

Indiana University

GRADUATE PROGRAMS IN CRIMINAL JUSTICE

GRADUATE POLICY HANDBOOK 2010-11

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I. GRADUATE PROGRAM 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).

Additions, deletions or modifications to the Graduate Policy Handbook become effective the year they are entered into the Handbook. *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 this 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/2009-2010/UNIGRAD_0910.pdf

Note: An updated version (2010-11) of the Grad Bulletin may soon be available for consultation.

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 15th. The deadline for international students is December 1st.
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 (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, and (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. All foreign students must submit TOEFL scores. The minimum TOEFL score for foreign students is 600, or a computer based score of 250, or a minimum TOEFLibt score of 100.
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 15th. International students must submit their complete dossier to International Admissions by December 1st.

3. Normally, the minimum GPA in all graduate coursework should be 3.5, and 3.2 for undergraduate coursework. Further, 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 (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), and (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. All foreign students must submit TOEFL scores. The minimum TOEFL score for foreign students is 600, or a computer based score of 250, or a minimum TOEFLibt score of 100. Finally, all applicants 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. This 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 other 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 point averages, and GRE scores when such data are unavailable for foreign students.

6. Applicants recommended for admission by the department, 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. 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 statistics courses, 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. 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. Statute of Limitations

1. The statute of limitations 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 the Ph.D. 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 associate instructorships, fellowships and research assistantships. 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.

Research Assistantships are available when faculty have secured outside funding to support the hiring of a student assistant to work on the faculty member's research project. These appointments are made by the faculty member who controls the funding.

Graduate fellowships are used to attract outstanding graduate students to the Department 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 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 at the end of the Fall semester and will determine whether any student has failed to maintain a 3.5 grade point average, 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. 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 order of preference.
4. 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.

5. To be considered for funding, 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.

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

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. Students who are not funded, but are qualified to receive funding may be placed on a waiting list. Students who are not qualified will not be placed on any waiting list.

4. 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.

5. 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 and the Chairperson, 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. Class attendance, grading of examinations, leading discussion sessions, and maintaining office hours are contractual obligations for Associate Instructors. 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, exposure to a wide variety of experiences in both teaching and research is necessary for professional development.

2. The Criminal Justice Department considers the work of Associate Instructors part of a graduate student's academic preparation. The Department expects students who receive funding through an AI position not to hold other assistantships or employment with organizations/employers unaffiliated with Indiana University during the time when classes are offered. Exceptions may be granted by petitioning the Director of Graduate Affairs, though approval of such exceptions will be rare. Other fellowships that do not require a time commitment may be held.

3. CJUS graduate students who receive fee remission through an associate instructorship, or its equivalent, are expected to enroll in CJUS courses that meet with other CJUS students. During their first year of matriculation, students are expected to take 4 courses in CJUS (including required courses offered in other departments, such as Statistics) during both Fall and Spring semesters. Second year students are expected to enroll in at least two CJUS courses during both Fall and Spring semesters, and third years students are expected to enroll in at least one CJUS course during both Fall and Spring semesters.

Students receiving fellowships or RA funding may be exempted, and students may seek exemption by petitioning the Director of Graduate Affairs. Students are excused from this requirement when an insufficient number of courses is offered.

4. 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 a designated seminar devoted to the practice and scholarship of teaching and learning.

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 and mandatory fees. Per the College of Arts & Sciences' fee remission policy, courses covered by fee remission must be applicable toward the student's degree. Further, the College will provide a fee remission at the Arts and Sciences rate only. Schools such as Business, Law, etc. have higher tuition rates than the College. Class withdrawals or dropped classes after "Late Registration" will forfeit a portion of the graduate tuition fees paid, even if the class was covered by a fee remission or a fee scholarship. (Please refer to the fee refund schedule as listed on the Enrollment and Student Academic Information page of the Registrar's web-page.)

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/Policies & Procedures/Sexual Harassment Policy.pdf](http://www.indiana.edu/~affirm/pdf/Policies%20&%20Procedures/Sexual%20Harassment%20Policy.pdf) and the *Handbook for Student Academic Appointees* 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 that 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 that maintain such freedom. The university may discipline a student for academic misconduct which is defined as any activity that 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, after consultation with the Chairperson;

(5) preparing and revising the Graduate 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 February 15th. The GAC will evaluate the nominees' supporting material.

2. The Hue and Cry Graduate Award

This award serves as a reminder of 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 February 15th. 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.

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

Program of Study: Students will determine their program of study 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 P594 and Stats S501. Up to 9 hours of this coursework may be completed in courses outside the Department. In addition, the student must complete 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. With the approval of the chairperson of the thesis committee and the Director of Graduate Affairs, one of the additional members may be from outside the department or 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 departmental 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 end of the semester in which the thesis is being defended.
 - b. The oral examination shall be administered by the thesis committee.
 - c. An announcement of the oral defense, together with a PDF copy of the written thesis, must be distributed to all Criminal Justice faculty and graduate students at least two weeks before the date of the oral 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. At the oral defense, the student's presentation of the thesis is open to the public, but the subsequent committee questioning and 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://graduate.indiana.edu/masters-thesis.php>

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 bound copy on 100% cotton rag for the department archives;
- b. one bound 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. Students admitted to the doctoral program who wish to earn a master's degree may use the qualifying exam (see below) to satisfy the M.A. thesis requirement towards the master's degree.

10. **Required courses:** A sequence of two courses is required of all students enrolling in the program.

a. **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.

b. **Stats S501 Statistical Methods I (3 credits):** Introduction to Statistics

These courses must be taken as offered by the Department of Criminal Justice at Indiana University or other department designated by the Department of Criminal Justice. 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. Incoming students 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 and Stats S501.

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

1. At least 36 approved graduate course hours are required, including P594 and Stats S501. Up to 9 hours of this coursework may be completed in courses outside the Department.

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 papers. 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 for each paper.
4. The student must submit a proposal for the substantial papers to the supervising professor. For each paper, 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 papers to the Graduate Secretary, both in electronic and hard copy form. The Graduate Secretary will distribute the papers to the supervising professor and the second reader.
6. After both papers have been approved by both the supervising professor and the reader, the supervising professor will submit a final copy of the papers and the committee's approval in writing to the Graduate Secretary, who places these materials in the student's file 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 papers once they have been completed, evaluated, and approved by the committee. 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 papers. The final approved version of the substantial papers 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 Department's 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. Copies of the substantial papers must include:
 - a. one copy for the Director of Graduate Affairs;
 - b. one copy for the supervising professor.

11. **Required courses:** A sequence of two courses is required of all students enrolling in the program.

a. **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.

b. **Stats S501 Statistical Methods (3 credits):** Introduction to Statistics

These courses must be taken as offered by the Department of Criminal Justice at Indiana University or other department designated by the Department of Criminal Justice. 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. Incoming students 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, Stats S501 and Stats S503.

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. 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.

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 the advisory 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. 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 and the rationale for taking 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

A. Requirements

1. The Doctor of Philosophy degree will require a total of 90 credit hours beyond the bachelor's degree, of which 12 hours are required courses. Of the remaining credit hours, up to 30 may be dissertation credit hours (P859). A student must have at least one minor area from outside the Department of Criminal Justice. The requirements for the outside minor are defined by the department offering the minor.

2. Students are required to complete 3 hours in research methods (P594) and six hours in statistics (currently taught in the Statistics Department). There also is a research tool requirement that may be satisfied by completing 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.

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. Incoming students 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, Stats S501 and Stats S503.

3. 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.

B. 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 qualitative or quantitative research methods, an advanced statistics course, or through completion of the foreign language requirement.

1. **Research or Statistics Coursework:** Students 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) or
- 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.

C. 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. 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.

D. DOCTORAL CERTIFICATION

1. Qualifying Examination

All doctoral students are expected to demonstrate basic proficiency by passing a qualifying exam following completion of required courses. In place of qualifying exams, PhD students must complete a qualifying thesis consisting of an original research project.

- a. The qualifying exam will consist of three phases: the proposal, the written thesis, and the oral defense.

- (1) It is expected that the written component of the qualifying exam will be of publishable quality.

- b. If the student so desires, this qualifying exam will count toward the MA "thesis option" in our Department. Thus, PhD students who complete this qualifying exam and who complete all other University Graduate School requirements for the MA in the course of their PhD work in our Department will be awarded an MA degree if they so desire.

- (1) Students who have already received an MA in another department or university are not exempt from completing this qualifying exam.

- c. Students must form a supervisory committee for this qualifying exam at the beginning of their third year, at the latest, in the doctoral program.

- (1) Students who enter the PhD program having already earned an MA must form this committee at the beginning of their second year at the latest.

- (2) This committee must consist of a Chairperson and two additional members, all of whom must be Indiana University Department of Criminal Justice faculty. A further non-voting member from outside the Department may be added in an advisory capacity. With the approval of the Chairperson of the committee, the outside member may be from another university.

- (3) The student must inform the Director of Graduate Affairs of the formation and composition of this supervisory committee.

- d. Soon after forming the qualifying exam committee, the student must develop a proposal for the qualifying exam.
 - (1) The intent of this proposal is to allow the student to demonstrate knowledge in the area of the proposed project by (a.) situating the project in the broader theoretical and empirical literature and (b.) formulating a refined research question.
 - (2) This proposal must be approved by the entire qualifying exam committee before the student progresses with the written thesis.
- e. We strongly encourage students to work with their committee to complete the written thesis and oral defense before the end of the 13th week of the spring semester of their third year in the PhD program.
 - (1) Students who enter the PhD program having already earned an MA are encouraged to complete the written thesis and oral defense before the end of the 13th week of the spring semester of their second year in the PhD program.
- f. An oral defense, open to all faculty members, is required.
 - (1) An announcement of the oral defense, together with a PDF copy of the written thesis, must be distributed to all Criminal Justice faculty and graduate students at least two weeks before the date of the oral defense.
 - (2) The oral examination shall be administered by the thesis committee.
 - (3) The student presentation of the qualifying exam and the committee's questioning of the student are open to the public, but the committee's deliberations are open only to members of the thesis committee.
- g. The written thesis and the oral defense will be evaluated as a combined effort.
 - (1) This evaluation is to be made by the entire three-person committee by majority vote.
 - Possible outcomes are Pass with Distinction, Pass, or Fail.
 - (2) Upon failure, the written thesis and the oral defense must be repeated within one semester of the first attempt.
 - If the student fails a second time, the student will be dismissed from the program.

- (3) 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.
- h. The format of the written thesis 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. See <http://www.graduate.indiana.edu/preparing-theses-and-dissertations.php>
- (1) 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.
 - (2) It is the responsibility of the student to ensure that a copy of the written thesis and the grade have been filed with the Department of Criminal Justice Graduate Secretary, both in hard copy and electronic form.
 - For those students who wish the qualifying exam to count toward an MA in the Department, hard copies of the thesis must include:
 - One copy for the department archives,
 - One copy for the chairperson of the committee,
 - Other copies as required by the University Graduate School. Students must consult with the University Graduate School regarding regulations for graduate theses.

2. ADMISSION TO CANDIDACY

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

- (1) 60 hours course credit
- (2) Completion of P594 and two graduate-level courses in statistics
- (3) Reading knowledge of a foreign language or research skills requirement

(P599, Research Practicum, or their equivalent)

(4) 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 exam and the completion of all coursework, 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 exam the date used in determining the seven-year periods for currency of course and completion of dissertation (see Graduate Bulletin).

E. 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.

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.
- f. Students are encouraged to work with their dissertation committee chair in seeking Institutional Review Board (IRB) approval involving Human Subjects. Please refer to: http://researchadmin.iu.edu/HumanSubjects/IUB/hs_committees.html

2. Dissertation Proposal

- a. Dissertation proposals may be submitted only after successfully completing the required PhD qualifying thesis.
- b. An oral defense of the dissertation proposal is required.
 - (1) As a matter of courtesy, the candidate should distribute the prospectus enough in advance of the prospectus defense to allow a reasonable amount of time for the committee members to review the proposal. Likewise, committee members should review and respond to written materials submitted by the candidate in reasonable time.
 - (2) The chairperson of the dissertation committee shall be responsible for scheduling the defense and the defense is administered by the dissertation committee.
 - (3) An announcement of the oral defense, together with a PDF copy of the written thesis, must be distributed to all Criminal Justice faculty and graduate students at least two weeks before the date of the oral defense.
 - (4) Unless the chairperson of the dissertation committee voices a compelling reason otherwise, the student presentation of the dissertation is open to the research community, but committee questioning of the student and its deliberations are open only to the members of the dissertation committee.
 - (5) 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.
 - (6) When all members of the committee approve and sign the proposal, the student shall provide 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. In addition, the chair of the dissertation committee shall notify all faculty members by memo of the title of the proposal and the presence of the signed proposal in the student's file.

(7) The student is 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. At the same time, the department shall complete the "Notification of Research Committee for the Ph.D." and submit it for approval by the dean. The 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. In addition, a "Request for Change of Research Committee Member(s) form must be submitted to the University Graduate School for their approval.

b. The reference format and style of the dissertation may conform with departmental format for theses, substantial papers, and dissertations (see Appendix B).

c. 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.

d. 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://graduate.indiana.edu/preparing-theses-and-dissertations.php>

For on-line dissertation submission guidelines, go to:

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

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. This announcement must also be submitted to the Graduate Secretary.

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 University Graduate School.

d. The dissertation defense is administered by the dissertation committee.

e. Unless the dissertation chairperson voices a compelling reason otherwise, the student presentation of the dissertation and the committee's questioning of the students are open to the research community. However, graduate students who wish to attend must obtain the permission of the dissertation chair and the consent of the candidate. Committee deliberations are open only 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. All 12 hours are elective credit in the Department.

1. Students 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.

XII. COURSES IN CRIMINAL JUSTICE

P501 Proseminar I (3 cr.) A proseminar to provide an intensive introduction to the basic areas of criminal justice.

P502 Proseminar II (3 cr.) Criminal Justice II. 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 the 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 offenders 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/qualitative applications, ethical questions, and the role of the criminal justice researcher.

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.) Required course for Ph.D. students. 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. Sub areas 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.) Examines the data and research related to white-collar crime in an effort to understand issues of causation and social control of this particular form of crime. Places white-collar crime within the context of general theories of crime, and compares and contrasts the various legal mechanisms (civil administrative and criminal)

available to control it.

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.

P674 Law, Crime, and Justice in Post-Soviet Russia (3 cr.) This interdisciplinary course begins by examining how the executive, legislative, and judicial branches of government are being influenced by the forces of transition. We then look at Russian crime, including corruption, patterns of interpersonal violence, human trafficking, and drug use. The last section focuses on the Russian criminal justice system, including juvenile justice, policing, and prisons.

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. May be repeated once for a maximum of 6 credit hours.

P855 Research in Criminal Justice◆ (1-6 cr.) Prerequisite: Graduate standing in criminal justice or consent of instructor. The student is expected to make substantial progress toward identification of an eventual dissertation project.

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, 2010-11

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

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

NATHALIE FONTAINE, Assistant Professor, Ph.D., Université de Montréal (Canada): Developmental criminology and psychopathology; prevention and intervention of antisocial behavior and related adjustment problems; gender and antisocial behavior; callous-unemotional traits; longitudinal and experimental designs. Sycamore 319; 855-4285. email: NFONTAIN

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 and Chair, 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, 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 Emeritus, J.D., Harvard University; Ph.D., University of Pennsylvania: Crime control and policing, theory, comparative law and society. 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, Professor and Director of Graduate Affairs, Ph.D., State University of New York, Albany: Social change and violence, alcohol and violence, homicide and suicide, Russia, measurement of crime and deviance, theoretical criminology, far right wing culture and crime. Sycamore 313; 856-2220. email: WPRIDEMO

STEVE RUSSELL, Associate Professor Emeritus, 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. email: SWRUSSEL

BRUCE D. SALES, Virginia L. Roberts Professor, Ph.D., University of Rochester; J.D., Northwestern University: Psychology of Law and Justice, Psychology of Law & Society, Psychology of Crime and Criminal Behavior. Sycamore 341; 856-1324 or (520) 990-5610. Email: BDSALES

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

KIP SCHLEGEL, 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

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.

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)

APPENDIX D

FORMAT FOR QUALIFYING EXAMINATION APPROVAL COVER SHEET

Title

Submitted by (Student's Name)

Date

To Meet the Qualifying Examination Requirement
for the Ph.D. in Criminal Justice

Approved: _____ Date: _____
Name (*Examination Committee Chair*)

Name (*Examination Committee Member*)

Name (*Examination Committee Member*)

Rev. 7/13/10

APPENDIX E

SAMPLE ASSOCIATE INSTRUCTOR EVALUATION

GRADUATE STUDENT AI TEACHING PERFORMANCE EVALUATION
Department of Criminal Justice

AI Name: _____

Rating Professor: _____

Course Number & Title: _____

Semester/Year: _____

Supervisor's Evaluation

Responsibilities

Performance Level

Superior Satisfactory Unsatisfactory NA

Speaking fluency	_____	_____	_____	_____
Speaking fluency in field of study	_____	_____	_____	_____
Professional demeanor and appearance	_____	_____	_____	_____
Attends lectures	_____	_____	_____	_____
Arrives on time for lectures	_____	_____	_____	_____
Enforces policies of Professor's syllabus	_____	_____	_____	_____
Treats students with respect	_____	_____	_____	_____
Treats Professor & other AIs with respect	_____	_____	_____	_____
Holds office hours	_____	_____	_____	_____
Promptly responds to student emails	_____	_____	_____	_____
Promptly responds to Professor's emails	_____	_____	_____	_____
Promptly grades and posts grades on assignments and exams	_____	_____	_____	_____
Turns in semester grades on time	_____	_____	_____	_____
Level of accuracy of class grades and other records	_____	_____	_____	_____
Class preparation	_____	_____	_____	_____
Constructing assignments & exams	_____	_____	_____	_____
Scoring assignments & exams	_____	_____	_____	_____
Mastery of course materials	_____	_____	_____	_____
Lecturing	_____	_____	_____	_____
Laboratory instruction	_____	_____	_____	_____
Is AI well matched to course based on her/his interests?	_____	_____	_____	_____

Explain any unsatisfactory rankings:

Are there any other positive comments you would like to report?

Identify any noteworthy teaching actions undertaken by AI this semester (attendance at teaching workshops; sought feedback from TLTC; other):

OVERALL EVALUATION

Superior

Satisfactory

Unsatisfactory