



UNIVERSITY OF CENTRAL FLORIDA

# Public Administration/Criminal Justice Graduate Program Handbook

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# Program Handbook Template

Together, the [Graduate Student Handbook](#) and your graduate program handbook should serve as your main guide throughout your graduate career. The Graduate Student Handbook includes university information, policies, requirements and guidance for all graduate students. Your program handbook describes the details about graduate study and requirements in your specific program. While both of these handbooks are wonderful resources, know that you are always welcome to talk with faculty and staff in your program and in the Graduate College.

The central activities and missions of a university rest upon the fundamental assumption that all members of the university community conduct themselves in accordance with a strict adherence to academic and scholarly integrity. As a graduate student and member of the university community, you are expected to display the highest standards of academic and personal integrity.

Here are some resources to help you better understand your responsibilities:

- [Academic Honesty](#)
- [Academic Integrity Training](#) - Open to all graduate students at no cost
- [Plagiarism](#)

## Introduction

The Public Administration MPA- Criminal Justice MS Dual Degree program provides the opportunity for students to earn graduate degrees from two academic programs, the Master of Science in Criminal Justice and the Master of Public Administration, concurrently. The program emphasizes criminal justice and public administration research, theory, policy and organizational administration to prepare future public service organizational leaders in public, nonprofit, social service, and private organizations. After completion of the MPA/MS dual degree program, students will receive two diplomas, one for the Criminal Justice MS and one for the Public Administration MPA.

The dual degree track consists of 51 credit hours. Each student completes a core of 11 courses (33 credit hours), two research methods and statistics courses (6 credit hours), two electives (6 credit hours), and a capstone experience of two courses (6 credit hours). Students must earn at least a B grade in all CCJ/CJE core requirements and at least a B- grade in PAD core requirements.

## Curriculum

Please visit the [Graduate Catalog](#) to see the current curriculum for our program.

## Timeline for Completion

Graduate students have seven years from the original date of admission to complete a graduate program. No course older than seven years at the time of graduation may be used in the Plan of Study to fulfill degree requirements. This includes transfer work and applies to students who have been re-admitted or received a Special Leave of Absence.

Student may choose to complete all courses in one discipline first or mix Public Administration and Criminal Justice courses each semester.

## Minimum Hours Required for MPA/MS —51 Credit Hours

Students must complete 51 hours of course work with at least a 3.0 overall grade point average and in their course work of study. Internal program policies prohibit the substitution of additional course work into the plan of study due to poor academic performance. Further, university guidelines stipulate that 50 percent (or 18 hours) of their 36-hour plan of study must consist of classes taken at the 6000 level or higher. Students are encouraged to meet with a program adviser (or their graduate director) before enrolling in courses. With the approval of the graduate director, senior scholars, post-baccalaureate students, or students enrolled in a CJ graduate certificate may request to apply up to 12 credit hours of criminal justice graduate course work (taken at UCF) toward the Master of Science degree. However, transfer work at the graduate level from other universities is limited to 9 credit hours pending program review and approval.

Students must earn at least a B grade in all CCJ/CJE core requirements and at least a B- grade in PAD core requirements.

## **Plan of Study (POS) and Course Load**

At the graduate level, nine credit hours is considered full time in the spring and fall, and six is considered full time during the summer terms. Graduate courses are more rigorous and demanding than undergraduate courses. Students will be doing more reading, researching, and writing, and the quality of work is held to a higher standards. Students should not overload themselves. The School of Public Administration and Department of Criminal Justice recommends that students start slower, if possible, and then add more courses in a subsequent semester if schedules and study habits allow it.

A Plan of Study must be submitted upon admittance to the program. This form allows students to develop a tentative plan for the program and become familiar with the curriculum. It will be reviewed with the program advisor. Failure to submit this form will result in limited course enrollment and an account hold.

## **Examination Requirements**

A final survey is required of all students completing the Criminal Justice Master's program. The survey requirement will be completed online in students' last semester.

## **Research**

UCF has three fundamental responsibilities with regard to graduate student research. They are to (1) support an academic environment that stimulates the spirit of inquiry, (2) develop the intellectual property stemming from research, and (3) disseminate the intellectual property to the general public. Students are responsible for being informed of rules, regulations and policies pertaining to research. Below are some general policies and resources.

Research Policies and Ethics Information: UCF's Office of Research & Commercialization ensures the UCF community complies with local, state and federal regulations that relate to research. For polices including required Institutional Review Board (IRB) approval when conducting research involving human subjects (e.g. surveys), animal research, conflict of interest and general responsible conduct of research, please see their website: [research.ucf.edu/](http://research.ucf.edu/) > Compliance.

UCF's Patent and Invention Policy: In most cases, UCF owns the intellectual property developed using university resources. The graduate student as inventor will according to this policy share in the proceeds of the invention. Please see the current UCF Graduate Catalog for details: [catalog.ucf.edu/index.php](http://catalog.ucf.edu/index.php) > Policies > General Graduate Policies.

## **Financial Support**

The Department of Criminal Justice makes every effort to support funding for graduate research assistants and graduate assistants. The department evaluates students for Fall Graduate Assistantships in early spring of every year. Those students that have applied for the spring, summer and fall of the upcoming academic year by January 15th will be considered for department Graduate Assistantship positions.

Applicants must submit the following documents to be considered: Official transcripts reflecting minimum 3.0 GPA, GRE scores (even though not required for general admission), statement of goals, resume, and letters of recommendation. These applications are evaluated by the Graduate Committee as part of this very competitive process, and offers are made in the spring.

## **Graduate Student Associations**

### **LAE Criminal Justice Pre-Professional Fraternity**

Lambda Alpha Epsilon invites all Criminal Justice undergraduate and graduate students interested in criminal justice to become members. Participate in ride-alongs, jail tours, UCF Career Fairs, criminal justice crime-scene competitions and volunteer events (such as SWAT roundup). Everyone is welcome to become a member. Learn more about exciting career opportunities in criminal justice by joining our national pre-professional criminal justice fraternity.

### **APS Criminal Justice Honor Society**

Students interested in the Alpha Phi Sigma Honor Society can visit the website [www.alphaphisigma.org](http://www.alphaphisigma.org) or contact [cjhonors@gmail.com](mailto:cjhonors@gmail.com) for more information. Benefits include access to job opportunities, association with other like-minded serious criminal justice students, involvement in a nationally recognized professional organization, and exposure to a wide range of criminal justice related activities outside of the academic environment. Graduate students are required to maintain a minimum of 3.4 GPA in both Criminal Justice courses and overall courses, on a 4.0 scale. Students must have completed a minimum of four courses within the criminal justice curriculum.

### **Graduate Student Association (GSA)**

The Graduate Student Association (GSA) is UCF's graduate organization committed to enrich graduate students' personal, educational and professional experience. To learn more or get involved, please visit [facebook.com/groups/UCFgsa/](https://facebook.com/groups/UCFgsa/).

### **Pi Alpha Alpha (PAA)**

Pi Alpha Alpha is the National Honor Society for Public Administration. The purpose of this society is to recognize academic excellence and promote ethical and responsible public service. PAA membership identifies those with the highest performance levels in educational programs preparing them for the public service careers. Membership is open to undergraduate and graduate students who have been nominated on the basis of their academic achievement.

### **ASPAA and NFBPA**

MPA students are eligible for discounted membership in the American Society for Public Administration (ASPAA). ASPAA is the professional association for public administration. ASPAA affords its members opportunities to participate in its annual and regional conferences, local chapters and national sections. The Central Florida Chapter of ASPAA meets regular featuring speakers from local and state government. The National Forum for

Black Public Administrators (NFBPA) also encourages MPA students to participate in its activities on behalf of minority professionals in the public sector, and sponsors a mentorship program

## **ICMA**

The International City and County Management Association (ICMA) is an association of professional city and county managers who manage the affairs of the public sector. ICMA offers a student membership that permits the student to attend the annual conference at a reduced registration fee.

## **OPA**

The Organization for Public Administration (OPA) was founded in 2001 at the University of Central Florida for the purpose of enhancing the Public Administration student's learning experience by acquainting them with job opportunities, career options, networking, and knowledge of the field via special guests. In addition, OPA members provide services to the community, both locally and on campus, by organizing career fairs for the Public Administration students and participating in the county government's Adopt-A-Precinct project. OPA members also benefit from yearly trips across the country and site visits! It is the mission of OPA to provide developmental and educational opportunities for its members and to promote student interest and involvement in Public Administration. Membership is open to any UCF graduate or undergraduate student.

## **AFP**

The Association of Fundraising Professionals (AFP) represents more than 27,000 members in 180 chapters in the United States, Canada, Mexico, and China working to advance philanthropy through advocacy, research, education, and certification programs. UCF is seeking to become the third collegiate AFP chapter in the nation. Student members have an excellent opportunity to learn the processes involved in fundraising as well as establish a fundraising professionals' network.

For more details visit <https://ccie.ucf.edu/public-administration/learning/student-organizations/>

## **Job Search**

UCF's Career Services department offers a wide range of programs and services designed to assist graduate students. These services include evaluation and exploration of career goals, preparation for the job search and job search resources. To learn more, visit their website at [career.ucf.edu/](http://career.ucf.edu/)

Employment searches can also be found at: <https://ccie.ucf.edu/criminaljustice/career/>

## **Forms**

Provide links to all college or program forms (must be available online) that students must have availability to access.

- [College of Graduate Studies Forms and References](#)  
A complete listing of general forms and references for graduate students, with direct links, may be found here.

## **Useful Links**

Provide links useful for your students. Include links to all relevant resources discussed in above sections and professional and academic development resources including organization websites, partner websites, campus, local community and industry resources.

- [Program Website](#)
- [College Website](#)
- [College of Graduate Studies](#)
- [Academic Calendar](#)
- [Bookstore](#)
- [Campus Map](#)
- [Counseling Center](#)
- [Financial Assistance](#)
- [Golden Rule Student Handbook](#)
- [Graduate Catalog](#)
- [Graduate Student Association](#)
- [Graduate Student Center](#)
- [Housing and Residence Life](#)
- [Housing, off campus](#)
- [Knights Email](#)
- [Library](#)
- [NID Help](#)
- [Pathways to Success](#)
- [Recreation and Wellness Center](#)
- [Shuttles Parking Services](#)
- [Student Health Services](#)
- [Thesis and Dissertation \(ETD\)](#)
- [UCF Global](#)
- [University Writing Center](#)

## Contact Info

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