

2023-2024

# Criminal and Restorative Justice Handbook

HPSS Department

**MALONE UNIVERSITY**

LAST UPDATED 8/2023

FOR MORE INFORMATION

[https://www.malone.edu/academics/undergraduate/  
majors-minors/criminal-restorative-justice/](https://www.malone.edu/academics/undergraduate/majors-minors/criminal-restorative-justice/)



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**DEPARTMENT OF HISTORY/PHILOSOPHY/SOCIAL SCIENCES (HPSS)**

**Criminal and Restorative Justice  
Departmental Major Handbook**

**TABLE OF CONTENTS**

Academic Information	
Academic Advising .....	10
Academic Calendar.....	16
Academic Integrity.....	21-26
Academic Petition Procedure .....	11
Academic Standing, Probation, Suspension, Dismissal.....	13-14
Advanced Placement.....	10
Alumni Services.....	16
Course Descriptions.....	6-8
Departmental Grading Systems and Means of Evaluation .....	9
Departmental Style Guide.....	9
Faculty Information.....	17
GPA Requirement.....	2
Graduation Honors.....	15
Graduation Timetable .....	15
CRJ Major Graduation Requirements .....	3
CRJ Major at Malone University.....	3
CRJ Major Mission Statement.....	2
CRJ Requirements and Suggested Timeline Overview of the Major .....	4-5
Malone University Foundational Principles.....	2
Malone University Identity and Mission Statement.....	2
Program Goals and Learning Outcomes .....	2
Preparing for Graduate School .....	16
Residency Requirements.....	15
Second Degrees.....	15
Student Internship Opportunities.....	11
Student Organization.....	12
Withdrawals .....	14
Appendix I Academic Grievance Procedure.....	19-26
Appendix II Off-Campus Study and Internship Programs .....	27

## **MALONE UNIVERSITY IDENTITY AND MISSION STATEMENT**

Malone University is a Christian university for the arts, sciences, and professions in the liberal arts tradition, affiliated with the Evangelical Friends Church.

The mission of Malone University is to provide students with an education based on biblical faith in order to develop men and women in intellectual maturity, wisdom, and Christian faith who are committed to serving the church, community, and world.

<https://www.malone.edu/about/mission-foundational-principles-doctrinal-statement/>

## **MALONE UNIVERSITY FOUNDATIONAL PRINCIPLES**

A Christian university for the arts, sciences, and professions, Malone grounds its educational mission in the biblical call to seek Christ's Kingdom First in all things. As we work out our calling, we put into action foundational principles that reflect our Christian faith, our Evangelical Friends heritage, and our desire to seek truth. These foundational principles help guide our work over time in the face of changing external exigencies and are the means by which we articulate what is and has been intrinsically important to the institution.

## **CRIMINAL AND RESTORATIVE JUSTICE MAJOR MISSION STATEMENT**

The criminal and restorative justice program helps students think critically about the American criminal justice system and how the Christian witness can be displayed in society.

## **GPA REQUIREMENT**

Students pursuing the Criminal and Restorative Justice major must maintain a minimum 2.5 GPA in the major.

## **PROGRAM GOALS, AND LEARNING OUTCOMES**

1. **Goal:** Provide students with a sound understanding of how the criminal justice system functions
  - **Outcome:** Students will demonstrate an understanding of the different components of the American criminal justice system and how each of these components, and the system as a whole, functions.
2. **Goal:** Examine the sociology of crime and criminal behavior.
  - **Outcome:** Students will demonstrate an understanding of the sociological causes of crime and be able to utilize both quantitative and qualitative research methods in studying criminal behavior.
3. **Goal:** Students will explore differing conceptions of justice with a special focus on a restorative conception of justice.
  - **Outcome:** Students will demonstrate an understanding of the restorative understanding of justice and how such an understanding would shape the criminal justice system.
4. **Goal:** Students will examine the intersection of Christianity, ethics, and the criminal justice system.
  - **Outcome:** Students will demonstrate an understanding of how the Christian faith shapes an understanding of the criminal justice system and of the ethical debates concerning criminal justice.

## **CRIMINAL AND RESTORATIVE JUSTICE MAJOR AT MALONE UNIVERSITY**

The Criminal and Restorative Justice faculty at Malone University are eager to help students think critically about the American criminal justice system and how the Christian witness can be displayed in society. Studying Criminal and Restorative Justice in a liberal arts setting prepares students with skills in critical thinking, cross-disciplinary exposure, thoughtful analysis, careful reading, and persuasive writing. These skills are invaluable in preparing students for work in the American legal system at the local, state, federal, or international level.

Restorative justice seeks to move beyond the simple idea of punishing criminal behavior. When a wrong has been committed, restorative justice emphasizes the wider issues of supporting those who have been harmed and restoring the offender within society after restitution has been made.

Students pursuing a major in Criminal and Restorative Justice must complete a total of 39-40 hours which includes a 30-hour and 9-10 selected from specific courses. hours beyond the core consisting of

<b>30 hour core of the major includes:</b>	<b>9-10 hours beyond the core requirement:</b>
CRJ 201 - Introduction to Criminal and Restorative Justice CRJ 301 - Introduction to Corrections CRJ 320 - Criminal Procedure and Human Dignity CRJ 430 - Criminal and Restorative Justice Seminar CRJ 480 - Internship SOC 201 - Introduction to Sociology SOC 202 - Problems in Society SOC 256 - Sociological Research Methods SOC 310 - Prejudice, Discrimination, and Inequality SOC 362 - The Sociology of Crime and Deviance	COMM 347 - Conflict and Communication CRJ/PSYC 443 - Adolescence and Juvenile Justice HIST/SOC 373 - Urban and Local Studies POL 305 - American Constitutional Law POL 342 - Terrorism, Insurgency, and Cyber-War PSYC 351 - Social Psychology SWK 242 - Human Behavior and Social Environment SWK 470 - Social Work Specialization Seminar

## **CRIMINAL AND RESTORATIVE JUSTICE MINOR**

A minor normally consists of a minimum of 15 semester hours, 6 of which must be taken at the 300/400 level. Each academic school or department must approve the student and curriculum to be used in the completion of each minor for the Office of the Registrar to verify at the point of graduation.

**CRIMINAL AND RESTORATIVE JUSTICE REQUIREMENTS AND TIMELINE OVERVIEW OF THE MAJOR**

**CRIMINAL AND RESTORATIVE JUSTICE CORE AND ELECTIVE REMINDER**

<b>Social Studies Core</b>			
<b>Course Number</b>	<b>Course Title</b>	<b>When OFFERED:</b>	<b>When to TAKE:</b>
CRJ 201	Intro to Criminal and Restorative Justice	<i>Offered every Fall</i>	
CRJ 301	Intro to Corrections	<i>Offered every odd-year fall</i>	
CRJ 320	Criminal Procedure and Human Dignity	<i>Offered every odd-year spring</i>	
CRJ 430	Criminal and Restorative Justice Seminar	<i>Offered every Spring</i>	<i>Spring of Junior or Senior year</i>
CRJ 480	Internship	<i>Offered every Semester</i>	<i>Junior or Senior Standing</i>
SOC 201	Introduction to Sociology	<i>Offered every Semester</i>	
SOC 202	Problems in Society	<i>Offered every Spring</i>	
SOC 256	Sociological Research Methods	<i>Offered every odd-year Spring</i>	
SOC 310	Prejudice, Discrimination, and Inequality	<i>Offered each Fall</i>	
SOC 262	The Sociology of Crime and Deviance	<i>Offered every even-year Fall</i>	
Additional CRJ Elective			
Additional CRJ Elective			
Additional CRJ Elective			

**GENERAL EDUCATION REQUIREMENTS AND COURSE SUGGESTIONS FOR CRJ MAJORS:**

**General Education Requirements and Course Suggestions for Criminal and Restorative Justice Majors:**

<b>Component</b>	<b>Course</b>	<b>Semester</b>
<b>Foundations of Faith and Learning</b>		
GEN 100	The College Experience	
BIBL 100	Introduction to the Bible	
THEO 211	Introduction to Theology	
Philosophy Menu	Choose from component menu	
<b>Foundational Skills</b>		
ENG 145	English Composition	
COMM 110	Communication Skills	
MATH/PSYC 140	Introduction to Statistics	
Math Proficiency	<i>Math Proficiency OR MATH 130</i>	
<b>Engaging God's World</b>		
<b>Engaging in the Created Order</b>		
Science Class	Choose from component menu	
<b>Engaging in the Human Experience</b>		
Understanding Persons in Society	<b>Select:</b> PHIL 211 or 232 <i>**Required for Criminal &amp; Restorative Justice major</i>	<i>Fall or Spring of freshman year</i>
ENG 200	Literature and Society	
Fine Arts Menu	Choose from component menu	
<b>Engaging in Cultures and Institutions</b>		
HIST 112	World History II: Modern World	
American Cultures & Institutions	Choose from component menu	
Global Encounters	Choose from component menu	
<b>Capstone</b>		
GEN 460	Select from Faith in the World menu	<i>Senior Year</i>

## **CRIMINAL AND RESTORATIVE JUSTICE CORE COURSE DESCRIPTIONS:**

### **CRJ 201 – Introduction to Criminal and Restorative Justice (3)**

This course provides an introduction to the American criminal justice system and the concepts of restorative justice. The primary goal of this course is to develop a general understanding of criminal justice and restorative justice responses to crime in society. It will introduce students to the components of the criminal justice system: police, courts, and corrections. Criminal justice goals and procedures and their relationship to the social and behavioral sciences will also be emphasized. Offered each Fall.

### **CRJ 301 - Introduction to Corrections (3)**

This course examines sociological and ethical approaches in the search for solutions when dealing with issues of criminality. Consideration is given to the most commonly stated arguments for the enforcing of criminal law with regard to a society's system of corrections - retribution, deterrence, rehabilitation, and societal protection. Central to the course is an assessment of contemporary policy and implementation of correctional efforts to reduce crime and the search for alternatives. Offered Fall 2023 and alternate Fall semesters.

### **CRJ 320 - Criminal Procedure and Human Dignity (3)**

This course develops the basic principles of American criminal procedure, including criminal investigation, pretrial handling of criminal suspects, and the conduct of the various participants of criminal trials. Instead of simply outlining standardized procedure, the course emphasizes the human dignity of all participants in the criminal justice system and addresses current issues and reforms of American criminal procedure. Offered Spring 2025 and alternate Spring semesters.

### **CRJ 430 - Criminal and Restorative Justice Seminar (3)**

An opportunity to review the major themes and applications of the core content areas of the major and to further pursue the concepts of restoration and reconciliation in the field of criminal studies. Required of all criminal and restorative justice majors. Prerequisite(s): Junior or Senior standing or permission of the instructor. Offered each Spring.

### **CRJ 480 – Internship (3)**

Students undertake an off-campus internship in an applied work environment pertinent to the CRJ program's field of study. Arrangements are made through the course instructor. Prerequisite(s): Junior or Senior standing or permission of the instructor. Offered each semester.

### **SOC 201 - Introduction to Sociology (3)**

Sociology is the systematic study of society and group interaction; this course provides an introduction to the major theories, tools of inquiry, and areas of study within the discipline. Key figures within the sociological tradition are identified and their contribution to understanding the social world and human interaction assessed. Offered each semester.

**SOC 202 - Problems in Society (3)**

The nature and treatment of social problems such as race, population, crime, mental illness. Offered each Spring.

**SOC 256 - Sociological Research Methods (3)**

Examines the methods sociologists use to study the social world. It compares the rationale behind the adopting of quantitative and qualitative research techniques. Special attention will be given to research design, sampling, data collection, and the ethnographic approach. The question of ethics within the research process will also be considered. Offered Spring 2025 and alternate Spring semesters.

**SOC 262 - The Sociology of Crime and Deviance (3)**

This course examines the major themes and perspectives within the sociology of crime and deviance. Classical and contemporary literature and research will be examined with a view to understanding the personal and social structural dimensions of criminal and deviant behavior within society including the implications for social policy and control. Emphasis will be placed on individualistic versus sociological explanations of criminal behavior, crime data and research, and patterns of criminality and victimization. Prerequisite(s): SOC 201. Offered Fall 2024 and alternate Fall semesters.

**SOC 310 - Prejudice, Discrimination, and Inequality (3)**

A study in the strains experienced by various minorities in the United States, particularly the black population, within both historical and contemporary contexts. Emphasis is upon understanding the limitations in practice of the American democratic ideal. A further purpose is to promote an awareness of recent changes in the status and attitudes of minorities in light of that ideal. Prerequisite(s): SOC 201 or SWK 222. Offered each Fall.

**BEYOND THE CORE – SELECT 9-10 HOURS****COMM 347 - Conflict and Communication (3)**

This course examines communication patterns and uses as they affect conflict in interpersonal relationships. Students will develop an understanding of various approaches to the study and assessment of communication and conflict. Students will learn and apply skills for conflict management such as collaboration, process and practice of mediation, and reconciling interests. Prerequisite(s): COMM 110. Offered Fall 2023 and alternate Fall semesters.

**CRJ 443 - Adolescence and Juvenile Justice (3)**

An in-depth study of the variables underlying the development of adolescents and emerging adults. Special emphasis is placed on status and juvenile offenses (e.g., substance use/abuse, covert/overt antisocial behavior), and young law transgressors' accountability and rehabilitation. Focus is on the interaction of the physical, cognitive, emotional, and social processes as they impact the individual's transition into adulthood. Prerequisite(s): Understanding Persons in Society course (from General Education Program; i.e., ECON 202 or PSYC 121 or SOC 201). Cross-listed with PSYC 443. Offered each Spring.

**HIST 373 - Urban and Local Studies (3)**

This course examines the interdisciplinary field of urban studies, analyzes the growth and changing landscapes of American cities and urban spaces, and focuses in particular on political and social issues, with historical themes. The course explores the local urban experience in Canton, and Stark County, Ohio, and considers the interrelationship between the university and the city that serves as its home. Cross-listed with SOC 373. Offered Spring 2024 and alternate Spring semesters.

**POL 305 - American Constitutional Law (3)**

An advanced study of prominent themes and cases dealing with Constitutional issues. In addition to studying the role of the Supreme Court, the class will also cover theories of interpretation, substantive due process, the formation of rights and their relationship to public order, and the division of powers. Offered Fall 2024 and alternate Fall semesters.

**POL 342 - Terrorism, Insurgency, and Cyber-War (3)**

In a globalizing world, violence is taking on new forms. This is a study of political violence by global terrorist groups and sub-state insurgents, with attention to the morality of counter-terrorism and counter-insurgency policies and practices. The course also explores cyber-war activity and the ethics of responding to it. Offered Fall 2024 and alternate Fall semesters.

**PSYC 351 - Social Psychology (3)**

An introduction to the field of social psychology, the interaction of the individual in relation to society; attitude development and change, group dynamics, leadership, interpersonal attraction and exchange, aggression, altruism, etc. Prerequisite(s): PSYC 121. Offered Spring 2024 and alternate Spring semesters.

**SWK 242 - Human Behavior and Social Environment (4)**

This course examines different social science theories about human growth and development. The intent is to look at these theories in relation to the generalist social work perspective and in relation to diverse ethnic, racial, gender, religious, and age-related groups. It provides an understanding of the interactions between and among human biological, social, psychological, and cultural systems as they affect and are in turn, affected by human behaviors. Prerequisite(s): Prerequisites or co-requisites: PSYC 220; BIOL 173. Offered each Spring.

**SWK 470 - Social Work Specialization Seminar (3)**

Provides students with an opportunity to study special topics within the domain of social work, dependent upon faculty availability. Students must take one (1) specialization seminar to complete the program. Prerequisite(s): Junior or senior standing in Social Work. Offered each semester.

## **DEPARTMENT STYLE GUIDE: Chicago Manual of Style or American Psychological Associations (APA) Style**

Formatting styles for academic writing vary by discipline. Citations and references must adhere to the format requested by the course instructor. History professors require the use of the Chicago style of documentation and formatting. In sociology and some political science classes, students may be asked to use the APA style of documentation. Please check with your professor to ensure that you are adhering to the proper style of documentation for any of your classes.

For information on the Chicago Manual of Style, see:

<http://www.chicagomanualofstyle.org/home.html>

- Or the bookshelf in CC 106 (for earlier editions)

For more information about the American Psychological Association Style (APA), see:

<http://www.apastyle.org/>

Reference books for other styles may be accessed via the Malone University Library and online.

You can contact a Malone University reference librarian at [libraryservices@malone.edu](mailto:libraryservices@malone.edu) or by calling (330) 471-8317.

## **DEPARTMENTAL GRADING SYSTEMS AND MEANS OF EVALUATION**

<b>Grading Scale</b>	<b>Letter Grade</b>	<b>Means of Evaluation</b>
94 – 100	A	Students will be evaluated upon the following criteria: <ul style="list-style-type: none"><li>• Papers</li><li>• Quizzes and/or threaded discussions, or questions on reading</li><li>• Group or individual projects and presentations</li><li>• Attendance</li><li>• Exams</li></ul>
90 – 93	A –	
87 – 89	B+	
84 – 86	B	
80 – 83	B-	
77 – 79	C+	
74 – 76	C	
70 – 73	C-	
67 – 69	D+	
64 – 66	D	
60 – 63	D-	
0 – 59	F	

## **ADVANCED PLACEMENT**

As described in the University Catalog, University credit may be earned through a variety of ways including such methods as examination, proficiency examinations, professional training, and experiential learning.

Both advanced credit and experiential learning credit are available to assist qualified students to meet general education requirements. Please refer to the University Catalog for details on these programs.

## **ACADEMIC ADVISING**

Each student at Malone is assigned a faculty member in their major as a personal academic adviser and is able to receive one-on-one advice from that faculty member.

Along the way, and in support of our faculty advisers, the Academic Advising office (located in the Center for Student Success) offers a variety of helpful services.

Work begins with new students as they transition from high school or another college/ university to Malone.

Upon receipt of the course registration report, schedules are created for the first semester of enrollment for all Malone traditional undergraduate students. Specifically, the office provides the following:

- Begin the student's first semester with the appropriate introductory courses for their declared major
- Explore various majors and career interests
- Examine how academic strengths fit into those career objectives
- Present various testing options available in gaining academic credit
- Provide individual services designed to assist in achieving academic goals

**New students** visit the Center to make schedule changes (add/drops) in the first semester of enrollment. Continuing students process course add/drops through the Office of the Registrar (also in Founders Hall).

**All students** visit the Center to request changes in academic majors and minors. The office will process those changes and assign students to the appropriate faculty academic advisers.

**Students with undeclared/undecided majors** meet each semester during advising week with a faculty advisor, who will help create a schedule for the following semester and transition students to faculty academic advisers when they are ready to declare a major.

## **ACADEMIC PETITION PROCEDURE**

Due to special or unique circumstances, a student may need to amend or alter the requirements within his/her academic program. The academic petition process provides the means for this kind of request and the petition itself serves as the official documentation for any such change that is approved. The process is as follows: 1) Obtain the Academic Petition Form from the Office of the Registrar. 2) Fill out the form according to the instructions and obtain the signature of the Chair of the Department involved in the request. 3) Return the signed form to the Office of the Registrar. Final approval will be granted only at the discretion of the Office of the Provost.

## **STUDENT INTERNSHIP OPPORTUNITIES:**

Malone students have participated in a number of off-campus and study abroad programs including:

**CCCU Global Ed** which offers semester-long study programs in Los Angeles, the Middle East, Nashville, Oxford University in Britain, and Uganda. Talk to your academic adviser if you might be interested. For more information see: <https://cccuglobaled.org>

**Bliss Institute** in partnership with The University of Akron: ISS majors concentrating in political science may participate in short or semester-long internships in Washington, DC, Columbus, or in Stark County. For more information, see Dr. David Beer, Associate Professor of Political Science.

**Local and summer internships:** Malone students have completed internships at the City of Canton Mayor's Office, Massillon Museum, McKinley Presidential Library and Museum, National First Ladies Library and Museum, Canton Classic Car Museum, Canton Police Dept., Juvenile Att. System, Stark County Courthouse, North Canton Historical Society, Hale Farm and Village, and Mount Vernon, among others. See your academic adviser for more information on these and other internship opportunities.

**Living and Learning International** offers semester-long study programs in Ecuador, Rome, and Baltimore. Explore, study, and intern in Quito, Ecuador; discover the art, history, and culture in Rome, Italy; participate in an urban studies program focused on public health and ministry in Baltimore. Talk to your academic advisor if you might be interested. For more information see: <https://landli.org>

See Appendix III for more detailed information about Best Semester and other off-campus study opportunities. You can also meet with your adviser and Dr. Elizabeth Patterson Roe, Director of Malone University's Center for Intercultural Studies, for more information about studying in any off-campus program or a short-term service-learning opportunity.

## **STUDENT ORGANIZATION:**

Criminal and Restorative Justice majors are encouraged to participate in the History and Social Sciences Student Club, also known as the Dead Presidents Society. The Dead Presidents Society provides opportunities for building community within the department and cultivating friendships. DPS sponsors a variety of annual events, including the following:

- September – Welcome Back S'mores gathering at the Fire Pit
- September – RUSH & Selection of the "Dead President" of the year
- October – Trip to Washington, DC during Fall Break every odd-year
- October or November – Cemeteries and Cider field trip
- January – State of the Union watch party
- March/April – Alumni professional nights for future teachers, law students, grad students, and public policy/non-profit professionals
- April – Annual Senior Awards Banquet – free for seniors, \$5.00 for non-graduating majors
- Movie nights, field trips, and other events throughout the academic year

Membership is free and voluntary. Any major may serve on the Leadership Council. *(All Stuckey Memorial Scholarship recipients are required to serve on the Leadership Council.)*



**ACADEMIC STANDING:**

For purposes of continuation in the university, the cumulative grade point average is computed on all post-secondary work taken at Malone. Any student who does not meet the standard of minimum acceptable progress adopted by the faculty will be placed on academic probation for the following semester.

All students must have an average of two quality points per semester hour on all work taken at Malone – the equivalent of a C average – as a minimum requirement for approval in a major and for graduation. In other words, an acceptable cumulative grade point average for all students is 2.0. However, students with freshman\* classification are provided an exception as follows:

Hours attempted	Required GPA for good standing
1-19	1.70
20-39	1.80
40-59	1.90
60 or more	2.00

\* the grade point averages noted in the above chart do not apply to students granted conditional admission. A student granted conditional admission should REFER TO THE GPA EXPECTATION OUTLINED IN THE TERMS OF HIS/HER ENROLLMENT CONTRACT.

**ACADEMIC PROBATION:**

Probation is an emphatic warning to the student that the quality of work must improve if the student plans to graduate. When a student’s cumulative grade point average falls below 2.00 or, in the case of freshmen, below the standards described above the student will be placed on academic probation for the following semester. Students placed on academic probation are permitted to register for a maximum of 13 credits for each semester in which they are on academic probation. Exceptions can be granted only with the approval of the registrar. Students on probation are advised to curtail extracurricular activities and work schedules.

**CONTINUATION ON ACADEMIC PROBATION:**

The student who achieves satisfactory progress, but still falls below the minimum standard, will be continued on academic probation.

**REMOVAL FROM ACADEMIC PROBATION:**

A student will be removed from academic probation at the end of the semester that the cumulative grade point average is above the minimum.

**ACADEMIC SUSPENSION:**

Failure to achieve satisfactory progress during the probation semester will result in academic suspension, which implies complete separation from the university for at least the subsequent regular semester. The university suspends any student who fails to earn at least a 1.0 GPA during any semester, regardless of classification or number of hours completed, or any student who is so indifferent or incompetent that neither the student nor university benefits.

A student suspended has the right to appeal the decision to the admissions and retention committee.

Suspended students applying for re-admission must present evidence in support of the request.

**ACADEMIC DISMISSAL:**

Any student who has been academically suspended two times will have academic dismissal recorded on the permanent record which implies complete and permanent separation from the university.

**WITHDRAWALS:**

Failure to attend class or merely giving notice to the instructor will not be regarded as official notice of withdrawal and will result in a student receiving a grade of F for the class or classes involved. The student must pay in full for classes which are not officially dropped.

**WITHDRAWAL FROM A COURSE:**

Approved course withdrawals in the first 4 weeks are processed in the Office of the Registrar. (Instructor signature required after 2nd week.) Such withdrawals will not appear on the transcript. Tuition refunds are prorated according to withdrawal date (see Fee Payment Policies ). Beginning with the fifth week, all course withdrawals will appear as a grade of W (withdrawal) on the transcript. Such withdrawals must be approved by the course instructor with a recommendation from the student's academic adviser. It remains the student's responsibility to keep the academic advisers aware of such actions throughout the semester. Course withdrawals will not be approved after the ninth week of the semester except for unusual reasons such as extended illness. Exceptions must be approved by the Provost.

Courses offered on an accelerated basis or during a summer session may not be dropped after 3/5ths of the scheduled duration of the class. Exceptions must be approved by the Provost.

**WITHDRAWAL FROM THE UNIVERSITY:**

If a student must withdraw from all courses and leave the University, an official withdrawal form from the Office of the Registrar must be completed. This official withdrawal form must be approved, processed and returned to the Office of the Registrar no later than the last day of classes during the semester. No withdrawal will be approved or processed during the week of final examinations. (See Fee Payment Policies for refund policy.)

## **GRADUATION TIMETABLE**

A candidate for the baccalaureate degree must:

- Be accepted in a major. The required departmental major GPA necessary for approval in the major must be maintained throughout the entire degree program. If the average drops below the required departmental GPA, approval in the major will be in abeyance until the minimum is reached again.
- Accumulate a minimum of 124 semester hours with a cumulative grade point average of not less than 2.75. The residency requirement as stated in the university catalog must also be met (see Residency Requirement below).
- Complete a minimum of 39 hours at the 300 and/or 400 level.
- Complete all degree requirements which are in effect at the University. These requirements shall include but not be limited to general education and major requirements and/or senior-level testing specified by each academic department.
- File an application for graduation with the Office of the Registrar. The application deadline is November 1 for candidates who plan to complete by the end of a spring semester or a summer session, or May 1 for candidates who plan to complete degree requirements by the end of a fall semester.
- Pay in full the account in the Business Office.
- Discharge all other obligations (fines, credentials, etc.) at the University.

## **RESIDENCY REQUIREMENT**

To graduate, a student must complete at least thirty semester hours at Malone University. The 30 hours cannot be comprised in any part by Credit-for-Life-Experience or credit by examination.

At least twelve hours of one's major must be completed at Malone. With the permission of the appropriate Department Chair, Dean, and the Provost, proficiency may be established by examination and the hour requirements modified. Not more than ten semester hours of transient study may be incorporated as part of the last thirty hours of a degree program, except in clinical laboratory science.

## **SECOND DEGREES**

A student desiring a second baccalaureate degree must complete a total of at least 154 hours. This represents at least thirty hours of additional work; twenty-four hours of this shall be done in residence. The student must also meet all the graduation requirements of each degree.

## **GRADUATION HONORS:**

Honors at the time of graduation are given to persons with the following grade point averages: Summa Cum Laude, 3.90-4.00; Magna Cum Laude, 3.70-3.89; Cum Laude, 3.5-3.69. These honors are based upon the cumulative grade point average of all work attempted at all post-secondary institutions attended prior to graduation. To qualify for honors, transfer students must have completed sixty or more semester hours of graded work in residence with a minimum CGPA of 3.5 at Malone University.

### **PREPARING FOR GRADUATE SCHOOL**

There are limitless opportunities for Criminal and Restorative Justice alumni to pursue graduate studies in criminal justice, restorative justice, peace and reconciliation, law enforcement, public policy, law, global security, cybersecurity, or social work.

### **ALUMNI SERVICES**

In addition to assistance from the Office of Alumni Relations and Alumni Association, History, Philosophy, and Social Sciences professors are available to write letters of references, offer graduate school advice, or provide mentoring advice for ISS graduates. In addition, the department sponsors an alumni book club every summer. Founded by the Class of 2013, Malone alumni meet three times every summer to talk books, but without the homework! A sampling of selections includes: *The Revenge of Geography: What the Maps Tell Us About Coming Conflict and the Battle Against Fate*, *Americanah*, *A Man Called Ove*, *The Twilight of the American Enlightenment: The 1950s and the Crisis of Liberal Belief*, and *Palace Walk: The Cairo Trilogy*, among others.

### **ACADEMIC CALENDAR FOR UNDERGRADUATE PROGRAMS**

<https://www.malone.edu/academics/academic-resources/academic-calendar/>

## HISTORY, PHILOSOPHY, SOCIAL SCIENCES DEPARTMENT FACULTY INFORMATION



### **Dr. David Beer**

- Associate Professor of Political Science; Director of the Center for Christian Faith and Culture; Chair, Department of History, Philosophy, and Social Sciences
- Dr. Beer earned his A.B. in Government from Georgetown University and his M.A. and Ph.D. in Political Theory from Catholic University of America.



### **Dr. Jay Case**

- Professor of History
- Dr. Case earned his B.A. in History and Social Studies from Taylor University. He earned his M.A. and Ph.D. in History from the University of Notre Dame.



### **Professor, Bryson Davis**

- Assistant Professor of Sociology
- Professor Davis earned his B.A. in Biology and Religious Studies from the University of Mount, his M.A. in Public Health, Social and Behavioral Sciences from Kent State University College of Public Health, and is currently in progress for his Ph.D. in Urban Policy and Development from Cleveland State University Maxine Goodman Levin College of Urban Affairs.



### **Dr. Jacalynn Stuckey**

- Professor of History
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# **APPENDICES**

## ACADEMIC GRIEVANCE PROCEDURE

The purpose of this grievance procedure is to provide undergraduate Malone students an opportunity to process grievances regarding academic issues (e.g., course grades, class procedures, or academic integrity). A student wishing to pursue an academic grievance should follow the procedure described below.

### INFORMAL PROCESS

Initially the student shall present his or her academic grievance informally in a meeting with the appropriate faculty member and his or her immediate supervisor (i.e., the chair of his or her department; or if the school has no chairs, the dean of the school). In the case of a grievance against a department chair, such informal meeting shall be with the department chair and the appropriate dean; and for a grievance against a dean, the meeting shall be with the dean and the Provost. The purpose of any such meeting shall be to seek clarification and resolution through a discussion of the student's grievance. The student, faculty member, and/or other appropriate academic official shall suggest means of bringing the grievance to resolution. If a satisfactory resolution of the matter is not reached in that manner, the student may then enter the formal process described below.

### FORMAL PROCESS

1. Following the informal grievance process, the student must submit the grievance in writing to the faculty member and his or her immediate supervisor, provided the appropriate conditions are met (see "conditions for filing and handling grievances" below). The student, the faculty member, and his or her supervisor shall meet to review the matter.
  - a. If the faculty member against whom the grievance has been filed is a regular faculty member in an academic department with a chair, then the immediate supervisor is the department chair.
  - b. If the faculty member against whom the grievance has been filed is in a school without chairs, then the immediate supervisor is the Dean of the school.
  - c. If the faculty member against whom the grievance has been filed is a department chair, then the immediate supervisor is the Dean of his or her school.
  - d. If the faculty member against whom the grievance has been filed is a dean, then the immediate supervisor is the Provost.

### Conditions for filing and handling grievances

The student must submit the academic grievance in writing to the immediate supervisor of the faculty member (as defined above). This grievance shall be submitted no later than thirty (30) class days from the date final grades were issued by the Registrar for the course in question. The grievance shall include statements of the grounds for the grievance, supporting evidence and suggested steps to resolve the matter. In the event the grievance is related to a final grade, one or more of the following conditions must be met for a formal grievance to be filed:

- a. The student shall provide written evidence that the assigned grade was based on arbitrary, unlawful, or non-academic criteria.
- b. The student shall provide written evidence that the assigned grade did not accurately reflect his or her fulfillment of course requirements and/or course policies, as stated in the course syllabus (for example, class attendance, grade standards, or penalty for late or incomplete work), or other applicable requirements of the University.

A copy of the grievance shall be given to the appropriate faculty member. Within ten (10) class days of the receipt of the written grievance, the immediate supervisor shall meet with the student and with the faculty member against whom the grievance has been filed to review the matter. The immediate supervisor shall respond in writing to the student and the faculty member, indicating his or her decision and recommendations regarding the matter, within ten (10) class days of meeting with the student. In the event the formal grievance involves a course grade, the immediate supervisor may recommend that the faculty member change the grade, or that the faculty member review course and/or grading requirements and re-evaluate the grade accordingly, or the immediate supervisor may determine that there is insufficient evidence to support the grievance.

2. Either the student or the faculty member against whom the grievance has been filed may appeal in writing to the next appropriate administrator, provided the appropriate conditions are met (see “conditions for filing and handling appeals” below). The next appropriate administrator is determined as follows:
  - a. If the grievance has first been submitted to a department chair, the written appeal shall be submitted to the dean of that chair’s school.
  - b. If the grievance has first been submitted to a dean, or if the grievance has been ruled upon by a dean and subsequently appealed by either the student or the faculty member against whom the grievance has been filed, the written appeal shall be submitted to the Provost.

Conditions for filing and handling appeals

Either the student or the faculty member may appeal the decision of the immediate supervisor in writing to the next appropriate administrator who will render a decision in writing within thirty (30) calendar days of receiving the written notice of appeal. A copy of the appeal notice, which must include copies of the grievance and appealed decision shall be given to the party against whom the appeal has been filed, the immediate supervisor who heard the initial grievance, and (if applicable) any other appropriate administrator who has handled the appeal (e.g., a dean or the Provost). After reviewing the appeal notice and accompanying documents, this next appropriate administrator may summarily dismiss the appeal if he or she determines that the appeal clearly is without merit, or if he or she determines that the above-stated conditions for filing a grievance have not been satisfied. If the appeal is summarily dismissed by this administrator there is no further basis for appeal. If he or she has not summarily dismissed the appeal, he or she may meet with the student, faculty member, and/or appropriate administrators who heard the appeal previously to seek further information regarding the merits of the appeal and to assist in making his or her determination.

3. In the event that an appeal has been ruled upon at the Provost level and has not been summarily dismissed by the Provost, either the student or the faculty member against whom the grievance has been filed may appeal the decision of the Provost in writing, to the Academic Council with a copy to the Provost. Following receipt of such appeal notice, if all previous steps of the formal grievance process have been taken, and the grievance has not been summarily dismissed, the Provost within thirty (30) calendar days, shall convene a meeting of the Academic Council which shall act as a review panel for the matter. The Academic Council shall request that Student Senate appoint two student participants and one alternate (to serve if one of the appointees has a conflict of interest or cannot otherwise attend) as ad hoc members for the sole purpose of hearing the appeal. Prior to the meeting, materials, including, but not limited to, the following, shall be distributed to members of the Academic Council: the student's written grievance (a copy of which shall have been provided to the appropriate faculty member, department chair, dean, and Provost), and any evidence provided by the student in support of it, along with an account by the faculty member, presenting his or her decisions and rationale regarding the matter, and any pertinent information provided by the Provost including the communication regarding his or her decision concerning the resolution of the matter. Neither the Provost, the dean, nor any other directly involved official shall have a vote in this proceeding, nor shall any such official participate in the meeting of the Council concerning said appeal, unless called in by the Academic Council as a resource person. Council members who have a conflict of interest in the matter shall recuse themselves from the discussion and deliberations of the Academic Council concerning such matter. Acting in its capacity as a review panel, the Academic Council is not empowered to change a grade given by a faculty member, or to force a faculty member to change a grade. In grievance cases related to a final grade, the Academic Council may take one of three actions:
  - a. The Council may recommend that the faculty member change the grade.
  - b. The Council may recommend that the faculty member review course and/or grading requirements and re-evaluate the grade accordingly.
  - c. The Council may deny any requested grade change.

The Academic Council will submit its recommendations in writing to the student, and to the faculty member, department chair, dean, and Provost within fifteen (15) calendar days of the above-described meeting of the Council.

### *Integrity – Academic*

Personal integrity is a behavioral expectation for all members of the Malone University community: faculty, staff, and students. We are called to personal integrity by the desire and obligation to model our lives after that of Jesus Christ. As noted in the biblical Principles underlying the statement of Malone University Community Responsibilities, "Love for and accountability to God are the primary motivation for Christian conduct." Christ calls us in John 14:15 to keep his commandments and in Ephesians 5:8-9 we are reminded to walk as children of the light showing truth as a fruit of the Spirit. Academic integrity is that part of personal integrity which encompasses all activities in the learning process. It is the consistent demonstration of honorable behavior in all academic endeavors.

There are times, for example, when pressure to minimize work load, increase academic standing, or assist other students may lead to actions that breach academic integrity, and thereby personal integrity as well. Participation in academic activities and/or submission of academic work that includes any form of deception is an inappropriate response to that pressure. Appropriate resources for responding to this pressure are available by consulting with faculty.

Collaborative study endeavors are both permitted and encouraged under certain circumstances. However, it is essential for faculty, staff, and students to have a common understanding of the factors that distinguish acceptable and unacceptable academic behaviors. The list of examples given below describes situations in which academic integrity is not being maintained. It is provided to help clarify academic behaviors that must be avoided. While it does not constitute an exhaustive list, it is sufficiently comprehensive to inform even those students who might otherwise compromise academic integrity unintentionally, unconsciously or as a result of lack of knowledge.

I. Exemplary, Non-Comprehensive Definitions and Explanations Regarding Unacceptable Academic Conduct

A. Plagiarism<sup>1</sup>

1. submitting as one's own work, part or all of an oral or written assignment which is copied, paraphrased, or purchased from another source, including world wide web and other online sources, without proper acknowledgement of that source. In written assignments, using three or more words in succession from a source without quotation marks and proper acknowledgement can be considered plagiarism.
2. submitting as one's own, course work which has been prepared or extensively revised by someone else

B. Accomplice in Plagiarism

1. allowing one's work to be copied
2. doing work for another student
3. maintaining a file of papers with the intent that others may review them or use them for submission
4. offering aid that differs from or exceeds that which is expressly approved by the instructor for any exam or course activity
5. disseminating confidential information

C. Disruption of Learning

1. destroying educational resources and materials

2. removing, destroying, or otherwise compromising the academic work of another student

#### D. Academic or Scientific Misconduct

1. misrepresenting attendance or reason for absence
2. using information or accepting aid which is not approved by the instructor; this may include but is not limited to
  - a. using notes during a closed-book test
  - b. soliciting information about the contents of an assignment or test
  - c. looking at another student's test paper during testing
3. accessing and/or disseminating unauthorized material
4. falsifying data or information for a course activity
5. submitting work that was already done for a previous course without prior approval of the instructor of the current course
6. submitting the same work for two concurrent courses without prior approval of both instructors

### II. Faculty Responsibility in Upholding Malone University's Academic Integrity Policy

#### A. Responsibility to Inform Students

1. Faculty members are responsible for clearly communicating the Academic Integrity Policy to students. This is accomplished through two primary methods:
  - a. providing information about the policy, and about the importance of reading and understanding the policy, at the beginning of each course
  - b. informing all incoming students of the policy through such vehicles as The College Experience course (GEN 100), freshman orientation, and orientation meetings for graduate and other non-traditional programs.
2. In order to clearly communicate expectations regarding academic integrity for each individual course, faculty members' syllabi should contain at least the following information:
  - a. Definition of Academic Integrity and/or reference to definition and explanation in the Catalog or Student Handbook. NOTE: If a faculty member's definition of academic

integrity differs in any way from that published in the Catalog or Student Handbook, the difference(s) must be clearly articulated in the syllabus.

- b. Examples of academic dishonesty specific to the course
  - c. Explanations of the specific sanctions to be imposed. Sanctions could include a required rewrite of a plagiarized paper with a reduction of grade or failure of a test where cheating occurred. The maximum sanction available to be imposed by a faculty member is failure of the course. All incidents of infringements of academic integrity by an undergraduate student (including degree-completion students) are to be reported to the Provost or his designate who may take further action in the case of multiple infractions (section III. A.1. b.) and may consult with and advise the faculty member throughout the process.
  - d. Reference to appeal process in Catalog
  - e. Faculty should clearly and completely discuss the above information and encourage students to seek clarification concerning the policy on the first day of class and throughout the course.
- B. Responsibility to Be Aware of Violations - Malone University faculty members are responsible for encouraging academic integrity, while simultaneously being vigilant in observation and intervention when academic integrity may be compromised. Possible actions include remaining in the classroom to monitor student behavior during examinations, arranging classroom seating to avoid crowded conditions during examinations, providing cover sheets for students to use during examinations, actively investigating suspected cases of plagiarism, etc.
- C. Responsibility to Address Suspected Violations
- 1. Malone University faculty members are responsible for taking steps to investigate suspected violations, and discussing the incident with the student(s) involved. Though this process may result in the decision to impose sanctions, faculty should approach it with the intent to manifest Christian love, seeking a balance of justice and grace, and demonstrating concern for the moral and intellectual development of the student(s).
  - 2. If a violation of the Academic Integrity Policy is suspected, the faculty member must meet with the student(s) to discuss the incident and determine to the faculty member's satisfaction whether or not a violation of the Academic Integrity Policy has occurred.
  - 3. If a student is accused of violating academic integrity, but subsequently the faculty member determines that the student is innocent, or if insufficient evidence exists to justify further action, the student should be informed of this determination in writing. Appropriate confidentiality will be maintained with respect to documents and information related to the accusation.

4. If the faculty member determines that a violation of academic integrity has occurred, a report should be filed with the Provost's Office and a duplicate of the report provided to the student and the appropriate Dean/Department Chair. The report should contain the following information:
  - a. Complete description of incident
  - b. Date of meeting with the student
  - c. Conclusions reached as a result of the meeting
  - d. Sanctions imposed
  - e. Recommendations to the Provost regarding whether or not additional action should be taken
  - f. Description of the appeals process available to the student or reference to this process as published in the Catalog or Student Handbook
  - g. Student and faculty signatures and date indicating that the report has been delivered to the student
5. The faculty member should keep originals of tests, papers, etc. that provide evidence of the violation.
6. The student, after meeting with the faculty member, may respond to this report if he or she desires. The student may initiate an appeal by submitting in writing his or her response to the situation to the appropriate Dean/ Department Chair with a duplicate of this letter to the Provost and faculty member. The student and department should proceed with the grievance procedure, formal process, as outlined in the Catalog.

### III. Continuation of the Process in Upholding the Academic Integrity Policy

#### A. Initial Involvement of the Provost

1. After the submission of a faculty report in the Provost's Office, the Provost may take either of the following actions:
  - a. If no other reports exist, no appeal has been made, and the Provost deems that the faculty member's corrective action was appropriate, the report will be filed within the office. If future reports are received pertaining to the same student, the Provost will then have access to previous reports and may choose to proceed to the step described in Subsection (b) below. The contents of this file will be purged based upon the established retention of records policy governing such reports<sup>2</sup>.

b. If the Provost's file indicates that the student has committed a serious violation of the Academic Integrity Policy, or that there have been multiple violations by said student, the Provost may submit a request for a hearing before the Academic Council concerning such violation(s). The purpose of this Academic Council hearing is to determine whether additional University-level action is justified by the serious or repeated nature of academic integrity violations. Previous actions taken with regard to the student's academic violation(s) will be upheld. If the Academic Council determines that a student's record of violation(s) is of sufficient seriousness that action at the University level is warranted, then the Academic Council will take action to impact the student's current and future status at Malone University, such as suspension or expulsion.

B. Final Involvement of the Provost - the student may request an appeal of the Academic Council's decision. The Provost will review an appeal submitted by the student, all documentation provided to the Council, and the written conclusions of their deliberations and recommendations. The action of the Provost will be considered final.

<sup>1</sup>Confusion can arise in distinguishing between collaborative work and plagiarism. The following excerpt from *The Writer's Community* (by David J. Klooster and Patricia L. Bloem, Martin's Press, 1995) is intended to help resolve any potential misunderstandings:

"All good writing builds on the work of previous writers, but the best writing enriches that work, departs from it, transcends it, or even changes it, helping readers to see what came before in new ways. Writers on any subject need to know what others have said about the topic, and if they are to contribute to that conversation, they need to say something new...An original thinker moves the conversation forward by helping the participants see something new. A plagiarist pretends to be original and thereby risks holding the conversation back or even halting it altogether. For any conversation to become a true discussion, the speakers and listeners must be able to trust one another. Plagiarism breaks that trust...What is finally at stake, it seems to us, is that a relationship of trust exists between the reader and writer, and any deception or misrepresentation or dishonesty on the writer's part - or the writers' parts - violates that trust. Plagiarism, one form of this violation, is a serious offense, not first of all because it is stealing, but because it is dishonesty. Integrity is at stake."

<sup>2</sup>Files/reports will be maintained by the Provost for a period of at least five (5) years after the last date of the student's enrollment or at least one (1) year after the student's actual graduation, whichever last occurs.

See the [Center for Intercultural Studies page](#) on Malone’s website for more detailed information about Best Semester and other off-campus study opportunities. See your adviser and Dr. Elizabeth Patterson Roe, Director of Malone University's Center for Intercultural Studies, for more information about studying in any off-campus program or a short-term service-learning opportunity.

**Study Abroad:** If you are interested in studying abroad, you can also go to the [Off-Campus Semester Experiences page](#) on Malone’s Website to see what international study abroad options are available for the CRJ major by looking under the “History, Philosophy, Social Science, Political Science” section.