcsu.edu">disability@gcsu.edu</a>	478-445-5931
Facebook Page	<a href="https://www.facebook.com/groups/GCCRJUalumniandstudents">https://www.facebook.com/groups/GCCRJUalumniandstudents</a>	
Financial Aid	<a href="https://www.gcsu.edu/financialaid">https://www.gcsu.edu/financialaid</a>	478-445-5149
GALILEO Digital Library	<a href="https://www.galileo.usg.edu">https://www.galileo.usg.edu</a>	
Georgia VIEW	<a href="https://gcsu.view.usg.edu/d2l/home">https://gcsu.view.usg.edu/d2l/home</a>	
Georgia VIEW CJ Masters Page	<a href="https://gcsu.view.usg.edu/d2l/home/2813270">https://gcsu.view.usg.edu/d2l/home/2813270</a>	
Graduate Catalog	<a href="https://gcsu.smartcatalogiq.com/en/2022-2023/graduate-catalog/">https://gcsu.smartcatalogiq.com/en/2022-2023/graduate-catalog/</a>	
Graduate School	<a href="https://www.gcsu.edu/graduate">https://www.gcsu.edu/graduate</a>	478-445-6289
Graduation & Commencement	<a href="https://www.gcsu.edu/registrar/graduation-and-commencement">https://www.gcsu.edu/registrar/graduation-and-commencement</a>	

Information Technology & Help Desk	<a href="https://www.gcsu.edu/technology">https://www.gcsu.edu/technology</a> <a href="https://www.gcsu.edu/technology/it-help-desk">https://www.gcsu.edu/technology/it-help-desk</a>	478-445-7378
Internship Resources (Handshake)	<a href="https://www.gcsu.edu/career/for-credit-internships-career-center">https://www.gcsu.edu/career/for-credit-internships-career-center</a>	
Library	<a href="https://libguides.gcsu.edu/">https://libguides.gcsu.edu/</a>	478-445-4047 (ph) 478-845-3057 (text)
Mental Health Resources	<a href="https://www.gcsu.edu/gcmentalhealth">https://www.gcsu.edu/gcmentalhealth</a>	Support line: 833-855-0085
Military & Veteran Services	<a href="https://www.gcsu.edu/registrar/military-and-veterans-services">https://www.gcsu.edu/registrar/military-and-veterans-services</a>	
Registrar's Office	<a href="https://www.gcsu.edu/registrar/academic-calendars-registrar-registrar@gcsu.edu">https://www.gcsu.edu/registrar/academic-calendars-registrar-registrar@gcsu.edu</a>	478-445-6286
Required Syllabus Statements	<a href="#">Required Syllabus Statements - Registrar   Georgia College &amp; State University (gcsu.edu)</a>	
Sexual Misconduct Policy	<a href="https://www.gcsu.edu/titleix/sexual-misconduct-policy">https://www.gcsu.edu/titleix/sexual-misconduct-policy</a>	
Title IX	<a href="https://www.gcsu.edu/titleix">https://www.gcsu.edu/titleix</a>	
Women's Center	<a href="https://www.gcsu.edu/womenscenter">https://www.gcsu.edu/womenscenter</a>	(478) 445-8519
Writing Center	<a href="https://www.gcsu.edu/writingcenter">https://www.gcsu.edu/writingcenter</a> <a href="mailto:writing.center@gcsu.edu">writing.center@gcsu.edu</a>	

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<sup>i</sup> The program coordinator reserves the right to make changes to this handbook in accordance with academic governance procedures at GC&SU, the College of Arts and Sciences, the Department of Government and Sociology, and the Criminal Justice Program. All changes will be communicated promptly to the students, faculty, and staff. Suggestions regarding clarification or addition of topics are welcome.

<sup>ii</sup> The final Miller Analogies Test® (MAT) testing cycle will be offered until November 15, 2023. No MAT testing dates, MAT Practice Tests, and Study Guides will be offered after November 15, 2023. All test-takers may continue to request Official Transcripts and Personal Score Reports through the Pearson website until November 2025.

<sup>iii</sup> The recommended academic plan is based on the ideal course sequence in place to allow most students to finish the program in four semesters (of full time study). We strive to offer to this sequence, although we cannot guarantee as factors beyond our control that may impact our ability to offer certain courses in specific semesters. Individual academic plans will vary based on transfer credit as well as student's academic goals. Students should work with the Coordinator on their academic plan. Spring and summer start dates in the Justice Scholar Track require more than four consecutive semesters of program enrollment to complete the degree.