

# Indiana University

## GRADUATE PROGRAMS IN CRIMINAL JUSTICE

GRADUATE POLICY HANDBOOK  
2007-2008



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## **I. GRADUATE PROGRAMS IN CRIMINAL JUSTICE**

The Graduate Policy Handbook reflects all policies and procedures pertinent to the graduate program in the Department of Criminal Justice. The interpretation of these policies and procedures is the responsibility of the Graduate Affairs Committee (GAC).

Students may petition for waiver of any of the policies included in this handbook. Petitions for waivers of any requirements are the responsibility of, and must be approved by the Graduate Affairs Committee (however, students should be aware that core courses may not be waived or petitioned under any circumstances. These courses include: P501, P502, P610, P670, P694, and P599).

Incoming students with some graduate training, who have completed one or more graduate-level statistics and methods courses, may elect to take a proficiency examination in methods and statistics, which will be offered by the Department at the beginning of the fall semester. Students who, in the judgment of the examining committee, demonstrate proficiency may petition to waive one or more of P594, P595, and P596 if they have taken comparable courses elsewhere.

Additions, deletions or modifications to the Graduate Policy Handbook become effective at the beginning of the next academic year. *Students are subject to rules existing at the time of entrance into the program.*

Not all University policies that may affect graduate students will be found in the Criminal Justice Handbook. Students must also consult the Indiana University Graduate School Bulletin for University regulations regarding graduate degrees.

URL: <http://www.indiana.edu/~bulletin/iu/grad/2007-2008/index.shtml>

## **II. ADMISSION TO GRADUATE PROGRAMS IN CRIMINAL JUSTICE**

### **A. Admission Criteria and Procedure for the Master's Program**

1. Students must submit a complete dossier to support their application by January 15<sup>th</sup>. The deadline for international students is December 1<sup>st</sup>.
2. Normally, to be considered for admission to the program, all applicants must have an undergraduate GPA of at least 3.2 and a score of 600 or better on one of the two sections of the Graduate Record Examination (GRE). Typically, no score on either section (Quantitative and Verbal) can be below 400. In addition, the GRE Analytical Writing score cannot be below 4.0.
3. Applicants must submit the following: a. an official undergraduate transcript; b. a 300- to 500-word statement of academic and professional goals; c. scores from the verbal, quantitative, and writing sections of the GRE; d. evidence of potential for success in

graduate work, as attested by three letters of recommendation from faculty members familiar with the applicant's academic performance; e. International TOEFL is required of all foreign students. The minimum TOEFL score for foreign students is 600, or a computer based score of 250.

4. The Director of Graduate Affairs shall process all inquiries and applications for admission.

## **B. Admission Criteria and Procedure for the Doctoral Degree**

1. Students with either a bachelor's degree or a master's degree may apply to the doctoral program.

2. Domestic students must submit a complete dossier to support their application by January 15<sup>th</sup>. International students must submit their complete dossier to International Admissions by December 1<sup>st</sup>.

3. Normally, the minimum GPA in all graduate coursework should be 3.5 and 3.2 for undergraduate coursework. In addition, consideration for admission minimally requires a score of 600 or better on one of the two sections of the Graduate Record Examination (GRE) and typically no score below 400. In addition, the GRE Analytical Writing score cannot be below 4.0.

4. Applicants must submit the following: a. an official undergraduate transcript as well as any graduate and professional school transcripts; b. a 300- to 500 word statement of academic and professional goals; c. scores from the verbal, quantitative, and writing sections of the Graduate Record Examination (GRE); d. evidence of potential for success in graduate work, as attested by three letters of recommendation from faculty members familiar with the applicant's academic performance; e. International TOEFL is required of all foreign students. The minimum TOEFL score for foreign students is 600, or a computer based score of 250.

5. In addition, the applicant must provide a resume describing past academic achievements and activities (e.g., assistantships, fellowships, research experience, internships, or other awards). If desired, the applicant may supplement the application with copies of theses, course papers, or published/presented papers.

## **C. Evaluation Procedures for Admission to Graduate Programs**

1. The dossier will be reviewed and must be approved for admission by a majority of voting faculty members of the GAC who are present at the meeting.

2. In addition to those factors listed in sections II-A and II-B, other factors may be taken

into account. These factors may include: Miller Analogy scores, LSAT scores, quality of undergraduate program, undergraduate major, relevant work experience, graduate course work, and/or research reports, publications, project reports, presentations, departmental fit, or other evidence of the student's ability to do graduate work in criminal justice at Indiana University.

3. While the factors stated in Sections II-A and II-B will be used in the admission process, the admission decision will be based upon an overall evaluation of the applicant's record. It is a competitive process and there are no guarantees of admission based upon the minimum requirements listed in this document. On rare occasions, exceptions to the minimum criteria are approved, when there is evidence that the applicant is a strong candidate to succeed in the graduate program. Such evidence is typically provided by: (1) exceptional GPA or GRE scores, (2) outstanding academic performance in graduate courses, and (3) superior letters of recommendation.

4. Credentials of candidates for admission to the graduate program are reviewed by the Graduate Affairs Committee, chaired by the Director of Graduate Affairs.

5. The Graduate Affairs Committee may modify the requirements for TOEFL exams, grade points, and GRE scores when such data are unavailable for foreign students.

6. Applicants recommended for admission by the department but who do not meet the GPA or GRE criteria, must be approved by the College of Arts and Sciences. If admitted, these students must register and complete nine credit hours (excluding incompletes) during their first semester after admission to the program. In addition, they must maintain a grade point average of 3.0 or better or they may be placed on academic probation.

### III. TRANSFER CREDIT

#### A. **General Criteria**

1. It must be emphasized that the transfer of credit is not an automatic occurrence.
2. Only credits earned with grades of B or better are eligible to be transferred.
3. Candidates for the Master's degree may transfer no more than 8 credit hours into the department's graduate program.
4. Candidates for the Ph.D. degree may transfer no more than 30 hours of graduate credit from other institutions.

## **B. Procedures**

1. The chairperson of a student's advisory committee determines the validity of transfer credits and makes a recommendation to the Director of Graduate Affairs. *In the case of methods or statistical course, students must pass a proficiency examination.*
2. A student may be asked to provide substantial documentation (e.g., syllabi or other supporting material) to the faculty advisor to support the case for transfer of credit.
3. *Transfer credit will not be applied to a major area without the approval of the area committee.*
4. All petitions for transfer of graduate credit require the approval of the Director of Graduate Affairs. If accepted, the Director of Graduate Affairs signs the form, which is then sent to the University Graduate School for final approval.

## **IV. REGULATIONS REGARDING GRADUATE STATUS**

### **A. Full-Time Status**

1. Full-time status, as determined by the University Graduate School, is 8 hours of credit for unfunded students.
2. To be considered full time, students holding associate instructorships are required to register for a minimum of 6 credit hours during each full semester. Please note that in order to make normal progress through the program it is typically necessary to take more than 6 credits per semester. Students holding a fellowship or scholarship with no research or teaching duties are required to register for at least 9 credits of graduate courses per semester.
3. The Graduate School will consider as full time Ph.D. students whose completed courses and deferred dissertation credits total 90 hours, provided they are working on theses or dissertations for the completion of the degree. Such students, however, must enroll in at least one hour of graduate credit each semester.

### **B. Statutes of Limitations**

1. The statutes of limitation adopted by the University Graduate School and the Department of Criminal Justice for the M.A. degree is five (5) years. Doctoral candidates will be limited to seven (7) years after passing qualifying examinations.
2. Requests for extensions must be made in writing by the student and be approved by the GAC before they may be considered by the University Graduate School. If no request has been made, expiration of this limit may result in automatic dismissal from the graduate program.

### C. **Quality of Graduate Work and Normal Progress**

1. Consistent with University regulations, a minimum GPA of B (3.0) is required for certification of readiness to take qualifying examinations and for conferral of a graduate degree. An overall average of less than B (3.0) results in the student being placed on academic probation as indicated by the rules of the Graduate School. Students should consult the Graduate Bulletin for further information regarding graduate standing.
2. Under ordinary circumstances, full-time students are expected to complete their master's degree by the end of their second year in the program.
3. Under ordinary circumstances, full-time students who enter the Ph.D. program with a Master's degree are expected to complete their Ph.D. degree by the end of their fourth year in the program. Full-time students who enter the Ph.D. program with an undergraduate degree are expected to complete their Ph.D. degree by the end of their fifth year.
4. If an undergraduate 300 or 400-level course is not included in the approved list of courses for graduate credit in the Graduate Bulletin, it will not be accepted for graduate credit by the graduate recorder. If there is a strong justification for taking an unlisted undergraduate course, the Director of Graduate Affairs can request an exception to policy from the Dean of the Graduate School.

### V. **ASSOCIATE INSTRUCTOR APPOINTMENTS (AI), ASSISTANTSHIPS, AND FELLOWSHIPS**

The Department of Criminal Justice offers financial support in the form of several associate instructorships. The allocation of associate instructor appointments typically will be for one year and **may be** renewed for additional years of funding. Funding priority is typically given to Ph.D. students. In years where the department has a surplus of AI positions that cannot be filled by graduate students in the department of Criminal Justice, these positions will be allocated by the Director of Graduate Affairs in consultation with the Chairperson of the Criminal Justice Department.

In addition, the Department of Criminal Justice also awards several graduate fellowships. All fellowship awards are used to attract truly outstanding graduate students to the Department of Criminal Justice at Indiana University and are awarded only to students expected to receive the terminal degree in Criminal Justice, ordinarily the Ph.D. Students holding fellowships must maintain full-time enrollment status (at least nine (9) credit hours per semester).

#### A. **Evaluation of Continuing Students**

1. All matriculated graduate students seeking financial aid will be evaluated each semester. A cursory evaluation will be conducted in the Fall and will determine whether any student has failed to maintain a 3.5 grade point average, has an incomplete in a core

course, has more than one incomplete, or has failed to meet their teaching obligations. Any one of these conditions may constitute grounds for not awarding or withdrawing student funding.

2. During the Spring semester when the GAC conducts a full evaluation of student performance, faculty members may be asked to provide information on student performance.

3. By January of each year the Director of Graduate Affairs must receive a completed Request for Funding Form from each graduate student. At the same time, returning students should indicate on the Request for Funding Form their preferences for an associate instructorship or other funding opportunities available. The list should indicate the order of preference.

4. In those cases where a student has not received funding, a student may appeal for reconsideration.

5. Faculty evaluations may consider student's progress, mastery of a substantive body of knowledge and critical ability, development of research skills, oral and written communication skills, teaching performance, and related professional activity. Faculty may also consider other indicators of successful graduate study, such as making progress toward the completion of the degree requirements.

6. To be considered for funding, students may not have incompletes in any core course. Moreover, only **one** incomplete is allowed. The removal of incompletes must be in accordance with the provisions established by the University Graduate School. Grades of incomplete do not apply to research and reading courses in which completion of the course work is not usually required at the end of the semester. Certain departmental courses (i.e., P599, Research Practicum; P694 and P855, Research in Criminal Justice; P794, M.A. Thesis; P851, Reading in Criminal Justice; P859, Ph.D. Thesis) as well as research and reading courses outside the department are denoted by R (deferred grade) and are identified with a ♦ in the courses listed in section XII.

## **B. Procedures for Awarding Funding**

1. In order to be eligible for funding consideration, continuing students must achieve a minimum grade point average (GPA) of 3.5. Moreover, this GPA standard must be met each semester in order to continue the funding award.

2. Faculty members of the Graduate Affairs Committee review students' files. The Graduate Affairs Committee ranks each student based on performance criteria as well as departmental need, progress toward degree, and the number of previous years of funding.

3. Following their evaluation of each student, faculty members of the Graduate Affairs



Committee will submit their individual rating sheets and a ranked list of students applying for funding to the Director of Graduate Affairs.

4. From the material provided by members of the Graduate Affairs Committee, the Director of Graduate Affairs will produce a ranked list of all students. This list becomes the basis for discussion of student rankings at a meeting of the faculty members of the Graduate Affairs Committee and the Director of Graduate Affairs. During this meeting, the Graduate Affairs Committee produces a final ranked list of students who have applied for financial assistance.

5. Students who are not funded, but are qualified to receive funding, will be placed on a waiting list. Students on the waiting list may request the Director of Graduate Affairs to inform them of their place on the waiting list. Students who are not qualified will not be placed on the waiting list.

6. Part-time students are not eligible for AI positions, fee remissions, or fee scholarships. A part-time student is one who is not receiving any type of financial support and who has enrolled for fewer than eight (8) credit hours.

7. Students wishing to apply for graderships should submit a vita to the Director of Graduate Affairs. The awarding of the gradership will be made in consultation with the faculty member teaching the course.

### **C. Assignment of Associate Instructors**

1. After assistantships have been awarded, the Director of Graduate Affairs will review graduate students' preferences for associate instructorships, if they have them, for assisting in particular courses. The assignment of graduate students to positions within the department is made by the Director of Graduate Affairs in consultation with the Chairperson of the department and the course instructor. When possible, student and faculty preferences will be matched.

2. The Director of Graduate Affairs, in consultation with the student, may change course assignments and make additional assignments if new sources of funding become available.

3. The instructor of a course may petition the Director of Graduate Affairs to reassign a student or make additional assignments to a course if new sources of funding become available.

4. It is important to remember that class attendance, grading of examinations, leading discussion sessions, and maintaining office hours are contractual obligations. Failure to meet these contractual obligations will result in a loss of funding. Additional duties may be assigned by the supervising instructor.

5. Associate instructors are obligated to spend a minimum of two hours in office hours per week in the Criminal Justice Graduate Offices located in Sycamore Hall and meet with students by appointment. Associate instructors may be required to spend additional hours beyond the minimum at the request of their individual faculty supervisors. (Courses have different needs and office hours may vary depending upon course requirements).

#### **D. Rights and Responsibilities of Funded Students**

1. A funded student, regardless of assigned position, is involved in professional training. Therefore, wide exposure to a variety of experiences in both teaching and research is necessary for professional development.
2. Students are eligible for two (2) years of University funding for the M.A. degree. Normally, students pursuing the Ph.D. will be eligible for funding for four (4) years if they entered the program with a Master's degree and five (5) years if they entered the program without a Master's degree. Exceptions can be considered in the case of departmental need, research grants, fellowships, and other sources of funding. Eligibility is not a guarantee of funding.

#### **E. Associate Instructor Training**

All Associate Instructors are required to participate in AI orientation and in the AI training seminar.

### **VI. FEE SUPPORT POLICY**

#### **A. General Criteria**

1. Under the Campus fee support policy, all student academic appointees (SAAs) who are:
  - a. assigned to either teaching or research duties, and
  - b. appointed at least 0.375 FTE or above, are entitled to register for up to 12 credit hours per semester on a rate that is equivalent to the in-state rate if they are an in-state resident and a rate that is equivalent to the out-of-state rate if they are out-of-state resident. Note that students who are appointed at 0.375 FTE or above still must enroll for at least 9 credit hours per semester.
2. Students who meet the eligibility requirements both semesters in an academic year also will be eligible for the fee remission for up to six hours during the subsequent summer. Students are responsible for payment of unremittable fees.

## B. Implementation of the policy by the College

All SAAs who meet the above requirements will be eligible for the fee remission.

## VII. SEXUAL HARASSMENT AND ACADEMIC MISCONDUCT

### A. Sexual Harassment

(See *Bloomington Bulletin: Enrollment and Student Information* or <http://www.indiana.edu/~affirm/pdf/sexualha.pdf> for the University's policies and procedures.)

1. Sexual harassment within academe is unethical, unprofessional, and threatening to academic freedom. In the academic context, the term "sexual harassment" may be used to describe a wide range of behaviors. It includes, but is not limited to, the following: generalized sexist remarks or behavior, whether in or out of the classroom; requests for sexual favors; sexual advances, whether sanction free, linked to reward, or accompanied by threat of retaliation; the use of authority to emphasize the sexuality or sexual identity of a student in a manner which prevents or impairs that student's full enjoyment of education benefits, climates or opportunities; and sexual assaults. Such behaviors are unacceptable because they are forms of unprofessional conduct which seriously undermine the atmosphere of trust essential to the academic enterprise.

2. The potential for sexual harassment is not limited to incidents involving members of the profession and students. Use of asymmetric power by members of the profession resulting in sexual harassment of colleagues or staff is also unethical and unprofessional.

3. Further, it is unprofessional behavior to condone sexual harassment or to disregard complaints of sexual harassment from students, staff, or colleagues. Such actions allow a climate of sexual harassment to exist and seriously undermine the atmosphere of trust essential to the academic enterprise.

4. In addition to sexual harassment, amorous relationships that might be appropriate in other circumstances are inappropriate and must be avoided when they occur between members of the profession and any student for whom he or she has a professional responsibility. Implicit in the idea of professionalism is the recognition by those in positions of authority that in their relationships with students there is always an element of power. It is incumbent upon members of the profession not to abuse, nor seem to abuse, the power with which they are entrusted, since relationships between members of the profession and students are always fundamentally asymmetric in nature. Such relationships may have the effect of undermining the atmosphere of trust among students and faculty on which the educational process depends.

## B. Academic Misconduct

Indiana University, like all academic institutions, exists for the advancement of knowledge, the pursuit of truth, the development of students, and the promotion of the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. Students are expected to exercise their freedom to learn with responsibility and to respect the general conditions which maintain such freedom. The university may discipline a student for academic misconduct which is defined as any activity which tends to compromise the academic integrity of the institution and undermine the educational process. Academic misconduct includes, but is not limited to, cheating, fabrication, plagiarism, and interference. Regulations and policies regarding academic misconduct may be found in the Bloomington Schedule of Classes and Student Academic Information which is published each semester and may also be found in the Code of Student Ethics at <http://dsa.indiana.edu/Code/>.

## VIII. ADMINISTRATIVE STRUCTURE OF THE DEPARTMENT AND THE GRADUATE PROGRAM

A. **Chairperson.** The Chairperson is responsible for the overall administration of the department including carrying out policies set by the University, the Bloomington campus, the College of Arts and Sciences, and the faculty of the Department. It is the Chairperson's responsibility to manage the departmental budget, make staff appointments, appoint committees other than those elected by the faculty or those upon which faculty members serve *ex-officio*, oversee the scheduling of classes, make teaching assignments, prepare reports as required by various units of the University, make recommendations on reappointment, tenure, promotion and hiring of faculty, set faculty salaries, and approve specific requests such as for faculty fellowships, sabbatical leaves, and the like. The Chairperson is responsible to the Dean of the College of Arts and Sciences and serves for a specified term. The Chairperson represents the department in interactions with the Dean of the College and other appropriate units.

B. **Director of Graduate Affairs.** It is the Director's responsibility to oversee the operation of the graduate program including the enforcement of policies and procedures established by the Graduate School and the faculty of the Department. The Director of Graduate Affairs may exercise reasonable discretion in making necessary exceptions to procedures and policies except in areas specified by the faculty or the Graduate School; he or she will refer matters of sufficient importance to the Graduate Affairs Committee. The Director of Graduate Affairs approves the appointment of Advisory, Research, and Examination Committees and chairs the Graduate Affairs Committee. The Director represents the Department in interactions with the Graduate School.

### 1. **Appointment**

The Director of Graduate Affairs is appointed by the Chairperson.

## **2. Duties and Responsibilities**

a. The Director of Graduate Affairs serves as executive officer of the graduate program of the department.

b. The Director's duties include:

(1) coordinating and administering the graduate program of the Department;

(2) planning, organizing, and administering an orientation program for incoming graduate students;

(3) maintaining liaison between the Department and the College and all University colleges, departments, or programs that relate directly or indirectly to the operation of the graduate programs of the Department;

(4) assuming full responsibility for the submission of all revisions in the graduate catalogue to the appropriate University and college committees;

(5) preparing and revising the graduate student handbook outlining the procedures, requirements, and programs of the Department;

(6) assuming overall responsibility for graduate student advisement, to prepare appropriate forms for record keeping to distribute to all faculty advisory committees, to advise all faculty of current program requirements, new courses, and new procedures;

(7) coordinating graduate student-faculty interaction;

(8) chairing the Graduate Affairs Committee;

(9) assuming responsibility for any other duties relative to the graduate program as assigned by the Department Chair.

## **C. Graduate Affairs Committee**

### **1. Composition of the Graduate Affairs Committee**

a. The Graduate Affairs Committee (GAC) is a standing committee of the Department of Criminal Justice. Members of the Graduate Affairs Committee are appointed each academic year by the Department's Chairperson in consultation with the Director of Graduate Affairs.

b. The GAC is composed of tenure-track faculty members, a graduate student representative, and the Director of Graduate Affairs. The graduate student representative shall not participate or vote on personnel and funding matters.

## **2. Duties and Responsibilities**

a. The GAC makes recommendations and rulings on policies and issues related to graduate programs in the Department of Criminal Justice. Its activities and responsibilities include:

- (1) Making policies concerning admission, funding, and degree requirements for the department's graduate programs;
- (2) Making recommendations on courses for inclusion in the course catalog, including cross-listed courses;
- (3) Answering student petitions to modify course and degree requirements;
- (4) Engaging in activities to enhance the quality of graduate education in the department.

## **D. Graduate Student Awards**

### **1. Robert F. Borkenstein Graduate Award for Outstanding Academic Achievement**

Named for and in honor of Professor Emeritus Borkenstein, this \$100 award is presented each year to a student who exemplifies superior work at the graduate level. In order to be considered, nominations from the faculty must be submitted to the Director of Graduate Affairs by April 15<sup>th</sup>. The GAC will evaluate the nominees' supporting material.

### **2. The Hue and Cry Graduate Award**

This award serves as a reminder when the department was the Department of Forensic Studies. It was devised and is subsidized by former majors Mark Cooke, David Flynn, Curtis Hunt, Steve Shank, and Bob Skillman. The criteria for the \$100 award include academic merit, teaching skills, and concern for the welfare of the Department and its students. In order to be considered, nomination from the faculty and graduate students must be submitted to the Director of Graduate Affairs by April 15<sup>th</sup>. Nominations must be supported by letters or other supporting material which detail the student's achievements. The Director of Graduate Affairs will prepare a ballot listing the slate of nominees which will be distributed to the faculty. The faculty will evaluate the nominees' supporting materials and will select a recipient. The winner will be announced at the department's annual awards banquet.

## IX. MASTER OF ARTS

The Department of Criminal Justice offers a multidisciplinary Master of Arts degree designed for students coming from a variety of bachelor degree programs. The degree may serve as a stepping stone to further graduate work, law school, or administrative, research, and management careers in the criminal justice system or the private sector.

### A. **Title and Degree**

1. Master of Arts in Criminal Justice

### B. **Purpose and Nature of Program**

1. Purpose: The M.A. in Criminal Justice seeks to train professionals and scholars in criminal justice and related fields. The master's program is designed to serve the following students:

- a. Those who want to obtain a terminal master's degree as a credential for entry into criminal justice professions with the goal of intermediate level research or administrative positions.
- b. Those who are already employed in the criminal justice system who wish to broaden their perspective, or to obtain a post in some other area of the system.
- c. Those who wish to teach at the community college level.
- d. Those who wish to continue in a doctoral program.

2. Nature of Program: The program is multidisciplinary in nature. The core courses of the graduate program are taught in the Department of Criminal Justice by members of that Department. In addition, students can choose courses from a wide range of those offered in other departments: Anthropology, Economics, Gender Studies, History, Journalism, Philosophy, Political Science, Psychology, and Sociology,

3. Areas of Concentration: Students may choose from the areas of concentration identified below or develop individualized substantive specializations through consultation with their faculty advisory committees.

- a. The Nature of Crime and Delinquency: This area focuses on descriptive and explanatory frameworks for studying behaviors considered offensive to society.
- b. Criminal Justice Systems and Processes: This area focuses on criminal justice administration. Research in this area examines the structural, organizational, and individual factors that influence criminal justice decision-making. Emphasis is on police, courts, and corrections in the adult and juvenile criminal justice systems.

c. Law and Society: This area looks at the interactions of social forces and legal processes, investigating such broad questions as "What shapes the law?" and "In what ways do those institutions and systems we term legal differ from other institutions and systems?" Specific foci in the study of law and society include dispute settlement, the courts, administrative and community based justice, the legal profession, and legal ideology. Specific interests of law and society faculty at Indiana University include international law, jurisprudence, children's rights, customary law, negotiation and adjudication, law and psychology, the death penalty, problem-solving courts, and the social history of American law.

d. Cross-Cultural Studies: Cross-cultural studies is concerned with roles culture plays in contexts where individual, group, and institutional identities and practices arise, remain static, and change. For example, hypotheses in this field may link how people view and characterize their experiences and environments – from interpersonal interactions to families, subgroups, state, nations, and international networks – to how they relate to or engage in behaviors that are considered criminal. Research in cross-cultural studies also considers the roles of criminal justice and legal systems in defining, controlling, and generating behaviors, identities, and groups, as well as relationships among them.

### C. Requirements for the Master's Degree

**Program of Study:** Students will determine their program of study and area of concentration with the assistance of a faculty advisory committee and the Director of Graduate Affairs. Students seeking the M.A. in Criminal Justice may choose to meet the requirements in Option 1, Thesis; or Option 2, two substantial analytical papers.

#### **Option 1: M.A. In Criminal Justice, Thesis Option.**

1. At least 36 approved graduate course hours are required, including P501, P502, P594, P610 or P670, and P595. In addition to core coursework, a student must complete 15 hours of elective coursework, of which 6 hours must be completed within the department, and a master's thesis for 6 hours of graduate credit.
2. It is the responsibility of the student to form a M.A. thesis committee consisting of a Chairperson and two additional members. The chairperson must be a tenured member of the Department of Criminal Justice. One of the additional members may be from outside the department. With the approval of the chairperson of the thesis committee, the outside member may be from another university.
3. Upon obtaining the written consent of all potential members, the student must notify the Director of Graduate Affairs by memo of the composition of the thesis committee.



4. Each student must develop a M.A. Thesis Proposal. Upon written approval of the M.A. Thesis Proposal by the committee members, the student shall provide for his or her file one copy which has been approved and signed by all members of the committee. The chair of the thesis committee shall notify the Director of Graduate Affairs by memo of the existence of the signed proposal as well as the proposed thesis title.

5. Oral Defense of the Master's Thesis.

a. All requirements for the Master's degree must be completed by the semester in which the thesis is being defended.

b. The oral examination shall be administered by the thesis committee.

c. The thesis chairperson shall be responsible for notifying the faculty ten (10) days prior to the scheduled examination and see that a copy of the thesis is on file in the departmental office ten (10) days prior to the scheduled defense. The defense will be scheduled for the semester in which the student will be graduating. The defense may occur during any summer session provided the student obtains written permission from all committee members.

d. The oral defense is open to the public, but deliberation is only open to members of the thesis committee.

e. The thesis and oral defense will be evaluated as a combined effort.

f. Upon failure, the oral defense may be repeated within one semester of the first attempt.

g. It is the responsibility of the Chairperson of the Thesis Committee to notify the Director of Graduate Affairs in writing of the action taken by the Committee.

6. The thesis format must conform to those outlined in the Indiana University Graduate School Bulletin. Additional information regarding the typing and duplication of theses may be found in [A Guide to the Preparation of Theses and Dissertations](#), which is available from the University Graduate School.

URL: <http://www.indiana.edu/~grdschl/guide.html>

7. Bibliographic style may conform to the suggested style sheet (see Section XIV). The department requires that a double-spaced abstract (no more than 350 words) be bound with each thesis. In addition, the department also requires that students provide a table of contents. If tables, figures, appendixes, or abbreviations are used, lists of tables, figures, appendixes, or abbreviations (including page numbers) are required.

8. Copies of the thesis must include:

- a. one copy for the department archives;
- b. one copy for the chairperson of the committee;
- c. other copies as required by the University Graduate School. Students must consult with the University Graduate School regarding regulations for graduate theses.

9. **Required or core courses:** A sequence of five interdisciplinary core courses is required of all students enrolling in the program. These courses must be taken as offered by the Department of Criminal Justice at Indiana University. These courses assume that the entering student has a basic understanding of descriptive and inferential statistics. If not, students will be required to take individually prescribed compensatory courses.

- a. **P501 Proseminar: Criminal Justice Systems and Processes I (3 credits):** An intensive introduction to the basic areas of criminal justice.
- b. **P502 Proseminar: Nature of Crime and Delinquency (3 credits):** Theories of crime and delinquency.
- c. **P594 Introduction to Research Methods (3 credits):** Research methodology in criminal justice, including research design, scientific methods, ethical questions, and the role of the criminal justice researcher.
- d. **P595 Introduction to Statistics (3 credits):** Statistics in criminal justice
- e. **P610 Law and Society:** Study of how law shapes society and society shapes the law.

**OR**

**P670 Cross-Cultural Studies:** Examines significance of cross-cultural research to criminology/criminal justice, research practices and problems, with emphasis on analysis of field experiences and findings.

**Option 2: M.A. In Criminal Justice, Substantial Analytical Paper Option.**

1. At least 36 approved graduate course hours are required, including P501, P502, P594, P610 or P670, and P595. Of the remaining 21 hours, 6 hours must be completed within the Department. In addition, a student must complete two substantial papers.
2. M.A. students choosing not to complete a M.A. thesis are required to complete two substantial analytical research papers. In both instances, substantial papers should involve significant research on a topic beyond the scope of work required in a typical

graduate course and must reflect continued student/faculty interaction. Criteria for what fulfills the departmental requirements for substantial research papers are at the discretion of the supervising professor and the assigned reader.

3. It is the responsibility of the student to select a professor to supervise the substantial paper. The supervising professor must be a tenure-track member of the faculty of the Department of Criminal Justice. The supervising professor in consultation with the student will select a second reader.
4. The student must submit a proposal for the substantial paper to the supervising professor. The proposal should include the following: statement of problem, method of analysis (conceptualization and operationalization of significant variables), and a preliminary bibliography.
5. The student will submit the substantial paper to the Graduate Secretary, both in electronic and hard copy form. The Graduate Secretary will distribute the paper to the supervising professor and the second reader.
6. After the paper has been approved by both the supervising professor and the reader, the supervising professor will submit a final copy of the paper and the committee's approval in writing to the Graduate Secretary, who places these materials in the student's folder and notes the fulfillment of the substantial paper requirement.
7. It is the responsibility of the student to ensure that the supervising professor provides written certification of approval of the paper once the paper has been completed. See Appendix C for the suggested format. The signed approval sheet will be submitted to the Graduate Secretary, along with the final approved version of the substantial paper. The final approved version of the substantial paper must be submitted in *both* hard copy and electronic form.
8. The department strongly encourages students to present these papers in a public forum, including regional and national conferences or the departmental colloquium series.
9. Bibliographic style and format of the substantial papers may conform to the departmental style sheet (Appendix B). A double-spaced abstract (no more than 350 words) must be included with the substantial paper.
10. Students admitted to the doctoral program who wish to earn a master's degree, may use qualifying examinations to satisfy substantial paper credit towards the master's degree if the area committee in question approves. The area committee also may suggest additional steps that the student might complete to fulfill the requirement.
11. Copies of the substantial papers must include:

- a. one copy for the Director of Graduate Affairs;
- b. one copy for the supervising professor.

12. **Required or core courses:** A sequence of five interdisciplinary core courses is required of all students enrolling in the program. These courses must be taken as offered by the Department of Criminal Justice at Indiana University. These courses assume that the entering student has a basic understanding of descriptive and inferential statistics. If not, students will be required to take individually prescribed compensatory courses

- a. **P501 Proseminar: Criminal Justice Systems and Processes I (3 credits):** An intensive introduction to the basic areas of criminal justice.
- b. **P502 Proseminar: Nature of Crime and Delinquency (3 credits):** Theories of crime and delinquency.
- c. **P594 Introduction to Research Methods (3 credits):** Research methodology in criminal justice, including research design, scientific methods, ethical questions, and the role of the criminal justice researcher.
- d. **P595 Introduction to Statistics (3 credits):** Statistics in criminal justice.
- e. **P610 Law and Society (3 credits):** Study of how law shapes society and society shapes the law.

**OR**

**P670 Cross-Cultural Studies (3 credits):** Examines significance of cross-cultural research to criminology/criminal justice, research practices and problems, with emphasis on analysis of field experiences and findings.

#### **D. GRADUATE ADVISING FOR MASTER'S DEGREE CANDIDATES**

##### **1. Assignment of Faculty Advisory Committee**

- a. Upon admission to the program, students will be assigned an academic advisory committee by the Director of Graduate Affairs. In making assignments, the Director of Graduate Affairs will consider the interests of the student and faculty members and the advisement load of faculty members.
- b. Students or members of the academic advisory committee may request reassignment at any time by petition to the Director of Graduate Affairs, though approval of requests for reassignment is not automatic. The Director of Graduate Affairs may also reassign students at any time. In reassigning or responding to a request for reassignment, the Director of Graduate Affairs will consider the interests of the student and faculty members and the advisement load of faculty members.

## **2. Duties and Responsibilities**

- a. The academic advisory committee and student should plan, develop, and review a plan of study which will provide course work that fulfills departmental requirements and provides comprehensive professional training.
- b. At a minimum, students will meet with their advisory committees annually to review the student's academic progress toward the degree.
- c. Students must petition for course approval or transfer of credit through their advisory committees. Students may not petition to waive, transfer, or substitute any of the core proseminars. The student's advisory committee may approve courses other than those on the approved list of courses for credit toward the M.A. in Criminal Justice; however, transfer of graduate credits must be forwarded to the Director of Graduate Affairs for approval. Final approval rests with the University Graduate School. (See Section IX-E, below).
- d. The burden is on the student to demonstrate why the course or transfer of credit should be allowed.
- e. The chairperson of the student's advisory committee shall be responsible for signing all required forms.
- f. Final responsibility for course selection and the meeting of departmental and University Graduate School requirements resides with the student.

## **3. Appealing an Advisory Committee's Decision**

In the event a student disagrees with a committee's decision on matters related to the graduate program (e.g., appropriate courses outside the department), the student may appeal to the Director of Graduate Affairs. (See Section IX-E, below). The burden shall be on the student to show how the course fits into the Masters in Criminal Justice program.

### **E. Courses Outside of the Department of Criminal Justice**

A student may choose courses outside of the Criminal Justice Department to complete M.A. requirements. Students should be aware that fee remissions may not cover courses taken outside the College of Arts and Sciences. Students whose academic program requires courses outside the College must first consult their advisory committee and then seek final approval from the Director of Graduate Affairs. For courses below the 500-level, the student must provide the course syllabus, rationale which supports the taking of the course, and must demonstrate that the course will have the rigor expected of all graduate courses above the 500-level. If the committee

does not support the student's petition, the student may appeal to the Director of Graduate Affairs.

## **X. DOCTOR OF PHILOSOPHY**

The program is multidisciplinary in nature. The core courses of the graduate program are taught in the Department of Criminal Justice by members of that Department. In addition, students can choose courses from a wide range of those offered in other departments: Anthropology, Economics, Gender Studies, History, Journalism, Philosophy, Political Science, Psychology, and Sociology

### **A. Requirements**

1. The Doctor of Philosophy degree will require a total of (90) credit hours beyond the bachelor's degree, of which twelve (12) hours are in core proseminars and another twelve (12) hours are in other required courses. Of the remaining credit hours, up to 30 may be dissertation credit hours (P859). A student must have two major areas of specialty and a at least one minor area from outside the Department of Criminal Justice. For each major area, a student must complete nine (9) hours beyond the required core proseminar and pass a qualifying examination. The requirements for the outside minor are defined by the department offering the minor.
2. Students are required to complete core proseminars in each of four substantive areas: Criminal Justice Systems and Processes (P501), The Nature of Crime and Delinquency (P502), Law and Society (610), and Cross-Cultural Studies (P670). Students also must complete three (3) hours in research methods (P594) and six (6) hours in statistical methods (P595 and P596). There also is a research tool requirement that may be satisfied by completing three (3) hours in a research practicum (P599) or other research skills course(s). The student's advisory committee chair person must approve the means by which this requirement is met.
3. Students may not petition to waive, transfer, or substitute any course for the following core requirements: P501, P502, P610, P670.
4. Students admitted directly into the Ph.D. program without a graduate degree in criminal justice may earn a M.A. degree in criminal justice by completing all of the M.A. requirements specified in this handbook.
5. P855 (Research in Criminal Justice) and P851 (Readings in Criminal Justice) may be used to satisfy requirements within any area of concentration at the discretion of the relevant area committee. Normally, these courses are limited to six (6) credit hours, but may be allowed to go beyond six credits with the consent of the student's advisory committee.

## B. Areas of Concentration

1. **Nature of Crime and Delinquency:** This area focuses on descriptive and explanatory frameworks for studying behaviors considered offensive to society.

To complete a major in this area a student must meet the following requirements:

- a. General admission requirements (See Program Requirements).
- b. Completion of P502
- c. Completion of 9 hours of additional course work in Nature of Crime and Delinquency approved by the area committee.
- d. Pass the qualifying examination in this area.

*Related Courses in Other Departments and Schools.* Students should be aware that fee remissions may not cover courses taken outside the College of Arts and Sciences. Students whose academic program requires courses outside the College must first consult their advisory committee and then seek final approval from the Director of Graduate Affairs. Any related courses below the 500- level must be approved by the student's advisory committee. The student must provide the course syllabus and the rationale which supports the taking of the course. In addition, the student must demonstrate that the course meets the rigor expected of graduate courses above the 500-level. If the advisory committee does not support the student's petition, the student may appeal to the Director of Graduate Affairs.

2. **Criminal Justice Systems and Processes:** This area focuses on criminal justice administration. Research in this area examines the structural, organizational, and individual factors that influence criminal justice decision-making. Emphasis is on police, courts, and corrections in the adult and juvenile criminal justice systems.

To complete a *major* in this area a student must meet the following requirements:

- a. General admission requirements (See Program Requirements).
- b. Completion of P501
- c. Completion of 9 hours of additional course work in Criminal Justice Systems and Processes approved by the area committee..
- d. Pass the qualifying examination in this area.

*Related Courses in Other Departments and Schools.* Students should be aware that fee remissions may not cover courses taken outside the College of Arts and Sciences.

Students whose academic program requires courses outside the College must first consult their advisory committee and then seek final approval from the Director of Graduate Affairs. Any related courses below the 500- level must be approved by the student's advisory committee. The student must provide the course syllabus and the rationale which supports the taking of the course. In addition, the student must demonstrate that the course meets the rigor expected of graduate courses above the 500-level. If the advisory committee does not support the student's petition, the student may appeal to the Director of Graduate Affairs.

3. **Law and Society:** This area looks at the interactions of social forces and legal processes, investigating such broad questions as "What shapes the law?" and "In what ways do those institutions and systems we term legal differ from other institutions and systems?" Specific foci in the study of law and society include dispute settlement, the courts, administrative and community based justice, the legal profession, and legal ideology. Specific interests of law and society faculty at Indiana University include international law, jurisprudence, children's rights, customary law, negotiation and adjudication, law and psychology, the death penalty, problem-solving courts, and the social history of American law.

To complete a major in this area a student must meet the following requirements:

- a. General admission requirements (See Program Requirements).
- b. Completion of P610.
- c. Completion of nine (9) hours of additional course work in Law and Society approved by the area committee.
- d. Pass the qualifying examination in this area.

*Related Courses in Other Departments and Schools.* Students should be aware that fee remissions may not cover courses taken outside the College of Arts and Sciences. Students whose academic program requires courses outside the College must first consult their advisory committee and then seek final approval from the Director of Graduate Affairs. Any related courses below the 500- level must be approved by the student's advisory committee. The student must provide the course syllabus and the rationale which supports the taking of the course. In addition, the student must demonstrate that the course meets the rigor expected of graduate courses above the 500-level. If the advisory committee does not support the student's petition, the student may appeal to the Director of Graduate Affairs.



**4. Cross-Cultural Studies:** Cross-cultural studies is concerned with roles culture plays in contexts where individual, group, and institutional identities and practices arise, remain static, and change. For example, hypotheses in this field may link how people view and characterize their experiences and environments – from interpersonal interactions to families, subgroups, state, nations, and international networks – to how they relate to or engage in behaviors that are considered criminal. Research in cross-cultural studies also considers the roles of criminal justice and legal systems in defining, controlling, and generating behaviors, identities, and groups, as well as relationships among them.

To complete a major and take a qualifying examination in this area a student must meet the following requirements:

- a. General admission requirements (See Program Requirements)
- b. Completion of P670.
- c. Completion of 9 hours of additional course work in Cross-Cultural Studies approved by the area committee.
- d. Pass the qualifying examination in this area.

*Related Courses in Other Departments and Schools.* Students should be aware that fee remissions may not cover courses taken outside the College of Arts and Sciences. Students whose academic program requires courses outside the College must first consult their advisory committee and then seek final approval from the Director of Graduate Affairs. Any related courses below the 500- level must be approved by the student's advisory committee. The student must provide the course syllabus and the rationale which supports the taking of the course. In addition, the student must demonstrate that the course meets the rigor expected of graduate courses above the 500-level. If the advisory committee does not support the student's petition, the student may appeal to the Director of Graduate Affairs.

### **C. RESEARCH TOOL REQUIREMENT**

All students must complete a research tool requirement. The intent of the tool requirement is to develop individualized research skills beyond those acquired in the core research methods and statistics courses. Students' dissertation committees may also require them to complete additional course work necessary for the dissertation research. The research tool requirement may be satisfied by either 3 credits of advanced research or statistics coursework or through completion of the foreign language requirement.

**1. Research or Statistics Coursework:** Student opting to satisfy the research tool requirement through coursework may choose among several options, subject to approval

of the student's advisory committee:

- a. P599 Research Practicum (minimum 3 credits)
- b. P751 Topical Research Seminar (minimum 3 credits)
- c. Other Graduate Courses in Methods and Statistics with approval of the student's advisory committee (minimum 3 credits)

## **2. Foreign Language Requirement:**

A student may elect to complete the foreign language requirement in lieu of the research skills requirement, if the former would be more beneficial to the student's dissertation. This decision must be made in consultation with the student's advisory committee. A student whose native language is not English may either (1) demonstrate the required proficiency in that native language, or (2) use English to meet foreign language requirements. Proficiency in English may be demonstrated by passing the Test of English as Foreign Language (TOEFL) examination. Consult the Graduate Bulletin for further information on establishing language proficiency.

## **G. GRADUATE ADVISING FOR DOCTORAL DEGREE CANDIDATES**

### **1. Assignment of Advisory Committee**

- a. Upon admission to the program, students will be assigned an academic advisory committee by the Director of Graduate Affairs. In making assignments, the Director of Graduate Affairs will consider the interests of the student and faculty members and the advisement load of faculty members.
- b. Students or faculty may request reassignment at any time by petition to the Director of Graduate Affairs, though approval of requests for reassignment is not automatic. The Director of Graduate Affairs may reassign students or faculty at any time. In reassigning or responding to a request for reassignment, the Director of Graduate Affairs will consider the interests of the student and faculty members and the advisement load of faculty members.

### **2. Duties and Responsibilities**

- a. The academic advisory committee and student should plan, develop, and review a plan of study which will provide course work that fulfills departmental requirements and provides comprehensive professional training.

- b. At a minimum, students will meet with their advisory committees annually to review the student's academic progress toward the degree.
- c. Students must petition for course approval or transfer of credit through their advisory committees. Students may not petition to waive, transfer, or substitute any of the core proseminars. The student's advisory committee may approve courses other than those on the approved list of courses for credit toward the Ph.D. in Criminal Justice; however, transfer of graduate credits must be forwarded to the Director of Graduate Affairs for approval. Final approval of transfer credit rests with the University Graduate School.
- d. The burden is on the student to demonstrate why the course or transfer of credit should be allowed.
- e. The chairperson of the student's advisory committee is responsible for signing all required forms.
- f. Final responsibility for course selection and the meeting of departmental and University Graduate School requirements resides with the student.

### **3. Appealing an Advisory Committee's Decision**

In the event a student disagrees with a committee's decision on matters related to the graduate program, the student may appeal to the Director of Graduate Affairs. The burden shall be on the student to show how the course fits into the Ph.D. in Criminal Justice program.

## **H. DOCTORAL CERTIFICATION**

### **1. Qualifying Examinations**

- a. All doctoral students are expected to demonstrate basic proficiency by passing written doctoral examinations in two of the following core areas: 1) Nature of Crime, 2) Criminal Justice Systems and Processes, 3) Law and Society, 4) Cross-Cultural Studies.
- b. Requirements for the outside minor(s) are specified by that department.
- c. Qualifying examinations are administered following completion of required courses and the requisite number of credit hours in each area of study.
- d. In the qualifying exams the student must demonstrate: a) analytic ability, b) mastery of knowledge within each of the core areas and specialization and c)

understanding of the relationships among knowledge, research, and practice in the chosen areas and specialization.

e. Successful completion of Ph.D. certification requires passing qualifying examinations and certification must be by written examination.

## 2. Regulations Regarding Ph.D. Qualifying Examinations

### a. Administration of Qualifying Examinations

(1) The administration of all examinations and the notification of the faculty on the scheduling of written examinations is the responsibility of the area committees.

(2) Students must declare their intent to take Ph.D. examinations in writing (including an indication of the areas in which they desire to be examined) to the Director of Graduate Affairs.

(3) Prior to submitting the examination, a student may withdraw from taking that exam only after consulting with his or her advisor and the relevant area committee. If the decision is to withdraw, the student must notify the chair of the relevant area committee and the Director of Graduate Affairs in writing. Once a student withdraws from taking a specific exam, he or she may not again declare an intent to be examined in that area except with permission of the relevant area committee.

(3) Area committees and their chairs are appointed by the Chair of the Department.

(4) All committees within the department shall be represented by at least three (3) members of the faculty, but the committee may consult other members of the faculty with competence in the area.

(5) The student and area committees are responsible for preparing any reading lists and overseeing the respective curriculum and study in this area. Area committees are responsible for preparing examination questions, and reading and evaluating examinations.

(6) All written examinations, and grades thereof, are to be filed by the Area Examination committee with the Director of Graduate Affairs.

(7) It is the student's responsibility to ensure that a copy of the examination and the grade have been filed with the Department of Criminal Justice Graduate Secretary, both in hard copy and electronic form.

b. Prerequisites and Schedule of Examinations

(1) Prerequisites and schedule of examinations are to be determined by area committees. Students should consult the chairs of the area committees for the 2007-2008 schedules and requirements for the qualifying examinations for each area.

(2) The student is encouraged to discuss the format and scope of the examination with the area committee.

c. Scope of the Examinations

(1) For each area of certification the candidate is expected to be up to date with the literature at the time of certification; be able to discuss the important controversies, issues and problems, both in theory and methodology, that exist in the field; and evaluate existing theory and methodology with suggestions for new lines of work.

(2) Minimal preparation for written examinations includes the review of reading lists provided by area committees. Reading lists are not the sole source or basis for any examination and are to be taken only as guidelines. Area committees are responsible for clarification of the goals of reading lists, with specific attention to the question of whether such lists represent "minimal" or "exhaustive" definitions of the core literature.

d. Grading

(1) Success on examinations and defenses of all types require a majority vote.

(2) There are six possible outcomes:

(a) Pass with distinction

(b) Pass with honors

(c) Pass

(d) Conditional outcome: In a conditional outcome a student may be required to retake all or part of the examination, may be instructed to submit a paper surrounding the area of weakness, or the committee may devise other means to satisfy the area of weakness. The committee will establish the time frame when all deficiencies must be satisfied.

(e) Failure: In order to fail a student on examinations or defenses all committee members must elect to do so. If the decision is not unanimous to fail the student, then the outcome is conditional. If the student fails the examination, she/he will be asked to retake it. If the student fails the retaken exam, she/he will be dismissed from the program.

(f) Withdrawal. In consultation with the area committee, the student withdraws from the area and declares his or her intent to take a qualifying examination in a different area. Once a student withdraws from taking a specific exam, he or she may not again declare an intent to be examined in that area, except with the permission of the relevant area committee.

(3) Within one week of formal notification of the grade on the examination, students will receive an evaluation in writing from the chair of the area committee.

### **3. ADMISSION TO CANDIDACY**

#### **a. Qualification for Candidacy (to be completed prior to beginning the dissertation)**

(1) 60 hours course credit

(2) P501 (Criminal Justice Systems and Processes), P502 (Nature of Crime), P610 (Law and Society), and P670 (Cross-Cultural Studies)

(3) Completion of P594, two graduate-level courses in statistics (introductory, P595; advanced, P596)

(4) Reading knowledge of a foreign language or research skills requirement (P599, Research Practicum, or their equivalent)

(5) The student must have two major areas and one at least one minor area of study from outside the Criminal Justice Department. Requirements for the outside minor will be specified by that unit.

#### **b. Formal Admission to Candidacy**

(1) Following the passing of the qualifying examinations and the completion of all course work, the Director of Graduate Affairs will submit a "Nomination to Candidacy" form to the University Graduate School.

(2) Upon approval of the dean, the student will be admitted to candidacy and awarded a Certificate of Candidacy.

- (3) The date of successful completion of the qualifying examinations is the date used in determining the seven-year periods for currency of course and completion of dissertation (see Graduate Bulletin).

## **I. DOCTORAL DISSERTATION**

### **1. Dissertation Committee**

- a. It is the responsibility of the student to form a Ph.D. dissertation committee consisting of a chairperson who will direct the dissertation and four (4) additional members. The chairperson must be a member of the department and a member of the graduate faculty with the endorsement to direct doctoral dissertations (see University Graduate School, Academic Bulletin). At least two of the remaining four members of the committee must be from the department, and one should be a representative of the minor(s). The final member of the committee may be from the department, outside the department or outside the University. All committee members outside of the department must be approved by the Dean. (Contact the Director of Graduate Affairs for information on this approval process.) Any exceptions must be approved by the Director of Graduate Affairs in consultation with the chairperson of the student's dissertation committee.
- b. The student must notify the Director of Graduate Affairs in writing of the composition of the committee. The department shall then complete the "Notification of Research Committee for the Ph.D." and submit it for approval by the dean.
- c. Faculty members who are on joint academic appointments 50% or more in the Department of Criminal Justice are considered to be inside the department.
- d. All chairpersons of dissertation committees must have endorsements to direct dissertations. Exceptions may be requested by the departmental chairperson, if special expertise in an area is held by a member of the graduate faculty who does not have this endorsement.
- e. All members of the committee must be members of the graduate faculty.

### **2. Dissertation Proposal**

- a. Dissertation proposals must be submitted only after successfully completing the required qualifying Ph.D. examinations.
- b. Overlap in membership between the Graduate Affairs Committee and the dissertation committee does not violate departmental policies.
- c. An oral defense of the dissertation proposal is required.

- (1) The chairperson of the dissertation committee shall be responsible for scheduling the defense and the defense is administered by the dissertation committee.
- (2) The oral defense is open to the public, but deliberation is only open to members of the dissertation committee.
- (3) At the end of the oral defense, the committee must vote upon the outcome. Three options are available to the committee:
  - (a) accept
  - (b) conditional acceptance
  - (c) failure: In order to fail a student all committee members must elect to do so. If the decision is not unanimous to fail the student, then the outcome is conditional.
- (4) When all members of the committee approve and sign the proposal, the student shall provide the Graduate Secretary with one copy of the proposal for his or her file in the department office. The proposal is to be signed by all members of the committee
- (5) The student is also required to submit to the University Graduate School a one- or two-page prospectus of the dissertation research that has been approved by the student's committee. The dissertation prospectus must be approved by the University Graduate School at least six months before the defense of the dissertation.

### **3. The Dissertation**

- a. Changes in the membership of the dissertation committee require the student to notify the chairperson of the committee and the Director of Graduate Affairs.
- b. The reference format and style of the dissertation may conform with departmental format for theses, substantial papers, and dissertations (see Appendix B).
- c. Copies of the Dissertation
  - (1) one bound copy on 100% cotton rag for the department archives;



- (2) one for the chairperson of the committee;
- (3) others as required by the University Graduate School; students should consult with the University Graduate School regarding dissertation guidelines.

Detailed information can be found at:

<http://www.indiana.edu/~grdschl/guide.html>

For on-line dissertation submission guidelines, go to:

<http://dissertations.umi.com/Indiana/>

- d. The candidate must also submit to the University Graduate School a 350-word abstract of the dissertation that has been approved by the dissertation committee.

#### **4. Oral Defense of Dissertation**

- a. Doctoral students must be admitted to candidacy before the oral defense of the dissertation is scheduled.
- b. The chairperson of the dissertation committee shall be responsible for scheduling the defense. It is the responsibility of the student to submit to the University Graduate School a one-page announcement of the final examination thirty (30) days prior to the scheduled defense of the dissertation. This announcement must follow a format available in the University Graduate School and rules established by the University Graduate School. The announcement must bear the signature of the dissertation committee chairperson.
- c. Once the final examination has been scheduled, the announced time and place of the defense cannot be changed without the approval of the Dean of the College.
- d. The dissertation defense is administered by the dissertation committee.
- e. The oral defense is open to the public, but deliberation is only open to members of the dissertation committee. The defense may occur during any summer session provided the student obtains written permission from all committee members.
- f. At the end of the oral examination, the committee must vote upon the outcome of the examination. Four options are available to the committee:

- (1) Pass
- (2) Conditional Pass
- (3) Deferred Decision, and
- (4) Failure.

g. The student must have received acceptance of his or her dissertation and must submit a copy to the University Graduate School within seven (7) years after passing the qualifying examination. Failure to meet this requirement will result in the termination of candidacy and the student's enrollment in the degree program.

## **XI. Ph.D. MINOR IN CRIMINAL JUSTICE**

A. Students from other departments or schools who want to minor in criminal justice should consult with the Director of Graduate Affairs on the selection of faculty advisors. At least 12 credit hours in criminal justice graduate courses are required.

1. P501 and P502 are required and the remaining six (6) hours are elective credit in the department.
2. Student fulfilling the Ph.D. minor requirement are expected to maintain a 3.0 grade point average.

B. A Declaration of Minor Form must be submitted to the Director of Graduate Affairs. It is the student's responsibility to assure that all required courses have been completed and recorded.

## **XII. COURSES IN CRIMINAL JUSTICE**

**P501 Proseminar I** (3 cr.) Foundations of Criminal Justice Administration: General Theories and Process. This course examines theories in criminal justice administration. The purpose of this course is to give students the foundations for understanding how the primary components of the criminal justice system (police, courts, corrections) function.

**P502 Proseminar II** (3 cr.) Criminal Justice Theory. Theories of crime and delinquency.

**P512 Corrections** (3 cr.) Reviews historical and philosophical bases of correctional system and examines components of system (community corrections, jails and prisons). Focuses on the structure and functions of the corrections system with particular attention to the role of broader social forces on the development and operation of the system.

**P515 Police in Society** (3 cr.) Covers the bases and impacts of recent changes in U.S. policing, particularly with respect to community-oriented policing. Changes are analyzed in terms of the organizational and political contexts in which they occur as well as from historical and cross-cultural perspectives.

**P517 Juvenile Justice** (3 cr.) Examines historical development of juvenile justice system,

tradition of reform, underlying ideologies and current debates.

**P519 Probation and Parole** (3 cr.) Primary emphasis on the development and evaluation of probation, parole and other systems of community corrections. Examines the theoretical underpinnings of community programs for offender and analysis of recent research will be undertaken. The policy implications for this area will also be studied.

**P520 Public Control of Deviant Behavior** (3 cr.) Critical review of theoretical and empirical literature on selected topics in deviant behavior, including prostitution, child abuse, psychopathy, homosexuality, drug abuse, alcohol abuse and alcoholism.

**P594 Introduction to Research Methods** (3 cr.) Research methodology in criminal justice. Research design, scientific methods, quantitative applications, ethical questions, and the role of the criminal justice researcher. Prerequisite: one semester of graduate level statistics (P595).

**P595 Data Analysis in Criminal Justice I** (3cr.) Data analysis applied to criminal justice data, including measurement, tables, graphs, probability, nonparametric statistics, matrix algebra, correlation and regression, and tests of significance.

**P596 Data Analysis in Criminal Justice II** (3cr.) P:CJUS P595. Focus on the general linear model and multivariate statistical techniques such as logit, probit, and structural equation modeling.

**P599 Research Practicum** ♦ (1-6 cr.) Designed to provide guided experience in conducting research independently. The topic and scope of the student's effort must be approved in advance by the professor.

**P600 Theories of Crime Causation** (3 cr.) Examination of theories of crime and criminal behavior from three major perspectives: biology, psychology, and sociology. The goal of the seminar is twofold: (1) to understand the strengths and weaknesses of existing theories from these diverse perspectives, and (2) to suggest that theoretical explanations of crime must of necessity be multidimensional in order to encompass the complexity of the problem.

**P602 Courts and Criminal Justice** (3 cr.) Addresses the nature and operation of courts with respect to criminal cases; structure and administration of courts; recruitment and selection of major participants; and specific decisions in the processing of criminal cases, including the decision to charge, pretrial release, trials and plea bargains, and criminal appeals.

**P610 Law and Society** (3 cr.) Study of the interaction between social forces and legal processes, focusing on the question of what shapes the law. Subareas to be examined include the courts, sentencing, police, crime, deviance, and community-based justice. Emphasis on the links between crime-related behavior as defined by the law, its social and cultural environments, and the individual.

**P619 Crime and Public Policy** (3 cr.) Examines processes by which societies define crime and develop responses to crime. Particular attention is given to case studies of how particular policies were developed and implemented, and what effects policies produced.

**P622 Criminal Careers** (3 cr.) A small number of career criminals commit the majority of serious crimes. Seminar explores the major personal and typological dimensions of such criminals by exposing the student to the commonalities among diverse forms of criminal activity and the implications for crime theory development and crime control policies.

**P623 Violent Behavior** (3 cr.) Critical analysis of current theory and research on violent behavior utilizing a multidisciplinary framework. Topics include concepts and methods in the study of violence; prediction of violence; family and sexual violence; institutional violence; drugs and violence; and prevention of violent behavior.

**P625 Correlates of Crime** (3 cr.) Examines the incidence and correlates (individual, community, and cultural) of crime and the varying methods of measuring crime. Implications for criminological theory and research are addressed.

**P627 White-Collar Crime** (3 cr.)

**P629 Victimization** (3 cr.) Covers current theory, research and measurement issues pertaining to the nature, extent, causes, and effects of criminal victimization; evaluations of programs for crime victims; and political and ideological differences among varying views of victim rights.

**P633 Dispute Settlement** (3 cr.) Examines relationships between social and cultural contexts in the fields of crime and law. Focuses on factors that influence the development and use of dispute settlement processes, such as mediation and negotiation, and the evolution, development, and disintegration of legal and criminal justice systems.

**P634 Sentencing Theory and Practice** (3 cr.) Examines the theoretical and practical issues relating to the sentencing of criminals. In particular, focuses on the aims of punishment and the construction of sentencing models and alternatives designed to achieve these aims.

**P637 Community, Crime, and Criminal Justice** (3 cr.) Examines the role of community structure and function in the distribution of crime and the formal and informal response to crime.

**P639 History of Criminal Justice in the U.S.** (3 cr.) Examination of the development of the American criminal justice system, with particular attention to courts, prisons, and the police. Examines how definitions of deviance and criminality have changed over time and the ways class, gender, and race have shaped law and justice.

**P670 Cross-Cultural Studies** (3 cr.) Examines significance of cross-cultural research to criminology/criminal justice, research practices and problems, with emphasis on analysis of

field experiences and findings.

**P671 Comparative Justice Systems** (3 cr.) Engages students in comparative issues and research to reveal political, historical, and cultural factors that have influenced criminal justice and law in the United States. Develops student abilities to conceptualize crime and law without using official legal concepts but for purposes of comparative social scientific research.

**P672 Ideas About Justice** (3 cr.) Explores a school or related schools of thought and practice about what "justice" means and requires. Special topics for the course may vary, focusing for instance on feminist justice, just deserts theory, restorative justice, retributive justice or utilitarian justice.

**P675 Women and Crime** (3 cr.) Provides a flexible forum for the discussion of a previously neglected topic in criminology/criminal justice -- women and crime. Includes discussion and debate on the nature and extent of women's criminality, processing of women through each step of the criminal justice system, and women working in criminal justice.

**P680 Seminar: Issues in Criminal Justice** (3 cr.) Selected topics in criminal justice that will vary from semester to semester. May be repeated for credit.

**P682 Seminar on Law Enforcement and Minorities** (3 cr.) Selected topics dealing with problems involving minorities and criminal justice system operations.

**P694 Research in Criminal Justice**◆ (1-6 cr. M.A. students only) Prerequisite P594. Individual study project under the guidance of a faculty member or a committee. May be repeated once for a maximum of 6 credit hours.

**P751 Topical Research Seminar** (3-12 cr.) Students are expected to demonstrate their skill in research design and data analysis on a topic agreed upon with the instructor. The instructor may encourage team research for appropriate designs and topics. Students are encouraged to develop topics related to dissertation research.

**P794 M.A. Thesis**◆ (6 cr.) Prerequisite P594

**P851 Reading in Criminal Justice**◆ (1-6 cr.) Individualized readings on topics not covered in regular course offerings.

**P855 Research in Criminal Justice**◆ (1-6 cr. for Ph.D. students only) Prerequisite: Ph.D. standing in criminal justice. The student is expected to make substantial progress toward identification of an eventual dissertation project or the course may be used as an individual study project under the guidance of a faculty member or committee. May be repeated once for a maximum of 6 credit hours.

**P859 Ph.D. Thesis**◆ (cr. arr., 30 cr. hrs. max.)

**G901 Ph.D. Advanced Research**◆ (6 cr., 6 semesters max.) Students who have completed 90 credit hours and all requirements for the Ph.D. are eligible to enroll in G901 for a flat fee. Enrollment in G901 is limited to a total of six semesters.

◆ A deferred grade of “R” may be assigned for this course.

## Appendix A

### Faculty Directory, 2006-2007

**ELLEN DWYER**, Professor, Ph.D., Yale University: History of deviance and social control. Sycamore 312; 855-1271. email: DWYER

**WILLIAM HEAD**, Lecturer, Ph.D., State University of New York, Albany: Criminology, crime and the media. Sycamore 303B; 855-6434. email: BHEAD

**VERONICA HERRERA**, Assistant Professor, Ph.D., University of Arizona: Female delinquency and antisocial behavior, gender differences in crime, pathways to delinquency, family risk factors, childhood victimization. Sycamore 311; 856-2711. email: VEHERRER

**STEPHANIE KANE**, Associate Professor, Ph.D., University of Texas, Austin: AIDS and Criminal Justice, social organization of prostitution, drug use, sorcery, indigenous rights, popular culture, ethnography, narrative analysis, urban U.S., Caribbean, Central America. Sycamore 305; 855-0896. email: STKANE

**ROGER J. R. LEVESQUE**, Professor, J.D., Columbia University; Ph.D. University of Chicago: Child maltreatment law, adolescent jurisprudence, human rights law, law and psychology. Sycamore 308; 855-2965. email: RLEVESQU

**MARY LEE LUSKIN**, Associate Professor and Director of Graduate Affairs, Ph.D., University of Michigan: Courts, mentally ill in criminal justice system, defense and prosecution. Sycamore 321; 855-5820. email: LUSKIN

**WILLIAM OLIVER**, Associate Professor, Ph.D., State University of New York, Albany: Violence, prisons, alcohol and crime, minorities. Sycamore 325; 855-6772. email: WIOLIVER

**PHILIP PARNELL**, Associate Professor, Ph. D., University of California, Berkeley: Community justice, dispute management, comparative law and society. Sycamore 306; 855-1198. email: PARNELL

**HAROLD PEPINSKY**, Professor, J.D., Harvard University; Ph.D., University of Pennsylvania: Crime control and policing, theory, comparative law and society. Sycamore 319; 855-1450. email: PEPINSKY

**LEON E. PETTIWAY**, Professor, Ph.D., University of Wisconsin-Milwaukee: Geography and crime, environmental criminology, urban crime patterns, crime trends, minorities, drug use. Sycamore 329; 855-8686. email: PETTIWAY

**WILLIAM ALEX PRIDEMORE**, Associate Professor, Ph.D., State University of New York, Albany: Social structure and homicide, Russia, measurement of crime, theoretical criminology. Sycamore 313; email: WPRIDEMO

**STEVE RUSSELL**, Associate Professor, M.J.S., University of Nevada, Reno; J.D. and B.S., University of Texas, Austin: American Indian justice policy, judicial selection and tenure, criminal law and procedure, privacy, law and literature, constitutional law, transnational crime, legal status of sexual minorities. Sycamore 317; 855-2601. email: SWRUSSEL

**MARLA SANDYS**, Associate Professor and Chair, Ph.D., University of Kentucky: Capital punishment and corrections. Sycamore 327; 855-5892. email: MSANDYS

**KIP SCHLEGEL**, Associate Professor, Ph.D., Rutgers University: White-collar crime, organized crime, sentencing, planning and evaluation. Sycamore 324; 855-0889. email: SCHLEGEL

**RICHARD SPANO**, Assistant Professor, Ph.D., State University of New York, Albany. Developmental consequences of exposure to violence, child abuse, and neglect on adolescent development; life-course explanations of violent victimization; criminology, and field research methodology. Sycamore 315; 856-1441. email: RSPANO

**JODY L. SUNDT**, Assistant Professor and Director of Undergraduate Affairs, Ph.D., University of Cincinnati: Corrections, punishment, religion and crime, public attitudes about crime and punishment. Sycamore 309; 856-2677. email: JSUNDT

**HILLARD TRUBITT**, Professor Emeritus, J.D., Indiana University: Alcohol and transportation safety, security, policing. Sycamore 302; 855-9325.

**ARVIND VERMA**, Associate Professor, Ph.D., Simon Fraser University: Quantitative analysis, policing, environmental criminology, geography and crime. Sycamore 307; 855-0220. email: AVERMA



## APPENDIX B

### SUGGESTED GUIDELINES FOR PREPARATION OF THESES AND SUBSTANTIAL PAPERS

A. **Headings and Subheadings in Text:** Underline all headings in the text. Center and capitalize major headings. Subheadings should be typed flush left, with only the first letter of each word capitalized (excluding prepositions, which are typed in lower case). Further division within a section titled with a subheading should be typed as the first word or words of a paragraph and followed by a period; the text should be immediately after the period. Bold print should be used to indicate headings, but avoid using print larger than typewriter print.

Sample headings and subheadings follow:

#### METHOD

Sample

Measures

Independent Variables. (Text follows period.)

B. **References in Text:** When citing references within the text, use the following guidelines:

1. Within the text, identify a reference by the author's surname followed by the year of publication in parentheses. Example: Brown (1980)
2. If more than one of the same author's works within the same year is referenced, label each alphabetically. Example: Brown (1980a, 1980b).
3. If a cited work has two authors, cite both authors' surnames in the text. Example: Brown and Smith (1980)
4. If a cited work has more than two authors, cite all authors' surnames the first time this work is referenced in the text. Example: Brown, Smith and Jones (1980). After the first reference, subsequent references should read Brown et al. (1980) An exception to this rule is made when two multiple-authored works shorten to the same form. For example, both of the following references, though different, would shorten to Brown et al. (1980): Brown, Smith and Jones (180); Brown, Johnson, and Thompson (180). When this occurs, use all authors' names for every citation in the text.
5. Use page references for quoted material and to direct readers to a specific point in a cited work. To indicate page references, use the following format: Brown (1980:213)
6. If you make a reference to material that spans more than one page, use the following

numbering system: (1980:1-10); (1980:68-69); (1980:101-2); (1980:101-10); (1980:1000-123); (1980:1000-1256).

7. Oftentimes textual references will be placed within parentheses. The guidelines specified above apply to this material as well.

8. For references with parentheses, do not place a comma between the author(s) and the date. Multiple citations (that is, dates) of the same author(s) should be separated by a comma. Citations of different authors should be separated by a semicolon. Material within the parentheses should be arranged in alphabetical order (that is, the order in which the references appear in the reference section). Examples: (Brown 1980, 1983; Hones et al. 1985a, 1985b; Smith and Brown 1982).

9. For legal citations (i.e., case citations; constitutions, statutes, and legislative, administrative, and executive materials; international legal documents), The Bluebook: A Uniform System of Citation (Harvard Law Review Association, Gannet House, 1511 Massachusetts Avenue, Cambridge, MA 02138) must be used.

C. **Reference Section**: Begin the reference section on a new page, immediately following the end of the text. The references should be arranged in alphabetical order and typed double-spaced. The first line of each reference should be typed flush to the left margin; indent subsequent line of the reference three spaces. Supply complete information on each reference. Follow these general guidelines:

1. List author(s) surname name, first name, and middle initial.
2. Place date within parentheses: (1980)
3. Capitalize titles of articles (except for prepositions) and enclose them in quotation marks.
4. Underline the name of the journal in which an article appears. Provide the volume and month (or number) of the journal, as well as the pages.
5. Capitalize and underline titles of books.
6. When referencing a book, provide the location and name of the publisher. Cite only the city in which the publisher is located. Cite the state only when the location of the city is not commonly known or when the city could be located in more than one state (e.g., Springfield). Use standard two-letter abbreviations for names of states (e.g., IN, IL, TN, NJ, NY).
7. If a book is revised or second edition, give this information (e.g., Revised edition; Second edition).
8. When referencing an article in an edited book, cite the full names of the editors followed by the phrase (ed.) or (eds.).
9. Follow chronological order in making multiple references to

the same author.

10. Examples of references are as follows:

**Articles with Single Author**

Smith, Mary S. (1980) "The Impact of Family Structure on Delinquent Behavior: Testing Social Bond Theory." Justice Quarterly 3 (March):110-13.

**Jointly Authored Article**

Smith, Mary S. and John B. Jones (1980) "The Impact of Family Structure on Delinquent Behavior: Testing Social Bond Theory." Justice Quarterly 3 (March):110-13.

**Article with Three (or more) Authors**

Smith, Mary S., John B. Jones, and Susan W. Johnson (1980) "The Impact of Family Structure on Delinquent Behavior: Testing Social Bond Theory." Justice Quarterly 3 (March):110-13.

**Book Reference**

Smith, Mary S., John B. Jones, and Susan W. Johnson (1980) Family Structure and Delinquent Behavior: Reconsidering Criminological Theory. New York: Justice Studies Publishers.

**Reference to Article in Edited Book**

Smith, Mary S., and John B. Jones (1980) "The Relationship of Family Structure to Juvenile Violence: A Summary of the Research." In Edward J. Johnson and Joan A. Peterson (eds.), Annual Review of Criminal Justice Research. New York: Justice Studies Publishers, pp. 325- 421.

**Multiple References to Same Author(s)**

Smith, Mary S., and John B. Jones (1980a) "Family Structure and Delinquency Involvement: A Reassessment." Justice Quarterly 3 (March): 224-45.

\_\_\_\_\_. (1980b) "The Impact of Family Structure on Juvenile Involvement in Status Offenses." Criminology 11 (December): 348-60.

\_\_\_\_\_. (1982) "Families as Social bonds: Do They Prevent Delinquency?" In John Howard and Cesare Lombroso (eds.), Modern Trends in Criminology. Revised edition. New York: Justice Studies Publishers, pp. 1-50.

4. **NOTE:** These guidelines use a modified APA style, so you may find it useful to obtain a copy of the Publication Manual of the American Psychological Association

5. The University Graduate School has relatively few rules about the visual format of theses and dissertations. However, RUGS publishes "A Guide to the Preparation of Theses and Dissertations" which must be consulted. The booklet provides the following information: print, paper, and margin requirements; pagination; preliminary material or front matters; sample pages. Consult this publication in order to be in compliance with the Graduate School requirements.

**APPENDIX C**

**Format for Substantial Paper Approval Cover Sheet**

**Title**

Submitted by (Student's Name)

Date

To Meet Partial Requirement for the Master of Arts Degree  
In Criminal Justice

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
*(First Reader)*

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Second Reader)*