



MASTER OF SCIENCE PROGRAM IN JUSTICE, LAW AND CRIMINOLOGY

2018-2019



SCHOOL *of* PUBLIC AFFAIRS
AMERICAN UNIVERSITY • WASHINGTON, DC



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DISCLAIMER: The final word on policies and procedures is the official American University catalog and the University’s policies . In many instances, the language in this handbook has been taken from those sources as well as the University’s website .



Joseph Young

WELCOME TO OUR PROGRAM AND OUR SCHOLARLY COMMUNITY!

Dear Student:

Welcome to American University's Master's Program in Justice, Law and Criminology with concentrations in Justice and Public Policy, Terrorism and Security Policy, Law and Society, and Jurisprudence and Social Thought. Along with our Web site, this graduate handbook provides the information you will need during your studies here at AU.

Our department is home to some of the country's leading scholars in criminology, criminal justice, national and homeland security, and law and society. Justice, Law and Criminology blends the work of scholars from many disciplines, including the social sciences, law, and the humanities. The department is truly interdisciplinary, allowing you the opportunity to carry out research on a variety of important issues, including crime, violence, terrorism, policing, punishment, and legal studies, to name just a few.

As a Master of Science Student in the Department of Justice, Law and Criminology, you will have many advantages. These include a variety of courses, renowned faculty with a wide range of expertise, the ability to work closely with faculty on specialized research projects, and job opportunities in our nation's capital and beyond. An important part of our mission is to enhance your educational experience and to offer mentorship and guidance along the way, helping to shape the next generation of practitioners and policymakers. You will also join an exceptional cohort of students from various social science backgrounds and build relationships with other passionate individuals, which will facilitate a truly interdisciplinary and collaborative educational experience.

If you have any questions regarding your master's program, please feel free to contact Kareem Jordan, JLC Graduate Program Director, by phone (202-885-1866) or email (jordan@american.edu) or Joseph Young Department Chair, by phone (202-885-2618) or email (jyoung@american.edu). We want your transition into and through the program to be as smooth as possible, so please do not hesitate to ask questions. Again, welcome to our program and our scholarly community.



Kareem Jordan

Sincerely,

Kareem Jordan
Associate Professor and Graduate Program Director
Department of Justice, Law and Criminology

Joseph Young
Professor and Chair
Department of Justice, Law and Criminology



OVERVIEW

MASTER OF SCIENCE (MS) IN JUSTICE, LAW AND CRIMINOLOGY

The Master of Science in Justice, Law and Criminology (JLC) is an interdisciplinary program focusing on the foundations and structure of institutions of justice and law. Students will receive a thorough grounding in empirical and theoretical approaches to issues in public policy, terrorism and security policy, or law and society.

The MS degree requires 33 credit hours of approved graduate work for students entering the program with a bachelor's degree. At least 18 of these credit hours must be in 600-level courses. A minimum grade point average of 3.0 in all coursework is required to remain in good standing and to earn the degree. Full-time status is considered to be 9 credit hours per semester.

One three-hour written comprehensive examination in the selected concentration area. Students must complete foundational seminars and 4 concentration courses prior to taking the examination.

Each master's candidate will be required to select one of these four concentrations. The requirements for each concentration are listed in the next section.

- 1 / **Justice and Public Policy** provides theoretical grounding in criminology and coursework in criminal justice, including corrections and policing. This concentration prepares students for a variety of practitioner and research positions in criminal justice or for advanced graduate work in criminology or criminal justice.
- 2 / **Terrorism and Security Policy** focuses on issues of national security from the perspectives of criminology and criminal justice. This concentration prepares students for a variety of practitioner and research positions in the areas of prevention and control of terrorism.
- 3 / **Law and Society** provides interdisciplinary perspectives on the role of law in society, including the theoretical foundations of law, the relationship between law and the social sciences, and broad issues of social justice. This concentration prepares students for positions in policy research and analysis or for advanced graduate work in law and society.
- 4 / **Jurisprudence and Social Thought** emphasizes philosophical and comparative perspectives on law, providing students with an appreciation of the nature and structural foundations of law and a firm grounding in analytical thought. This concentration serves students who have a background in either the liberal arts or law and are interested in combining the two.

Every master's candidate must complete at least four courses (12 credits) in JLC in addition to foundation and methods coursework.

TERRORISM AND HOMELAND SECURITY POLICY (MS)

The MS in Terrorism and Homeland Security Policy is an interdisciplinary program that trains students to understand and explain problems of terrorism and other sub-state threats to U.S. homeland security. Approaching security issues informed by social science with attention to the perspectives of criminology and criminal justice, the program emphasizes development of strategic, policy-based security solutions at the federal, state, and local levels of government. The program provides students with grounding in quantitative research methods as well as foundations in the fields of criminology, law, and public policy. Students have the flexibility to expand on this foundation with a wide range of security and policy elective courses across the university. Throughout the program, students are exposed to rigorous intellectual challenges and provided the skills and knowledge needed to address current issues facing U.S. law enforcement, intelligence, and homeland security agencies. The degree prepares students for a range of practitioner, policy, and research positions.

The MS degree requires 33 credit hours of approved graduate work for students entering the program with a bachelor's degree. At least 18 of these credit hours must be in 600-level courses. A minimum grade point average of 3.0 in all coursework is required to remain in good standing and to earn the degree. Full-time status is considered to be 9 credit hours per semester.

One three-hour written comprehensive examination in the selected concentration area. Students must complete foundational seminars and at least 4 elective courses prior to taking the examination.

Every master's candidate must complete at least four courses (12 credits) in JLC in addition to foundation and methods coursework.

MS JLC DEGREE REQUIREMENTS

FOUNDATIONAL REQUIREMENTS

Two foundation courses (6 credit hours) chosen from the following:

- JLC-601: Law and Social Sciences
- JLC-602: Legal Theory
- JLC-607: Concept of Justice
- JLC-609: Criminological Theory
- JLC-610: Current Controversial Issues in Justice and Public Policy
- JLC-672: Terrorism, Crime and Public Policy
- JLC-673: Seminar on Security Policy

JUSTICE AND PUBLIC POLICY CONCENTRATION

Research requirement (6 credits) completed with grades of B or better:

- JLC-680: Justice Research I
- JLC-681: Justice Research II

Four courses (12 credits) selected from the following list:

- JLC-605: Comparative Criminology and Criminal Justice
- JLC-617: Victimology
- JLC-626: Domestic Violence



- JLC-651: Drugs, Crime, and Public Policy
- JLC-696: Selected Topics in Justice and Public Policy
- JLC-607: Concept of Justice
- JLC-608: The Constitution and Criminal Procedure
- JLC-609: Criminological Theory
- JLC-610: Current Controversial Issues in Justice and Public Policy
- JLC-638: Race and Justice in America
- JLC-643: Advanced Seminar in Policing
- JLC-672: Terrorism, Crime, and Public Policy
- JLC-676: Theories of Punishment
- JLC-686: Advanced Seminar in Corrections

Three electives (9 credits) selected from other courses within the department, or from the following list:

- PUAD-606: Foundations of Policy Analysis
- PUAD-616: Basis of Public Administration
- PUAD-633: Budgeting and Financial Management
- PUAD-654: Organization Diagnosis and Change

TERRORISM AND SECURITY POLICY CONCENTRATION

Research requirement (6 credits) completed with grades of B or better:

- JLC-680: Justice Research I
- JLC-681: Justice Research II

Four courses (12 credits) selected from the following list:

- JLC-685: Topics in Terrorism and Security Policy
- JLC-608: Constitution and Criminal Procedure
- JLC-610: Justice and Public Policy
- JLC-615: Law and Human Rights
- JLC-621: Justice in the Face of Terror
- JLC-643: Advanced Seminar in Policing

Three electives (9 credits) selected from other courses within the department, or from the following list:

- GOVT-630: Principles of Homeland Security
- JLC-607: Concept of Justice
- JLC-608: Constitution and Criminal Procedure
- REL-675: Religion and Violence
- SIS-609: Conflict Analysis and Resolution
- SIS-610: Theories of Violence and War
- SIS-619: Corruption, Development, and Democracy
- SIS-619: Cybercrime, Espionage, and Warfare
- SIS-619: Insurgency and Counterinsurgency
- SIS-619: International Security
- SIS-619: Political Risk Analysis
- SIS-619: Transnational Crime and Terrorism
- SIS-653: Transnational Security Challenges
- SIS-653: US Foreign Policy: Bioterror in the 21st Century
- SIS-653: US Foreign Policy: Countering Terrorism
- SIS-653: US Foreign Policy: Homeland Security
- SIS-653: US Foreign Policy: National Security and Proliferation
- SIS-653: US Foreign Policy: U.S. National Security Strategy
- SIS-653: US Foreign Policy: USFP toward the Middle East
- SIS-653: US Foreign Policy: Weak States

LAW AND SOCIETY CONCENTRATION

Research requirement (6 credits) completed with grades of B or better:

- JLC-680 Introduction to Justice Research I and JLC 681 Introduction to Justice Research II

or

- JLC-680 Introduction to Justice Research I and JLC 797 Master's Thesis Research (Only with permission of department)

Four courses (12 credits) selected from the following list:

- JLC-635: Gender and the Law
- JLC-636: Reproduction and the Law
- JLC-696: Selected Topics in Law & Society
- JLC-601: Law and Social Sciences
- JLC-602: Legal Theory
- JLC-603: Rule of Law and Due Process
- JLC-604: Foundations of Knowledge
- JLC-606: Legal History Seminar
- JLC-607: Concept of Justice
- JLC-608: Constitution and Criminal Procedure
- JLC-610: Current Controversial Issues in Justice and Public Policy
- JLC-615: Law and Human Rights
- JLC-630: Advanced Seminar in Legal Theory
- JLC-631: Advanced Seminar in Political and Social Theory
- JLC-638: Race and Justice in America
- JLC-648: Law and Religion
- JLC-650: Constitutionalism in Historical Perspective
- JLC-676: Theories of Punishment
- JLC-797: Master's Thesis Research (with permission of department)

Three electives (9 credits) selected from other courses within the department, or from the following list:

- HIST-651: Era of the Revolution and Constitution
- GOVT-523: The Art and Craft of Lobbying
- GOVT-540: Political Parties, Interest Groups, and Lobbying
- GOVT-541: The Politics of Mass Communication
- GOVT-674: Constitutional Law and Politics
- PHIL-520: Seminar on Ethical Theory
- PHIL-525: Seminar in Modern Moral Problems
- SIS-621: International Law and the Legal Order

JURISPRUDENCE AND SOCIAL THOUGHT CONCENTRATION

Research requirement (6 credits) completed with grades of B or better:

- JLC-603 Rule of Law and Due Process and JLC 604 Foundations of Knowledge

or

- JLC 680 Introduction to Justice Research I and JLC 681 Introduction to Justice Research II

A grade of B or better is required in the 6 credits of the Research Requirement for each concentration and degree.



Four courses (12 credits, see above) selected from the Law and Society concentration

Three electives (9 credits) selected from other courses within the department, or from the following list:

- HIST-651: Era of the Revolution and Constitution
- GOVT-674: Constitutional Law and Politics
- PHIL-520: Seminar on Ethical Theory
- PHIL-525: Seminar in Modern Moral Problems
- SIS-621: International Law and the Legal Order

MS THSP DEGREE REQUIREMENTS

FOUNDATIONAL REQUIREMENTS

Two foundation courses (6 credit hours) chosen from the following:

- JLC 601 Law and Social Sciences
- JLC 607 Concept of Justice
- JLC 609 Criminological Theory
- JLC 610 Justice and Public Policy: Controversial Issues
- JLC 643 Advanced Seminar in Policing
- JLC 672 Terrorism, Crime and Public Policy
- JLC 673 Seminar on National Security Policy
- JLC 684 Intelligence Analysis

Two interdisciplinary foundation-level courses (6 credit hours) chosen from the following:

- GOVT 630 Principles of Homeland Security
- GOVT 735 Social and Political Movements, Ethnicity, and Nationalism
- GOVT 696 Political Violence
- PUAD 603 Policy Process
- PUAD 604 Public Program Evaluation
- PUAD 606 Foundations of Policy Analysis

Research Requirement (6 credit hours)

- JLC 680 Introduction to Justice Research I
- JLC 681 Introduction to Justice Research II

Elective Requirements (15 credit hours)

Five elective courses (15 credit hours) selected from the following list, or from other approved courses in the School of Public Affairs:

- GOVT 626 U.S. Intelligence Community
- GOVT 630 Principles of Homeland Security (if not used for foundation requirement)
- JLC 683 Cyber Threats/Security
- JLC 662 Crime/Conflict Nexus
- JLC 671 Evolution of the Global Jihad
- JLC 677 Security Challenges in South Asia
- JLC 674 Domestic Terrorism
- JLC 683 Investigating Terrorism
- JLC 684 Prosecution of Terrorism
- JLC 607 Concept of Justice (if not used for foundation requirement)
- JLC 608 Constitution and Criminal Procedure
- JLC 691 Internship in a Justice Setting
- PUAD 603 Policy Process
- PUAD 604 Public Program Evaluation

- REL 675 Religion and Violence
- SIS 609 Conflict Analysis and Resolution: Theory and Practice
- SIS 610 Theories of Violence and War
- SIS 619 International Security
- SIS 619 Transnational Crime and Terrorism
- SIS 619 Cybercrime, Espionage and Warfare
- SIS 619 Corruption, Development & Democracy
- SIS 619 Political Risk Analysis
- SIS 619 Insurgency and Counterinsurgency
- SIS 653 US Foreign Policy: Countering Terrorism
- SIS 653 US Foreign Policy: U.S. National Security Strategy
- SIS 653 US Foreign Policy: U.S. Policy Toward Weak States
- SIS 653 US Foreign Policy: National Security and Proliferation
- SIS 653 US Foreign Policy: Transnational Security Challenges
- SIS 653 US Foreign Policy: Bioterror in the 21st Century
- SIS 653 US Foreign Policy: Homeland Security
- SIS-653: US Foreign Policy: USFP toward the Middle East

THESIS OPTION

A thesis option is offered to JLC graduate students in the Law and Society concentration. The thesis option does not replace the comprehensive exam requirement for the Master of Science. The JLC 797 Master's Thesis Research course can be completed in a maximum of two 3-credit sections. Eligibility for the thesis option is determined by the Graduate Program Director. Students wishing to pursue the thesis option must be in the top 10% of his/her cohort, complete research and thesis under the supervision of a JLC faculty member, and receive final approval from the JLC Graduate Program Director.

To access the application for the thesis option, or for information on writing a thesis proposal, please visit:

www.american.edu/spa/jlc/advising/IS-thesis.cfm

COMPREHENSIVE EXAMINATION

BASIC REQUIREMENTS

- Exams are offered once in the fall, once in the spring, and once in the summer, typically in early to mid-October, February and June.
- Students must register to take the exam, and there is no cost beyond being in active student status or maintaining matriculation. All fees are waived during the summer.
- Students must declare in which concentration they plan to take the exam at the time of registration.
- Exams will be taken by computer using Microsoft Word at the designated testing center.
- The exam will last three hours. The student will be presented with four questions in their concentration area and will be required to answer two of them.
- Students must take four courses in JLC in addition to JLC-680 & JLC-681 before becoming eligible to sit for the comprehensive exam.
- Students must successfully and satisfactorily complete the exam to be eligible for commencement and degree conferral.

GRADING AND REPORTING

- Exams will be graded by two faculty members who will evaluate and grade each question response as Unsatisfactory, Satisfactory,



or (in rare cases) Distinction. In order to earn a grade of Distinction, the answers to both questions must achieve that grade.

*The SPA Web site contains past exams as well as the reading list for all concentrations:
www.american.edu/spa/resources/comps.cfm.*

- The evaluation process is double-blind: students do not know who will grade their exams, and faculty readers do not know whose exams they are grading.
- If the two faculty readers assign the same grade to an exam, then the grade is final.
- In the event that the grades differ (e.g., one reader grades the exam as satisfactory and the other grades it as distinguished), the faculty readers will meet to discuss the exam and come to an agreement on the final grade.
- Students will receive copies of written comments from the faculty readers.
- If a student received an unsatisfactory grade on one exam question, the exam grade is unsatisfactory.

OTHER DEGREE OPPORTUNITIES

JD/MS in Justice, Law and Criminology – The joint juris doctor and master’s program in JLC requires that students apply and be admitted to both the Washington College of Law and the Department of JLC. Students may apply to both programs simultaneously or begin either program separately and then apply to the other program. However, once the study of law has begun, students cannot take any justice courses within the department until completing one year of full-time study within the Law School. In this program, students can apply six credit hours of justice courses toward their JD and can also apply six credit hours of their law course toward their MS with prior approval from both academic units.

PhD in Justice, Law and Criminology – The PhD consists of 72 credit hours beyond the bachelor’s degree. The PhD in JLC affords students training in the realm of justice issues and institutions, and the craft of social science research. It also allows students to develop expertise in other fields within the School of Public Affairs, including American politics, comparative politics, policy analysis, public administration, or research methods. Graduates are prepared to assume leadership roles in the justice and public policy fields, to conduct research, and to teach at the university level.

HELPFUL CONTACTS AND LOCATIONS

All phone extensions follow the same format: (202) 885-xxxx

Kareem Jordan

JLC Graduate Program Director
jordan@american.edu
x1866

Shelley Morris

JLC Academic Advisor
shelleym@american.edu
x6456

SPA Master’s Student Lounge Kerwin Sub-terrace 06 (next to the SPA computer lab)

ACADEMIC REGULATIONS

OFFICE OF GRADUATE STUDIES (OGS) RULES AND REGULATIONS

The Office of Graduate Studies Graduate Student Rules and Regulations is a document which summarizes the body of Academic Rules and Regulations in place at American University for the conduct of graduate education in academic programs housed in Schools and Colleges other than the Washington College of Law. Graduate students in the Washington College of Law are governed by the academic rules and regulations specific to the Washington College of Law, except in those instances when they are enrolled in a joint program between another unit at American University and the Washington College of Law. When enrolled in a joint program, students must satisfy the Academic Rules and Regulations that relate to both units in which their degree is housed. Students are expected to know and follow these regulations; ignorance of a regulation will not be accepted as an excuse for failure to act in accordance with it. Academic units and graduate programs may establish additional regulations for their students. Based on a compelling rationale, an exception to a specific graduate academic regulation may be granted. Students filing appeal requests should begin with a written request to their academic advisor.

For all OGS Graduate Rules and Regulations, please visit:
<https://www.american.edu/provost/grad/Current-Graduate-Academic-Regulations.cfm>

REGISTRATION

Summer, Fall, and Spring Registration

- Students should consult the academic calendar regarding registration related deadlines
- Each semester, students are required to submit for approval a registration request for the upcoming term
- Submission deadlines will be outlined in the Graduate Student Newsletter

Note: there is a \$50 fee for late registration.



Students must email a registration request to the JLC academic advisor for approval of selected classes before registration.

Maintaining Matriculation – During a semester when a student is not enrolled in credit coursework but is utilizing the services of the university (e.g., to prepare for a comprehensive examination), the student must maintain enrollment by registering for JLC 099 “maintaining matriculation.” The maintaining matriculation fee is \$150 and provides access to AU library, Career Center, AU Portal, and AU email.

Temporary Leave – Under special circumstances, students may be granted the status of temporary leave, which does not require a fee. However, no coursework may be in progress and no university resources or services may be used during this period. Consult the JLC academic advisor for further information.

Full-Time and Part-Time Status - The University defines full-time graduate study as taking nine credits per semester (fall and spring semesters). Part-time is defined as taking five credits each semester. The registrar has the authority and responsibility for certifying status but the JLC academic advisor can be very helpful as the regulations are complex. Full-time versus half-time status has important implications for loans, loan deferment, health insurance, merit awards, and other financial issues, so be sure to understand the details before changing status.

GRADING

Grade Types - Grades are based on the A-F system. A grade of C- or lower does not count toward graduate credit. A grade of B or better must be earned in the required research courses.

Incomplete Grades - At the discretion of the course instructor, a temporary grade of I (Incomplete) may be given to a student who is passing a course but who, for extenuating reasons, is unable to complete the coursework during the semester. Arrangements for the grade of I must be made in writing prior to the final examination, and the I must be cleared by the end of the following semester. In rare cases an IP (In Progress) grade may be assigned. Consult the JLC academic advisor about this option.

Grades for Thesis / Dissertation - Thesis (797) and dissertation (899) course credits are graded as Satisfactory Progress (SP) or Unsatisfactory Progress (UP). With grades of either SP or UP, students receive credit for these courses, but the grades earned are not used in computing the GPA. These grades do not change upon the completion of the thesis or dissertation, and neither thesis nor dissertation credits may be retaken to change a previously assigned UP to an SP.

GRIEVANCE PROCEDURES

Academic grievances are addressed by means of a process articulated in the University’s “Academic Regulations,” which can be found at <https://www.american.edu/policies/upload/Academic-Grade-Grievances-Policy.pdf>.

GRADUATE STUDIES COMMITTEE

The Graduate Studies Committee is composed of the director of graduate studies, full-time faculty members, and the academic advisor. The committee develops policy regarding the graduate programs, admissions, merit awards, etc., as authorized by the JLC faculty. The committee meets on an as-needed basis and always welcomes students’ suggestions and feedback.

Petitions for exceptions to departmental graduate policies should be discussed with the academic advisor and submitted in writing for review by the JLC Graduate Program Director.

The Department’s Graduate Studies’ Committee always welcomes students’ questions and feedback.

INDEPENDENT STUDY

An Independent Study is a supervised course designed by the student in collaboration with a faculty member. With the approval of their Graduate Program Director and Graduate Advisor, students making Satisfactory Academic Progress may register for an independent study. Through the independent study option, students are required to conduct preliminary research on potential study topics and seek project supervision from a faculty member. Students are responsible for finding a faculty supervisor. Some faculty members prefer to be consulted one semester prior to the semester you plan to register. Students will need to network with faculty to determine their availability and relevance to the research topic. A research question, preliminary outline and bibliography must be approved by the student’s faculty supervisor prior to registration. Students interested in developing an independent study course should contact the academic advisor regarding this process. Students will not be permitted to pursue more than 6 Independent Study credit hours in any graduate program to be applied toward elective credit only.

JOBS AND INTERNSHIPS

Students are encouraged to establish professional relationships with both professors and students.

Students are encouraged to establish professional relationships with both professors and students in their cohort during and after their time studying at AU. These relationships can constitute an initial career network and may serve as the foundation for future opportunities.



In addition, the Career Center (Butler Pavilion, 5th floor, x1804) has two advisors who are exclusively dedicated to serving the needs of students in the School of Public Affairs. The philosophy of the Career Center is to help students to view their future job search as an integrated career development process, on which is strongly supported from their earliest days on campus. Throughout the year, the Career Center offers a variety of workshops, information sessions, and employer panels as well as fall and spring job and internship fairs. Students are urged to visit one of the advisors early in their academic career to discuss goals and objectives; intern or co-op in career fields they wish to explore; and establish a solid networking base of professors, alumni, employers, and peers within their academic program. All of this activity ideally precedes the actual full-time job search. The Career Center website is available at: www.american.edu/careercenter/index.cfm.

Graduate students may enroll in credit-bearing, paid, or unpaid work assignments (internships) with a significant academic component under the guidance of a faculty member. The faculty advisor should be a faculty member from the area of concentration specified within the degree plan. The work for the internship may be no more than 15% administrative in nature, and instructors must weigh the academic component as at least half of the course grade. The internship must be identified as a course on the Program of Study. Internships may be taken for variable credit. With the approval of the Director of the Graduate Program and Graduate Advisor, students may enroll for 1 to 6 credits. Refer to the link <https://www.american.edu/provost/registrar/student-services/internship-and-independent-study-registration.cfm>, which illustrates the average hours worked weekly per internship credit that graduate students are expected to earn over 14 weeks of a traditional semester or the equivalent for summer or special term classes.

Students will not be permitted to earn more than 6 Internship Study credit hours in any graduate program to be applied toward elective credit only.

Students must complete a minimum of 210 hours to receive 3 academic credits and 420 hours to receive 6 academic credits.

For more information on the Justice, Law and Criminology Internship and its application, please visit: www.american.edu/spa/jlc/advising/internship-registration.cfm

CONSORTIUM STUDY OPPORTUNITIES

The Consortium of Universities of the Washington Metropolitan Area combines the resources of 13 academic institutions in the Washington, D.C., metropolitan area.

JLC graduate students may take courses not offered at AU but available at one of the Consortium schools. Registration is done through AU's registrar and tuition is the same as for any AU course. The academic advisor's approval is necessary prior to registration.

A partial list of Consortium schools includes:

- The Catholic University of America
- Corcoran College of Art + Design
- Gallaudet University
- George Mason University
- The George Washington University
- Georgetown University
- Howard University
- University of the District of Columbia
- University of Maryland

More information is available at www.american.edu/provost/registrar/registration/consortiumreg.cfm.

APPLYING TO GRADUATE

- Students should first consult their individual degree progress page on the Eagle Service Platform.
- Students may contact the academic advisor with questions regarding degree completion.
- Students apply for graduation through their individual Eagle Service "Graduation" tab.

ACADEMIC INTEGRITY

Academic integrity stands at the heart of intellectual life. The academic community is bound by a fundamental trust that professors and students alike undertake and present their work honestly. As a community of the mind, we respect the work of others, paying our intellectual debts as we craft our own work.

The "Academic Integrity Code" of American University defines honorable conduct, outlines attendant rights and responsibilities, and describes procedures for handling allegations of academic misconduct.

American University views academic integrity as integral to its mission, treating it as far more than a disciplinary matter. All members of the University must join in educating students about the value of integrity and the ways in which intellectuals acknowledge their debts. In each course, faculty should remind students of the standards of integrity, and faculty may ask students to include with their submissions a signed statement pledging adherence to the Code in completing the assignment. By enrolling at American University and then each semester when registering for classes, students acknowledge their commitment to the Code. As members of the academic community, students must become familiar with their rights and their responsibilities. In each course, they are responsible for knowing the requirements and restrictions regarding research and writing, examinations of whatever kind, collaborative work, the use of study aids, the appropriateness of assistance, and other issues. Students are responsible for learning the conventions of documentation and acknowledgment of sources. American University expects students to complete all examinations, tests,



papers, creative projects, and assignments of any kind according to the highest ethical standards, as set forth either explicitly or implicitly in this Code or by the direction of instructors.

To read the full academic integrity code, please go to the American University Web site at <https://www.american.edu/academics/integrity/code.cfm>.

FINANCIAL AID

All students must submit a Free Application for Federal Student Aid (FAFSA) to be eligible for federal loans and federal work-study opportunities. In addition, a student may receive merit-based awards through the School of Public Affairs. No additional application is needed for the SPA based awards.

MERIT AWARDS

Merit-based graduate awards are given to students by the School of Public Affairs using traditional merit indicators such as GPA, test scores, strength of recommendation letters, and experience.

Both full-time and part-time students are eligible to receive merit-based assistance, which includes fellowships, assistantships, and study grants.

Examples of merit awards:

- **Graduate assistantships** are merit-based awards that provide the recipient with a monetary stipend and tuition remission for 6 to 24 credit hours in degree-related courses. Students selected for a graduate assistantship are required to work with a faculty member.
- **Graduate study grants** are merit-based awards that provide the recipient with tuition remission for 6 to 24 credit hours in degree-related courses.
- **Hall of Nations Scholarships** are available to international students who do not have permanent resident status or U.S. citizenship. The Hall of Nations Scholarships are assistantships and graduate study grants.
- **Special Opportunity Awards** are assistantships and graduate study grants for U.S.-born minority students.
- **The Presidential Management Fellows Program** attracts outstanding master's or doctoral-level students to careers in the U.S. federal service. It is a rigorous two-year paid fellowship that includes 80 hours of training each year, challenging assignments, accelerated promotions, and opportunities to network across agencies. AU students have done very well in the program: in 2010-2011, AU had 22 finalists, ranking seventh among all universities in the U.S.
- **The Hart A. Massey Fellowship** is awarded each academic year to one or more incoming Canadian students pursuing graduate studies full-time at American University. The fellowship is applied to tuition charges.
- **The United Methodist Graduate Scholarship** is awarded each academic year to new full-time graduate students who have held membership in the United Methodist Church for at least two

years, have strong academic skills, and are either U.S. citizens or permanent residents. The scholarship is applied to tuition charges.

- **Donor-funded scholarships** are available for enrolled students. More information may be found on the JLC Web site.

For more information regarding Merit Awards, you may visit the Office of Merit Awards website: www.american.edu/careercenter/meritawards/index.cfm

LOANS AND FINANCING OPTIONS

Federal Direct Stafford loans are federally supported, low-interest student loans with flexible repayment options. Subsidized loans are offered to students who are eligible on the basis of calculated need, while unsubsidized loans are available even for those who do not qualify for need-based financial aid.

The Federal Direct Graduate PLUS loan is part of a federal program and is available to eligible graduate students enrolled in a master's or PhD program.

Further information about these loans is available from the Financial Aid Office (201 Asbury, x8000).

GRADUATE FEDERAL WORK STUDY

All students interested in federal work-study opportunities should so indicate on their FAFSA.

Once the FAFSA is released, the student may call the Financial Aid Office to check on individual eligibility. If eligible, the student may then apply for SPA and/or JLC work-study positions, which are advertised via email when they become open. If the student did not indicate interest in work-study on the FAFSA, they must go to the Financial Aid Office to explore eligibility and position opportunities.

EXTERNAL SOURCES OF FUNDING

Outside funding is available through a variety of resources, including state and private entities. A listing of some possible sources can be found at www.american.edu/spa/admissions/fin-aid_outside_sources.cfm (note that the spaces in the address are underscores).

RESOURCES

SPA RESOURCES

The Public Purpose is a peer-reviewed interdisciplinary journal presenting the work of graduate students from SPA. Published annually, it is a great way to get started on a career in academia or to showcase exceptional research papers in the fields of public policy and public affairs. The Web site is available at www.american.edu/spa/publicpurpose/index.cfm.

The School of Public Affairs Graduate Student Council is SPA's graduate student government organization. Each year its officers are elected to represent the graduate community and advocate on behalf of the student constituency. Beyond its four-member executive committee (one from each SPA department and a parliamentarian), the Council includes the editor of *The Public Purpose* and chairs of



four special committees. There is also a university-wide Graduate Leadership Council (101-D Leonard Hall, x3753) that represents all students enrolled in graduate programs at AU.

ACADEMIC AND TECHNOLOGY RESOURCES **ACADEMIC SUPPORT AND ACCESS CENTER (ASAC)** **(MGC 243, X3360)**

ASAC counselors are available to discuss learning concerns and to identify and arrange appropriate support services. Students with learning disabilities who plan to request testing accommodations should meet with an ASAC counselor to discuss the documentation needed.

The ASAC also offers workshops on a variety of reading and study skills topics, including sessions on studying for comprehensive examinations. The schedule of workshops is available at www.american.edu/ocl/asac/.

DISABILITY SUPPORT SERVICES (MGC 243, X3360)

The staff of Disability Support Services works to ensure that persons with temporary or permanent disabilities have an equal opportunity to participate in, and enjoy the benefits of, the university's programs,

COMPUTER LABS

The SPA Computer Lab offers students more than 30 computers with all major statistical software packages available for student use.

- It is located in the Sub-Terrace of the Ward Circle Building (phone is x3866).
- The computers are equipped with statistical software for research methods.
- More information is available at www.american.edu/provost/ctrl/spalab.cfm

The Social Science Research Lab (SSRL) includes a classroom with more than 20 stations and a general work area housing additional computers.

- All SSRL computers are equipped with statistical software packages like Stata, SPSS, and SAS.
- It is located in room 202 of Hurst Hall (phone is x3862); like the SPA Computer Lab, the SSRL is staffed by advanced graduate students with expertise in research methods and statistical software.
- More information is available online at www.american.edu/provost/ctrl/ssrl.cfm

AU offers an abundance of academic, technological, and quality of student life support services.

CENTER FOR DIVERSITY AND INCLUSION (CDI) (MGC 201 AND 202, X3651)

The mission of the CDI is to advance American University's commitment to respecting and valuing diversity by serving as a resource and liaison for students, staff, and faculty on issues of equity through education, outreach, and advocacy.

It is dedicated to enhancing LGBTQ, multicultural, first generation, and women's experiences on campus.

It promotes student retention, graduation, and academic achievement.

services, and activities.

This office also provides consultation and in-service training for faculty, staff, and students, with the overall goal of ensuring a campus environment that is welcoming to individuals with disabilities.

For more information, see www.american.edu/ocl/dss.

WRITING LAB

The Writing Lab has a staff of counselors that evaluates students' writing products, identify areas for improvement, and offer tips and strategies. Any student enrolled in a course at AU is eligible to use the Writing Lab. Priority is given to students with learning disabilities, international students, and non-native speakers of English.

Appointments for the Writing Lab can be scheduled in person during the ASC hours of operation: Monday–Thursday, 9 a.m. to 8 p.m., and Friday, 9 a.m. to 5 p.m. More information is available at www.american.edu/ocl/asc/Writing-Lab-About-Us.cfm

CDI collaborates with campus partners, in particular those that work with international students, students with disabilities, and students with active religious affiliations, to create a safe, supportive and empowering community for all students, regardless of identity.

More information about CDI can be found at www.american.edu/ocl/cdi/index.cfm.

HEALTH AND WELLNESS RESOURCES **COUNSELING CENTER (MGC 214, X3500)**

The Counseling Center helps students make the most of their university experiences and gain the tools and insights they need to thrive emotionally, socially, and intellectually.

The center offers individual counseling (primarily for crisis intervention, assessment, short-term support, and referrals to private mental health care); psychotherapy and discussion groups; workshops and presentations; consultation and outreach; and self-help and Web resources, including online mental health screenings.

Ongoing mental health treatment is generally considered a personal health-care responsibility, not a service provided by the university; however, there are excellent services available in the surrounding community.

Center staff will help students locate and connect with any off-campus services they need, and insurance usually assists with the cost of off-campus care.

The counseling staff is composed of psychologists, social workers, and graduate and postgraduate trainees.

Counseling is confidential, in accordance with ethical and legal standards.

There is no charge for services.

More information is available online at www.american.edu/ocl/counseling.



JACOBS FITNESS CENTER (SPORTS CENTER, X6267)

The Jacobs Fitness Center, located in the Sports Center, is a state-of-the-art facility, providing quality health, fitness, and recreational programs to meet the variety of needs and interests of a diverse campus population and to foster broad participation and encourage active lifestyles, provide a healthy release from academic rigors, and develop lifelong habits of activity.

It includes a wide range of both cardiovascular and strength training equipment.

Staff members are on duty whenever the fitness center is open to help with exercise or equipment questions.

For registered students, membership fees are included in tuition.

Memberships include use of the fitness center, the Reeves Aquatic Center Pools, the Bender Arena basketball and volleyball courts, outdoor track, and tennis courts.

Every semester the center offers a variety of group exercise and mind-body classes such as step aerobics, spinning, kickboxing, Pilates, and yoga, for an additional fee. Personal training services are also available for a fee.

The fitness center hosts an annual 5K and a biathlon, and it offers wellness programs and incentives for participation throughout the school year.

A valid AU ID card is required for entrance to the Jacobs Fitness Center.

For more information, see www.american.edu/recfit.

STUDENT HEALTH CENTER (MCCABE HALL, 1ST FLOOR, X3380)

The Student Health Center provides primary care medical services as well as health education and wellness programming to AU students.

The clinical staff consists of an interdisciplinary team of physicians, physician assistants, nurse practitioners, nurses, and medical assistants.

These primary care clinicians initiate treatment and coordinate all aspects of care, including referrals to specialists when required.

Students are encouraged to develop a relationship with an on-staff provider of their choice, called a primary care provider (PCP).

The SHC is part of an organized network of community hospitals and providers that serve AU students.

Services provided at the SHC are completely confidential; a student's medical record and any other health information can be released only with the student's written permission.

Students should bring their AU ID card, insurance card, and method of payment to every visit.

Services at the SHC are available by appointment, preferably made 24 hours in advance. To make an appointment or find further information, go to the Student Health Center Web site at www.american.edu/ocl/healthcenter/.

HEALTH INSURANCE (X3380)

Health insurance is available to all graduate students.

Master's students taking 9 or more credit hours a semester, or students holding F1 or J1 visas, are automatically enrolled and the charge will appear on their tuition statement.

Master's students taking fewer hours may voluntarily enroll. Students who drop from full-time to part-time status will lose their health insurance benefits unless they voluntarily enroll.

Coverage currently costs \$1,680 for a full calendar year.

Further information is available at www.myaustudentinsurance.com

STUDENT LIFE: HOUSING AND DINING HOUSING

AU is located in northwest Washington, D.C., and has easy access to public transportation using the nearby Tenleytown Metro station, the AU shuttle bus, or one of the numerous Metro buses with routes near the AU campus.

Due to a high demand for undergraduate campus housing, the University is not able to provide on-campus housing accommodations for graduate students. The Office of Campus Life offers resources for students needing to find off-campus housing, including an off-campus housing posting Web site, workshops about working with landlords and financial planning, and individual consultations for personalized guidance regarding options, leases, and neighborhood analyses. Useful Web sites include:

- www.american.edu/ocl/housing/Off_Campus_Housing.cfm
- www.american.edu/ocl/housing/Off-Campus-Housing-Postings.cfm
- www.american.edu/communityrelations/AU-Neighbor-Resources.cfm

DINING

Students have many options for dining both on- and off-campus. There are two popular methods of paying for meals and services in addition to cash and credit/debit cards: EagleBucks and Dining Dollars.

- **EagleBucks** is a prepaid, stored value account associated with a student's AU ID card. Funds may be added to the account at machines across campus, in person at the Housing and Dining Programs office, and on EagleBucks.com. Money added to the account never expires. EagleBucks can be used on campus at food locations, the Campus Store, and the UPS store, as well as other off-campus businesses. A full list of sites can be found at EagleBucks.com.
- **Dining Dollars** is similar to EagleBucks but can only be used at on-campus food locations. The account provides a 10–15% discount on purchases at most locations. Funds can be added at EagleBucks.com.

DEPARTMENT OF PUBLIC SAFETY (PUBLIC SAFETY BUILDING, X2527)

The Department of Public Safety handles issues related to security, parking, and traffic around campus, such as parking permits, the daily lot meters, and parking tickets.



They provide escorts 24 hours a day, 7 days a week, for community members to and from university-owned property.

Students stranded in D.C. who need a ride back to campus should use the “Safe Ride to Campus” program which allows them to call a cab and ride in it back to Public Safety. If Public Safety is notified while a student is on the way, a staff member will meet the cab, pay the fare, and place the charge on the student’s account.

Students are encouraged to sign up online for AU’s Broadcast Alerts, an email and text message-based system for quick communication with students, faculty, and staff. When an incident occurs on campus, such as a fire or school closing, users will be notified without having to place a telephone call or check a Web site.

For further information see www.american.edu/finance/publicsafety/.

Public Safety offers valuable on- and off-campus services.

INTERNATIONAL STUDENT RESOURCES

INTERNATIONAL STUDENT AND SCHOLAR SERVICES (ISSS) (BUTLER PAVILION 410, X3350)

The mission of International Student and Scholar Services is to advance American University’s commitment to building a global community by orienting, advising, and advocating for international students and ensuring compliance with federal regulations governing international educational exchange.

Programs and services include:

- immigration advising and workshops
- personal, academic, and financial counseling
- international student orientation
- cross-cultural training
- ethnic and nationality club advising
- consumer resources

Further information is available at <http://www.american.edu/ocl/iss/index.cfm>.

ACADEMIC SUPPORT AND ACCESS CENTER (ASAC) (MGC 243, X3360)

The ASAC has counselors who work specifically with international students to help them ease the transition to and gain the necessary skills for success at AU.

Topics include time management, textbook reading, writing, note taking, classroom participation and presentations, and preparation for academic advisor meetings, as well as adapting to higher education in the U.S., both in and out of the classroom.

ASAC counselors can make referrals for English language study with peer or professional tutors; students are responsible for all tutorial fees.

Efforts are made to match students with peer tutors who have expertise in the same discipline.

INTERNATIONAL STUDENT REGISTRATION

In addition to the registration procedures for continuing or new degree students, the following steps must be taken by international students (i.e., students who are not U.S. citizens or permanent residents):

- Students enrolling at AU for the first time or for a new program are required to take their passport, I-94, I-20, or IAP-66 (if applicable) to ISSS.
- International students with F1 or J1 visas are required to register full-time for each semester; they must obtain written permission from ISSS to obtain a waiver from this requirement. Failure to do so may result in loss of status.
- Students who fail to register full-time or obtain a waiver, or fail to provide ISS with copies of all required immigration documents as of the first day of class for a semester, will be unable to register.
- Students in B-1/B-2 status are not eligible to register.



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ACADEMIC CALENDAR, 2018-2019

This is an abridged version of the academic calendar for this year.

See the entire 2018-2019 calendar and later ones at

<https://www.american.edu/provost/registrar/academiccalendar/Academic-Calendar-2018-2019.cfm>.

FALL SEMESTER 2018

August 27	M	Fall classes begin
September 3	M	Labor Day; no classes; university offices closed
September 10	M	Last day to add a fall course
October 12	F	Fall break; no classes; university offices closed
October 22	M	Spring 2019 priority registration for graduate students begins
October 31	W	Last day to apply for fall graduation
November 9	F	Theses and dissertations due in deans' offices for fall degree candidates
November 20	T	Tuesday classes cancelled; Friday classes meet
November 21-25	W-Su	Thanksgiving holiday; no classes; university offices closed Thursday and Friday
December 7	F	Fall cases end; theses and dissertations due in Registrar's Office for fall degree candidates
December 8-9	S-Su	Fall study days; no classes
December 10-15	M-S	Fall final examinations
December 24-January 1	M-T	Winter break; University offices closed

SPRING SEMESTER 2019

January 14	M	Spring classes begin
January 21	M	Dr. Martin Luther King, Jr. Day; university offices closed
January 28	M	Last day to add a spring course
February 1	F	Last day to apply for spring graduation
March 10-17	Su-Su	Spring break; university offices open Monday through Friday
March 25	M	Spring registration begins
March 27	W	Fall 2019 priority registration for graduate students begin
March 29	F	Theses and dissertations due in deans' offices for fall degree candidates
April 29	M	Spring classes end; theses and dissertations due in Registrar's Office for spring degree candidates
April 30	T	Spring study day; no classes
May 1-7	W-T	Spring final examinations
May 10-12	F-Su	Commencement weekend activities

Master's in Justice, Law and Criminology: Sequencing of Classes

1st Fall Semester

1st Spring Semester

2nd Fall Semester

2nd Spring Semester

-- JLC 680
-- 1st Concentration Course
-- One Elective



-- JCL 681
-- 2nd Concentration Course
-- 1st Foundation Course



-- 3rd & 4th Concentration Courses
-- 2nd Foundation Course



-- Two Electives
-- Comprehensive Examination

OR

OR

OR

OR

-- JLC 680
-- 1st Concentration Course
-- 1st Foundation Course



-- JLC 681
-- 2nd Concentration Course
-- 2nd Foundation Course



-- 3rd Concentration Course
-- One Elective
-- Comprehensive Examination



-- 4th Concentration Course
-- Two Electives

Master's in Terrorism and Homeland Security Policy: Sequencing of Classes

1st Fall Semester

1st Spring Semester

2nd Fall Semester

2nd Spring Semester

-- JLC 680
-- 1st Concentration Course
-- One Elective



-- JCL 681
-- 2nd Concentration Course
-- 1st Foundation Course



-- 3rd & 4th Concentration Courses
-- 2nd Foundation Course



-- Two Electives
-- Comprehensive Examination

OR

-- JLC 680
-- 1st Concentration Course
-- 1st Foundation Course



OR

-- JLC 681
-- 2nd Concentration Course
-- 2nd Foundation Course



OR

-- 3rd Concentration Course
-- One Elective
-- Comprehensive Examination



OR

-- 4th Concentration Course
-- Two Electives



NOTES

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