



Master of Science in Criminal Justice

2017-2018 Catalog

Lincoln Memorial University
6965 Cumberland Gap Parkway
Harrogate, Tennessee 37752
423-869-6203



Master of Science in Criminal Justice 2017-2018

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This edition of the *Master of Science in Criminal Justice Catalog* is effective August 1, 2017. The policies, programs, curricula, and fees set forth in this catalog are subject to change at any time at the discretion of Lincoln Memorial University (LMU). Because of the possibility of change or undetected error, important points of fact and interpretation should be confirmed by the appropriate University official.

In support of the mission statement and the principles on which it is based, LMU is committed to equal opportunity for all students, staff, and faculty; and to nondiscrimination in the recruitment, admission, and retention of students, and the recruitment, hiring, promotion, and retention of faculty and staff.

LMU reaffirms its commitment to personnel and educational policies that comply with the requirement applicable to equal opportunity/affirmative action laws, directives, executive orders, and regulations to the effect that no person at LMU shall, on the basis of age, color, creed, disability, ethnic/national origin, gender, military status, pregnancy, race, religion, sexual orientation, or any other class protected by applicable law, be excluded from participating in, or be denied benefits of, any employment or educational opportunity.

LMU is accredited by the **Commission on Colleges of the Southern Association of Colleges and Schools** to award associate, baccalaureate, masters, specialist, and doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call 404-679-4500, for questions about the accreditation of Lincoln Memorial University.

MESSAGE FROM THE PRESIDENT

Dr. E. Clayton Hess

Lincoln Memorial University is a living legacy to President Abraham Lincoln. Ours is a mission that has remained true to the vision of our namesake as a guiding light for thousands of men and women whose lives have been transformed by their experiences here. It is my hope that you fulfill your ambitions and dreams while pursuing a degree from LMU, whether on our main campus, online or through an extended learning site. Upon completion of your goals you will carry with you a sense of pride that comes from your accomplishments.

Let me congratulate you on making the decision to continue your education at Lincoln Memorial University. The faculty and staff of LMU are committed to providing an experience of uncommon quality characterized by personal attention and a true interest in your success. We provide a learning environment that maximizes the use of technology and ensures opportunities for personal growth. The investment you are making in your future will pay dividends for your lifetime. The degree you receive will be enhanced by the growing reputation of our University.

I trust that you will achieve your full potential as a student in the LMU learning community. By realizing your goals as a Railsplitter, you become a part of the legacy that began in 1897. As a member of our academic community, there are responsibilities associated with your engagement in our living and learning environment. Primarily, we expect all of our students to respect all other members of the LMU community and to pursue their educational aspirations with a commitment to academic integrity. Keep your dream of completing your education ever before you and know that you will succeed. I am honored that you join us now and wish you much success.



Welcome to LMU!

Congratulations on your acceptance to Lincoln Memorial University's (LMU) Master of Science in Criminal Justice (MSCJ) degree program!

The following information has been compiled to help make the path to completing your degree efficient and meaningful. It is important that you read these materials and thoroughly understand them. In particular, pay close attention to the Curriculum and Requirements sections. It is your responsibility, as a student, to be familiar with all ~~of the~~ requirements and procedures for your program and to follow them accordingly.

You have an academically challenging time ahead of you. It is our hope that the MSCJ program will serve you well and prepare you for the future you desire as a graduate of Lincoln Memorial University.

We look forward to welcoming you to campus!

Martin Sellers, Ph.D.
Dean, School of Arts, Humanities, and Social Sciences

MaryAnn Thrush, Ph.D.
Department Chair Social Sciences

Ronald Craig, Ph.D.
Program Director Master of Science in Criminal Justice

Wayne Davis, Ph.D.
Program Director Undergraduate Program in Criminal Justice

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LINCOLN MEMORIAL UNIVERSITY'S ACCREDITATION

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MISSION STATEMENTS AND GOALS

LINCOLN MEMORIAL UNIVERSITY'S MISSION

Lincoln Memorial University is a values-based learning community dedicated to providing educational experiences in the liberal arts and professional studies. The University strives to give students a foundation for a more productive life by upholding the principles of Abraham Lincoln's life: a dedication to individual liberty, responsibility, and improvement; a respect for citizenship; recognition of the intrinsic value of high moral and ethical standards; and a belief in a personal God.

The University is committed to teaching, research, and service. The University's curriculum and commitment to quality instruction at every level are based on the beliefs that graduates must be able to communicate clearly and effectively in an era of rapidly and continuously expanding communication technology, must have an appreciable depth of learning in a field of knowledge, must appreciate and understand the various ways by which we come to know ourselves and the world around us, and must be able to exercise informed judgments.

The University believes that one of the major cornerstones of meaningful existence is service to humanity. By making educational and research opportunities available to students, Lincoln Memorial University seeks to advance life throughout the Appalachian region and beyond through teaching, research, and service.

LINCOLN MEMORIAL UNIVERSITY'S INSTITUTIONAL GOALS

Lincoln Memorial University is a private, independent, non-sectarian University with a clearly defined mission that distinguishes it from other educational institutions. While the University cherishes its heritage and rich traditions, it recognizes that dynamic growth and change are required to meet the needs of today's students. The University has identified the following goals, which are derived from its mission and reflect its vision for the future:

1. Make educational opportunities available to all persons without reference to social status. The University seeks to maximize enrollment by strengthening recruitment efforts and increasing student retention through the creation of an academic and social environment that facilitates success and rewards achievement.
2. Maintain fiscal integrity in all its activities, programs, and operations through concerted efforts to continuously increase its endowment and financial standing.
3. Provide quality educational experiences that have their foundation in the liberal arts and professional studies, promote high personal standards, and produce graduates with relevant career skills to compete in an ever-changing, increasingly global market.
4. Advance the Cumberland Gap and Appalachian region through community service programs in continuing education, leadership development, recreation, and the fine and performing arts.
5. Serve as a critical educational, cultural, and recreational center for the area, and to develop and maintain facilities, which are safe, accessible, and conducive to the development of body, mind, and spirit.
6. Attract and retain a diverse and highly qualified faculty and staff, committed to teaching, research, and service.
7. Commit resources to support the teaching, research, and service role of the Institution.
8. Support faculty and staff development programs with priority for allocation of resources determined by institutional needs.
9. Increase technology for all educational sites. Specifically, the University seeks to continuously improve its computer and other technological resources for faculty, staff, and students.
10. Develop and implement academic programs in response to anticipated or demonstrated educational need, and to continuously evaluate and improve the effectiveness of current programs.
11. Provide a caring and nurturing environment where students, faculty, and staff with varied talents, experiences, and aspirations come together to form a diverse community that encourages students to grow intellectually and personally to meet their academic and career goals.
12. Provide quality educational opportunities through selected degree programs for students who live or work a significant distance from the Lincoln Memorial University main campus, and for whom other options are not as accessible or satisfactory.

BOARD OF TRUSTEES

Lincoln Memorial University is a private, non-profit institution owned and controlled by a self-perpetuating Board of Trustees. Board members are elected on the basis of commitment to the programs and purposes of Lincoln Memorial University. Board members receive no remuneration from but work on behalf of the University. The Board establishes the broad guidelines of philosophy and institutional purpose and names the President to execute those guidelines.

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 Samuel Spencer, Trustee Emeritus - Lakeland, FL

ADMINISTRATION

President

Clayton Hess, PhD – President

Executive Council

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Jody Goins, EdD – Vice President for Enrollment, Athletics, and Public Relations

Amiel Jarstfer, PhD – Vice President for Academic Affairs

Evelyn Smith, EdD – Special Assistant for Executive Affairs

Cynthia Whitt, MEd – Vice President for University Advancement

Travis Wright, PhD – Vice President for Academic and Student Services

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Mark Cushing, JD – Vice President for Public Affairs and University Counsel

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Gary Wade, JD – Vice President and Dean, Duncan School of Law

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James Maxwell, DMgt, PhD – Dean, School of Business

Adam Rollins, PhD – Dean, School of Mathematics and Sciences

Martin Sellers, PhD – Dean, Paul V. Hamilton School of Arts, Humanities, and Social Sciences

Elizabeth Burchette Thompson, DVM – Dean, School of Allied Health Sciences

SCHOOL OF ARTS, HUMANITIES, AND SOCIAL SCIENCES MISSION STATEMENT

The mission of the School of Arts, Humanities, and Social Sciences is to provide distinguished academic programs and General Education courses that cultivate the skills and perspectives essential for preparing all university students for productive participation and leadership in a rapidly changing world. Inspired by the enduring principles of Abraham Lincoln's life and legacy, the School of Arts, Humanities, and Social Sciences strives to promote the development of innovative research, scholarship, and creative expression. At the heart of the LMU experience is a commitment to a tradition and standard of excellence that fosters students' intellectual, moral, civic, and creative capacities and aspirations in service to humanity through the advancement of life in the Appalachian region and beyond.

DEPARTMENT OF SOCIAL SCIENCES MISSION STATEMENT

The Department of Social Sciences is committed to providing quality educational opportunities that incorporate a balanced emphasis on theory, research, practice, community service, social justice, and personal growth.

MASTER OF SCIENCE IN CRIMINAL JUSTICE MISSION STATEMENT

The mission of the Lincoln Memorial University's Master of Criminal Justice Program (MSCJ) is to provide students with a high-quality education that inspires life-long learning, supports student and faculty development, encourages scholarly exploration and debate, and provides students with an understanding of the foundational principles of American justice.

MASTER OF SCIENCE IN CRIMINAL JUSTICE LEARNING OUTCOMES

- A. To understand curriculum content areas recommended by the Academy of Criminal Justice Sciences Masters level program
- B. To understand ethical and philosophical foundations of the American criminal justice system.
- C. To possess analytical thinking, research, and communication skills
- D. To develop skills necessary to pursue professional careers or further graduate study following graduation.

MASTER OF SCIENCE IN CRIMINAL JUSTICE ADMISSION REQUIREMENTS

- A. **Completed bachelor degree from an institution with regional accreditation or equivalent verification in the case of international degrees.** An international degree must follow university policies in existence for certifying international degrees and/or credit.
 1. **Minimum undergraduate course work:** Introduction to Criminal Justice and Criminology.
 2. **Recommended undergraduate course work:** policing, corrections, and juvenile justice.

B. Standard Test Scores and Grades

Undergraduate GPA of 2.75 or higher on a four (4)-point scale
Entrance interview may be requested if one or more requirements are not met.

C. Letters of Reference

Two letters of reference from the applicant's undergraduate instructors or one letter from an instructor and one from a professional source are required.

D. Personal Statement

Submit an essay detailing the student's purpose for attending the LMU MSCJ program, relevant skills, qualification, preparation, and a statement of goals after completing the program.

E. Transfer credit

A maximum of nine (9) graduate credit hours or the equivalent of graduate work closely related to the MSCJ degree will be allowed in transfer by approval of the program's Admissions Committee.

GRADUATION REQUIREMENTS

- A. A minimum of 36 credit hours of graduate course work and satisfactory completion of all core courses is required for graduation with the Master of Science in Criminal Justice degree.
- B. Students must maintain a cumulative GPA of 3.00 or be placed on academic probation. Failure to meet or exceed this standard of academic progress in the subsequent semester will result in dismissal from the program.
- C. All MSCJ students must complete either a thesis, case study, internship, or project OR a comprehensive examination.
 - a. A thesis, case study, internship, or project paper must be completed and receive a grade of "B" or better.
 - b. If a comprehensive examination is chosen, additional courses will be taken in lieu of MSCJ 697 hours to fulfill the required hours for program completion.
- D. Completion of all program and university assessments and surveys.

ORIENTATION

There will be a 'collaborate' online orientation to introduce the program and procedures to new students. The time and date will be sent to the student as they are formally accepted into the program.

New graduate students are assigned an academic advisor who will guide and assist the student throughout the graduate program. Faculty advisors assist in the formulation and implementation of a thesis. In the case of the non-thesis option, the faculty advisor will help configure the project/paper based on an internship or an agency assignment. Advisors are available throughout the program for academic advisement. Advisor contact information and office hours are posted on each syllabus.

GRADUATE PROGRAMS COMMITTEES

Admissions Committee

This Graduate Programs Admissions committee consists of faculty and administration members from the collaborating programs. This committee will determine acceptance into the program, and will resolve all matters or questions regarding admissions.

Thesis/Project Supervisory Committee

This committee functions to provide course work and thesis/project direction and approval for each graduate student. The committee approves the thesis/project proposal, and when submitted, reviews and approves the completed thesis/project document, and conducts a final oral defense of the thesis/project. The chair of this committee is the person who directly supervises the thesis/research project. A second committee member is selected from the graduate faculty and should have reasonably related knowledge of the thesis/project topic. A third member may be selected to complement the knowledge of the other members and may be chosen from outside of the relevant departments. The appointment of this committee is made by the program's school Dean upon recommendation of the Program Director and submission of names by the student.

Appeals Committee

This three-member committee exists to resolve academic matters that may arise. The Dean of the school will nominate members of this committee. They will serve three years with the possibility of reappointment. One faculty member from the program will serve with the program director with an alternate member appointed in the case of conflict of interests.

Graduate Council

Graduate education is a significant function of the Department of Social Sciences within the School of Arts, Humanities, and Social Sciences at LMU. It constitutes a dominant force in maintaining and developing scholarly inquiry and intellectual achievement in the School and University community. Ultimate responsibility for all matters pertaining to graduate education and graduate research rests with the graduate faculty through the discussions and decision making of the Graduate Council. The Graduate Council is the policy making (and in some cases the decision-making) body of the Department of Social Sciences for graduate programs located there. Members consist of the Dean of the School, the program directors, and the department chair (meetings are open to all graduate faculty).

GENERAL POLICIES AND STANDARDS

Student Work and Class Attendance

Students to meet all requirements of the course in order to receive a passing grade. All course examinations must be completed. Final examinations are administered the last week of the term when required.

Grade Point Average

Students must maintain a cumulative grade point average (GPA) of 3.0 or more on a 4.0 scale. Falling below a 3.0 GPA will place the student on probation until a 3.0 GPA is reached.

The 3.0 GPA performance level includes graduate and undergraduate courses if the student is completing deficiency courses. No more than one grade of “C” will be allowed. A second grade of “C” or below will remove the student from the program.

Grading Scale for Master of Science Courses

A candidate receives a grade for most registered coursework. Letters indicate grades and are assigned quality points as shown below. Credit toward a degree program will be granted only for courses in which a grade of “C” or better is earned.

A = 90.51 - 100%; expected student learning outcomes were demonstrated by superior quality student work in all aspects of the course

B = 80.51 - 90.50%; expected student learning outcomes were demonstrated by better than average quality of student work in the course

C = 70 – 80.5%; expected student learning outcomes were demonstrated in student work

Some graduate courses are graded P-Pass/F-Fail and are identified under “Course Descriptions.”

The candidate’s grade point average (GPA) is determined by dividing the total number of grade points earned by the total number of letter-graded (A-C) credit hours attempted (not the number of credit hours passed).

Appeals

Students in the program or applying to the program may submit an appeal in writing directly to the Appeals Committee. The committee is expected to collect information from all parties to the matter in question, hold a hearing in which parties to the appeal will be invited and notified with at least 48 hours advanced notice, and reach a decision on the matter within 24 hours of the hearing. In the event that more investigation is needed after the hearing, all parties to the matter will be notified of the timeline for reaching a conclusion for the matter. A decision must be reached by no more than one week after the initial hearing. Decisions of this committee will be communicated to the party making the appeal as well as any individuals named in the appeal along with the relevant Deans and the Vice President of Academic Affairs. A log of matters and copies of all communication related to an appeal

will be maintained by the specific Program Director's office in which the appealing student is enrolled or hoping to enroll.

Off Campus Complaint Process Protocol

Complaints relating to quality of education or accreditation requirements shall be referred to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), (<http://www.sacscoc.org/pdf/081705/complaintpolicy.pdf>).

Complaints related to the application of state laws or rules related to approval to operate or licensure of a particular professional program within a postsecondary institution shall be referred to the appropriate State Board (i.e., State Boards of Health, State Board of Education, and so on) within the Tennessee State Government and shall be reviewed and handled by that licensing board (<http://www.tn.gov>, and then search for the appropriate division).

Complaints related to state consumer protection laws (e.g., laws related to fraud or false advertising) shall be referred to the Tennessee Division of Consumer Affairs and shall be reviewed and handled by that Unit (<http://www.tn.gov/consumer/>).

Medical Leave of Absence

A student may petition to their Program Director for a medical leave of absence from a major program of study in event of a medical condition, which prevents normal participation in the required activities of the degree. No approved medical absence can remove a student from his or her coursework for more than two years or the student will be dismissed from the program.

Official Withdrawal

Any student withdrawal completed will be reviewed for the official withdrawal date, set forth by the Registrar. If this date falls after the first day of classes, there will be a Return of Title IV (R2T4) calculation done to determine financial aid earned. If a withdrawal is completed prior to the FA disbursement date, and there is aid earned, the aid would be seen as a post withdrawal disbursement and LMU would obtain permission from the student/parent prior to disbursing earned aid. If a withdrawal is completed on or after the FA disbursement date, the aid is adjusted based on the pro rata of the R2T4 calculation given back to us by the FAA Access Return to Title IV Worksheet provided by the Department of Education (DOE). Adjustments are made and refunds sent back to the appropriate program(s), with the DOE, at the time of processing the withdrawal form. If the student is present at the time of processing the withdrawal form, financial aid staff does a counseling session to explain how the calculation is determined and how it affects their responsibility to repay, if applicable. If the student is not present at the time of processing the withdrawal form, the financial aid office notifies the student by certified mail of the adjustment made and any responsibility that lay with the student, at that time. It is stated and understood that after the 60% point of the term a student has earned 100% of aid and in most cases there will not be pending aid, at this point; however, we do an R2T4 calculation to determine a post withdrawal disbursement, if pending aid is present and all conditions are met.

Unofficial Withdrawals

Unofficial Withdrawals are reviewed after grades post for each term. Any student earning all F's is considered an Unofficial Withdrawal. We provide a notification letter to the student asking them to confirm attendance past the 60% point of the term and a timeline in which to provide that documentation. Adequate attendance documentation can be an email statement directly from the instructors stating the student attended past the 60% date, hard copy print outs of online coursework submitted after the 60% date or hard copy tests submitted after the 60% point. If the attendance documentation is not provided, we notify the student, again, via email reminding them of this opportunity. If we do not receive a response, LMU will do an R2T4 calculation, thru FAA Access, using the 50% point of the term as the withdrawal date. Adjustments are made and refunds sent back to the appropriate program(s), with the DOE, at the time of processing the Unofficial Withdrawal student record(s). We then notify the student, via USPS, of the adjustments made via the results of the R2T4 calculation, and we explain why the calculation had to be done and what financial responsibilities lay with the student.

Graduate Student Course Load

The normal load for a part-time student is six (6) hours, and for a full-time student is nine (9) hours. The maximum load for a graduate student is twelve (12) credit per semester, including the summer session. Students must seek and receive permission from the MSCJ Program Director or Dean of the School of Arts, Humanities, and Social Sciences to take twelve (12) hours in any semester.

Change of Schedule

All schedule changes made by the program will be addressed before the start of classes. Any changes to student class schedules must be discussed and approved by the advisor and program director.

Maximum Program Completion

Students who enter the MSCJ graduate program must complete their studies for their graduate degree within six years after initial registration. An extension may be requested of the Program Director for personal or professional reasons.

Students who require additional time to complete their final project may enroll for one credit hour per semester in order to remain in the program.

Plagiarism

Plagiarism is the presentation of someone else's words or ideas as one's own. One of the most common forms of plagiarism is the paraphrasing of several phrases, sentences, or ideas in a paragraph with only one citation at the end of the paragraph resulting in confusion between the cited content and the researcher's own words or ideas. Another common form is the practice of substituting words or phrases while retaining the original author's form and structure.

Use citation practices as described in the APA Manual 6th edition of the Publication Manual of the American Psychological Association (2009), or the most recent version of Chicago Manual of Style or other citation guidelines as instructed by course professor.

For questions regarding citations or plagiarism, contact LMUs Library Center for Teaching and Learning at the library website.

Program Acceptance

Upon acceptance into the MSCJ program, applicants will receive an official packet of materials including an acceptance letter, a program catalog, registration information, and other program items and information. All students are required to have all transcripts, letters of support, and fees submitted by one month in advance of the start of the new semester.

It is of the utmost importance that the deposit is paid to LMU in a timely manner. The deposit secures the student's position in the upcoming limited capacity class.

Deposits may be submitted by mail or by telephone. If paying by phone, please contact the Cashier's Office at 423.869.6315. Students who are not living on or near campus and need to pay their deposit via mail may send a check or money order to the following address:

Lincoln Memorial University
Department of Social Sciences
Avery Hall
6965 Cumberland Gap Parkway
Harrogate, TN 37752

FINANCIAL INFORMATION

Tuition and Fees

- A. Tuition is \$485 per semester hour.
- B. Tuition may change at any time so please contact the Financial Aid Office if you have questions.

Financial Aid

Financial Aid in the form of loan support is available to graduate students. The LMU Financial Aid website is www.lmunet.edu/admissions/finaid.shtml or the office may be reached directly at 423.869.6336. The Financial Aid Office is located in the DAR building on main LMU campus.

Federal Financial aid is available to students who enroll in at least 6 credit hours each semester, which is considered to be half time. Any student with less than 6 hours is considered less than half time and is not eligible for loan support.

Federal Financial Aid available for graduate students and consists of Stafford Loans (up to a maximum of \$20,500 per year) and Grad Plus loans. Eligibility determination for loan amounts will be determined by the student's federal application for aid (FAFSA).

Please note important information below released by the U.S. Department of Education and effective July 1, 2012.

“Effective with all loans processed after July 1, 2012, due to the Federal Government cost cutting measures, there will be no more Federal Direct Subsidized Stafford Loans available to Graduate Students. While Graduate Students will still have FULL eligibility for Federal Direct Stafford Loans, only the Federal Direct Unsubsidized Stafford Loan will be available. Once students have met Federal Direct Stafford Loan limits, Graduate Plus Loans will also be available just as they have in the past. You may read more about Federal Direct Stafford Loans on LMU's homepage under Financial Aid for Graduate Students.”

Payment Plans

Interest-Free Monthly Payment Plan through Tuition Management Systems (TMS)

---Fall and Spring Semesters ONLY---

There are NO Deferred Payment Plans available for the summer semester. Payment must be paid in full prior to the first day of classes.

TMS Payment Plan Options

OPTION ONE: Annual Plan – (Both fall and spring semesters)

Able to divide tuition total for both semesters into 10, 9, or 8 monthly payments

\$65 Enrollment Fee - Due at the time of enrollment in plan.

OPTION TWO: Semester Plan (For either the fall or spring semester)

Able to divide the cost of tuition for that semester into 5, 4, or 3 monthly payments

\$45 Enrollment Fee per semester – Due at the time of enrollment in plan.

Other Information about the Plan

- No interest

- All payments are due to TMS by the 15th of each month. A late fee of \$40 is applied to the account if a payment is received late.

- Life insurance covering the Interest-Free Monthly Payment Plan is included, at no additional cost.

For further information, call Tuition Management Systems at 1-888-572-8985.

Additional Fees:

Graduate Tuition - MSCJ (per credit hour)	\$485
Drop/Add Fee (per class).....	\$15
Directed/Independent Study Fee (plus tuition for each course).....	\$25
Late Registration Fee.....	\$100
Comprehensive Fee (spring and fall semester)	\$15
Graduation Fee.....	\$100

Draft Reject Fee or NSF fee.....\$30
 Vehicle Registration Fee- Vehicle fee is included in the comprehensive fee (above).

Satisfactory Academic Progress (SAP) LMU General SAP Policy

Satisfactory Academic Progress relating to Financial Aid federal regulations require that all students who receive federal financial aid make progress toward a degree. All colleges must have policies that ensure students are making this progress both qualitatively and quantitatively. At LMU, starting with the fall 2011 semester, we have established the following Satisfactory Academic Progress (SAP) Policy that will be reviewed following each semester, including the summer term.

Qualitative

Students who fail to maintain satisfactory progress may not receive the following types of financial aid: Federal Stafford Loans, Federal PLUS Loans, other aid involving Title IV funds, or any other aid for which satisfactory progress is a requirement. These policies apply only to eligibility to receive financial aid. A student is considered to have made satisfactory academic progress provided he/she passes at least 67% of the cumulative credit hours attempted and has not reached 150% of time enrolled in an academic program (see Maximum Time Frame section).

Students must also earn a certain cumulative Grade Point Average (GPA) determined by their Academic program to maintain financial aid SAP. Students enrolled in a Graduate program (excluding Graduate Nursing, please see that specific SAP Policy) at LMU, must maintain a minimum of a 3.0 GPA. A student whose academic performance drops below the minimum standards will be placed on financial aid warning. A student can retain financial aid while on warning for one semester but must meet Satisfactory Academic Progress by the end of that semester or be placed on Financial Aid Suspension.

Quantitative- Hours Attempted vs Hours Earned

A student is considered to have made satisfactory academic progress provided he/she passes at least 67% of the cumulative credit hours attempted. For instance, a student who attempts 18 credit hours must complete at least 12 of those credit hours to make satisfactory academic progress. A student whose academic performance drops below the minimum standards will be placed on financial aid warning. A student can retain financial aid while on warning for one semester but must meet Satisfactory Academic Progress by the end of that semester or be placed on Financial Aid Suspension.

Quantitative –Maximum Time Frame

No student will be eligible to receive financial aid for more than 150% of the published length of the program. This time is measured by credit hours attempted. For example, a student seeking a MBA degree totaling 36 credit hours cannot receive aid for more than 45 attempted hours ($36 \times 150\% = 54$). Please refer to specific graduate catalogs to see the published length of the program. Transfer credits will be evaluated and those credits that count toward the student's current academic program will count as both attempted and completed hours. Failing a class or withdrawing from a class, whether passing or failing, can affect SAP. Incomplete grades will not count against attempted hours until a

grade is recorded or the candidate is withdrawn from the class or classes. Satisfactory academic progress will be reviewed at the end of each semester.

Refund Policy

Refund of Institutional Tuition, Room and Board Charges

In the event a student drops one or more classes, withdraws, or is administratively dismissed from the University for disciplinary or for financial reasons after registration is completed and prior to the end of a semester of enrollment, the student's eligibility for a refund of appropriate institutional tuition, room and board charges will be prorated as indicated.

A student must complete a Change of Schedule form (obtained from the Office of the Registrar) for dropping one or more classes.

Any situation in which all classes are dropped is considered to be a withdrawal from the University. The student initiates this process by completing a withdrawal form and submitting this to the Registrar's Office.

Should the student fail to complete this process, all semester charges will become immediately due and payable (refer to "Withdrawal from the University").

The official withdrawal process begins in the Office of the Registrar. A withdrawal form must be completed and all the necessary signatures obtained. *Oral requests do not constitute official notification.*

The University's official date of withdrawal used to compute the refund is based on the date the withdrawal form is recorded by the Registrar. Applicable institutional charges for fall and spring semesters will be refunded according to the following schedule:

Through the first official day of classes 100%
 After the first official day of classes and during the first week of the semester 90%
 During the second week of the semester 75%
 During the third week of the semester 50%
 During the fourth week of the semester 25%
 After the fourth week of the semester 0%

No refund of institutional charges will be made after the fourth week of the semester.

Specific dates affecting the schedule of refunds appear on the Registration Policies page of the electronic class schedule, WebAdvisor, which is available on the LMU web site by selecting the Current Students and Faculty link; and/or the Office of Student Services, the Office of the Registrar, and the Office of Finance.

Refund schedules pertaining to summer are adjusted to the varying length of the terms. They are also available in WebAdvisor by selecting the given term.

GRADUATE STUDENT SERVICES & CAMPUS LIFE

Housing

Students are responsible for acquiring housing and meals. Helpful information is available from the LMU Office of Admissions or Student Services.

Parking

All student vehicles must be registered with the Campus Police and Security Office. Vehicle registration covers one academic year from first day of fall classes to the last day of the summer session. The registration fee for the year is \$30.00 per vehicle. Should the need for a temporary sticker arise, the Campus Police should be contacted. Parking stickers are issued after the student has registered for semester classes. Stickers are issued according to status (faculty/staff, LMU student, or JFWA student) and students are categorized by residential or commuter. Parking tickets are issued to those who do not park in the appropriate spaces or disregard other vehicular policies. Vehicle registration form may be found at: <https://pathway.lmunet.edu/info/parking/default.aspx>

WebAdvisor

WebAdvisor is a web-based information management tool that allows candidates to access Lincoln Memorial University's administrative database. Information/functions available through WebAdvisor include Search for Classes, Student Profile, Class Schedule, Grades, Student Account, and Financial Aid. The candidate's account with the Finance Office must be paid in full and Perkins student loans must be in a current, non-defaulted status in order for the candidate to access his/her academic grades on WebAdvisor. To access WebAdvisor from LMU's web site, go to <https://webadvisor.lmunet.edu>. Each candidate is assigned a unique username and temporary password (which must be changed upon first log-in to WebAdvisor). **It is the responsibility of each candidate to ensure that his/her password remains confidential. Lincoln Memorial University does not accept responsibility for any password-related breach of security.**

Library Services

Library services are provided for all graduate candidates through the campus library, at the library terminals located at all off-campus sites, and/or through Internet access to on campus databases. Library personnel and instructors will give candidates access codes and procedures at the beginning of each semester.

Family Educational Rights and Privacy Act (FERPA)

The University complies with the provisions of the Family Educational Rights and Privacy Act, 1974, as amended. This law maintains that the institution will provide for the confidentiality of student education records. No one outside the institution shall have access to nor will LMU disclose any information from students' education records without the written consent of students, except to personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their

accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

To provide written consent for the disclosure of your education records, please complete the FERPA form available at <http://www.lmunet.edu/public/uploads/pdf/ferpa.pdf>. At its discretion, LMU may provide directory information in accordance with the provision of the Act to include: student name, address, telephone number, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Currently enrolled students may withhold disclosure by writing to the attention of the Registrar. Students may not inspect and review financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case LMU will permit access only to that part of the record which pertains to the inquiring student. Lincoln Memorial University maintains a list of all persons, except other LMU officials, who have received a copy of the student's education record. A copy of the LMU institutional policy on the release of education records is on file in the President's Office and the Registrar's Office.

Public Notice Designating Directory Information

LMU designates the following information contained in students' education records as "directory information." Directory information may be disclosed by the university without the student's prior consent pursuant to the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). However, the university is not required to disclose directory information and, therefore, carefully evaluates requests for information. At LMU, directory information includes the student's name, address, telephone number, email address, date and place of birth, photographs, major and minor field(s) of study, dates of attendance, class (freshman, sophomore, etc.), enrollment status (undergraduate or graduate; full or part-time), participation in officially recognized activities or sports, height and weight of student-athletes, degrees, honors (including Dean's List) and awards received, and the most recent educational agency or institution attended.

Currently enrolled students may withhold disclosure of directory information under FERPA. To withhold disclosure, students must submit a Request to Restrict Release of Directory Information to the Registrar. Former students may not submit a request to restrict disclosure of directory information on their education records, but they may request removal of a previous request for nondisclosure.

For more information regarding the University's FERPA policy, please contact the Registrar.

Criminal Background Check Policy

If a student is assigned for clinical experiences/practicum at a clinical affiliate, other affiliate agency, organization, or school requiring a criminal background check, the student will be required to provide the requested information.

Students are allowed in the facility at the discretion of the clinical affiliates, other affiliate agency, organization, or school. If the agency denies the student's acceptance into the facility, the student will not be able to complete the clinical/ practicum/field experience and will be withdrawn from the program.

In certain situations, investigative background reports are ongoing and may be conducted at any time. Access to the program may be denied at any time by the agency or Lincoln Memorial University.

Pursuant to the Fair Credit Reporting Act, LMU provides each student with the proper notices and forms at the time of application to the University with regard to background checks.

Harassment, Discrimination, and Sexual Misconduct:

No person at LMU shall, on the basis of age, color, creed, disability, ethnic/national origin, gender, military status, pregnancy, race, religion, sexual orientation, genetic information, or any other class protected by applicable law, be excluded from participating in, or being denied benefits of, any educational opportunity.

LMU is committed to providing a campus environment free of all forms of discrimination, including gender or sex based discrimination. All LMU employees are designated as Responsible Employees; this means that if you inform any LMU employee of a situation that may involve sexual misconduct, including sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, stalking, domestic violence, dating violence, or any other form of prohibited gender or sex based discrimination, the employee is required to share the information with the University's Title IX Coordinator. If you would like to speak with an individual who does not have this obligation, confidential counseling is available to students free of charge through the Office of Mental Health Counseling. For more information, contact Jason Kishpaugh, Director of Counseling, by email at jason.kishpaugh@lmunet.edu, by phone at (423) 869-6401, or schedule an appointment online at <https://www.lmunet.edu/student-life/counseling/schedule-an-appointment>.

If you have experienced any form of discrimination or harassment and would like report information, please contact the Title IX Coordinator/Institutional Compliance Officer, by email at titleixcomplaints@lmunet.edu, or by phone at (423) 869-6618.

You may make a report online at <http://www.emailmeform.com/builder/form/WCcZ1kq83c48D6b0w721mhL>. The Title IX Coordinator/Institutional Compliance Officer's office is located at D.A.R. Building, Room 210 and the Duncan School of Law, Room 404. The LMU Campus Police have established a confidential tip line through which individuals can share information anonymously. Telephone calls received on the tip line are recorded on a voice message system, but callers will not be identified unless the caller leaves his/her identifying or contact information in the recorded message.

Call:

LMU Tip Line: (423) 869-7159

Text:

Text your report to 50911, type keyword LMUtip, followed by your information.

Help and support are available. LMU offers support to help individuals navigate campus life, access health and counseling services, and obtain academic and/or housing accommodations. In addition, LMU Campus Police is available to provide security escorts and/or additional security on campus. The entire Harassment, Discrimination, and Sexual Misconduct Policy is located in the Student Handbook.

Hazing

Hazing is any reckless or intentional act, occurring on or off campus, that produces mental, emotional, or physical pain, discomfort, embarrassment, humiliation, or ridicule directed toward other students or groups (regardless of their willingness to participate), that is required or expected for affiliation or initiation. This includes any activity, whether it is presented as optional or required, that places individuals in a position of servitude as a condition of affiliation or initiation.

Hazing is strictly prohibited by the University and the State of Tennessee. Any individual or organization found in violation of this policy is subject to disciplinary action and/or criminal prosecution. Retaliation against any person who is involved or cooperates with an investigation of hazing is strictly prohibited. If you are aware of an incident of Hazing, you must report such incident to the Dean of Students.

ADA Statement

As a rule, all candidates must read and comply with standards of the LMU Student Handbook and LMU catalog. Any candidate seeking assistance in accordance with the Americans Disabilities Act (1990 as amended) should contact his/her instructor and the LMU ADA Compliance Officer, Dr. Daniel Graves, with regard to required documentation and in order to make appropriate arrangements. Contact information: dan.graves@lmunet.edu and/or 423-869-6531. The office is located on the first floor of the Duke Hall, room 202, on the main campus in Harrogate.

CURRICULUM & STANDARDS

The curriculum of the MSCJ programs at LMU is designed to enhance a student's academic qualifications. All classes are preparatory coursework for post-graduate goals in programs leading to a terminal degree. The core courses will be offered during the spring and fall semesters of the first year of the program. None of the master's level courses have prerequisite requirements. **Please note that the semester's schedules and/or coursework and timeframes are subject to change based upon individual student needs or as determined by the MSCJ Admissions Committees and Program Directors.**

Core Courses (15 hours):

CRIM 505 Theories of Crime and Criminal Justice
 CRIM 506 Ethics and Issues in Criminal Justice
 CRIM 510 Crime and Public Policy Analysis
 CRIM 511 Criminal Justice Research Methods
 CRIM 512 Justice Administration and Leadership

Elective Courses (15 hours):

CRIM 605 Homeland Security and Emergency Management
 CRIM 615 International Crime and Policy
 CRIM 620 Victimology
 CRIM 625 Juvenile Justice

CRIM 630 Community Corrections and Offender Reentry
 CRIM 635 Crimes of the Powerful
 CRIM 640 Race, Gender, Class, and Crime
 CRIM 645 Rural Criminal Justice
 CRIM 650 Qualitative Research Methods
 CRIM 695 Special Topics Seminar
 CRIM 696 Independent Study
 CRIM 697 Thesis (6 hours)

Total hours: 36 hours

Students may choose up to six hours of approved MBA, MPA, EDHE, or IL courses to supplement their MSCJ course work. Program director and advisor must approve course selection.

Course Descriptions

15 hours core requirements:

- **CRIM 505 Theories of Crime and Criminal Justice (3)**
This course is a comprehensive examination of prevalent theoretical perspectives in criminology and criminal justice with an emphasis on contemporary innovations in theoretical perspectives, policy implications, and scholarly research.
- **CRIM 506 Ethics and Issues in Criminal Justice (3)**
This course would be an in-depth examination of critical issues within criminal justice. The class would also require students to explore the key ideologies and ethical foundations of the justice system.
- **CRIM 510 Crime and Public Policy Analysis (3)**
This course is an in-depth examination of critical issues within criminal justice. The course requires students to explore the key ideologies and ethical foundations of the justice system with an emphasis on critically evaluating the effectiveness of criminal justice policies and the impact of these policies on citizens in society.
- **CRIM 511 Criminal Justice Research Methods (3):**
This course is a comprehensive examination of the scientific research process including research ethics, research design, and various research techniques with a focus on quantitative research methods including survey research, regression analysis, and use of quantitative research software. This course requires students to complete a research proposal that includes a comprehensive literature review and a research design that can be used for the student's thesis project.
- **CRIM 512 Justice Administration and Leadership (3)**
- This course will prepare students for leadership roles within a criminal justice agency
- (police, courts, corrections) or similar organization. Topics include organizational
- management, personnel issues, and leadership ethics.

15 hours elective credit:

-
- **CRIM 605 Homeland Security and Emergency Management (3)**
 Since September 11, 2001 public safety professionals have seen a qualitative shift in the scope of their work that places a great emphasis on addressing threats posed by terrorism and natural disasters. This course will examine the changing face of public safety in the United States with an emphasis on the legal, ethical, and policy-related issues associated with the focus on “homeland security” and the “war on terror”.
- **CRIM 615 International Crime and Policy (3)**
 This course will explore international crime and international policy related to criminal activity that extends beyond the boundaries of the United States. Topics will include international crime trends, international law, and comparative analysis of criminal justice policy.
- **CRIM 620 Victimology (3)**
 This course is an examination of victimization, including the role of victims in the criminal event, challenges faced by crime victims in relation to social institutions, and criminal justice policies related to helping crime victims. Focus will be placed on policy alternatives related to aiding crime victims including restorative justice.
- **CRIM 625 Juvenile Justice (3)**
 This course is an examination of juvenile crime, the juvenile justice system, and theories of juvenile offending including life-course perspectives, developmental theories, and childhood intervention programs.
- **CRIM 630 Community Corrections and Offender Reentry (3)**
 This course is a critical examination of community corrections policy and offender reentry programs. Special focus will be given to examining factors related to offender recidivism and alternative public policy options that may improve successful offender reentry.
- **CRIM 635 Crimes of the Powerful (3)**
 This course is an examination of crimes committed by the powerful, including corporate crime, white-collar crime, governments, and other types of elite deviance. The course will examine theoretical explanations with a particular focus on critical perspectives and how the influence of powerful agents in society contributes to this category of crime.
- **CRIM 640 Race, Gender, Class and Crime (3)**
 This course provides an in-depth examination of crime with a focus on the role of race, gender, and social class and critical evaluation of criminal justice policy. Special emphasis will be placed on critical theories of race, gender, and social class.
- **CRIM 645 Rural Criminal Justice (3)**

This course will examine the challenges faced by criminal justice agencies in rural areas including personnel issues, resource management, crime trends in rural areas, and other special concerns related to the administration of justice in a rural community. Special attention will be given to Appalachia.

- **CRIM 650 Qualitative Research Methods (3)**

This course is a comprehensive examination of the scientific research process including research ethics and research design with a focus on qualitative research methods including content analysis, narrative criminology, archival research, and use of qualitative research software. This course requires the student to complete a qualitative research project that demonstrates the ability to use qualitative methods.

CRIM 695 Special Topics Seminar (1-3)

This seminar will be used to provide students and faculty the opportunity to devote in-depth study toward a particular topic of interest that is not available through other coursework. The individual faculty member conducting the seminar will determine the course content.

- **CRIM 696 Independent Study (1-33)**

The independent study is an opportunity for the student to conduct in-depth study on a topic of particular interest for the student and/or to provide the opportunity to work closely with a faculty member on a research project. Students must have successfully completed provisional admission requirements and obtain instructor approval. Students are limited to 6 credit hours of Independent Study credit towards elective requirements.

- **CRIM 697 Thesis Research (6)**

Students may complete a thesis research project that demonstrates an exceptional level of knowledge and expertise in their chosen topic of study including scholarly research skill. The project must include a substantial literature review component and analysis of a research question chosen by the student and approved by the thesis advisor and committee. Student must successfully defend the research to the thesis committee.

[FACULTY/STAFF CONTACT INFORMATION](#)

A directory of all LMU employees is present on our website, www.lmunet.edu. The most frequently needed contacts for MS students are listed below.

[Faculty](#)

While many part-time and adjunct faculty make valuable contributions to the teaching and learning at Lincoln Memorial University, only full-time employees holding faculty rank in academic schools offering undergraduate degrees are included in this catalog. Professional school faculty are included in the applicable school graduate catalog.

Martin Sellers, Ph.D.

Dean, Paul V. Hamilton School of Arts, Humanities, & Social Sciences

Office: rm. 101 Avery Hall

Email: martin.sellers@LMU.net

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MaryAnn Thrush, Ph.D.

Assistant Professor of Criminology and Criminal Justice

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Phone: 423.869.6099

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Assistant Professor of Criminology and Criminal Justice

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Phone: 423-869-6906

Ronald Craig, PhD

Assistant Professor of Criminology and Criminal justice

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Phone: 423-869-6772

Staff**Rebecca Tackett**

Administrative Assistant for the School of Arts, Humanities, & Social Sciences

Email: rebecca.tackett@lmunet.edu

Phone: 423.869.6203

Carol Vanzant

Administrative Assistant for the School of Arts, Humanities, & Social Sciences

Contact Information by Department

Department	Telephone	Campus Location
Admissions	423.869.6280	DAR Building
Director of Admissions	423.869.-6712	DAR Building
LMU Bookstore	423.869. 6306	Student Center
Cashier's Office	423.869. 6202	DAR Building

Counseling Services	423.869.6401	Duke Hall
Disability Services	423.869. 6531	Duke Hall
Financial Aid	423.869.6336	DAR Building
Information Services	423.869.6333	Duke Hall
LMU Medical Clinic	423.869.7193	165 Westmoreland Street, Harrogate
LMU Post Office	423.869.6812	Student Center
Registrar	423.869.-6434	DAR Building
LMU Security	423.869.-6911	Tex Turner Arena
Student Services	423.869.6811	Student Center

2017 – 2018 ACADEMIC CALENDAR

Official University Holidays (Offices closed/no classes):

2017: September 5; November 23-25; December 26-31

2018: January 1; April 14; May 29 and July 4

Faculty/Staff Conference Week: August 8 - 11

Fall Semester 2017

Final Registration for before classes begin	Aug 11
MSCJ classes begin	Aug 15
Labor Day (no classes, residence halls remain open)	Sept 5
Last day to drop course without “WD”	Sept 13
Homecoming (classes held as scheduled)	Oct 7-8
Mid-term	Oct 10-14
Last day to drop course without “F”	Oct 21
Early registration begins	Oct 24
Thanksgiving holiday (no classes)	Nov 23-25
Residence halls open (1 p.m.)	Nov 27
Classes end	Dec 2
Final exams	Dec 5-9
Commencement (11 a.m.)	Dec 10
Residence halls close (2 p.m.)	Dec 10

Spring Semester 2018

Final registration before classes begin	Jan 6
Residence halls open (8 a.m.)	Jan 8
Classes begin	Jan 9
Martin Luther King Day (special activities)	Jan 16

Last day to drop course without “WD”	Feb 7
Lincoln Day/Founders Day (special activities)	Feb 13
Mid-term	Feb 27- Mar 3
Residence halls close (5 p.m.)	Mar 17
Spring break (no classes)	Mar 20-24
Residence halls open (1 p.m.)	Mar 26
Early registration begins	Mar 27
Good Friday (no classes)	April 14
Classes end	April 28
Final Exams	May 1-5
Commencement (11 a.m.)	May 6
Residence halls close (2 p.m.)	May 6

CANCELLATION NOTIFICATION DUE TO WEATHER OR OTHER EMERGENCIES

LMU offices generally will remain open during periods of inclement weather, even though classes may be canceled. Staff members should refer to the “Response to Inclement Weather Policy” in the Faculty-Staff Policy Manual for additional information.

The main sources of information regarding cancellation/delay of classes due to weather-related emergencies are the LMU Website, Pathway and the telephone weather information lines provided below. In addition, when possible, radio and television stations (listed below) will be contacted to announce cancellations/delays. Every effort will be made to have morning or daytime cancellation/delay notices posted by 6 a.m. and notices for evening classes (those beginning at 6 p.m. or later) posted by 4:30 p.m.

NOTE: Extended learning sites utilizing local school facilities are closed when those facilities close due to weather conditions. If the Harrogate campus or an extended learning site is closed, an announcement will be made in the same way, i.e., LMU Website, Pathway and site-specific weather-related information line. Also, when possible, radio and television stations (listed below) will be contacted to announce cancellations/delays/closings.

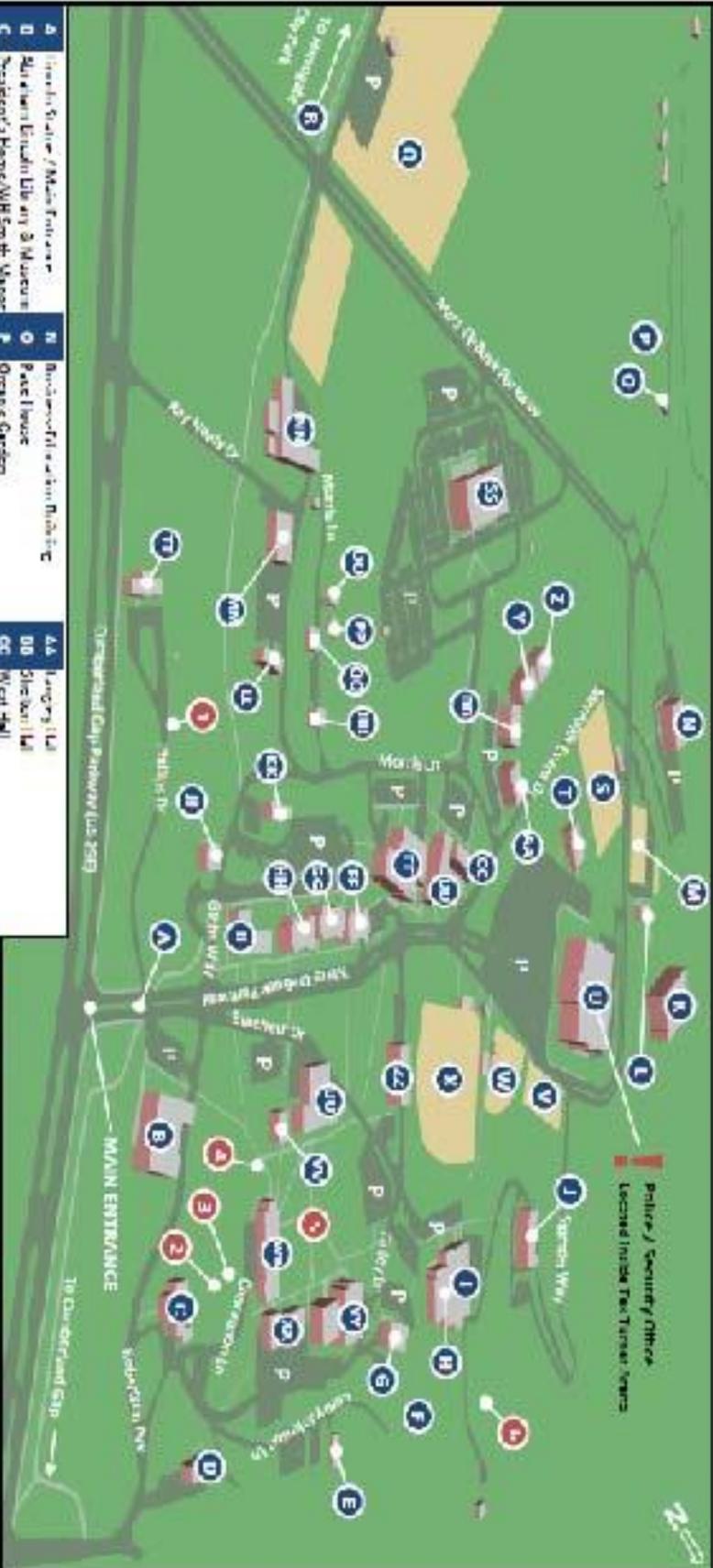
LINCOLN MEMORIAL

L I N C O L N M E M O R I A L U N I V E R S I T Y

Main Campus Map

Hartogate, Tennessee

- Campus Buildings
- Athletic Field/Complexes
- Parking
- Staircase
- Road



A	Health Studies / Mass Franchise	M	Business Administration Building	AA	Langtry Hall	MN	Phillips vet Tech Center	SC	Perc-Chance Hall
B	William E. Rubin Library & Museum	N	Peace House	BB	Shea Hall	OC	Roberson House	TR	Richard W. Fisher Learning Resources Center (New Pl)
C	President's Home/W.H. Smith Manor	O	Organic Garden	CC	West Hall	OP	Robert L. Hoover / Guy W. Moore	ZZ	J. Frank White Auditorium
D	Orches Hall	P	Geoff Corpley	DD	East Hall	OR	Conrad and Anita Roberts Center	1	Huff Tower
E	Alston Plazdon Stone	Q	Marion Gray Park	EE	Student Center	OS	Conrad and Anita Roberts Center	2	Leong House
F	Water Tower	R	Seaton Field	FF	Wilson Hall	OT	Quisque College of Osteopathic Med	3	Nymphokas
G	Signer Community Service Center	S	Seaton Field	GG	Waldell Hall	OU	Quisque Hall	4	Wright Alumni Park
H	Mary S. Annan Museum	T	Seaton Field	HH	Post Hall	OV	Prichard T. Criswell Chapel	5	Temple Field
I	Mary West Lymanum	U	Tex Turner Arena	II	Lafayette (West Hall)	OW	Prichard T. Criswell Chapel	6	Dorothy Holow / Poppe George
J	Graves Hall	V	Aspen Tennis Courts	JJ	Vernon House	WW	Avery Hall		
K	Math and Science Center	W	Dorothy Neely Field (Sports II)	KK	Stevens Hall				
L	James S. Smith Complex	X	Lincoln Memorial Field (Stadium)	LL	Primary Shop				
M	Temple Courts	Y	Building 1	MM	Warehouse Building				
		Z	Building 2						