

**NORTHEASTERN UNIVERSITY
COLLEGE OF SOCIAL SCIENCES AND HUMANITIES
SCHOOL OF CRIMINOLOGY AND CRIMINAL JUSTICE**

**SCCJ MASTER'S PROGRAM POLICIES & PROCEDURES
AY 2021-2022**

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Table of Contents

NORTHEASTERN UNIVERSITY CORE VALUES	1
SCHOOL OF CRIMINOLOGY AND CRIMINAL JUSTICE (SCCJ) MISSION STATEMENT.....	1
LEARNING OUTCOMES	1
CRIMINOLOGY AND CRIMINAL JUSTICE GRADUATE STUDENT ASSOCIATION (SCCJGSA)	2
SCHOOL OF CRIMINOLOGY AND CRIMINAL JUSTICE POLICIES.....	2
SCHOOL OF CRIMINOLOGY AND CRIMINAL JUSTICE ACADEMIC POLICIES AND PROCEDURES.....	2
DEGREE PLAN.....	6

NORTHEASTERN UNIVERSITY CORE VALUES

- To educate students for a life of fulfillment and accomplishment.
- To create and translate knowledge to meet global and societal needs.

SCHOOL OF CRIMINOLOGY AND CRIMINAL JUSTICE (SCCJ) MISSION STATEMENT

The Masters Program in the School of Criminology and Criminal Justice helps prepare students for research, policy development, administrative, and supervisory positions within the various sectors of the criminal justice field. Conditions and needs in criminal justice are always changing and, therefore, the program acquaints students with the most current perspectives as well as with substantive knowledge, technical skills, and analytic methodologies.

LEARNING OUTCOMES

The Masters Program in Criminology and Criminal Justice concentrates both on the problem of crime as a form of deviant behavior, and on the criminal justice and private security systems that deal with it. The program emphasizes a systems approach to criminal justice, stressing policy development and analysis, as well as the impact these policies have on the individuals and organizations charged with delivering justice in a fair and equitable manner. Broad in concept and scope, it encompasses such related disciplines as law, sociology, political science, psychology, criminology, and public administration.

Briefly stated, the Masters Program in Criminology and Criminal Justice endeavors to:

- Assist in developing criminal justice and private security leaders capable of assuming responsibility for policy planning and administration;
- Offer students the opportunity to acquire the necessary skills and knowledge to conduct applied research while assisting them in developing the ability to apply this research in a variety of criminal justice settings
- Provide an opportunity for a solid educational foundation for those who wish to pursue more advanced graduate study beyond the Master of Science degree.

Over the course of the program, students are expected to:

- Demonstrate foundational knowledge of theories of criminology and criminal justice
- Develop an understanding of the causes of crime from an interdisciplinary perspective
- Identify the criminal justice process and important issues confronting the administration of justice
- Demonstrate an understanding of methods of social research
- Explain the use of social science quantitative techniques for academic and public-sector applications

- Understand the role of systemic racism and intersecting dimensions of oppression in the development of policies and practices across the criminal justice system, as well as in crime and justice theory and research

CRIMINOLOGY AND CRIMINAL JUSTICE GRADUATE STUDENT ASSOCIATION (SCCJGSA)

All graduate students are encouraged to participate in SCCJGSA meetings and events. The SCCJGSA seeks to foster a healthy graduate student culture in which students can develop academically as well as professionally while learning and establishing long-lasting relationships with fellow students and faculty.

<https://cssh.northeastern.edu/sccj/resources/student-organizations/>

SCHOOL OF CRIMINOLOGY AND CRIMINAL JUSTICE POLICIES

University Graduate Studies Policies

In addition to policies noted here, all Masters students should familiarize themselves with university wide policies for graduate students established by the Provost's Office:

<https://provost.northeastern.edu/policies/>

University Leave of Absence Policy

Please see the University's policy for requesting a leave of absence.

<https://registrar.northeastern.edu/article/leaves-of-absence/>

Student Employment Policies

Faculty in the School of Criminology and Criminal Justice often have (or pursue) funding for research projects. To ensure greater equity for faculty and students, the College of Social Sciences and Humanities has established the standard hourly rate of \$18.00/hour for Masters students.

School of Criminology and Criminal Justice Forms

Current versions of all forms referred to in this document are available on our website at

www.northeastern.edu/sccj.

SCHOOL OF CRIMINOLOGY AND CRIMINAL JUSTICE ACADEMIC POLICIES AND PROCEDURES

The School of Criminology and Criminal Justice Masters Program Handbook must be used in conjunction with the Northeastern University Graduate Catalog, which can be found at:

<http://catalog.northeastern.edu/graduate/>

Academic Advisor

The Masters Program Director will serve as the academic advisor for all Masters students during their course of study.

Registration

Students must register for courses via the myNortheastern web portal on my.northeastern.edu (procedures to do so are available on the myNortheastern web portal). Students must register within the dates and times listed on myNortheastern. Students who fail to register within this time frame will not earn credit or a grade for the course(s) in question. Late registration may also result in the cancellation of under-enrolled courses and may also have financial aid implications for the student.

To withdraw from a course after the third week of classes, a student must fill out an official course withdrawal form through myNortheastern. Ceasing to attend class does not constitute official withdrawal. Notifying the instructor does not constitute official withdrawal. Please refer to the Registrar's website for additional information and timelines: www.northeastern.edu/registrar.

Part-time vs. Full-time Status

Full-time status for Masters students consists of two or more four credit courses per semester. Part-time students are students who opt for one course per semester. Additionally, part-time students risk losing federal financial aid if enrolled in fewer than two courses. College of Social Sciences and Humanities scholarship and fellowship recipients must be in full-time status and be registered for a minimum of eight semester hours.

Inactive Status

Northeastern University has a policy requiring continuous registration for Masters students. Please refer to the Graduate Catalogue for regulations regarding registration:

<http://www.northeastern.edu/registrar/>

Grading System

A	4.0	This grade is awarded to those students whose performance in the course has been of outstanding graduate caliber.
A -	3.667	
B+	3.333	
B	3.0	This grade is awarded to those students whose performance has been at a satisfactory level.
B-	2.667	
C+	2.333	

C	2.0	This grade is awarded to those students whose performance in the course is not at the level expected in graduate work. This grade indicates significant and substantial gaps in the student's understanding of the subject matter and is generally predictive of problems in successfully completing the Masters Program.
C-	1.667	
S	Satisfactory	
U	Unsatisfactory	
I	Incomplete	In accordance with University policy, all incomplete grades must be completed within one academic year. The student must also have on file with the Graduate Program Office a signed Incomplete Grade Petition Form.
F	Failure	

Grade Point Average (GPA) Requirements and Academic Probation Guidelines

CSSH requires that all Masters students maintain a cumulative GPA of 3.000. When a student's cumulative GPA falls below this requirement, the student is placed on academic probation by the Registrar's Office.

The student will have one semester immediately following being placed on probation to raise their cumulative GPA to a 3.000 or higher. In some cases, the student will need to retake the course(s) with the lowest grade(s) to bring the cumulative GPA to a 3.000 or higher. Not more than two courses or eight semester hours of credit, whichever is greater, may be repeated. Retaking a course does not add credits to the degree plan.

Transfer Credit

A Masters student may transfer up to nine (9) semester hours of credit from another institution, provided that the credits transferred consist of a grade of B (3.000) or better in graduate-level courses, have been earned at a U.S.-accredited institution, have not been used toward any other degree, and have received approval from the Masters Program Director and the Graduate Office in the College of Social Sciences and Humanities. Courses accepted for transfer credit must have been completed within seven years of the date the request is made to the Masters Program Director and been completed within the seven years prior to the awarding of the student's degree at Northeastern. Grades are not transferred and will not be factored into a student's Northeastern GPA. Upon completion of the course, students should submit a Request for Transfer Credit form to the SCCJ Graduate Office along with an official transcript. Generally, the Masters Program does not approve transfer credit for required courses.

Incomplete Coursework

During the course of the academic year, students may find the need to arrange for an incomplete course grade. Incomplete grades are strongly discouraged and should be incurred in only the direst circumstances. Incomplete grades are awarded to students at the discretion of the individual faculty

member/instructor of a particular course. Once a student has received the permission of the course instructor, they must complete an Incomplete Grade Contract available on the university Registrar's website. The individual student, the faculty member, and the Masters Program Director must sign this form prior to the end of the semester and submission of grade sheets. Students are only permitted to carry 2 incompletes at one time and have no more than 3 incompletes throughout the entire program.

In addition, it is important to note that both the student and the faculty member must establish a date by which all incomplete coursework will be completed. Students who do not file an additional incomplete form or do not complete the required course work by the predefined date will be awarded a final grade based on the coursework completed to date. It is the sole responsibility of the student to ensure that all incomplete coursework is completed by the specified date. As specified by university policy, all incomplete grades must be completed within one year.

Academic Honesty and Integrity Policy

Essential to the mission of Northeastern University is the commitment to the principles of intellectual honesty and integrity. Academic integrity is important for two reasons. First, independent and original scholarship ensures that students derive the most from their educational experience and the pursuit of knowledge. Second, academic dishonesty violates the most fundamental values of an intellectual community and depreciates the achievements of the entire university community. Accordingly, Northeastern University views academic dishonesty as one of the most serious offenses that a student can commit while in college. All students should familiarize themselves with Northeastern University's Academic Honesty and Integrity Policy: <http://www.northeastern.edu/osccr/academic-integrity-policy/>.

In addition, the School of Criminology and Criminal Justice has established the policy that any instance of confirmed academic dishonesty in a particular course may result in the failure of the course and dismissal from the program.

Academic Appeals Process

In accordance with university policy, Masters students are encouraged, whenever possible, to follow the guidelines below to resolve grading disputes during their coursework. Students must coordinate the following steps with Masters Program Director.

Step 1

Students must attempt to resolve any disputed grade with the individual faculty member assigned to the course. In the event that the situation is not resolved through this mechanism, students must submit a written summary of their concerns to the Masters Program Director (if the Masters Program Director is also the course instructor, proceed to Step 3).

Step 2

The Masters Program Director will review any written request from students regarding the academic dispute and make a recommendation to the individual student and the faculty member involved as to the

appropriate outcome measure to be taken. If the student is unsatisfied at this point, the Masters Program Director will appoint an Ad Hoc Committee of two faculty members from SCCJ to hear the dispute.

Step 3

The Ad Hoc Committee, if applicable, will review the merits of the student's academic dispute, and report their conclusions and recommendations to the Graduate Committee. The Graduate Committee will convene and make a final decision as to the appropriate outcome measure to be implemented and report their decision to the Masters Program Director.

Step 4

The Masters Program Director will convene a meeting of both the student and individual faculty member involved to discuss the decision of the Graduate Committee. If the academic dispute is not resolved at this point, the student can pursue avenues as prescribed by the College's and University's official policies and procedures regarding academic disputes in the University's Graduate Catalogue.

DEGREE PLAN

The Masters degree is 32 credits (34 credits with optional co-op) and is designed to be completed in two semesters (or 16-months with optional co-op). The degree is made up of 16 core requirements and 16 elective credits. Students pursuing co-op will add 2 credits to their degree plan in addition to extending the program by six months to complete the full-time work experience.

Core Requirements (16 credits)		Electives (16 credits)	
Criminology		<u>Option 1:</u>	Pursue 4 electives in CRIM, INSH, POLS, PPUA, and/or SOCL at the 5000-level and above
The Criminal Justice Process		<u>Option 2:</u>	Pursue the Cybersecurity Concentration or a Graduate Certificate, along with one additional elective
Research Methods in the Social Sciences			
Statistical Analysis			
Optional Six Month Co-operative Work Experience (2 credits)			
Experiential Integration			
Co-op Experience			

Online Coursework

All required courses are offered online. Online electives include, but are not limited to:

CRIM 5201 Global Criminology	CRIM 5264 Immigration and Crime
CRIM 5601 Financial Crime	CRIM 5602 Crime, Place, and Community
INSH 5301 Introduction to Computational Statistics	INSH 5302 Information Design and Analysis
PPUA 5262 Big Data for Cities	PPUA 5263 Geographic Information System
POLS 7246 Resilient Cities	POLS 7341 Security and Resilience Policy
POLS 7343 Counterterrorism	POLS 7369 International Security
DA 5020 Collecting, Storing, and Retrieving Data	DA 5030 Introduction to Data Mining
PHIL 5005 Information Ethics	PHIL 5010 AI Ethics

Concentrations and Graduate Certificates

SCCJ currently offers a Cybersecurity Concentration that is 12 credits (see the course catalog for specific coursework). The Cybersecurity concentration was developed in partnership between SCCJ and the Khoury College of Computer Sciences to prepare students with the practical, legal, and ethical background to analyze security risks and prevent intrusion in vital information systems.

The College of Social Sciences and Humanities also offers a variety of graduate certificates, most of which are 12 credits. Students complete concentrations or certificates by using elective credits. Students must request permission from the Masters Program Director before pursuing a concentration or certificate.

Directed Studies

In order to pursue specialized interests not covered by the curriculum, Masters students are allowed to enroll in directed study courses. In a directed study, students are able to explore in-depth an area of literature or to conduct a small research project, under the close supervision of a member of the faculty. Whether one pursues library or original research, the student's work must be reflected in a final product (usually a paper) from the course. Finally, directed studies that duplicate existing course offerings will not be approved.

The student should request the directed study through their myNortheastern account. This request must include: (1) a course description; (2) a course syllabus; (3) a description of how the course will be graded; and (4) approval by the faculty member with whom the student wishes to work and the Masters Program Director.

Courses Outside of the School of Criminology and Criminal Justice

Students may choose to enroll in coursework in programs outside of the School of Criminology and Criminal Justice, including Interdisciplinary Studies in Social Sciences and Humanities (INSH), Political Science, Public Policy and Urban Affairs, and Sociology.