

UNIVERSITY *of*  
NORTHERN COLORADO



***Master of Arts in Criminal Justice***

**Graduate Program Handbook**

**Criminal Justice Department:**

**Fax Number:**

**Website:**

**970-351-2186**

**970-351-1527**

**[www.unco.edu/criminaljustice](http://www.unco.edu/criminaljustice)**

## Table of Contents

Welcome .....	1
UNIVERSITY OF NORTHERN COLORADO .....	2
MASTER OF ARTS IN CRIMINAL JUSTICE .....	2
Mission.....	2
Program Objectives.....	2
Admission Requirements .....	3
Admission Calendar .....	4
Continuous Registration for Graduate Students.....	4
Five Year Rule .....	4
Faculty Advisor.....	4
Online Learning.....	4
Eight Week Courses.....	5
Online Orientation.....	5
Computer Requirements.....	5
Program Overview.....	6
Core Classes .....	6
Criminal Justice Electives .....	8
Non- Criminal Justice Electives .....	8
Transfer classes .....	8
Two Year Plan .....	8
Students who drop a course.....	9
Choosing the Thesis or Capstone Project Option .....	9
Capstone Project.....	10
Grade Policies.....	10
Expectations of Student .....	11
Graduation Procedures .....	11
University Resources .....	11
Financial Assistance.....	12
Links to Graduate Forms.....	12
Application for graduate Admissions - US Citizen/Permanent Resident.....	12
U.S. Citizen Application Instructions .....	12
U.S. Citizen Graduate Student Application .....	12
U.S. Citizen Graduate Application Instructions - <i>Online</i> .....	12
U.S. Citizen Graduate Application - <i>Online</i> .....	12
Application for graduate Admissions - International.....	13
International Graduate Application Instructions.....	13
International Graduate Student Admission.....	13
International Graduate Student Guidelines .....	13
International Graduate Application Instructions - <i>Online</i> .....	13
International Graduate Application - <i>Online</i> .....	13
Supplemental information for applying to Graduate School.....	13
Letter of Recommendation Form (in application form) .....	13
Forms for Graduation.....	13
Application for Graduation in a Master's/Specialist Program.....	13
Diploma Request Card.....	13

MACJ Faculty and Staff.....	144
Philip Reichel, Ph.D. ....	144
Mary West-Smith, Ph.D. ....	144
Colleen Fitzpatrick, Ph.D. ....	144
Ryan Randa.....	15
Lyda Ellis, M.A. ....	155
Theresa Lane .....	155
National/Standard Graduate School Admission Tests (GRE, MAT, LSAT):.....	16
Graduate Record Examination (GRE) .....	166
Miller Analogies Exam (MAT) .....	166

## Welcome

Greetings and welcome to the Criminal Justice M.A. program! As a disciplinary crossroads of the University with a strong commitment to liberal education, the College of Humanities and Social Sciences is committed to high quality graduate programs in each of its schools. We are particularly pleased to welcome you to our newest graduate program, housed in the School of Sociology and Criminal Justice. This vibrant combination of online and on-campus opportunities is a gateway to exciting careers and research opportunities.

The M.A. in Criminal Justice supports our college's promise to engage the methodologies, techniques, and technologies that prepare students to think creatively and critically about past, current and evolving social and global complexities. HSS takes seriously its mission to transform lives by preparing students for personal and professional success and by contributing to the betterment of the larger community. Criminal Justice is a discipline ideally suited to the fulfillment of our college mission. I welcome you to our community and look forward to meeting you.

Congratulations and best wishes for your studies in Criminal Justice!

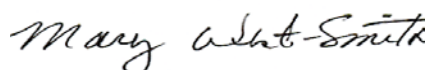
Sincerely,

David R. Caldwell, Dean  
College of Humanities and Social Sciences

On behalf of the Criminal Justice faculty, we would like to welcome you to the Master of Arts in Criminal Justice Program (MACJ) at the University of Northern Colorado. We are excited and proud to be adding a graduate program to our well-respected undergraduate degree in criminal justice. Combining our faculty's enthusiasm, commitment, skills, and knowledge with the relatively small size of our graduate program, we provide you with excellent opportunities to advance your understanding and professional development in the field of criminal justice.

We look forward to working closely with you and wish you all the best in both your academic and work careers.

Sincerely,



Mary West-Smith, Ph.D.  
Assistant Professor of Criminal Justice  
Graduate Program Coordinator



Philip L. Reichel, Ph.D.  
Professor of Criminal Justice  
Chair, Department of Criminal Justice

## **UNIVERSITY OF NORTHERN COLORADO**

### **MASTER OF ARTS IN CRIMINAL JUSTICE**

#### **Mission**

The mission of UNC's Criminal Justice Program is to prepare students for professional success and to provide them with the foundation for continuation of their education by offering undergraduate and graduate students a high quality interdisciplinary education that focuses on theory, research and critical thinking skills, leadership, and ethical conscientiousness. The Criminal Justice faculty, through teaching excellence, scholarly productivity, and service to the community, the University, and the discipline, seek to serve as role models by encouraging students to engage in methodologically sound scholarship, to serve their communities, and to excel in their chosen fields.

#### **Program Objectives**

The University of Northern Colorado's Master of Arts in Criminal Justice Program (MACJ) is designed for working professionals who wish to further their education in the field of criminal justice. Many criminal justice agencies require graduate-level education for career development and advancement. However, individuals employed in such agencies often have difficulty completing traditional university, campus-based programs. UNC's MACJ fills this need by offering rigorous online programming that focuses on leadership, management, policy, planning, research, and recognized best practices in the various parts of the criminal justice system. In addition to providing a program that meets the needs of working professionals, the academic rigor and research focus of UNC's MACJ program also prepares students for continued graduate education.

The objectives for the MACJ are to provide students with:

1. an advanced understanding of traditional and emerging criminological theories;
2. critical-thinking and problem-solving skills necessary for effective leadership and policy decision-making;
3. analytical and research skills necessary to both understand and participate in "best practices" research;
4. an understanding of the importance of the increasingly interdisciplinary nature of the criminal justice system; and
5. an opportunity to produce a project that has real-world applications in their field of interest or to conduct original research on a topic of their choosing.

## Admission Requirements:

Information for prospective students is found at <http://www.unco.edu/grad/prospective/index.html>. Students who wish to apply for admission to the MACJ program must apply through UNC's Graduate School.

Prospective students must submit a completed University of Northern Colorado Graduate Application for Admission and pay the non-refundable application fee. Any additional application materials must also be sent to the UNC's Graduate School.

Applicants must submit the following materials:

1. A completed Graduate School Application for Admission. The application is located at <http://www.unco.edu/grad/prospective/applying.html>. Students may also apply online. Online application instructions are found at <http://www.unco.edu/grad/prospective/USonlineappchecklist.pdf>
2. Two official transcripts from every accredited college or university attended since completing high school, except UNC. The transcripts must show a baccalaureate degree from a college or university of accredited standing, preferably with a minimum grade-point average of 3.0 on a 4.0 scale for the last 60 credit hours of the most recently completed degree. Official transcripts should be mailed to:  

**Graduate School and International Admissions  
Campus Box 135  
University of Northern Colorado  
Greeley, CO 80639-0064**
3. GRE or MAT test scores or Personal Essay
  - a. GRE: You must request official scores be sent from the Education Testing Service to the UNC Graduate School. You can call ETS at (609) 771-7670 in New Jersey or (510) 873-8100 in California. **UNC's institutional code number is R4074.** All GRE general test scores must be no more than five years old at the date of your application. For more information, please access <http://www.gre.org> or see Appendix 1.
  - b. MAT (Miller Analogies Test): You must request that official scores be sent from Pearson to the UNC Graduate School. You can call Pearson at 1-800-622-3231 or 210-339-8710. **UNC's institutional code number is 1999.** All MAT test scores must be no more than five years old at the date of your application. For more information, please access <http://www.milleranalogies.com> or see Appendix 1.
  - c. Submit a one to two page essay answering the following: ***In what way would a Master of Arts in Criminal Justice benefit you personally and professionally?*** Your essay must be double-spaced, in 12-point font, with one-inch margins all the way around.
4. Two academic or professional letters of recommendation. Letters of recommendation should be from individuals who can attest to your academic

potential and abilities. You may download the Letter of Recommendation form from <http://www.unco.edu/grad/forms/RecommendationLetterForm.pdf>

5. The MACJ Admissions Committee reviews all completed applications and makes admissions decisions. Admission to the MACJ program is based upon the applicant's academic history, standardized test scores and/or personal essay, letters of recommendations, work experience, and potential for academic and career success.

### **Admission Calendar**

UNC's MACJ program invites applications throughout the year. We admit a new cohort for each fall term. The early acceptance application deadline is March 1<sup>st</sup> for each academic year and the standard acceptance application deadline is June 15<sup>th</sup>.

A completed application typically takes between four to six weeks to process. Your application for admission will not be fully processed until all materials have been received by the Graduate School. Files are reviewed as soon as they are complete and students are notified by letter as soon as admission is granted to the MACJ program.

### **Continuous Registration for Graduate Students**

According to UNC policy, all graduate students must be enrolled for at least one credit hour each academic semester (fall and spring). Students register continuously from the time they first enroll in their graduate degree program until the semester or term in which they graduate.

Students who fail to register continuously and are not approved for exception will be notified with a letter of warning the first semester during which they fail to enroll. At the end of the second semester of no enrollment they will be classified as discontinued. Discontinued students will need to re-apply to the Graduate School and be reaccepted by their program and the Graduate Dean if they wish to resume their studies.

### **Five Year Rule**

All degree requirements must be completed within five years of acceptance.

### **Faculty Advisor**

The MACJ graduate program coordinator will assign a faculty advisor to each student once he or she has been accepted to the graduate program. The faculty advisor provides the student with information and advice on curriculum requirements, recommendations for electives, and general advice on the program and the student's progress toward graduation. Once assigned an advisor, the student should schedule an advising session within the first two weeks of the first semester of attendance. If the student is within commuting distance to UNC, it is recommended that a personal visit be scheduled with the advisor. Should a student wish to change faculty advisors, he/she can do so by asking another faculty member to serve as advisor and receive approval from the criminal justice graduate director.

### **Online Learning**

The Master of Arts in Criminal Justice is offered as an online program at the University of Northern Colorado. As mentioned previously, this format is advantageous for

working professionals who wish to further their education. However, it is important to note how online learning differs from traditional face-to-face education.

In some ways, taking classes online is not that different from taking face-to-face classes. You will still need to complete all the course readings and other learning activities, study for quizzes and tests, participate in discussions, and complete all your projects and assignments.

However, an online learning environment also differs significantly from a traditional classroom-based course, especially in the area of time management and personal organization. With no face-to-face class meetings, you will be more personally responsible for structuring your weekly academic schedule. You will need to become familiar with the course delivery system (Blackboard) and develop new skills related to communicating electronically where body language and voice inflection may not always be available.

### **Eight Week Courses**

In a normal campus based face-to-face program, students enroll in several courses that meet at different times during the 16-week semester. In our online program, students generally enroll in one core course at a time that lasts 8 weeks. Students should expect to spend about six hours interacting in this course per week and another six to nine hours outside the “classroom” reading, studying, and writing. These numbers are averages and depend on the student’s learning style. The amount of time you will spend accessing your online course and completing course activities will depend on:

- Familiarity with the content/topic
- Reading comprehension/writing skills
- Speed of internet access
- Availability of dedicated quiet time for study

### **Online Orientation**

To help ensure success in this online learning environment, all entering MACJ students will participate in a required two-week online orientation course prior to the start of their first semester.

This orientation will provide experience in using Blackboard, the course delivery system, so that you will be “ready to go” when the first course starts. In an 8-week course format, you will not be able to afford any time for learning how to use the system or technical issues with your computer during the course itself. The orientation course will give you a chance to test-drive the system before starting your academic course work. In addition, the orientation course will help you assess your strengths, identify any challenges you might face as an online student, and provide resources and tips to help you be successful.

### **Computer Requirements**

Capable computer equipment and reliable (and fast) internet access will be important for completion of your online courses. The following list provides a guideline for minimal computer requirements:

- **Personal Computer**

- Windows 2000, XP or later operating system
- Pentium III processor
- 128MB of RAM (256MB recommended for complex forms or large documents)
- Cable or DSL Internet access (minimum of 56 kbps modem)
- Sound Card
- Speakers/headset
- Microsoft Internet Explorer 6.0 browser or later  
Alternate browser: Moxilla Firefox 2.0 browser or later
- Microsoft Office 2003 or above preferred  
Minimum: Microsoft Word 2000 and Office viewers  
[PowerPoint Viewer 2003](#) - If you do not own the PowerPoint program, this viewer will let you view full-featured presentations created in PowerPoint 97 and later versions.  
[Excel Viewer 2003](#) - Open, view, and print Excel workbooks, even if you don't have Excel installed.
- Adobe Acrobat Reader
- Access to DVD player (some courses require viewing movies)

### **Program Overview**

The MACJ program is designed to be completed in two years with part- or full-time enrollment (5-9 credits per semester, including electives during the summer). The MACJ program consists of 34 credits. Twenty-two credits are core classes, which include a thesis or capstone project. **Core classes are sequenced and must be taken in the order they are listed.** The sequence starts each fall term and incoming graduate students are only accepted to begin in the fall semester. Students also are required to take 12 credits of approved electives. Six hours of elective credits may be taken from areas outside of criminal justice with approval from the student's advisor.

### **Core Classes (22 credits)**

LIB 550 (1 credits) Library Research in Criminal Justice

Students will gain active learning experience in managing information in a dynamic research environment. Course includes skills in identifying, retrieving, organizing, and evaluating information necessary for graduate level research in Criminology and Criminal Justice.

CRJ 560 (3 credits) Seminar in Criminology and Crime Policy

Corequisite: LIB 550. Advanced study of criminological theories using a broad interdisciplinary perspective. Explain and critique current crime control and crime prevention strategies as they relate to theory, policy, and practice.

CRJ 531 (3 credits) Seminar in Law and Society

Prerequisite: CRJ 560. The origin of substantive and procedural criminal law in the context of sociological theory, research, and jurisprudence will

be the focus of the class. Criminal law structure and administration, and the effects of criminal-legal sanctions will be explored. The processes of leadership, management, decision-making, resource allocation, communication, staffing, and training will be linked to the process of criminal law.

**CRJ 550 (3 credits) Organization and Management of Criminal Justice**

Prerequisites: CRJ 531. Explores the entire spectrum of criminal justice administration. Topics such as financial administration, employee supervision and discipline, civil liability, labor relations, professional ethics, and the use of emerging technologies will be covered.

**CRJ 580 (3 credits) Advanced Research Methods for Criminal Justice**

Prerequisite: CRJ 531. Scientific method of inquiry applied to the study of crime, those who commit crimes, and those who are victims of crimes, and criminal justice employees and organizations. Emphasis on questions inherent to the study of contemporary issues in criminal justice. Focus on methods for evaluation of criminal justice programs and policies.

**CRJ 582 (3 credits) Statistics for Criminal Justice Research**

Prerequisite: CRJ 580. If students have not completed a social science statistics course within the past five years, CRJ 382 or equivalent is required. Review of descriptive and graphical techniques including probability and sampling theory; statistical inference; Central Limit Theorem; Chi-Square, T and F distributions, analysis of variance and multiple regression. Emphasis is placed on application and interpretation of statistical analyses.

**CRJ 610 (3 credits) Criminal Justice Planning, Policy, and Change**

Prerequisite: CRJ 582. Focus on strategic planning and policy in environments of change. Emphasis on the uncertainty and interconnectedness of criminal justice organizations with other public, private, and not-for-profit organizations and the importance of planning that involves multiple stakeholders. The student work product of this class can be used as the foundation for the CRJ 697 Capstone Project or CRJ 699 Thesis.

**CRJ 697 (3 credits) Capstone Project**

Prerequisite: CRJ 610. Consent of instructor. Option to CRJ 699 on recommendation of student's advisor. Students complete an advisor approved research project with practical implications relevant to the student's professional interests.

**CRJ 699(1-6 credits) Thesis**

Prerequisite: CRJ 610. Consent of instructor. Option to CRJ 697 on recommendation of student's advisor. Especially for students who plan to work in research or apply to doctoral programs. Individual original research aimed at acquisition of research skills and application of theory.

## **Criminal Justice Electives**

Elective classes vary from between 6 to 16 weeks, depending upon when they are offered. See the table on Page 9 for details.

CRJ 523 (3 credits) Problem Oriented Policing and Problem Solving for the 21<sup>st</sup> Century  
Examines fundamental theories of crime, situational crime prevention, police-community relations, and techniques for identifying, analyzing, and responding to social problems, and assessing effectiveness.

CRJ 532 (3 credits) Problem Solving Courts  
Examines the evolution of problem-solving courts, such as Drug Courts, Domestic Violence Courts, and Reentry Courts, and the changing roles and responsibilities of criminal justice agency representatives, such as probation officers, parole officers, judges, prosecutors, defense attorneys, and treatment providers, who work with or in these courts.

CRJ 562 (3 credits) Environmental Criminology  
Departing from the sociological or psychological explanations for criminal behavior, this course focuses on the opportunity constructs surrounding crime and identifies ways to constrain or eliminate the mechanisms for crime.

CRJ 565 (3 credits) Transnational Crime and Justice  
Overview of transnational crimes with specific examples such as sea piracy, human trafficking, and terrorism. Addresses problems in defining these crimes, understanding their occurrence, and determining ways to combat them.

We also offer variable topic electives that are not listed in the catalog, such as classes on drugs/drug policy and prisoner reentry.

## **Non-Criminal Justice Electives**

After consulting with your graduate advisor and approval from the criminal justice graduate program director, up to six credit hours of non-criminal justice classes may be taken as electives. Disciplines from which you might choose to take such electives could be communications, psychology, sociology, and other social science disciplines.

## **Transfer classes**

Two master level classes from accredited colleges and universities may be applied to the degree requirements upon approval from the graduate director. All transfer classes must have an "A" or "B" grade assigned.

## **Two Year Plan**

Students in the MACJ program are admitted as a cohort and proceed through the major in a prescribed sequence. This means that the cohort takes the same coursework together at the same time, in the same sequence in the two years following admission to the major.

The cohort model was chosen for two reasons. First, individuals in schools and social agencies are increasingly being asked to work as team members instead of as professionals in isolation from one another. The cohort approach emphasizes this collaborative approach. Second, the cohort model provides a strong social support system for students as they move through the major.

To keep on track with core requirements, it is highly recommended that each graduate student take each eight-week session as listed in the sequence. A schedule for a student wishing to graduate in two years is as follows:

	Fall	Spring	Summer
<b>Year 1</b>	LIB 550 Graduate Research in Criminal Justice – 1 <sup>st</sup> 8 week session	CRJ 580 Advanced Research Methods for Criminal Justice – 16 week session	Elective – Normally a 6 or 12 week session
	CRJ 560 Seminar in Criminology and Crime Policy – 1 <sup>st</sup> 8 week session	CRJ 550 Organization and Management of Criminal Justice – 2 <sup>nd</sup> 8 week session	
	CRJ 531 Seminar in Law and Society – 2 <sup>nd</sup> 8 week session	Elective – 1 <sup>st</sup> 8 week session	
<b>Year 2</b>	CRJ 582 Statistics for Criminal Justice Research 1 <sup>st</sup> 8 week session	CRJ 697 - Capstone Project <b>or</b> CRJ 699 Thesis Both are 16 week sessions	Elective (if needed) – Normally a 6- or 12-week session
	CRJ 610 Criminal Justice Planning, Policy, and Change – 2 <sup>nd</sup> 8 week session	Elective – (if needed) 1 <sup>st</sup> 8 week session	CRJ 697 Capstone Project or CRJ 699 Thesis (if needed)
	Elective – 16 week session		

### Students who drop a course

If you get out of synchronization with the cohort due to dropping or not completing a course, you and your advisor will review options for making up a course or stepping out of your cohort and stepping back into the next cohort.

### Choosing the Thesis or Capstone Project Option

Your decision to choose the thesis or capstone project should be done in consultation with your advisor. Because the overarching theme of this degree program emphasizes research-based best practices, it is anticipated that either the thesis or the capstone project will address some aspect of real-world research-based programs and/or practices. The thesis option is most desirable for students planning to continue their education in a doctoral program. Students must have a minimum of a 3.5 cumulative GPA in the MACJ program in order to be eligible for the thesis option. The thesis will provide experience aimed at acquisition of research skills, appreciation of the scientific

method, and knowledge of the scientific writing style. The capstone project, while also rigorous, emphasizes research that addresses a practical problem found in a specific criminal justice agency.

### **Capstone Project**

The capstone project, rather than providing an extensive literature review, will acknowledge and discuss literature relevant to an identified problem. The project will use standard social scientific research methods and should address a specific problem confronting a criminal justice agency known to the student. The resulting report, which will follow an organization, structure, and citation style approved by the student's committee chair, must be bound and presented to the organization, as well as to the committee chair and the criminal justice graduate program director. The project committee will consist of two faculty members (no more than one from outside the criminal justice program) and one representative from the organization providing the research problem. The project committee chair must be from the criminal justice program.

### **Thesis**

Similar skills are needed for both the thesis and the capstone project, but the thesis will follow a more exact organization and structure and must include an extensive review of the academic literature relevant to the topic and a theoretical conceptualization that is developed in research and analyses. In addition to meeting all thesis requirements specified by the graduate school, successful completion of the thesis requires an oral defense before the student's thesis committee. The thesis committee will consist of three faculty members, with no more than one from outside the criminal justice program. The committee chair must be from the criminal justice program.

### **Grade Policies**

UNC graduate students must maintain a minimum 3.0 GPA. Letter grades will be based on the following breakdown:

<b>Grade</b>	<b>% of Total Points</b>	<b>Quality Points</b>
A	93 – 100%	4.00
A-	90 – 92%	3.67
B+	88 – 89%	3.34
B	83 – 87%	3.00
B-	80 – 82%	2.67

Any course for which an earned grade is lower than a B- must be repeated.

### **Extended Studies**

This program is offered through UNC's Extended Studies programs, which strives to support adult students who are enrolled in programs at a distance from the campus. The Extended Studies staff is available to act as a student service resource to you. If you need help in accessing any of the University's resources, please contact our office at 800-223-1749, 970-351-2944 or [esinfo@unco.edu](mailto:esinfo@unco.edu). Program information, including your semester schedule, is located on our website: [www.unco.edu/extendedstudies](http://www.unco.edu/extendedstudies). Choose admitted students and then find the Criminal Justice, M.A. program link.

## Expectations of Students

The University has established policies and procedures that reflect concern for student freedom, rights and responsibilities. Essentially, students can expect protection against improper academic evaluation and protection of the right to due process in academic and disciplinary proceedings. The student can also expect to be held responsible for academic performance and conduct. Further information can be found at <http://unco.edu/dos/handbook/index.html>. Students may obtain a copy of the Student's Rights and Responsibilities document from the Dean of Students' Office in Carter Hall.

## Graduation Procedures

In consultation with your major advisor, the first step in officially applying for graduation is to pay a visit to the UNC Graduate School's website at [www.unco.edu/grad](http://www.unco.edu/grad) or by calling (970) 351-1803 for detailed information on the specific procedures to follow.

The deadlines for applying for graduation are available on the Graduate School's website. You must fill out an official application for graduation found on the website provided above. Your graduation requirements will normally correspond to the University Catalog under which you first enrolled in the program. You may select to graduate under a catalog issued subsequent to your enrollment in the program but you may not choose between catalogs. In other words, whether you choose to meet the requirements specified in the catalog under which you first enrolled or any subsequent catalog, you must follow the requirements specified in only one of those catalogs.

Both you and your advisor must sign the application or the Graduate School will not process it. The completed and signed application must be delivered, either in person or by mail, to the Graduate School by the deadline listed by the Graduate School. A copy of the signed and completed application will be placed in your Criminal Justice program student file.

## University Resources

One of the first places you should visit is <http://www.unco.edu/grad/index.html> which is the home page for the UNC's graduate school. There you will find important information on resources for graduate students, which include a full complement of student services including advising, career counseling and placement, financial aid and scholarship programs and a graduate student association. Other resources that might be helpful are:

UNC Office of Graduate Admissions Carter Hall, Room 2007 University of Northern Colorado Greeley, CO. 80639 970-351-2831 Fax: 970-351-2371 <a href="mailto:grad.school@unco.edu">grad.school@unco.edu</a>	UNC Registrar's Office Carter Hall, Room 3002 University of Northern Colorado Greeley, CO. 80639 970-351-2231 Fax: 970-351-1870 <a href="http://www.registrar.unco.edu">www.registrar.unco.edu</a>
---	--

<p>UNC Criminal Justice Program  Candelaria Hall, Room 2285  Greeley, CO 80639  970-351-2186  Fax: 970-351-1527  <a href="mailto:criminaljustice@unco.edu">criminaljustice@unco.edu</a></p>	<p>UNC Criminal Justice Librarian  Lyda Ellis – Instruction Librarian  Michener 112  Campus Box 48  Greeley, CO. 80639-0001  970-351-1524  <a href="mailto:lyda.ellis@unco.edu">lyda.ellis@unco.edu</a></p>
<p>UNC Career Services  970 - 351-2127  Fax: 970 - 351-1182.  <a href="http://www.unco.edu/careers/">http://www.unco.edu/careers/</a></p>	<p>UNC Disability Support Services  970- 351-2289  Fax:-970- 351-4166  <a href="http://www.unco.edu/dss/">http://www.unco.edu/dss/</a></p>
<p>UNC Extended Studies Office  800- 232-1749 [toll free]  970 - 351-2944  FAX: - 970 -351-2519  <a href="mailto:esinfo@unco.edu">esinfo@unco.edu</a>  <a href="http://www.unco.edu/extendedstudies/">http://www.unco.edu/extendedstudies/</a></p>	

### Financial Assistance

Many University of Northern Colorado students receive one or more types of financial aid. Financial aid refers to the wide variety of programs that help students and their families pay for college. Financial aid for the online master’s program in criminal justice it is currently available in grants and scholarships, which do not have to be repaid and loans, which have to be repaid. For financial aid purposes, students who take nine credit hours in a semester are considered full-time while student who take between five and eight credit hours are considered half-time.

Almost all financial aid provided by the federal government is awarded based on your ability to pay for college. However, not all financial aid is need-based. UNC grants scholarships to students based on their academic accomplishments, so you might qualify for financial aid even though you do not believe you may otherwise be qualified. To learn more about financial aid you should contact the financial aid office and visit <http://www.unco.edu/ofa/overview/>

### Links to Graduate Forms

The graduate office has a list of forms that can be accessed on-line. To find all of them go to <http://www.unco.edu/grad/forms/index.html>

Forms that would apply only to graduate students are:

### Application for Graduate Admissions - US Citizen/Permanent Resident

- [U.S. Citizen Application Instructions](#)
- [U.S. Citizen Graduate Student Application](#)
- [U.S. Citizen Graduate Application Instructions - Online](#)
- [U.S. Citizen Graduate Application - Online](#)

**Application for Graduate Admissions - International**

[International Graduate Application Instructions](#)

[International Graduate Student Admission](#)

[International Graduate Student Guidelines](#)

[International Graduate Application Instructions - \*Online\*](#)

[International Graduate Application - \*Online\*](#)

**Supplemental information for applying to Graduate School**

[Letter of Recommendation Form \(in application form\)](#)

**Forms for Graduation**

[Application for Graduation in a Master's/Specialist Program](#)

[Diploma Request Card](#)

## **MACJ Faculty and Staff**

### **Philip Reichel, Ph.D.**

Professor of Criminal Justice

[philip.reichel@unco.edu](mailto:philip.reichel@unco.edu)

970-351-2107

Dr. Reichel received his M.A. and Ph.D. in Sociology from Kansas State University. After working for a few years as a counselor at the Nebraska Correctional Complex in Lincoln, he decided teaching was more to his liking and accepted a position at Augusta College (now Augusta State University) in Augusta, Georgia. In the fall of 1983 he accepted a position at the University of Northern Colorado and has been here since. His areas of teaching, research, and writing expertise include comparative justice systems and the broad area of corrections. Professor Reichel has published twenty articles in several professional journals over the last thirty years and is the author of two textbooks; *Comparative Criminal Justice Systems: A Topical Approach* (Prentice Hall), and *Introduction to Corrections* (Allyn & Bacon). He is also the editor of the *Handbook of Transnational Crime & Justice* (Sage). His comparative justice interests have resulted in invitations to speak at universities throughout Europe and at several universities in the U.S. He recently served as the International Section Chair in the Academy of Criminal Justice Sciences.

### **Colleen Fitzpatrick, Ph.D.**

Professor of Criminal Justice

[colleen.fitzpatrick@unco.edu](mailto:colleen.fitzpatrick@unco.edu)

970-351-2575

Dr. Fitzpatrick holds a Ph.D. in Sociology from Colorado State University and a Master of Arts in Applied Sociology from California State University, Northridge. She has been on faculty at UNC since 1993. Professor Fitzpatrick is a U.S. Air Force Veteran, has more than 25 years experience in applied research, and specializes in social research methodologies and applied statistics. She is the author or co-author of several original research and evaluation publications. Her current professional activities focus on bringing theory to practice in such areas as Problem Oriented Policing, best practices for Community Policing, and in working with criminal justice agencies in developing and implementing evaluation protocols and standards. Her scholarly interests are quite eclectic and include Victimology, Problem Oriented Policing, Comparative Justice Systems, and Justice Professionalism & Ethics.

### **Mary West-Smith, Ph.D.**

Assistant Professor of Criminal Justice, Graduate Program Coordinator

[mary.west-smith@unco.edu](mailto:mary.west-smith@unco.edu)

970-351-2900

A native of Colorado, Dr. Mary West-Smith obtained all of her degrees from Colorado institutions. She received her Master of Criminal Justice and her Ph.D. in Public Affairs, with a concentration in criminal justice administration and policy, from the University of Colorado at Denver. Prior to joining the University of Northern Colorado Criminal Justice faculty in 2005, she worked on several governmental research projects and

taught part-time at Metropolitan State College of Denver's Department of Criminal Justice and Criminology. She also has experience working with victims of child abuse, at-risk juveniles, and incarcerated adults. Her current research interests focus on corrections, families of incarcerated individuals, high-risk juveniles, victimization, and policies and practices concerning prisoners returning to society.

**Ryan Randa, Ph.D.**

[ryan.randa@unco.edu](mailto:ryan.randa@unco.edu)

970-351-2749

Assistant Professor of Criminal Justice

Dr. Randa earned both his Ph.D. and M.S. degrees in Criminal Justice at the University of Cincinnati. He accepted a faculty position at UNC in 2009. He has been involved in a wide range of research projects traversing the spectrum of criminal justice and criminological research. These projects included juvenile and adult probation, inmate risk and needs assessment, student fear of victimization and crime prevention through environmental design and change. Dr. Randa's current research interests include Fear of Crime, Adaptive Behaviors, and Opportunity Based Theories of Crime.

**Lyda Ellis, M.A.**

Assistant Professor of University Libraries

[lyda.ellis@unco.edu](mailto:lyda.ellis@unco.edu)

970-351-1524

Lyda Ellis received her M.A. in History and her M.L.I.S. from the University of Alabama. She accepted a position at the University of Northern Colorado in 2006 and accepted the position as subject specialist for Criminal Justice in 2007. Additionally, Professor Ellis offers library instruction for Northern Colorado's Center for International Education and the Center for Honors, Scholars, & Leadership. She also works as the liaison to the Athletic Department. She has published two book chapters focusing on library instruction.

**Theresa Lane**

Administrative Assistant

[theresa.lane@unco.edu](mailto:theresa.lane@unco.edu)

970-351-2186

Theresa Lane is the Administrative Assistant for the Criminal Justice Program and has been employed with the University of Northern Colorado since 2007. A Colorado State employee since 1985, Theresa previously worked for the Colorado Health Sciences Center and the Department of Revenue in Denver. She enjoys working with faculty and students, and being in an academic setting.

## Appendix 1

### National/Standard Graduate School Admission Tests (GRE, MAT, LSAT):

#### Graduate Record Examination (GRE)

1. The GRE consists of three sections:
  - a. Verbal: 30 questions (30 minutes) that test your ability to analyze and evaluate written material and synthesize information obtained from it.
  - b. Quantitative: 28 questions (45 minutes) that measures your basic mathematical skills and your understanding of elementary mathematical concepts, as well as your ability to reason quantitatively and solve problems in a quantitative setting.
  - c. Analytical: 35 questions (60 minutes) that measure your ability to understand structural sets of relationships, deduce new information from sets of relationships, analyze and evaluate arguments, identify central issues and hypotheses, draw sound inferences, and identify plausible causal explanations.
2. Cost of the GRE is approximately \$120.00
3. Testing sites are throughout the country and online
4. For more info go to <http://www.gre.org>

#### Miller Analogies Exam (MAT)

1. The MAT consists of about 120 questions, takes about 60 minutes to complete, and is used primarily for graduate school admissions.
2. The exam aims to measure an individual's logical and analytical reasoning through the use of partial analogies. As of the fall of 2004, the exam became computerized; test-takers can now opt to take it as a Computer-Based Test (CBT), although the pen-and-paper exam still exists. Unlike analogies found on the GRE and the SAT, the MAT's analogies demand a broad knowledge of Western culture, testing subjects such as science, music, literature, philosophy, and history.
3. Cost for the MAT is approximately \$120.00
4. For more info go to <http://www.milleranalogies.com>