

MACCJ Student Handbook

2022-2023 Academic Year



**SAINT LOUIS
UNIVERSITY**

— EST. 1818 —

Master of Arts in Criminology and Criminal Justice

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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.

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).

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.

Criminology and Criminal Justice (CCJ) Programs

- Bachelor of Arts in Criminology and Criminal Justice (BACCJ)
- Minor in Criminology and Criminal Justice
- Accelerated Bachelor of Arts to Master of Arts in Criminology and Criminal Justice
- Accelerated Bachelor of Arts in Criminology and Criminal Justice to Juris Doctorate
- Master of Arts in Criminology and Criminal Justice (MACCJ)
- Master of Arts in Criminology and Criminal Justice (MACCJ) & Master of Social Work (MSW) dual degree program.

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

Administration

Noelle E. Fearn, PhD.....Dean, School of Social Work

Joseph A. Schafer, PhDDirector, Master of Arts in Criminology and Criminal Justice

Allise DavisProgram Coordinator

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

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 and be prepared to engage in social and criminal justice in a way that brings beneficial change to the 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.

Joseph A. Schafer, PhD

Professor of Criminology & Criminal Justice

Director, CCJ Programs

Academics

The following policies and procedures have been adopted by the Masters of Arts in Criminology and Criminal Justice (MACCJ) 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 MACCJ program policies as they currently exist, the administration and faculty of the MACCJ program and the SSW reserve the right to modify any policy through the appropriate channels. This flexibility is meant to maintain our student-focused mission and to provide the necessary means to maintain the integrity of our learning environment.

Academic Integrity

The MACCJ program expects all students to adhere to Saint Louis University's academic integrity policy (approved June 26, 2015). Only key portions of this policy are excerpted here; the policy, in its entirety, along with all other University Academic Affairs policies may be found on the Provost's webpage.

Saint Louis University is a community of learning in which integrity and mutual trust are vital. Since the mission of the University is "the pursuit of truth for the greater glory of God and for the service of humanity," acts of falsehood violate its very reason for existence. They also demean and compromise the activities of teaching, research, health care and community service that are its primary mission. Since the University seeks to prepare students and faculty for lives of integrity and occupations of trust, it regards all acts of academic dishonesty as matters of serious concern. Such dishonesty also undermines the academic assessment process, which in turn impairs the ability of the University to certify to the outside world the skills and attainments of its graduates. Such dishonesty allows those who engage in it to take unfair advantage of their peers and undermines moral character and self-respect.

Academic integrity is honest, truthful and responsible conduct in all academic endeavors.

Students are responsible for adhering to University standards of academic integrity, helping to create an environment in which academic integrity is respected, and reporting violations of the policy to instructors, department chairs, or administrators, as appropriate.

Reporting and Adjudicating Violations of Academic Integrity

Where there is clear indication of such dishonesty, a faculty member or administrator has the responsibility to apply appropriate sanctions. Investigation of violations will be conducted in accord with standards and procedures of the school or College through which the course or research is offered. Recommendations of sanctions to be imposed will be made to the dean of the school or College in which the student is enrolled. Sanctions will be imposed according to the policy standards of the academic unit with jurisdiction of the faculty member teaching the course or supervising the academic experience or leading the academic program in which the violation occurred. Academic unit with jurisdiction as defined as the unit of the faculty member teaching the course or leading the academic program in which the violation occurs. Formal charges of violations of academic integrity do not preclude other disciplinary action that the University may take if circumstances warrant additional sanctions.

Sanctions are to be commensurate with the nature of the offense and with the record of the student regarding any previous infractions. Possible sanctions for a violation of academic integrity include, but are not limited to, disciplinary probation, suspension, and dismissal from the University. In extraordinary circumstances, the University reserves the right to withhold or revoke a degree in consultation with the academic unit as appropriate. There is no statute of limitations for degree revocation.

Procedures specific to School of Social Work degree programs (including the MACCJ program) are as follows:

In the event of an academic dishonesty situation, individual professors can decide either to handle the disciplinary situation themselves or to refer the situation for an academic review to the Chair of the Student Affairs Committee (SAC). Any faculty on the SAC that is involved in the situation put forward should recuse themselves from the situation. Following the referral, the Chair would convene the faculty of the committee and meet with the student. The meeting will focus as both a learning experience as well as gaining information to assess the situation. It is desired that a plan can be developed to assist the student in future academic success. The student can invite one person as an "advocate" to the academic review meeting. Possible outcomes of the meeting could include an "F" on the assignment, additional work requirements targeting learning around the work and academic dishonesty related to the course/assignment, an "F" in the course, academic probation, or dismissal from the program. The Student Affairs committee will forward a report with recommendations to the Dean of the School of Social Work, as well as the Program Director of the program where the course is housed. The Program Director will make the final decision and meet with the student and provide a letter or contract. Documentation will be placed in the student's academic record. It is shredded upon graduation. The student is able to appeal the decision within 10 days through a written letter to the Dean of the School of Social Work.

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	Applied Research Methods
CCJ 5300	Foundations of Criminal Justice
CCJ 6400	Issues in Jurisprudence

Concentrations (select one for 12 credit hours total)

Administration of Justice (12 credit hours total)

SWRK 5785	Organizational and Program Planning
SWRK 5798	Introduction to Non-Profit Organization Management
MGMT 6300	Management of Human Resources
<i>Select one (1) course from the following:</i>	
POLS 5310	Issues in US Public Administration
POLS 5325	Public Sector Budgeting

Emergency Management (12 credit hours total; select 4 of the following)

BSDP 5100	Public Health and Disasters
BSDP 5101	Fundamentals of Disaster Planning
BSDP 5103	Communicable Diseases and Infections
BSDP 5104	Public Health Ecology
BSDP 5106	Disaster Communication and Media Relations
BSDP 5203	Disaster Planning for Infectious Disease Disasters
BSDP 5206	Disaster Management and Risk Analysis
BSDP 5208	Facing the Challenge of International Bioterrorism
BSDP 5209	Emerging Infections: Epi & Public Health Importance
BSDP 5210	Preparing for Disasters: Resiliency and Stress Inoculation
BSDP 5211	Business Continuity and Pandemic Planning

Treatment and Rehabilitation (12 credit hours total)

SWRK 5734	Human Behavior & the Social Environment II
SWRK 5742	Evidence-Based Practices in Community Mental Health
SWRK 5744	Substance Abuse Interventions
SWRK 5772	Cognitive Behavior Therapy for Social Work Practice

Electives (select two courses for 6 credit hours total)

CCJ 5910	CCJ Internship (prior approval required)
CCJ 6000	Issues in Policing
CCJ 6100	Issues in Corrections
CCJ 6200	Juvenile Justice Administration
SWRK 5729	Social Work in Corrections
SWRK 5771	Intimate Partner Violence

Other courses meeting a student's learning objectives are available as electives and will be approved on a case-by-case basis. At least one of a student's electives must be one of the systems classes listed above.

Note: *Students should be cognizant that courses are taught on a rotating basis. Deviating from the course plan developed with your faculty mentor will likely result in extending the length to degree completion. Self-registration requires electronic approval from your faculty mentor to assure compliance with this plan.*

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.

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.

MACCJ Program Policies and Procedures

Admission Probation

Students may be admitted on admission probation status if they do not meet admission criteria as determined by the Criminology and Criminal Justice program. These criteria include:

- Minimum cumulative GPA of 3.0
- Strength of undergraduate/previous graduate preparation
- Three strong academic and/or professional references
- A thoughtful and well written professional statement
- Employment/volunteer/practicum experiences in human, health, or social services
- Motivation, leadership, and service potential
- Personal and professional maturity

When an applicant does not meet admissions criteria, the Director of Graduate Recruitment and Admissions will make a referral to the Student Affairs Committee (SAC) for further review. Upon review of the file, the committee may admit the applicant on Conditional Admissions (i.e. probation) for the duration of one semester. Students are informed of the admission decision through a letter from the Director of Graduate Recruitment and Admissions. Included in the letter is a contract outlining the requirements that the student must successfully complete. Conditionally admitted students may not register for more than six credit hours during their first semester and must maintain a 3.0 cumulative GPA. Failure to meet a 3.0 GPA, and any other requirement of conditional admissions may result in dismissal from the program. If relevant to the pursued degree, conditional students are not eligible to plan for practicum until successful completion of their conditional status. The determination is made by the Student Affairs committee after review of the student's academic performance and consultation with their advisor or instructors at the end of each semester. The student will receive a letter of removal from conditional admission, or other action, from the Director of Graduate Recruitment and Admissions. The student can appeal the decision within 10 days by submitting a written appeal to the Director of the School of Social Work.

The probationary period is over one (1) semester for a total of six (6) credit hours. Failure to meet the 3.0 GPA requirement or any other terms of probation may result in dismissal from the program. At the end of the probationary period, the Student Affairs Committee reviews the student's academic performance and consults with the student's faculty mentor and/or instructors. The Student Affairs Committee may recommend end of probationary status, continuation of probationary status, or dismissal from the program. The student will receive a letter of removal from admission probation or other action from the Director of Graduate Recruitment and Admissions. If dismissed, the student may appeal the decision within 10 days by submitting a written letter to the Dean of the School of Social Work. Within an additional five working days, the student shall have a response to her/his appeal of dismissal.

Advising

Following acceptance into the MACCJ program, every new student meets with the Program Director for an initial advising and registration appointment. MACCJ students may also be assigned a faculty mentor. Faculty mentors seek to understand the educational and career goals of students and aid and mentoring in course planning, registration, and with other academic and career concerns. The MACCJ program embraces an adult-learner model of advising/mentoring, with these meetings often scheduled as requested by the student. However, per graduate education policy, all graduate students must meet with her/his advisor/mentor prior to the time of each registration (typically every March and every October). MACCJ students should contact their faculty mentor to arrange mutually convenient times to meet. Any later changes in registration (e.g., adding, dropping, or changing courses) must begin by consulting with their faculty mentor/advisor.

Registration

All students will have an advising meeting with their faculty advisor prior to registering for classes. Students are required to register online in the SLU Banner Self-Service system after checking their Degree Evaluation for remaining course requirements. Registration for the spring semester generally takes place in November. Registration for both summer and fall semesters usually takes place in April. For each registration period, students receive registration information on the School of Social Work's Google Site or on Banner Self-Service. Students are urged to register early to secure the classes they need; decisions about cancelling low-enrolled courses are made by the second week of open registration. 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.

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.
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 **Memorandum of Understanding Regarding Incomplete Coursework** 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 of F or NP in any required course must retake the failed course.
9. A student who fails an elective course will consult with his/her advisor to select a replacement course. This may be either the same course or an appropriate substitute.
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. A grade of C- does not constitute a satisfactory grade.
11. A student whose cumulative GPA falls below 3.0 or who receives a grade of F in an academic course will automatically be placed on academic probation.
12. Students on academic probation must remove the probation by raising his/her GPA to a minimum of 3.0 within the next 12 credit hours of course enrollments or the student will automatically be dismissed from the MACCJ program.
13. A student who at any point has received two Fs shall be dismissed from the MACCJ program. A student dismissed for any of the reasons enumerated in this section may file a written appeal to the Director of the School of Social Work. 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 15 days of the issuance of the letter of dismissal. The decision of the School Director will be final.
14. A student must have at least a 3.0 cumulative GPA in order to graduate.

Graduation

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

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 Barnes and Noble bookstore.

Professional Competence

"Professional competence" refers to expected behaviors that are required of Saint Louis University School of Social Work students (including MACCJ students) who are also developing as 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 is included on every MACCJ and BACCJ course syllabus.

Professional Expectations

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. Displaying respect for others' ideas and different styles while offering own points of view.
5. Turning off all extraneous electronic devices (e.g., cell phones and others) during class.

In the event that a student is not demonstrating behaviors reflecting professional competence, then a faculty member, student, staff person, or practicum instructor can request a professional review with the Chair of the Student Affairs Committee (SAC). The Chair of the SAC will then convene the faculty members of the SAC, which may include other faculty depending on the circumstance and faculty availability. The SAC will review the referral, obtain additional information if needed, and meet with the student. The student is able to bring one person as an

“advocate” to the meeting if they desire. The outcome of the meeting would include any of the following:

- 1) A warning: a discussion with documentation for the student’s file only. No further action will be taken, but future violations of standards or policies may result in probation or dismissal;
- 2) Suspended Imposition of Probation: The student must complete clearly defined tasks by set deadlines to remain in good standing. If the student does not complete tasks by deadlines, student will be placed on probation;
- 3) Non-Academic Probation: The student must complete clearly defined tasks by set deadlines to remain in and graduate from the program and have no further violations while in the program. Students pursuing degrees requiring practicum who are placed on probation for professional competence violations may not plan or complete a practicum until they are no longer on probation; or
- 4) Dismissal: The student is dismissed from the program and must appeal to remain in the program.

The overall focus for the first three outcomes will be strengths and educationally based in order to assist the student in continuing with and achieving success in the program. The SAC will then submit a report with recommendations to the Director of the program in which the student is enrolled. The Program Director will then make a final determination and will meet with the student to discuss the final decision and provide a written letter or contract. If the student desires to appeal the decision, the student must present a written appeal to the Director of the School within 10 business days of the notice of the outcome of the review meeting.

Academic Expectations

Academic expectations include successful completion of all assignments 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 discussed above or violating any aspect of academic integrity - as detailed in an earlier section of this handbook.

Academic Probation

If a student’s cumulative GPA falls below a 3.0, then the MACCJ Program Director shall place the student on academic probation and notify the student, in writing, of their changed status. 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, there may be restrictions placed on the number of courses/credit hours and/or kinds of courses they may complete.

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.

Dismissal decisions and notification are handled by the MACCJ Program Director. Students may appeal a program dismissal within 10 days by submitting a written letter to the Dean of the School of Social Work.

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.

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.

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.

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.

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 merit-based 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) which provide opportunities for students to work closely with faculty and receive tuition remission. Full GAships provide a stipend and student health insurance. 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).

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 (Dr. Joseph Schafer at joseph.schafer@slu.edu).

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.

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 the MACCJ Program Director.

Grievances

Students in the MACCJ program may submit a written grievance to the Dean of the School of Social Work. The Dean will forward the grievance for review to the MACCJ Program Director and/or the School's Student Affairs Committee. A "grievance" is defined as a formal inquiry or complaint requesting a review related to a school/program policy, process, or procedure, or a situation in which the student feels that s/he was treated unfairly or unprofessionally by a faculty or staff member. Students are encouraged to first attempt to resolve any conflicts with the specific faculty or staff member. MACCJ program policy grievances are to be written and submitted to the MACCJ Program Director.

Concerns related to grades, harassment, or discrimination may be considered for a written grievance but should also be reported, as soon as possible, to the MACCJ Program Director. If a student questions or disagrees with a final grade s/he received, the student should first contact the faculty member who assigned the grade. A student has four weeks after the posting of a grade to initiate an appeal, first, to the CCJ course instructor; grade grievances/appeals will follow the general grievance policy outlined in this section. The MACCJ Program Director will meet with the student to discuss possible ways to address the situation and/or to inform regarding the need for a written grievance. When appropriate, after the MACCJ Program Director receives and reviews the written grievance, s/he will forward the written grievance to the School of Social Work's Student Affairs Committee and/or the Dean of the School of Social Work. Either a director-only or a full committee meeting with the student will be convened within five (5) working days. Advocates will not be allowed for MACCJ grievance meetings. Following consideration and review of the meeting and within ten (10) working days, the MACCJ Program Director and/or Student Affairs Committee shall forward a written recommendation for action to the Director of the School of Social Work and/or the MACCJ Program Director, respectively. The student shall have a response to his/her grievance within an additional five (5) working days.

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>.

University Policy on Harassment

Statement of Principle

Saint Louis University is a Catholic, Jesuit institution with a distinctive educational mission and philosophy emphasizing Christian humanism, human dignity, and the development of the total human being. These core values are manifested in the University's commitment to foster a workplace and learning environment that is free from any form of harassment because of sex, race, color, religion, national origin, ancestry, disability, age, sexual orientation, marital status, military status, veteran's status, or any other characteristics protected by law.

Scope

This policy applies to all faculty, staff and students of Saint Louis University, with the exception of the Saint Louis University at Madrid campus.

Policy

Saint Louis University affirms that 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 is detrimental to its mission and values. The University endeavors to take steps reasonably necessary to prevent such behavior from occurring, including providing education and training to faculty, staff, and students as to their rights and responsibilities, informing persons of the appropriate procedures for reporting inappropriate behavior, promptly investigating complaints, and imposing appropriate sanctions.

Amorous relationships that occur in the context of educational or employment supervision and evaluation present serious concerns about the validity of consent. The disparity of power between persons involved in amorous relationships, such as those between a teacher and student, supervisor and subordinate, or senior and junior colleagues in the same department or unit, makes these relationships susceptible to exploitation. Those who abuse their power in such a context violate their duty to the University community.

Anyone who engages in a sexual relationship with a person over whom s/he has any power or authority within the University structure must understand that the validity of the consent may be questioned. In the event of a charge of sexual harassment, the University will give very critical scrutiny to any defense based upon consent when the facts establish that a power differential existed within the relationship.

Prohibitions

A. For purposes of this policy, “harassment” means any intentional unwelcomed, unsolicited, and offensive conduct that tends to injure, degrade, disgrace, or show hostility toward a person because of sex, race, color, religion, national origin, ancestry, disability, age, sexual orientation, marital status, military status, pregnancy, or any other characteristic protected by law. For purposes of applying this policy, “sexual” harassment includes conduct that is of a sexual nature or related to a person’s gender and may include persons of the same sex.

Harassment is a violation of this policy in any of the following situations:

1. If a person is promised or is given some favorable academic or employment-related action or benefit only if she or he will submit to or tolerate the harassing behavior; or
2. If a person is threatened with or suffers adverse academic or employment-related action because s/he has not submitted to or tolerated the harassing behavior; or
3. If the harassing behavior in question interferes with a person’s work or academic performance, has the purpose or effect of interfering with a person’s status or participation in a university course, program, or activity, is used as a basis for educational or employment decisions, or has the purpose or effect of creating an intimidating, hostile, or offensive working or learning environment.

A complaint will be reviewed under the totality of the circumstances to determine whether or not a violation has occurred under A(1)-(3) and the severity of the violation. This will include examining such factors as the nature of the conduct, the context in which the alleged incident(s) occurred, whether the conduct was solicited or invited, and the frequency, severity, and impact of the conduct on the victim. In order to find a violation, the conduct must be both objectively unwelcome and offensive to a reasonable person and, in fact, perceived as such by the complaining party.

B. False complaints: Any person who, in bad faith, files a false complaint or provides false information to University officials investigating a complaint shall be deemed to have violated this policy. This is not in any way meant to discourage legitimate complaints or consultation.

C. Retaliation: The University will not tolerate retaliation against any person who in good faith makes a harassment complaint, exercises his/her rights under this policy, or cooperates or participates in any internal or external investigation or proceedings. Retaliation constitutes a violation of this policy.

Examples

The following examples are provided so that members of the University community have a better understanding of the general range of behaviors that might constitute harassment in violation of this policy. Examples of “harassment” in violation of this policy include the following:

1. Sexual advances, propositions, flirtations, requests or pressure of any kind for sexual favors under any of the circumstances described by Prohibitions A(1), (2), or (3);
2. Sexually explicit, graphic, abusive, degrading, intimidating, or offensive jokes, comments, remarks, or gestures, under any of the circumstances described by Prohibitions A(1), (2), or (3).
3. Physical contact or intimidation under any of the circumstances described by Prohibitions A(1), (2), or (3).

4. Display, circulation, or communication of any sexually suggestive, explicit, graphic, or offensive objects, pictures, or materials of any kind, under any of the circumstances described by Prohibitions A(1), (2), or (3).
5. Epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to sex, race, religion, color, national origin, ancestry, age, physical or mental disability, marital status, pregnancy, sexual orientation, military status, veteran's status or any other characteristics protected by law, under any of the circumstances described by Prohibitions A(1), (2), or (3).
6. Placing on walls, bulletin boards, email, or elsewhere on the University's premises graphic material that shows hostility or aversion to an individual group because of sex, race, religion, color, national origin, ancestry, age, physical or mental disability, marital status, pregnancy, sexual orientation, military status, veteran's status, or any other characteristics protected by law, under any of the circumstances described by Prohibitions A(1), (2), or (3).

Confidentiality

The University recognizes the sensitive nature of harassment complaints. It endeavors within this policy to respect the rights and dignity of all persons involved and to provide a neutral atmosphere in the investigation of complaints and in its efforts to end prohibited behavior. The University endeavors to maintain confidentiality on all matters relating to processing harassment complaints, subject to its need to effectively administer this policy.

Academic Freedom

This policy shall be applied in a manner consistent with the University's provision on academic freedom set forth in The Faculty Manual of Saint Louis University (Section III.H.1).

Complaints

Any person who believes that s/he has been subjected to conduct prohibited under this policy may elect to pursue the matter as either an informal or a formal complaint. An informal complaint involves discussion and counseling as the primary means by which conduct may be constructively influenced and resolution reached. A formal complaint may result in disciplinary action against the accused.

Procedures

The following procedures have been developed to receive and investigate harassment complaints. Any person who believes that s/he has been subjected to Prohibited Harassment may elect to pursue the matter as either an informal or formal complaint.

A. Where to Get Help – Informal Complaints

The persons listed below have been designated as the contact person(s) for informal complaints and to provide information and consultation regarding Prohibited Harassment and this policy:

Informal complaints against students involving conduct in the residence halls should be directed to the Resident Assistant, Area Coordinator, or the Director of Housing. All other informal complaints against undergraduate students should be reported to the Assistant Vice President for Student Development/Dean of Students or the Director of Diversity and Affirmative Action. Informal complaints against graduate or professional students should be directed to the Director of Diversity and Affirmative Action or the Dean of the accused's or the complainant's School or College. It is recommended that the complainant keep a record of prohibited conduct such as a

journal of his/her experiences, reflecting dates, times, places, nature of the incident, and names of any witness(es).

Informal complaints directed against staff employees should be reported to the employee's immediate supervisor, department head, unit vice president, Vice President for Human Resources, or the Director of Diversity and Affirmative Action. Informal complaints directed against faculty should be reported to the faculty member's Chair, Dean, Provost, or the Director of Diversity and Affirmative Action. All complaints involving persons who are not members of the University community, such as employees of outside vendors, should be reported to the Director of Diversity and Affirmative Action.

The informal complaint may be resolved as follows:

1. The complainant may meet with the accused, discuss the behavior of the accused, and, if appropriate, request that such behavior be stopped;
2. The complainant may meet with the designated contact person to ask that the contact person meet with the accused to discuss the behavior and, if appropriate, ask that the behavior be stopped; or
3. If, after consultation with the designated contact person or after steps under the Informal Complaint process have been taken, the complainant should indicate s/he does not wish the University to take further action on the complaint, the designated contact person shall present **A Request For No Action** form to the complaining party. The completion of the form is strictly voluntary.

The University administration reserves the right to initiate the Formal Complaint process outlined below depending upon the nature and seriousness of the complaint.

B. Formal Complaints

The Director of Diversity and Affirmative Action ("Director") is responsible for processing and investigating formal complaints against faculty, staff, and students. All formal complaints should be directed by the complainant or referred by University personnel to the Director. Prior to initiating the investigation, the Director will contact the appropriate Vice President or the Provost to give notice of the complaint and the pending investigation.

In order to screen the complaint and determine if an investigation is warranted, the Director ordinarily will require the complainant to submit a written complaint. The complaint should be signed by the complainant and set forth in writing the particulars related to the alleged harassment, including the name and position of the accused. The Director will investigate the complaint with assistance from Human Resources or personnel from other appropriate units as needed. Alternatively, the Director may refer the complaint to some other suitable authority for investigation and possible action.

Whenever the Director conducts the investigation the complainant and the accused will be interviewed. The accused will be furnished with a copy of the complaint and will have an opportunity to respond and submit additional information. The Director will interview other witnesses and collect such additional information as the Director deems reasonably necessary to determine whether a violation of this policy did or did not occur. Within a reasonable period of time after commencing the investigation, the Director will submit a report to the appropriate Vice

President or the Provost, the accused, and the complaining party outlining the Director's findings and recommended disciplinary or corrective action.

Within five (5) working days from receipt of the report, the complainant or the accused may file a request for reconsideration with the appropriate Vice President or the Provost by attaching a copy of the Director's report and stating the specific reasons for setting aside the Director's findings or recommendations. The Vice President or the Provost will review the record of the investigation conducted by the Director and may seek additional information and consult with the Director or any other person, including the complainant or the accused, as needed. Ordinarily, the Director's report will be accepted except where the Vice President or the Provost concludes that the findings or the recommended actions are not reasonable or supported by the record. The Vice President or the Provost also may recommend more or less severe disciplinary or other corrective action depending upon the circumstances in any particular case including, but not limited to, the prior employment record of the accused and due consideration for effective enforcement of this policy. After reviewing the Director's report and any request for reconsideration, the Vice President or the Provost will issue a written decision accepting or rejecting the Director's report and outlining any disciplinary actions or proceedings that will be initiated. A copy of the decision will be sent to the accused, the complainant, and the Director.

In any instance where the accused is an officer of the University, the Director will consult with the appropriate higher-ranking official(s) and a representative of the General Counsel's Office for direction on administering the complaint.

C. Disciplinary Action

The appropriate Vice President or the Provost is responsible for ultimately determining whether disciplinary action is warranted and invoking the applicable University disciplinary policies and procedures. Potential disciplinary actions implemented under this policy may include but will not be limited to, formal warning, mandatory training and education, transfer, demotion, suspension, probation, or separation from the University, residence hall reassignment, and termination of relationships with outside contractors and vendors. The Vice President or the Provost may take reasonable and necessary interim action until an investigation can be completed or a final disciplinary action can be implemented.

All interim and final disciplinary or corrective action shall be initiated consistent with the specific policies and procedures applicable to faculty, staff, or students depending upon the particular status of the accused. Disciplinary action against undergraduate students will be processed under the Code of Nonacademic Student Discipline and Responsibility contained in the Student Handbook of Saint Louis University. Cases involving disciplinary action against graduate or professional students will be referred to the Dean of the respective School or College for handling under policies and procedures governing Prohibited Harassment or matters relating to the student's qualifications and fitness to continue in a particular program. Disciplinary action against faculty will be governed by the procedural requirements and standards contained in The Faculty Manual of Saint Louis University. Depending on the nature of the action(s) sought by the University administration, the faculty member may invoke the grievance procedures set out in Section III.I.9.2. of the Faculty Manual, procedures for challenging serious sanctions short of termination set out in Section III.I.8. of the Faculty Manual, or the procedures for challenging termination for cause set out in Section III.I.6. of the Faculty Manual. Any disciplinary action

against staff will be implemented consistent with the policies and procedures set forth in the Staff Handbook of Saint Louis University except where otherwise provided for employees who are covered by a collective bargaining agreement.

Communication of Outcome

The University will inform the accused, complainant, and any other persons who have a legitimate need to know of the general outcome of any informal or formal complaint. Disclosure of information involving students shall be subject to any legal requirements including the Family Educational Rights and Privacy Act (FERPA) and the Clery Act. (Approved 10/30/07)

Campus Life

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. Information can be obtained at <https://www.slu.edu/parking/on-campus-transportation/shuttle-services.php>

Bookstores

There are full-service bookstores on both the Frost Campus and Health Sciences Center locations. The Saint Louis University Barnes & Noble Bookstore is in the Busch Student Center. It stocks required texts for all College for Public Health & Social Justice courses – including all criminology and criminal justice courses – and can order other books students may need. The Saint Louis University Matthews Medical Bookstore is in the basement of the Caroline Building.

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.

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.

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. CCJ library and reference services are provided by Rebecca Hyde, Research Librarian. Assistance may include: literature searches, research projects, and identifying resources. Ms. Hyde, can be reached at 314-977-3106 or rhyde1@slu.edu or in Pius XII Memorial Library.

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.

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 <http://www.slu.edu/about/safety/index.php> or in hard copy in the Department of Public Safety, Wool Center, Room 114.

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 DuBourg Hall, Room 33. 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.

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.

Student Success Center

The Student Success Center, located in the Busch Student Center, Suite 331, offers a variety of services to students, including career services, disability services, and tutoring and writing assistance. MACCJ students are encouraged to contact the Center (314-977-2168) to schedule an appointment with our Career Counselor, Eliza Angarano, MA. Ms. Angarano is specifically assigned to assist CCJ/MACCJ students and can provide counseling and referral services as well as discuss issues or answer any questions related to career development.

Communication

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.

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.

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.

E-Mail

The MACCJ program and the SSW primarily communicate with students via e-mail. 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.

Appendix A: MACCJ Program Faculty

Last Name	First Name	Title	Phone	E-mail
Brumfield-Young	Kenya	Assistant Professor & CCJ Internship Coordinator	314-977-5711	kenya.brumfielddyoung@slu.edu
Fearn	Noelle	Professor & Dean	314-977-2895	noelle.fearn@slu.edu
McGuire	Dyan	Associate Professor	314-977-2191	dyan.mcguire@slu.edu
Schafer	Joseph	Professor & CCJ Program Director	314-977-2114	joseph.schafer@slu.edu
St. John	Victor	Assistant Professor	314-977-3037	victor.stjohn@slu.edu

Appendix B: Helpful SLU Contact Information

Contact	Building/Room Number	Phone Number(s)
Billiken Bus/Shuttle Line		314-977-RIDE
Bookstore (Barnes & Noble)	Busch Student Center	314-531-7925
Campus Ministry (Eckelkamp Center)	Wuller Hall	314-977-2425
Career Services, Meg Hunt	Busch Student Center, Room 331	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	DuBourg Hall, Room 33	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)