

The top half of the image features a dark blue background with a large, curved yellow and light blue graphic element on the left side. The text is white and bold.

**FISHER COLLEGE**

**STUDENT  
HANDBOOK  
AND CATALOG  
ACADEMIC YEAR 2022-2023**

**Master of Science in Criminal Justice**

## MESSAGE FROM THE PROGRAM DIRECTOR

It is my pleasure to welcome you to the School of Graduate Studies at Fisher College. Our Master of Science in Criminal Justice is taught online over four terms per year. Our program prepares professionals for career advancement and for positions in specialized units. Our program also prepares students for doctoral programs by enhancing their academic research and professional knowledge. The Master of Science in Criminal Justice helps students develop the necessary problem-solving skills to address contemporary and evolving problems with innovative, ethical, and evidence-based solutions. You can complete your Master of Science in Criminal Justice in as little as 10 months.

The faculty are scholars and leaders in their field. Many of the faculty are published in scholarly peer reviewed journals and have done scholarly presentations. Our faculty hold advanced degrees including doctorates and law degrees which supports our commitment to academic excellence.

Fisher College and the School of Graduate Studies faculty and staff are committed to making your criminal justice education engaging, affordable, flexible, and real-world. Please let us know if you have any questions and we welcome your feedback in helping us make this a very rewarding experience.

Sincerely,

A handwritten signature in dark ink, appearing to read "Peter J. Cassino".

Peter Cassino, Ph.D.

Master of Criminal Justice Program Director

Assistant Professor

[pcassino@fisher.edu](mailto:pcassino@fisher.edu) 617-670-4507

Office Location: 111 Beacon Street, 3th Floor

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## GENERAL INFORMATION

### Mission

Fisher College improves lives by providing students with the knowledge and skills necessary for a lifetime of intellectual and professional pursuits. Motto Ubique Fidelis: “Everywhere Faithful”

### Historical Background

For more than a century, Fisher College has met its founders’ call to move lives forward through education. Firmly established in the great collegiate center of Boston, Massachusetts, Fisher College provides opportunities for students of all ages and experiences. The hallmark General Information 3 of the Fisher story is its embrace of change. The College is keenly aware of developments in instruction and technology as well as the evolving role of higher education institutions. Fisher has continually responded by delivering pragmatic and focused

programs. Reinforced by a unique student-centered philosophy, Fisher endures, and serves this and future generations.

### College-Wide Learning Outcomes

Because of its commitment to academic excellence, the College requires that its graduates have demonstrated competencies in written and oral communication; computational skills; critical thinking and research skills; technological literacy; civic responsibility; and racial, ethnic, and cross-cultural understanding. Toward this end, each student is provided the opportunity to demonstrate the following competencies, abilities, and interests:

- Effective communication skills, including the abilities to speak and write cogently, and to conduct research demonstrating information literacy.
- The ability to understand and apply basic analytic-mathematical operations and to make logical inferences from quantitative data.
- Critical-thinking skills to organize and process information and to formulate effectively reasoned conclusions.
- Self-awareness and confidence, and the recognition of one's role and responsibility in an individual, social, civic, and moral context.
- An understanding of the multicultural values within a diverse American and global society sufficient to enable the student to interact collaboratively with others of a different culture.
- Learning skills necessary for lifelong personal and professional development.

### Accreditation Status

Fisher College is accredited by the New England Commission of Higher Education (NECHE). In the Graduate and Professional Studies, the Health Information Technology program and the Health Information Management program are both accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). The College's Business and Management programs are accredited with the International Accreditation Council for Business Education (IACBE).

### Nonprofit Status

Founded in 1903, Fisher College is a nonprofit educational institution approved by The Department of Higher Education of the Commonwealth of Massachusetts.

### Graduate and Professional Studies Admissions Information:

Local Phone Number: 508-699-6200

Toll Free Number: 866-309-6539

For Graduate Programs: [graduate@fisher.edu](mailto:graduate@fisher.edu)

## GRADUATE AND COLLEGE POLICIES

### Admissions Requirements

Candidates will complete and submit the Master of Science in Criminal Justice Application and supply the following documents to support their candidacy.

- GRE or the Miller Analogies Test (MAT) is not required but may be submitted with your application. Fisher's school code/reporting number is 3391.
- Official college transcripts from all accredited undergraduate and graduate institutions attended. Transcripts must be sent from the issuing school in a sealed envelope and contain the appropriate signatures and seals to be considered official.
- **Undergraduate GPA requirements:**
  - A cumulative GPA of 2.7 or higher is required for undergraduate degree programs. Successful completion of a graduate degree program is sufficient.
- **Resume:** Must be up-to-date and include educational and professional information. If any information changes after you have applied, please send the graduate admissions office an updated resume.
- **Two letters of recommendation:** Applicants are required to submit two current (not more than 1 year old) letters of recommendation supporting their admission. Letters of recommendations should be from individuals with whom they have worked closely in a professional or academic setting.
- **Essay:** the following personal statement is required of all applicants.
  - In approximately 500 words, describe and articulate how obtaining this degree will help further your career and how your career and experiences to date have prepared you for this degree or career path.

## International Applicants

In addition to the general admissions requirements, international applicants must also meet the following minimum qualifications to be considered for unconditional admission to the program.

- Testing Requirements\*
  - TOEFL internet-based test score: 80
  - TOEFL paper-based test score: 550
  - TOEFL computer-based test score: 210
  - IELTS band score: 6.5
- Official English translations of all required academic documents

A notarized, current bank statement verifying that the student has a minimum of \$51,000 U.S. dollars in a cash account available for his or her use. If the bank account is not in the student's name, then a notarized letter of support should accompany the notarized bank statement from the holder of the account. Most consulates around the world require the student is able to pay for his or her entire program of study.

*\*Required from candidates whose native language is not English and who have not earned a bachelor's or master's degree from a U.S., U.K., Canadian, Australian, or New Zealand college or university.*

## Provisional Acceptance

Students who do not meet the requirements for admissions may be provisionally admitted to the program. Students admitted provisionally may take no more than six graduate credit hours toward the Master's In Criminal Justice degree. After successful completion with a grade of B- or better, provisionally admitted students will be granted admission.

## Transfer Credit Policy

Students may apply not more than nine applicable graduate credits transferred from another regionally

accredited graduate program taken within the past 5 years with a minimum grade of B-. Official transcript required.

## Graduate Degree Requirements

- Earn the number of credit hours and course requirements for the degree program.
- Earn at least 70% of the required coursework at Fisher College.
- Achieve a minimum cumulative GPA of 3.0.
- Meet all program requirements.

### Master of Criminal Justice Program Requirements

The 30 credit MSCJ program consists of:

- 10 courses

## Grading System

GRADE	NUMERICAL VALUE	GRADE POINTS
A	93–100	4.0
A-	90–92	3.7
B+	87–89	3.3
B	83–86	3.0
B-	80–82	2.7
C+	76–79	2.3
C	70–75	2.0
F	0–69	0.0

*\*A C grade or higher is considered passing.*

## Time Limit for Degree Conferral

A master's degree must be completed within five (5) years from the student's first registration date in that master's degree program. Requests for extensions of time limits must be petitioned by contacting the Assistant Dean, School of Graduate Studies.

## Degree Conferral

Degrees are conferred after the completion of all academic program requirements. There are three conferral dates per year, August, December and July.

## Participation in Commencement

Fisher College holds one commencement ceremony each year for graduate students to participate in. Students

in the program with no more than two classes remaining (not including classes currently in progress) are eligible to walk at commencement.

### **Incomplete Grades**

Rarely, for extenuating circumstances, during the last two weeks of a term, a student may petition for an incomplete (INC) if they cannot complete all coursework on time. In such cases, the student can request from the Assistant Dean School of Graduate Studies that an incomplete be granted. If the request is approved, the student, the faculty member, and the Registrar will be notified of the decision in writing.

It is the student's responsibility to make arrangements with the faculty member to complete all course work and to submit it to him or her within 30 days of the end of the term in which it was granted. At the end of the 30-day period, if the course work has been submitted, the instructor will submit to the Registrar a Grade Change report with the received grade. If not, the Incomplete is converted to an 'F' grade and recorded on the student's transcript.

### **Attendance Policy**

Students are expected to be active in all components of online classes including synchronous video sessions and discussion boards.

### **Immunization and Health Insurance**

Any graduate student enrolled in 9 or more credits will receive a charge for Health Insurance (per MA law), which they can waive with appropriate health insurance coverage.

### **Repeating a Course**

- Any student who fails a required course must repeat and pass the course before a degree can be awarded.
- Courses in which a grade of F has been earned may be repeated one time only.
- The repeated course must be identical to the original and must be taken at Fisher College.
- Both the original and repeated grades will appear on the transcript. The repeated grade, whether higher or lower, is used to determine the cumulative grade-point average.

### **Course Withdrawal**

- Students may withdraw from a course no later than 10 days prior to the end of the term. Students are expected to submit documentation to support their request to withdraw to the Assistant Dean, School of Graduate Studies.
- The last day to withdraw for each term will be published each year in the academic calendar.
- Students who withdraw from a required course are expected to repeat the course.

### **Leave of Absence Policy**

Graduate students may have a medical or personal situation that impacts their ability to successfully complete their studies. In these situations, students may apply for a leave of absence. A leave of absence will result in withdrawal from the current term's classes, but not withdrawal from the College. A leave of absence is granted for



no less than one term and no more than one year. When ready to return, students must file the return request form and provide appropriate documentation to establish an ability to return to the College. The College LOA procedures are documented on the website.

### **Voluntary Withdrawal from the College**

Students wishing to withdraw from the College must submit a written notice of withdrawal to the Assistant Dean, School of Graduate Studies. The withdrawal date is the last date the student attends class.

### **Administrative Withdrawal from the College**

Students who discontinue attending classes for two weeks will be subject to administrative withdrawal from the college.

### **Re-Enrollment Following Voluntary Withdrawal from the College**

In general, students may re-enroll after a voluntary withdrawal as long as they are in good academic and financial standing with the College. Students are subject to the College policies and program requirements in effect at the time of their re-enrollment. The College reserves the right to deny re-enrollment at its discretion.

### **Advisory Regarding Internet Sites and Other Blogs**

Fisher College does not as a matter of policy routinely monitor Internet sites (e.g., Facebook, Twitter, Instagram, blogs, etc.). However, if a student uses such sites and blogs to express sentiments or activities that are unlawful and/or violate the policies of the College, and such practice is brought to an administrator's attention, then the College will review the sites and the material posted therein. After reviewing the material, the administrator will then address that practice with the student. For a student, the incident will be addressed by the student conduct process. Please be advised that posting personal and/or questionable material on sites and blogs might jeopardize personal safety and/or future career prospects.

### **Satisfactory Academic Progress Graduate Programs**

Satisfactory Academic Progress (SAP) is the term used to determine if a student is making acceptable progress toward a degree. A review of a student's progress is conducted three times a year after each set of two terms. A student's failure to meet SAP standards may result in academic dismissal.

#### **30 Credit Programs:**

- Students achieving a **term** GPA of 2.7 or lower during any academic term will be placed on academic probation.
- Students with a cumulative GPA between 2.1 and 2.7 will be placed on academic probation.
- Students with a cumulative GPA of 2.0 or lower will be academically dismissed.
- Students who do not achieve the graduation GPA of 3.0 or higher after the completion of 15 credits will be academically dismissed.
- Students who fail a course have the opportunity to re-take that course one time. Subsequent failure of that course or failure of a second course will result in academic dismissal.

#### **41/42 Credit Programs:**

- Students achieving a **term** GPA of 2.7 or lower during any academic term will be placed on academic probation.
- Students with a cumulative GPA between 2.1 and 2.7 will be placed on academic probation.
- Students with a cumulative GPA of 2.0 or lower will be academically dismissed.
- Students who do not achieve the graduation GPA of 3.0 or higher after the completion of 20 credits will be academically dismissed.
- Students who fail a course have the opportunity to re-take that course one time. Subsequent failure of that course or failure of a second course will result in academic dismissal.

#### **60 Credit Programs:**

- Students achieving a **term** GPA of 2.7 or lower during any academic term will be placed on academic probation.
- Students with a cumulative GPA between 2.1 and 2.7 will be placed on academic probation.
- Students with a cumulative GPA of 2.0 or lower will be academically dismissed.
- Students who do not achieve the graduation GPA of 3.0 or higher after the completion of 30 credits will be academically dismissed.
- Students who fail a course have the opportunity to re-take that course one time. Subsequent failure of that course or failure of a second course will result in academic dismissal.

Students will have the opportunity to appeal a dismissal to the office of the Assistant Dean, School of Graduate Studies. Students receiving financial aid are subject to financial aid regulations.

### **Re-Enrollment Following Academic Dismissal**

Under certain circumstances, a student who has been academically dismissed may petition for re-enrollment to the Assistant Dean, School of Graduate Studies. Students petitioning for re-enrollment into a graduate program must present evidence of ability and willingness to meet the College's standards of academic performance. All requests for re-admission will be given careful consideration. Re-admitted students may not be eligible for financial aid. Students re-enrolled are subject to the College policies and program requirements in effect at the time of their re-enrollment. The College reserves the right to deny re-enrollment at its discretion.

### **Financial Aid**

Fisher College provides financial aid to eligible students, as determined through the Free Application for Federal Student Aid (FAFSA), which must be filed each year. To be eligible, a student must meet all of the required criteria and have demonstrated financial need.

#### **Financial Aid Sources**

For a full listing of available financial aid, please visit [www.fisher.edu/financial-aid](http://www.fisher.edu/financial-aid).

#### **Policies and Procedures**

For a listing of financial aid policies and procedures, please visit [www.fisher.edu/admissions/financial-aid/policies-procedures](http://www.fisher.edu/admissions/financial-aid/policies-procedures).

**Enrollment Status and Financial Aid Eligibility**

To be considered full-time, a student must be enrolled in 12 or more credits. Financial Aid eligibility will be determined based on the division in which the student is seeking a degree. Students who choose to cross-enroll in each of the Colleges' divisions will not have a combined enrollment threshold reported to the National Student Loan Data System (NSLDS).

**Financial Aid Disclosures**

In accordance with federal regulations set forth by The Higher Education Act of 1965, certain student consumer information must be made available to all students at Fisher College. The Fisher College Bi-annual Right to Know Information Notification is distributed to enrolled students and employees after the 1st week of classes during both the Fall and Winter semesters (September and January terms). For a listing of financial aid disclosures and consumer information, please visit [www.fisher.edu/disclosureconsumerinformation](http://www.fisher.edu/disclosureconsumerinformation).

**Financial Information**

For the most up-to-date information regarding required fees and associated fees, please visit [www.fisher.edu/bursar](http://www.fisher.edu/bursar). All financial obligations must be met prior to registration for classes. Payment may be made by cash, check, money order, wire transfer, or credit card (MasterCard, American Express, Visa, or Discover). Tuition charges are payable in advance for the entire term, and may be made online through the Fisher College web page, <https://www.fisher.edu/student-life/bursar/make-a-payment>, unless alternative arrangements are made. The Board of Trustees reserves the right to adjust charges in accordance with changing costs of operation.

The student is responsible for a full term of education's charges. The only exception will be if a monthly payment plan was set up online with our outside agency prior to the beginning of each term. A student whose payments have not been made may not be allowed to attend classes, to use any College services, to take examinations, to participate in graduation, to have transcripts sent, or to receive grades or a degree. If the College refers a delinquent account to a collection agency, these costs, plus all expenses associated with the collection effort, will be due and payable. Please refer to the Fisher College website for details.

**Schedule of Charges****Tuition and Fees**

Estimated costs for 2022-2023 Academic Year:

Tuition per Credit Hour*	\$645
Tuition per three-credit course	\$1,935
Total Program Tuition	\$19,350

*\*30 credits in program*

**Refund Schedule**

Students who terminate enrollment, including voluntary withdrawal, illness, suspension, or dismissal, may be

eligible for a refund. Students with financial aid awards, however, may owe a balance repayment of federal and state grants and loans (see Financial Aid Refund Policy hereafter). If a student is entitled to a refund, refunds will be determined based on the refund schedule below. Financial Aid may be applied to all or part of the charges depending upon the date of withdrawal during the semester.

#### **Graduate Studies Refund Schedule\***

Prior to Add/Drop	100%
After Add/Drop	0%
Class canceled	100%

#### **Graduate Housing**

Prior to Add/Drop	100%
After Add/Drop	0%

*\*The withdrawal date is the date the written notice is received by the Office of the Registrar. Refunds will be processed via Refund Request Forms or in the appropriate Refund section on the website. The student must submit his or her notice of withdrawal in writing to the Office of the Registrar.*

#### **Student Accounts Placed with a Collections Agency**

It is the policy of the College to work with the student to resolve an outstanding balance on a student account. If a student account remains delinquent, the Bursar's Office may place the student account with a third-party collections agency. The outstanding balance of the student account and all costs and fees associated with the collections effort will be due and payable by the student. Students placed with a third-party collections agency may not be allowed to enroll in College courses, attend classes, take examinations, receive grades or transcripts, attend graduation exercises, live in campus housing, or participate in College activities or sports.

### **Veterans/Military Educational Resources**

Fisher College has been consistently recognized as a military-friendly institution, and G.I. Jobs named Fisher College as a Top Military-Friendly School since 2011. Students are given access to the right tools and resources, like live sessions and tutoring via webcam, to keep them connected and ensure their success. Fisher College is a member of Service members Opportunity Colleges (SOC). Military and professional training as well as prior college course work, CLEP, DANTES, and DSST exams can qualify for college credits.

To learn more regarding veteran affairs at Fisher College including the topics listed below, please visit <https://www.fisher.edu/admissions/gps/military>.

- General information
- Veterans education
- Certification of enrollment
- Student responsibilities
- Student academic progress (SAP)
- Benefits
- Commendations and complaints.

**Post 9/11 GI Bill® Information**

The Department of Veteran Affairs is now accepting and processing applications for the Post-9/11 GI Bill®, which went into effect August 1, 2009. This new GI Bill® is for individuals with at least 90 days of aggregate service on or after Sept. 10, 2001, or individuals discharged with a service-connected disability after 30 days. Individuals must have received an honorable discharge to be eligible.

The program benefits may include:

- Tuition and fees paid directly to the school, not to exceed the maximum in-state tuition and fees at a public institution of higher learning;
- A monthly housing allowance;
- An annual books and supplies stipend of \$1,000, paid proportionately based on enrollment, and;
- Other benefits such as college fund ("kicker") payments, a rural benefit payment, and/or a Yellow Ribbon benefit.

To be 100% eligible for the benefit, you must have served an aggregate of 36 months of active duty service, or have been discharged for a service-connected disability after 30 days of continuous service. (Active duty service time required by graduates of a Service Academy or ROTC does not count toward the 36 months needed for full time benefits).

*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.*

**Servicemembers Opportunity Colleges (SOC)**

Fisher College has been designated as an institutional member of Servicemembers Opportunity Colleges (SOC), a group of more than 1800 colleges and universities providing voluntary postsecondary education to members of the military throughout the world. As an SOC member, Fisher College recognizes the unique nature of the military lifestyle and is committed to easing the transfer of relevant course credits, while crediting learning from appropriate military training and experiences. SOC has been developed jointly by educational representatives of each of the armed services, the Office of the Secretary of Defense, and a consortium of 12 leading national higher education associations.

**Veterans Educational Assistance Program (VEAP)**

Veterans and active duty military who qualify for Educational Assistance for Veterans (new GI Bill®), Chapters 106 and 30, or for the Educational Rehabilitation Program, Chapter 31, or for the VEAP Program, Chapter 32, may obtain information from the Office of the Registrar or the Office of Financial Aid.

**Reserve Officers' Training Corps (ROTC)**

While at Fisher College, students wishing to participate in the U.S. Army ROTC may join students from at least six other colleges participating through Boston University. The program is open to full-time students enrolled at the

College. The Military Science courses are required of those students enrolled in the ROTC program, but may be taken by any student of the College. U.S. Army ROTC offers a program designed to train future junior officers for leadership with instruction that complements a baccalaureate degree. Students interested in taking Army ROTC classes should contact the Office of the Registrar. For information about ROTC scholarships, contact the Recruiting Officer in the Department of Military Science at Boston University at 617-353-4025 or 617-353-4026 or by visiting 128 Bay State Road. For information regarding ROTC at Fisher College, please contact the Office of Admissions at 617-236-8818.

## Benefits

In accordance with Sec. 103 of The Veterans Benefits and Transition Act of 2018:

Fisher College permits any *covered individual*\* to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Fisher College **does not** penalize Chapter 31 or 33 students if/when the VA is late making payments. Fisher College **does not** have any policies in place that would do any of the following while waiting for VA payments:

- Prevent enrolling
- Assessing a late penalty fee
- Requiring alternative or additional sources of funding
- Denies access to school resources

In order to prevent outstanding student accounts, Chapter 31 or 33 students must:

- Submit a COE or Statement of Benefits by the first day of classes
- Submit a written request to be certified
- Provide any additional information needed for certification

For questions or concerns regarding your Veterans Benefits, please contact the Fisher College VA School Certifying Official (SCO), Colleen Woods, at [cwoods@fisher.edu](mailto:cwoods@fisher.edu) or 617-670-4527.

*\*A **covered individual** is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits.*

*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.*

## Family Educational Rights and Privacy

Fisher College complies with the Family Educational Rights and Privacy Act (FERPA) regarding the access and release of student records and information. FERPA affords students certain rights with respect to their education records:

- A) The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar, Vice President for Academic Affairs, Site Coordinator, or other appropriate official written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected.

If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- B) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.
- C) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Fisher College to comply with the requirements of FERPA.

### *Office Address:*

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

- D) For the purpose of this Act, Fisher College defines all students as independent. A parent may be awarded the same rights as the student with regard to educational records and other confidential information only if the

student signs a written consent to this effect, or if the parent supplies proof of dependency, as defined in section 152 of the Internal Revenue Code of 1954, which requires receipt of a certified copy of the parent's most recent federal income tax form.

The College does not release confidential information to outside parties without the student's written authorization except as required or permitted by law. Students must provide the College with a signed letter before any confidential information will be released.

The following information should be included in the request:

- Name
- Address
- Date of birth
- Student ID or SSN
- Attendance dates
- Academic major
- Address to which information should be sent
- Signature

The following items, however, are considered "directory information" and may be released at the discretion of the College upon request:

- Name
- Address
- Telephone number
- E-mail address
- Dates of enrollment
- Academic major
- Full- or part-time status
- Year of study
- Date of graduation or withdrawal
- Degrees, certificates, or awards earned
- Participation in officially recognized sports or activities
- Most recent educational institution attended by the student
- Weight and height of members of the athletic teams

Under the provisions of FERPA, currently enrolled students have the right to withhold disclosure of directory information, except as authorized by law. To withhold disclosure, students should submit written notification to the College Registrar within 30 days of the student's initial semester or term at Fisher, and thereafter by September 30 of each subsequent academic year. Forms for this purpose are available in the Office of the Registrar or the College website. A new form for non-disclosure must be completed each academic year. Fisher College assumes that failure by any student to request the withholding of directory information indicates approval for disclosure.



### **Fire Safety (Boston Campus)**

Fisher College properties are equipped with a modern, sophisticated fire and smoke alarm system. Fire drills are held regularly in the Residence Halls and classrooms to ensure the safety of students in case of emergency. All students must evacuate the premises each time the alarm sounds. Any student who does not is subject to a fine and/ or dismissal from the College. Students are disciplined immediately if they activate an alarm or use the fire extinguisher unnecessarily. Anyone found to have intentionally set off a false alarm will be fined \$500 (the cost of resetting the alarm) and may be suspended and/ or dismissed from the College. This act might also lead to criminal prosecution. (See the Student Code of Conduct for details.)

### **Student Code of Conduct**

All students are responsible for reviewing and adhering to the Fisher College Code of Conduct which can be found on the College website <https://www.fisher.edu/about/institutional-information>.

### **College Property**

Fisher College takes pride in the fine buildings and equipment provided for its students at all locations and asks student cooperation in keeping the classrooms and equipment in excellent condition. Please report any noticed waste, damage, destruction, or theft to College personnel. Additionally, anyone responsible for damage may be subject to disciplinary action and restitution.

### **Alcohol and Drug Policy**

Attending class or a college event under the influence of alcohol or drugs is forbidden. Massachusetts state law prohibits the possession and consumption of alcoholic beverages by anyone under 21 years of age. At Fisher College, no students regardless of age may possess, consume, or transport alcohol onto the Fisher College campus. Students, as adults, are expected to obey the law and take personal responsibility for their conduct. Any student who uses alcohol will be held accountable for his or her behavior, including such acts as disorderly conduct, public disturbance, exposure of himself or herself or others to personal injury, and damage to property. Under Massachusetts and federal laws, possession of dangerous drugs and narcotics, including marijuana, is regarded as a misdemeanor or felony. If a student has a problem with alcohol or drugs, the College will try to help, but will not interfere with the legal prosecution of any member of the community who is apprehended for possessing or using drugs.

Each student must be aware of his/her responsibility for upholding these laws. Infractions should be reported to the College administration. The College takes drug/alcohol abuse very seriously; therefore, any infraction makes a student liable to immediate dismissal from Fisher College. The College reserves the right to examine any student's residence hall room, locker, or belongings if it has a reasonable belief that illegal or illicit activity is taking place. The College also reserves the right to immediately dismiss a student from housing or from the College if he or she is found in violation of the Alcohol and Drug Policy.

### **Smoking & Tobacco**

Fisher College has established a no-smoking policy throughout the college. No smoking is allowed in the common areas, which include: corridors, classrooms, auditoriums, or residence halls. There is a smoking area located behind building 116 Beacon Street. This policy results from the College's compliance with the Massachusetts Clear Air Act. If a student is smoking on the Beacon Street side, the student will be required to

move to the designated smoking area. Chewing tobacco is also not to be consumed in any College building. Failure to abide by the Smoking & Tobacco Policy will result in disciplinary action. The College also offers educational programs regarding the hazards of smoking and tobacco use. Students seeking to learn more about these hazards or interested in quitting smoking or tobacco use may contact the Health Services Office and/or Counseling Services.

### Policy on Undergraduates Enrolling in Graduate Courses

Boston Campus Undergraduate students in their senior year (90 credits earned) of study, who meet the general admissions standards for the Graduate school and the required prerequisites, are permitted to enroll in a maximum of two graduate courses providing those courses can be used as a program requirement or free elective in the undergraduate program. Students seeking to cross-enroll must currently be enrolled in a minimum of 9 undergraduate credits or more. Enrollment for such courses must be signed off by the student's undergraduate Advisor, Graduate Program Director and meet final approval of the Registrar's Office. Approved Courses will double count toward the Graduate program as well as the Undergraduate program.

### Fisher College Policy on Credit Hours

Fisher College adheres to the United States Department of Education definition of the credit hour. As such, each credit hour reasonably approximates one and ¼ hour of class time or faculty instruction and two hours and ½ out-of-class student work each week, for approximately 12 weeks.

Students are informed via their syllabus of the classroom and out- of-class requirements for each class.

CREDITS	HOURS OF INSTRUCTION	OUT-OF-CLASS
3	45	90

### Class and Homework Expectations

Students are expected to attend classes each week and spend a minimum of the following hours outside of class in support of this course:

### Credit Hour Chart for 8-Week Semester

Graduate 8 Week - 3 credit course					
	Classroom Instruction	Online Instruction	Homework/out-of-class	Total Per Week	Total
Classroom	6	0	11	17	135
Blended *	3	3	11	17	135
on line **	0	6	11	17	135

*\*For blended classes, approximately ½ of the in-class time is replaced with Blackboard based lessons and activities.*

*\*\*For online classes, all in-class time is replaced with Blackboard based lessons and activities.*

## PROGRAM INFORMATION

### General Degree

The Master of Science in Criminal Justice at Fisher College is designed to prepare professionals for career advancement and for positions in specialized units. Our program also prepares students for doctoral programs by enhancing their academic research and professional knowledge. The Masters of Science in Criminal Justice helps students develop the necessary problem-solving skills to address contemporary and evolving problems with innovative, ethical, and evidence-based solutions.

This program is completed entirely online. This is a 30-credit program, so it can be completed in a few as 10 months. A unique quality of this program is that students do not need to have a bachelor's degree in criminal justice or work experience in criminal justice to gain admission or succeed in the program. Therefore, this program is for criminal justice professionals and aspiring criminal justice professionals alike.

## COURSES

### **CJ 501 - Criminal Justice Administration**

This course examines the various perspectives of justice and methods by which justice should be delivered at the local, state, and federal levels. Students will examine current approaches of administering justice and preventing crime with a particular emphasis on problem-solving approaches to crime. Finally students will develop the skills necessary to analyze the efficacy of these policies and programs.

### **CJ 510 - Ethics in Criminal Justice**

This course is an intensive examination of ethical dilemmas and issues faced by criminal justice practitioners. This course examines the origins of the three main ethical frameworks - virtue ethics, formalism, and utilitarianism – and their application to criminal justice agencies, actors, policies and research. The course emphasizes the exploration of current criminal justice policies. Emphasis will be on exploration of ethical/moral issues related to crime, criminal justice practice, education, and research.

### **CJ 516 - Research Methods**

This course provides students with the fundamentals necessary to evaluate, design, and implement basic research in the field of criminal justice. Current methods and techniques including research design, sampling, survey research, field research, and program evaluation will be explored. A comprehensive review of concepts such as causal order of variables, sampling techniques, data collection and analysis, research design, survey research, field research, and program evaluation will allow students to intelligently critique current research, as well as, propose their own research. Students will design their own research proposals on a topic in the field of criminal justice.

### **CJ 517 - Descriptive and Inferential Statistics**

This course provides students with a rigorous foundation in both the calculation and interpretation of descriptive and inferential statistics as used in the field of criminal justice. The course will focus on the understanding and application of basic descriptive and inferential statistics, appropriate interpretation of statistical results, and real-world presentation of data. Furthermore, students will learn to critique statistical methods used in current research. This course prepares students who wish to pursue a doctorate for advanced coursework in statistics.

### **CJ 520 - Criminological Theory**

This course explores the history of criminological thought, including the assumptions, elements and policy implications, beginning with the classical school of thought through contemporary theoretical paradigms. Students will assess the empirical support for each theory, formulate research questions, and develop policy proposals

grounded in criminological theory.

### **CJ 602 - Correlates of Crime**

This course explores the relationship between a well-documented range of variables and crime from both a macro and micro level of analysis, focusing on more traditional correlates of crime, such as, gender, race, and class, as well as, other correlates, such as, neighborhood characteristics, immigration, educational attainment, etc. The course examines how the correlates are conceptualized and defined; their relationship to offending and criminological policy; how researchers have measured and tested the correlates; and the intersections of these correlates.

### **CJ 603 - Criminal Profiling**

This course provides students with an overview of the development and characteristics of violent offenders and examines the dynamics of individual criminal acts to profile criminal behavior, as well as, the role of criminal profiles in identifying and trying unknown offenders. Students will also gain an understanding of the characteristics of serial offenders and the methodologies used to commit serial offenses.

### **CJ 610 - Violence in America**

This course provides students with an in-depth analysis of the causes and context of a wide range of violent offenses including: murder (mass, serial, spree), rape, robbery, assault, workplace violence, school violence, community violence, and institutional violence. The course will examine the nature and extent of, theoretical explanations for, empirical research on, and societal responses to violent offenses.

### **CJ 620 - Criminal Justice Management**

This course will provide students with a foundation in management and leadership as it pertains to criminal justice agencies. Students will examine real criminal justice management issues and problems, and devise ways to resolve them applying theory to practical situations.

### **CJ 625 - Law and Social Control**

This course analyzes the means by which society attempts to control criminal behavior, including both formal and informal mechanisms of social control, as well as, the institutions and processes responsible for addressing criminal offending. The course also examines the historical development of philosophies and techniques of social control, as well as, why these philosophies and techniques have been prevalent at one point in time but not another.

### **CJ 640 - Contemporary Topics**

The topic of this course varies each semester to explore emerging trends in the field based on student interest. Each seminar focuses on a contemporary issue in the field of criminal justice and criminology providing students with an opportunity to pursue graduate level projects related to the subject of the course. Additionally, the course provides students with an opportunity for critical thinking, research, and writing on a specific topic within their chosen field.

## **FACULTY**

### **Dr. Peter Cassino**

Program Director, Master of Science in Criminal Justice

MA – Criminal Justice

PhD – Sociology, Northeastern University

# ACADEMIC CALENDAR

## 8 Week Program

### *Fall 2022*

<b>Tuesday</b>	<b>September 6</b>	<b>Classes Begin - Fall Term I</b>
Saturday	September 10	Add/Drop Period Ends
Monday	October 10	Indigenous Peoples Day
Wednesday	October 19	Last Day to Withdraw from Classes
Saturday	October 29	Last Day of Classes
<b>Monday</b>	<b>October 31</b>	<b>Classes Begin - Fall Term 2</b>
Saturday	November 5	Add/Drop Period Ends
Friday	November 11	Veteran's Day Observed
Wednesday	December 14	Last Day to Withdraw from Classes
Saturday	December 24	Last Day of Classes

### *Spring 2023*

<b>Tuesday</b>	<b>January 17</b>	<b>Classes Begin - Spring Term I</b>
Saturday	January 21	Add/Drop Period Ends
Monday	February 20	President's Day
Wednesday	March 1	Last Day to Withdraw from Classes
Saturday	March 11	Last Day of Classes
<b>Monday</b>	<b>March 13</b>	<b>Classes Begin-Spring Term II</b>
Saturday	March 18	Add/Drop Period Ends
Monday	April 17	Patriot's Day
Wednesday	April 26	Last Day to Withdraw from Classes
Saturday	May 6	Last Day of Classes
Saturday	May 13	Undergraduate Commencement
Wednesday	June 28	Graduate Hooding and Commencement

### *Summer 2023 (8 Week Session Only)*

<b>Monday</b>	<b>May 8</b>	<b>Classes Begin - Summer Term I</b>
Saturday	May 13	Add/Drop Period Ends
Monday	May 29	Memorial Day

Wednesday	June 21	Last Day to Withdraw from Classes
Saturday	July 1	Last Day of Classes
<b>Monday</b>	<b>July 3</b>	<b>Classes Begin - Summer Term II</b>
Saturday	July 8	Add/Drop Period Ends
Wednesday	August 16	Last Day to Withdraw
Saturday	August 26	Last Day of Classes

