CRIMINAL JUSTICE PROGRAM

GRADUATE HANDBOOK
2010-2011

Revised Summer 2010
Policies apply to those entering the graduate program Fall 2010. Students who entered their respective programs prior to Fall 2010 should consult the graduate handbook in effect for the year in which they started.
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INTRODUCTION AND PROGRAM OVERVIEW

The Criminal Justice Program at Washington State University is designed to provide students with the skills needed to conduct and assess theoretically-based research about the causes of crime, the administration of criminal justice institutions, the exercise of discretion by actors across the criminal justice system, and the development and evaluation of policies which have an impact on the criminal justice system at the local, state, national, and international levels. At both the masters and doctoral levels, the aim of the graduate programs is to provide students with a broad and thorough educational experience to enable them to be successful professionals in a variety of applied, educational, and scholarly settings. Our graduate programs are explicitly designed to respond to the realities of a highly competitive job market. Over the last two decades, all of our Ph.D. graduates have obtained positions in academia or governmental agencies across the world. Moreover, M.A. students who complete our program are highly sought after in applied research settings in both the public and private sectors.

Program faculty have a wide range of research and teaching interests, and the Program is nationally and internationally recognized for scholarship with a focus on problem-driven research that confronts both traditional and emerging challenges in the U.S. and throughout the world. Faculty members routinely lend their expertise to a broad range of local, state, and national government agencies and nongovernmental groups. This involvement on the 'practitioner-side' of policy serves to enrich faculty research and enhance the learning environment and opportunities for our graduate students.

This Criminal Justice Program Graduate Handbook provides students with the information necessary to navigate through the graduate degree program in criminal justice at WSU. The policies and procedures in this handbook have been officially approved by our faculty and are consistent with Graduate School regulations. The handbook was developed to use in conjunction with the WSU Graduate School Policies and Procedures Manual http://www.gradsch.wsu.edu/CurrentStudents/PoliciesAndProcedures.

Students are responsible for familiarizing themselves with and following the guidelines in both sources. The Criminal Justice Program will aid students in understanding the rules and regulations in both documents but ultimately, responsibility for compliance rests with each student. The Program provides all students with the current Criminal Justice Program Graduate Handbook the semester they arrive. As the handbook changes in some respects every year, the handbook distributed as a student enters the graduate program governs the student’s studies and degree requirements. That being said, specific forms, web sites, and other materials described herein or included in the appendices are subject to modification. As forms are updated they will be made available for to students.

Please note while this handbook should be relied on by students in planning their program, in the unlikely event that language contained herein conflicts with Graduate School or University policies and procedures, the handbook is subservient to these items.
GENERAL GRADUATE PROGRAM REQUIREMENTS

The following requirements and guidelines apply to all graduate students.

Advising, Program Planning, and Committee Formation
The Criminal Justice Program Director will serve as advisor for students during their first year in the program. Students should seek input from the Director regarding course work, committee formation, and other items related to their academic program at WSU.

As soon as possible, and no later than the end of the second semester in residence, students should form a committee, composed of three graduate faculty, one of whom will serve as the chair. The committee chair will thereafter be the major advisor for the student’s degree work at WSU, and assist the student assuring that all degree requirements are fulfilled.

Program Statement and Checklist
All graduate students must submit a Program Statement to the Graduate School, preferably by the beginning of their second semester in residence and no later than the semester before planned graduation. Students should obtain this form from our Academic Coordinator, Bonnie Kemper, who will help students fill it out correctly. The form is also available at the Graduate School website, http://www.gradsch.wsu.edu/Forms.

All members of the student’s committee must sign this program statement before it is submitted to the Graduate School. Once all committee signatures have been obtained, students should submit their statements to Bonnie Kemper. The Criminal justice Program Director must also approve the program before it is sent to the Graduate School. Please note that some courses are not always offered on a regular basis. Thus, it is vital to check with members of the program committee and, if necessary, the Criminal Justice Program Director, to anticipate when courses will be offered. Students need to file a change of program form for any changes after their initial program is approved by the Graduate School (this is a Graduate School, not a Criminal Justice Program, requirement).

A Program Checklist is also available in Appendix B to help students keep track of their own progress through their degree program. The program checklist reflects the entire curriculum for each degree program. While this is not an official Program or Graduate School document, it is a useful tool in program planning. Students should consult with their advisor in filling out the Program Statement and the Program Checklist.

Independent Readings Criteria
Students may arrange to conduct independent reading with individual faculty members (Crm J 600) for 1 to 3 ungraded graduate credit(s) — pass or fail. While the final grade for the course will show up only as a pass/fail, students may opt, after consultation with the instructor, to do the coursework for a grade. This final grade will be shown individually on departmental transcripts, but not in the overall GPA.

Students may use independent readings to fulfill the following three purposes:
  1) Pursuing Special Topics of Interest
2) Preparing for Ph.D. Preliminary Exams

3) Substitutes for Existing Course. This option does not apply for core courses (Pol S 503 or Crm J 504, 530, 540, 555). Reading courses may be substituted for regularly offered seminars only under extenuating circumstances, e.g., scheduling conflicts. Such reading courses must be for 3 credits and should be approved by all members of the student’s committee.

Students must fill out the Independent Readings form, available in the front office, with the instructor and select the type of evaluation as well as purpose of the course. It should be noted that such courses place an additional, non-remunerated, burden on faculty and so should be considered only as an option of last resort by students.

Transfer Credits

In some cases students may be allowed to transfer credits from other accredited graduate programs as provided for in the Graduate School Policies and Procedures Manual:

Credits appropriate to the Program of Study (with a grade of B or higher earned in other accredited graduate schools) may be transferred and applied toward a student’s graduate degree program. The number of such credit hours is limited to no more than half of the total graded course credits required by the program that is listed on the Program of Study. None of this credit may be applied toward another advanced degree. Individual departments/programs may choose to limit transfer credits to an amount less than what is specified above.

Transfer credits are subject to the usual time restrictions for master’s and doctoral degrees and approval by the academic unit and the Graduate School. Credits cannot be more than six years old for a master’s program and ten years old for a doctorate program at the time of submission.

Transfer credit is requested formally by listing the courses on the Program of Study, obtaining committee member and chair approval, and submitting it to the Graduate School for review and approval; however, preliminary determination will be made earlier upon request.

Students intending to request transfer credit for their Program of Study will need to submit to the Graduate School all official transcripts from colleges or universities showing such credit. A catalog description of the course must be available either in paper form or on the institution’s website. The institution from which the credits are being transferred must be accredited by a recognized accreditation association. The Graduate School will review all credit to determine eligibility for transfer.

The Dean of the Graduate School is the final authority in determining what constitutes accredited courses or schools, and in determining exceptions to this policy. Limitations to this policy include the following: extension courses, special problems, special topics, research and thesis, workshops, and correspondence courses will not receive graduate transfer credit. For necessary interpretations, inquiries should be sent to the Dean of the Graduate School.

In addition to the Graduate School policy, the Program must also approve all transfer credits through the Criminal Justice Program Director and the student’s committee.
REQUIREMENTS FOR THE M.A. IN CRIMINAL JUSTICE

The M.A. in Criminal Justice requires a total of 32 semester hours, as well as a master’s essay. The degree requires students to complete a minimum of 27 hours of graded coursework, and to register for a minimum of five hours of Crm J 702 credits. The following section sets out the specific coursework requirements.

Course Requirements

Criminal Justice Required Core Courses (15 credits):

- Crm J 503 – Research Methods in Political Science and Criminal Justice
- Crm J 504 – Quantitative Methods in Political Science and Criminal Justice
- Crm J 530 – Criminal Justice: Processes and Institutions
- Crm J 540 – Seminar in Criminal Justice Research and Evaluation
- Crm J 555 – Seminar in the Nature of Crime

Institutional Courses (6 credits minimum):

Select courses in two of the following three areas:

- Policing (such as Crm J 570)
- Corrections (such as Crm J 541)
- Courts (such as Crm J 560)

Electives (6 credits):

Select two courses from within the Criminal Justice program or from other departments. Non-Criminal Justice Courses must be relevant to a student’s educational and professional goals, and must be approved by the student’s committee and the Criminal Justice Program Director.

Complete Master’s Scholarship (5 credits minimum):

- Crm J 702 – Master’s Special Problems, Directed Study and/or Examination

Master’s Committee

During their first semester in their program, master’s students will be advised by the Criminal Justice Program Director. During their second semester, students should form a committee, composed of three graduate faculty, one of whom will serve as the chair. Students are advised to select a committee chair early in their second semester in residence. (This professor will be the major advisor throughout the student’s degree work at WSU.) Students should discuss their research interests with their chair and, based on the chair’s input, form the rest of their committee based on the substantive expertise of faculty members regardless of whether the professor is based on the Pullman, Spokane, or Vancouver campus.
All graduate students must submit a Program Statement to the Graduate School, preferably by the beginning of their second semester in residence and no later than the semester before planned graduation. Students should obtain these forms from our Academic Coordinator, Bonnie Kemper, who will help students fill them out correctly. These forms are also available at the Graduate School website, http://www.gradsch.wsu.edu/Forms. All changes in an approved Program Statement must be made on forms supplied by the Graduate School or by the Academic Coordinator. Such changes require approval of the committee chairperson and the Criminal Justice Program Director.

Master’s Essay
In addition to the course requirements, students are required to prepare a Master’s Essay. The Master’s Essay should strive to be equivalent in content, sophistication and technical expertise to a publishable paper in a respected scholarly journal. It can be on any subject in Criminal Justice and there are no limitations or preferences for a particular theoretical or methodological approach. The Master's Essay should be approximately 40-50 pages in length. Feel free to ask faculty for sample essays.

Writing and Defending a Prospectus
In the final semester of a student’s coursework or after the student has successfully completed all required graded credit hours in the Program, he or she must write and defend an essay prospectus. This stage of the process is “chair loaded” – meaning that most of the work will be done with the student’s committee chair. This stage involves four major steps:

1. **Prospectus**: The purpose of the prospectus is to provide the student’s committee members with a clear description of the proposed paper, so that they may determine the soundness of preparation and conceptualization of the planned essay. The actual format of the prospectus should be developed in consultation with the student’s committee chair. It should, however, include:
   - A clearly defined, original research question
   - A brief review of the literature
   - A brief methodology section describing your sources of information and method of analysis
   - References

2. **Submission**: Students must first submit their completed prospectus to the chair of their committee. Once the chair is comfortable with the quality of the prospectus, the student will submit it to the full committee for their review. At that time, the student, in consultation with the chair and other committee members, will set a date for the “prospectus defense.” All committee members must have received the completed prospectus at least 15 working days (i.e., three weeks) prior to the defense.

3. **Defense**: At the defense, the student will formally defend the prospectus for approval of the full committee. If the prospectus is satisfactory, the student will proceed to the next stage. If unsatisfactory, the student will have to repeat this process.

4. **Timeline**: Students should defend their prospectus the semester before they plan to write and defend their essay.

**Guidelines for the M.A. Essay**
The master’s essay has four goals and will be judged on how well they are achieved:
1. It shows an in-depth, detailed, and nuanced understanding of a specific issue, topic, or question in the field;
2. It shows an awareness of the theoretical issues and arguments raised and discussed in the literature on the subject;
3. The ideas, concepts, and arguments advanced in the paper are expressed with precision and rigor; and
4. The paper enlarges our understanding on the issue and topic.

To achieve the goals, at the minimum, the Master's Essay needs to have a(n):

1. Introduction and Statement of the Problem: The Master's Essay needs to have a clearly and precisely stated question, thesis and argument. The first few pages should make it clear what the paper is about and how the subject will be approached and analyzed.

2. Literature Review: The Master’s Essay needs to have an extensive literature review of the subject. The literature review shows that you have immersed yourself in the subject, have read extensively about it, and have drawn your ideas and concepts and arguments from a variety of sources. The length of the literature review will vary by subject, but must be at least 40 pages long. If you do a theoretical Master's Essay or one based on secondary sources, then the review will have to be quite extensive since your argument refashions existing thoughts and theorizing. If you are doing an empirical project, the literature review needs to incorporate the important relevant thinking and studies which influence the design of your research, your hypothesizing and theory development, and the likely analysis of your data. The main purposes of the literature review is to show the reader that you know the subject and that you can place your thinking into ongoing theorizing and research in the subject area.

3. Discussion: This section states and justifies the body of your description, analysis, and argument in a precise, readable and rigorous manner.

4. Conclusion: The conclusion summarizes your argument and shows how your work enhances our theoretical understanding of the subject.

**Defending the Master’s Essay**

Work on the master’s essay should be roughly equivalent to the work for a 3-credit graduate seminar. Normally, the student works with the chair of her/his committee to produce a preliminary final draft. Students should formally meet with their chair to discuss the plan for the essay and to receive formal approval. Only after the chair has approved the working draft may the student submit the essay to the other members of the committee, remembering that the other members must have the essay at least 15 working days prior to the defense date. The oral examination will feature a defense of the master’s essay and can also cover the entirety of the candidate’s program.

- If all members of the committee agree that the draft is ready to be defended, the student, in consultation with the chair and other committee members, will set a date for the final oral defense. All committee members must sign-off on the defense date and must have received the completed essay at least 15 working days (i.e., three weeks) prior to the defense. If these guidelines are not respected by the student, the other members of the committee are under no obligation to attend the defense date. Also,
students should check the university established deadlines on when to file the degree application, schedule the final (oral) exam, and hold the final exam.

- A final examination will not be scheduled until all members of a student’s committee have determined the essay ready to defend.
- When the master’s essay has been accepted by the student’s committee, the student will present him- or herself for an oral examination. At the defense, the student will formally defend that prospectus for approval of the full committee. Students who successfully pass the oral defense have two weeks after the defense date to incorporate the committee’s final recommendations. The student must then obtain the signature of each committee member indicating their final approval. If the changes are not made, the committee will invalidate the decision to pass the student. Students who fail the oral defense must start the process from the beginning. The student is required to provide the Program with a copy of his/her essay once the degree requirements are completed.

**Recommended Plan of Study – M.A. Criminal Justice**

<table>
<thead>
<tr>
<th>Timing</th>
<th>Course Requirements</th>
<th>Master’s Essay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall, Year 1</td>
<td>Crm J 530</td>
<td>Discuss substantive interests with faculty and fellow students</td>
</tr>
<tr>
<td></td>
<td>Crm J 503</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Institutional course or elective</td>
<td></td>
</tr>
<tr>
<td>Spring, Year 1</td>
<td>Crm J 555</td>
<td>Form a committee</td>
</tr>
<tr>
<td></td>
<td>Crm J 504</td>
<td>File Program Statement</td>
</tr>
<tr>
<td></td>
<td>Institutional course or elective</td>
<td>Plan for master’s essay</td>
</tr>
<tr>
<td>Fall, Year 2</td>
<td>Crm J 540</td>
<td>Write essay prospectus</td>
</tr>
<tr>
<td></td>
<td>Remaining electives</td>
<td>Defend essay prospectus</td>
</tr>
<tr>
<td>Spring, Year 2</td>
<td>Crm J 702</td>
<td>Write essay</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Defend essay</td>
</tr>
</tbody>
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REQUIREMENTS FOR THE PH.D. IN CRIMINAL JUSTICE

The Ph.D. in Criminal Justice requires a total of 72 semester hours. Mandatory among these hours are a minimum of 48 hours of graded coursework and a minimum of 24 hours of Crm J 800 research credits. The following section sets out the specific coursework requirements.

Criminal Justice Required Core Courses (15 credits):

Crm J 503 – Research Methods in Political Science and Criminal Justice
Crm J 504 – Quantitative Methods in Political Science and Criminal Justice
Crm J 530 – Criminal Justice: Processes and Institutions
Crm J 540 – Seminar in Criminal Justice Research and Evaluation
Crm J 555 – Seminar in the Nature of Crime

Institutional Courses (9 credits):

Crm J 541 – Seminar in Corrections
Crm J 560 – Prosecution and Adjudication
Crm J 570 – The Police and Society

Advanced Method-Based Courses (6 credits minimum):

Two courses in advanced methodology selected from a variety of courses already offered throughout the university, such as:

Psych 511 – Analysis of Variance and Experimental Design
Psych 512 – Correlation, Regression and Quasi-Experimental Design
Psych 514 – Psychometrics
Psych 516 – Applied Structural Equation Modeling with Current Software
Soc 521 – Regression Models
Soc 523 – Qualitative Methods Practicum

Criminal Justice Electives (9 credits minimum):

Three courses selected from the following or other courses approved by the student’s committee:

Crm J 505 – Comparative Criminal Justice Systems
Crm J 572 – Seminar in Comparative Policing
Crm J 580 – Women and the Criminal Justice System
Crm J 591 – Seminar in the Administration of Criminal Justice (may be taken twice)
Crm J 592 – Proseminar in Administration, Justice & Applied Policy Studies (may be taken twice)

General Electives (9 credits):

Courses from within the Program or from other departments. Examples include:

LA 477 – Landscape Applications of Geographic Information Systems
Program Development and Committee Process

Primary responsibility for developing a doctoral program rests with the student and the doctoral committee. The primary criterion in the selection of the chair of a student’s committee will normally be the student’s expressed interest in a particular field of criminal justice as the probable area of major concentration. It will then be the program committee chair’s responsibility, by or before mid-term of the student’s third semester of residence at Washington State University, to suggest other members of the program committee.

No later than the student’s third semester in residence, the student and his/her committee should develop a specific program in criminal justice. It is the joint responsibility of the student and the program committee chairperson to see that these things are done and to have the results placed on record with the Graduate School. (Also, see Appendix B for the program checklist for the Ph.D.) Students who by the end of the third semester equivalent of full-time enrollment in residence have failed to form a committee and file a Program Statement (in the case of the Ph.D.) shall normally be denied continuance in any assistantship or other kind of intra-program employment, such as work with the Division of Governmental Studies and Services, Extended Degree Program courses, grant projects, or related activities.

All changes in an approved Ph.D. program must be made on forms supplied by the Graduate School or from the Academic Coordinator. Such changes require the approval of the program committee chairperson (at later stages, of the dissertation committee chairperson) and the other members of the program or dissertation committee. Final approval also requires the signature of the Criminal Justice Program Director and the Dean of the Graduate School.

A common oversight is failure by students and their advisors to file a dissertation title as a “change of program” where the program originally indicated only the intended general area of the dissertation. Such changes should be officially recorded as soon as the title has become specific and has the approval of the committee. Please provide the Academic Coordinator with a copy of all documents submitted for any changes requested. Any later alterations in a formally approved and recorded title must also be treated as a program change and made part of the official record by processing the usual forms.
Preliminary Examination Requirements

Within two semesters following the completion of coursework, students should take preliminary examinations.

Structure and Administration

The exam structure reflects a mutually agreed philosophy that the purpose of preliminary exams is to demonstrate breadth of knowledge (in contrast to the dissertation, which demonstrates specialized knowledge).

Students are required to take three preliminary exams:

• **Exam 1: Criminal Justice Core Exam**

  The criminal justice core exam covers the criminal justice field as a whole. This exam will be designed to cover all material presented in the core courses for the Ph.D. program.

• **Exam 2: Area Exam**

  This exam allows students to demonstrate expertise in criminological theory and an institutional subfield of criminal justice. This exam will consist of two parts:

  Part 1: One question involving criminological theory; and
  Part 2: Students will pick from one of three institutional areas – Policing, Courts, or Corrections – and will be required to answer one question in that area.

• **Exam 3: Applied Policy and Methods Exam**

  Given that the Criminal Justice Program has a general applied research and policy focus, the final exam will address this component. Students will be given a number of questions from which they will choose to answer one or more (as specified on the exam). The questions may focus on one of the four broad areas described above in Exam 2 or may cross over one or more of the areas (as well as including more specialized issues, such as race, gender, comparative, etc.). The goal of this exam is for students to integrate substantive and applied research knowledge.

Preliminary exams will be administered twice per year on or about the fourth week of classes during the Fall and Spring semesters. Students will be asked to “register” for prelims by the first week of the semester in which they plan to take the exam. Students must also complete and file a preliminary examination scheduling form with the Graduate School. Exams will be taken over the course of three days (M/W/F of one week), and students will have up to eight hours each day to complete the examinations. One room with computers will be reserved for all students taking the preliminary exams each semester. Computers will be disconnected from the network, and all preliminary exams will be closed book, closed notes. No outside materials (e.g., flash drives, etc.) are allowed during the administration of the exam.
One faculty member will be selected to oversee the exams each semester. All faculty members will be encouraged to submit potential exam questions to the faculty member selected to oversee the exam. That individual, in consultation with the Director, will select the final questions to appear on the exam for that semester. Grading of exams will be anonymous. All students taking the exams will be assigned an exam number, and exams will be identified only by number during grading.

A committee of faculty members selected by the Director will read all questions for all students and will vote on pass/fail on each exam (i.e., day one, day two and day three). Students will be assessed to have either Passed with distinction, passed, or failed the exam. Students who pass the written exam will not be required to orally defend; instead, they will meet with the dissertation committee and plan the dissertation proposal process. Students who do not pass the written exam will be notified and required to take an oral defense within 15 days of the completion of the written exam. At the time of voting, a three-person committee will be selected for each student failing the written exam. This committee will conduct the oral exam. Students who fail the oral exam will be allowed to retake the preliminary exam one additional time, subject to the same rules stated above. Students who fail the exam a second time will be dismissed from the program.

**Preparing for Preliminary Exams**

The purpose of preliminary exams is to demonstrate breadth of knowledge, and it is not designed to reward mere memorization of facts. The students should bear in mind that when a student “sits” for prelims, he or she is seeking to be recognized as a peer of the examiners.

There is no “set” or “magic” way to prepare for prelims. A solid course background is, of course, an indispensable asset. The successful student will also have read substantially beyond course requirements, will have consulted faculty teaching in these fields regarding appropriate reading lists and preparation strategies, and will be thoroughly informed regarding relevant methodology. Reading lists are available on the Criminal Justice Program web site.

The maximum period of time in which to complete both the written and oral examinations is 30 days (Graduate School regulation). Under existing university policy, students cannot take any such examinations (prelim or final) unless they are registered for credit and have paid the fees entailed by such registration for the school term in which the examination is scheduled.

**The Dissertation Process**

The next requirement for the Ph.D. candidate beyond the prelims is preparation, under the guidance of a dissertation committee, of a dissertation presenting the results of a thorough and systematic investigation of a significant problem related to one of the specialty areas of the candidate. The dissertation committee will normally be composed of the chairperson and two other members of the Graduate Faculty. The subject matter of the dissertation will, of course, have an important bearing on the committee’s composition.

The dissertation must consist of original scholarship and contribute to the body of knowledge on criminal justice. The dissertation topic must be approved by the student's supervisory committee. The dissertation prospectus and the dissertation itself must be approved by the supervisory committee.
Dissertation Prospectus Defense

Students must present and orally defend a dissertation prospectus. The objectives of the prospectus are to identify the research topic and to demonstrate that a feasible and appropriate research strategy has been developed. Although specific content of the prospectus defense is left to the discretion of the student’s committee, the document generally involves an introduction, the research questions or hypothesis the student intends to address, a preliminary review of the literature(s), and the methods and strategies the student intends to use.

Additionally, if the research involves human subjects, the student must have completed the human subjects training courses – CITI – before an application can be submitted to the Institutional Review Board (IRB). The training course can be accessed at http://www.iris.wsu.edu/citi.asp. Then, the student must complete the form required by the WSU IRB under the supervision of the committee chair; and obtain approval before beginning research if that research will involve human subjects. IRB forms can be obtained at http://www.iris.wsu.edu/forms.asp.

Normally, the student works with the committee chair to produce a final draft of the prospectus. Only after the chair has approved the working draft should the student submit the completed draft of the prospectus to the other members of the committee for feedback. After feedback is received, the student should discuss the prospectus with his/her chair to determine if it is ready to defend. When the committee chair determines it is ready to defend, a defense date should be scheduled for a time when the entire committee can be present. The goal of this meeting is for everyone to leave the room with a similar idea of what the research is going to be, how the student will proceed, and the kind of product the student anticipates will result. It is appropriate to ask questions of the committee members to make sure everyone is satisfied with the proposal. While the prospectus defense is informal in nature, students are strongly encouraged to make modifications to the prospectus as requested by the committee. Failure to do so will likely lead to an unacceptable dissertation down the road.

Use of Human Subjects

Federal and university policies require that all projects conducted by faculty, staff and students using human subjects must be reviewed and approved by the Institutional Review Board (IRB) prior to initiating any portion of the project. Students using research tools such as surveys, questionnaires, existing data, etc. to gather information for their dissertation must have approval from their committee chair and Criminal Justice Program Director prior to submitting their project to the IRB for approval. Students should consult with their committee chair for assistance in completing this requirement.

Preparing and Defending the Dissertation

After the prospectus is successfully defended, research should be commenced. The student should provide regular progress reports to the committee chair as research is conducted and the dissertation begun. Students should consult with their chair if they have questions about how much information they should provide to other committee members, and when. Of course, a student should call upon members of his/her committee whenever the student wants or needs their expertise. At least once a semester, students should make a point of acquainting each committee member with their progress.
Once the dissertation is completed and approved by the committee chair, students should provide each member of the committee with a copy of the dissertation. Once each member deems it acceptable, it is time for the student to schedule an oral defense. Note that under existing Graduate School policies, a defense cannot be scheduled until the dissertation is ready for presentation to the Graduate School and for deposit in the University library. The final oral examination usually centers on the dissertation, but, as the Graduate School regulations indicate, the student must be prepared to meet questions relating to any of the work he or she has done for the degree.

Each member of the committee must attend. Other faculty and students may attend as well. A dissertation defense lasts at least one hour and may not exceed two and one-half hours. Students are encouraged to talk with the chair about how the defense will be conducted. Members of the committee will ask questions about how the research was conducted, data analyzed and so forth. Other faculty may ask questions as well. In the unlikely event that a student fails the defense, the Graduate School allows that “a second and last attempt may be scheduled after a lapse of at least three months.”

A final copy of the dissertation (and related required forms) must be submitted in digital format to the Graduate School within five working days for final acceptance. When dissertations are electronically submitted to the Graduate School, paper copies of the title page, abstract and signature pages are still required. These should be on 100% rag bond with the signature page signed in black ink by all committee members. For additional formatting guidelines, see: http://www.gradsch.wsu.edu/current-students/forms/DissertationsandGuidelinesMarch09.pdf.
ADMINISTRATION OF GRADUATE STUDIES

The criminal justice faculty oversees the Graduate Program, acts on student requests and petitions, and proposes changes in the Graduate Program. Generally, proposals for policy changes in graduate curriculum must be approved by a vote of the faculty.

The Criminal Justice Program Director interprets University rules and regulations; advises Criminal Justice students until they have advanced to form a program committee; acts as a counsel and an advocate for graduate students when individuals come forward with issues; organizes the first-year student orientation; organizes the orientation for teaching assistants and graduate instructors; updates the graduate handbook each year; coordinates the admissions process; coordinates the allocation of teaching assistantships; facilitates the distribution of soft-funding to graduate students; coordinates the assignment of TAs to classes; coordinates faculty supervision of graduate students teaching independent sections; and evaluates and informs students who are academically deficient.

The Academic Coordinator is responsible for administrative details of the Graduate Program, maintaining graduate files, generating offer letters to graduate students, and providing students with information concerning the Program, forms, examinations on file, placement information, and access to handbooks.

The Finance/Personnel Manager (Ann Marie Gooch, Johnson Tower 237) processes all payroll documents (academic and temporary appointments); maintains personnel files; handles all confidential materials; is responsible for all Program and grant budgets; and is responsible for all planning, coordinating, organizing and controlling of administrative services to the Program and College.

ANNUAL EVALUATION OF ACADEMIC RECORD

In compliance with Graduate School policies, at the end of each academic year the Criminal Justice Program Director will evaluate Criminal Justice student files. If students do not have any academic deficiencies they will receive a letter that states they are making satisfactory progress in the program. Once the deficient students are identified, the chair of the committee will be consulted on whether the students should receive a letter of notification. The first letter of deficiency a student receives serves as an initial warning and has no impact on the evaluation of student performance, if the deficiency is resolved. More than anything else, this letter serves as a heads-up for the student and faculty alike. A second warning letter is much more serious, in that it is a result of the student’s failure to resolve the deficiency in her/his record. If the student has not resolved the deficiency in a reasonable amount of time and after consultation with the chair and the committee and the Criminal Justice Program Director, he or she may be dropped from the Program. All letters will be sent to the student and placed in his or her graduate file.

See Appendix C for the evaluation form which is completed each year by the Criminal Justice Program Director for each student in the Graduate Program. Please review it carefully. Student progress will be considered unsatisfactory if they fail to file a Program Statement in a timely manner, accumulate or fail to remove “incompletes” from their transcript, fail to complete their M.A. essay or dissertation in a timely manner, fail preliminary examinations, fail to enroll or complete required coursework, or receive a grade below a B-. 
FUNDING OPPORTUNITIES

The Program has three types of funding for graduate students: hard funding, soft funding, and adjunct instructor salaries. There may also be funding opportunities outside the Program.

Hard Funding. Hard funding consists of permanent teaching assistantships which pay a monthly salary for the academic years and normally have tuition waivers. Assistantships are awarded competitively on the basis of merit. All students who are eligible and who wish to compete for an assistantship are asked to complete an application by February 1st for the following academic year. Applications will be distributed via e-mail in January of each year. (See Teaching Assistantship Awards, Assignment, and Duties below for more specifics on assistantships).

Soft Funding. The second type of funding comes largely from grants obtained by faculty and usually consists of research positions. Last year, approximately two thirds of our graduate students who were not on TA appointment were employed by WSU, often working on research for faculty. For the most part, these jobs pay an hourly salary and do not include a tuition waiver. Under some circumstances, students who are employed for at least 20 hours a week may be eligible for an out-of-state tuition waiver. For many of these positions, students must be “work study eligible.” This requirement enables the Program to fund more graduate students because for every dollar we put in we get three work study dollars to support employment. (See Ann Marie Gooch regarding the procedures for applying for work study.) Often, these job opportunities extend into the summer. You must file federal and state forms with the financial aid office to be work study eligible and should do so as soon as possible if you do not have hard funding. The deadline for these forms is usually March 1st. Unfortunately, non-American citizens are not eligible for work study.

Adjunct Instructor Positions. Adjunct teaching is limited and irregular. It is most common to have adjunct teaching opportunities for graduate students in the summer. Students who have had a significant record in teaching, who have at least an M.A., if not an ABD, and who are not already on a teaching assistantship should inform the Criminal Justice Program Director of their expertise in teaching. The Criminal Justice Program Director makes all decisions on adjunct teaching in consultation with pertinent faculty. Adjunct instructors are generally paid at the rate of $3000 per 3-hour course. No tuition waivers are involved.

Faculty Grants within the Program. Work study-eligible students will often be employed before those who are not; however, the final hiring decision is made by the individual faculty member on whose project you will be working. If you are interested in working on a faculty grant project, you need to submit a research profile to the Graduate Coordinator, providing information in the following four areas: 1) work study eligibility; 2) research experience – areas of interest and/or expertise and knowledge of and experience in research methods, e.g., quantitative (statistics, SPSS, surveys, etc.) and/or qualitative (content analysis, literature reviews, language capabilities); 3) computer skills – please be as specific as possible; and 4) if employed, how many hours, for how long, and how many more additional hours per week you could take on. These profiles will be used in final hiring decisions.

Research Positions in the Division of Governmental Studies and Services (DGSS). DGSS is an applied research unit affiliated with the Criminal Justice Program, led by Professor Nicholas Lovrich and associate director Michael Gaffney. This unit pursues and administers contracts to conduct a variety of research projects in Washington State. Each year, DGSS employs a number of graduate students to work
on research. This work is generally paid on an hourly basis. Students who work in DGSS are normally work study eligible. If you are interested, you should apply for work study eligibility with the financial aid office and then submit a curriculum vita to Ruth Self in DGSS (Johnson Tower 701).

**WSU Online Instructor Positions.** WSU offers a B.A. in Criminal Justice through WSU Online. Each semester a number of graduate students serve as independent instructors or provide grading assistance for online courses. When such instructional needs arise, the Criminal Justice Director distributes a request for applications to graduate students. WSU Online instructor positions are appointed for one semester at a time with no guarantee of reappointment.

**Teaching Assistantship Awards, Assignment, and Duties**

The awarding of teaching assistantships is a very competitive process. There are two types of TAs: support and independent section TAs. Support TA positions assist a faculty member teaching a large course, usually with over 40 students. Independent section TAs teach their own class. These TAs must have at least an M.A. and significant professional experience. See the next section for more on the specific expectations for both types of TAs.

**Criteria for Teaching Assistant Awards**

The following criteria (not necessarily in order of rank) are used in awarding TAs:

1. Grades – This typically includes overall GPA, but may also focus on grades in more recent years (especially for students whose education covers more years than usual or for students whose grades show substantial change over time) and on grades in the degree area.
2. GRE Scores.
3. Letters of Recommendation for students applying to our program – New students who are interested in receiving a teaching assistantship should encourage those writing letters of recommendation on their behalf to speak to their potential classroom strengths.
4. Faculty Evaluations of current students – Each student’s performance in the program will be evaluated by the Chair of his/her committee.
5. Relevant Course Background – Students who have had a substantial amount of course work in criminal justice are more likely to receive funding, other things being equal, than are students with little or no relevant course work.
6. Work Performance – Current TAs who have performed well on the job are likely to be continued on appointment for up to four years.
7. Special Concerns – Some of the TA slots include instructional duties, including teaching independent sections and leading sections of large classes. For these slots, previous TA or teaching experience is important (particularly for independent sections). A record of excellent performance in relevant courses is also important, especially for the independent sections. Some effort is also made to assess potential for effective performance in the classroom.

**Procedures for Application**

The deadline for application for teaching assistantships is February 1st of each year for the following academic year. Current students must submit an application to the Academic Coordinator to indicate their interest (see Appendix D for the application, subject to modification). This application should
Assignment of TAs to Courses

1. The Criminal Justice Program Director will be responsible for preparing initial TA teaching assignments and for meeting with both faculty and students in the semester prior to the work semester. Independent section assignments for the Spring semester will be discussed in December; assignments for the Fall semester will be discussed in May. Instructional support TA assignments cannot be made until final enrollments are known, the Friday before the first day of classes for each semester.

2. Each TA will have a faculty supervisor. In the case where the student is assisting in a course, the faculty supervisor will be the course instructor. During the first week of a given term, both the advisor and the assigned TA will meet to discuss TA responsibilities. At this time, the TA and the advisor will agree, in writing (on the Advisor/TA Agreement Form) to these duties. Any changes in TA responsibilities will require consultation and agreement between the faculty supervisor and TA.

3. TAs teaching independent sections will be assigned a faculty supervisor. The faculty supervisor and the graduate instructor will sign a TA Agreement Form. The graduate student will see to it that all educational materials relating to his or her teaching responsibilities are made available to the supervisor. The supervisor and the student will discuss the minimum teaching expectations and the criteria for evaluation of teaching performance. The supervisor will review the student’s teaching materials and will arrange times when the supervisor can observe the student in the classroom. When the TA is involved primarily in grading, these opportunities are recognized to be limited. In these cases, faculty are encouraged to have their grading TA present for at least one lecture and/or have primary responsibility for conducting review/study sessions. At the mid-point of the semester, the student and his/her supervisor will meet for an informal session where course progress and teacher development skills should be discussed. This meeting is to be viewed as an informal. Based on whatever form of feedback the advisor has developed for the assessment of the student’s performance, the advisor should give the student a good sense of her/his performance of responsibilities. Suggestions for change or alteration of performance should be a feature of this discussion as well. As teaching skills are improved over time (even for seasoned faculty), students are encouraged to ask faculty for additional help in improving their performance.

4. After the semester is over, the advisor will issue a report on the student’s performance of his/her duties and a general evaluation of his/her potential as a classroom instructor. This report will be shared with the student, the student will sign the report to acknowledge having read it, and it shall be placed in her/his graduate file. The student has the right, and will be given the opportunity, to comment on the semester report if he/she wishes. These rejoinder comments will be shared with the advisor and placed in the student’s file as well.

5. It should be remembered that TA appointments qualify the student to be an employee of both the university and the state. Students are expected to uphold the standards of professional conduct that are implied by this status. In particular, students should be familiar with policies regarding inappropriate workplace conduct, amorous relationships, and respect for undergraduate students.
Unsatisfactory performance of TA responsibilities could result in a discontinuation of funding as determined by the Program Director in consultation with relevant faculty.

Disqualification from Eligibility for Funding

Graduate Students shall not be given aid through the program in the Fall semester if they are carrying a grade of “I” for any course other than 600, 702, or 800 received in a non-contiguous semester. Also, students who by the end of the third semester of full-time enrollment in residence have failed to form a committee and file a program (in the case of the Ph.D.) shall normally be denied continuance in any assistantship or other kind of employment.

FACILITIES AND RESOURCES FOR GRADUATE STUDENTS (Pullman)

Seventh Floor Computer/ Commons Rooms. There are several networked personal computers located in Johnson Tower 712. These are available for use by any graduate student enrolled at WSU. Users will need to obtain a login account for access to these machines. Access to this room is by keyless entry. The number will be given to all students in the beginning of the year. This room is also the common room for our Graduate Program. Students will also find updated program information and Graduate Student Association announcements in this room. Additionally, on the second floor of Wilson Hall (right next to Johnson Tower), there is the Social Science Terminal Laboratory with 20 terminals and a high-speed printer.

Office Space. Due to space limitations, only students who are funded by the Program are provided with office space. As space is limited, offices are assigned on a priority basis and are generally limited to teaching assistants who are teaching an independent section, adjunct instructors, and support TAs.

Mailboxes. Students on appointment will receive their mail in the slots outside of their offices. Students not on appointment will receive their mail in individual boxes in 712. Students should make a habit of regularly visiting their mailboxes as it is the only reliable way of getting important information to the student. Phone calls for graduate students are received in the main office, where messages will be taken.

Photocopying Machine. Graduate students have at their disposal a copying machine in the seventh floor computer room. TAs will receive a copy number for their instructional copies. Students may not use this photocopy number for their own copies. All graduate students may obtain a copy number from the office staff, and will be charged for all copies made on this machine in advance. This machine is shared with DGSS. Because there is a separate copy machine for graduate students, the eighth floor copy machine may not be used by graduate students.

Graduate Bulletin Board. Located outside of 701 Johnson Tower, this board features information related directly to graduate student interests. Topics include funding opportunities, job opportunities, seminars, etc. Students should regularly consult this board.
APPENDIX A
FACULTY 2010-2011

Criminal Justice Faculty

DAVID BRODY, Associate Professor & Director (Ph.D., SUNY- Albany; JD University of Arizona)
Years at WSU: Fall 1997 - present
Areas of Research Interest: Criminal Law, Criminal Procedure, Criminal Court Systems; Judicial Selection and Evaluation Methods

Laurie Drape, Associate Professor (WSU-Vancouver), (Ph.D., University of Texas)
Years at WSU: Fall 2001 - present
Areas of Research Interest: Deviance and Delinquency, Drug Policies

Zachary Hamilton, Assistant Professor (Ph.D., Rutgers University)
Years at WSU: Fall 2010 – present
Areas of Research Interest: Quantitative Methods, Prisoner Reentry, Statistical Modeling

Zachary Hays, Assistant Professor (Ph.D., Pennsylvania State University)
Years at WSU: Fall 2008 – present
Areas of Research Interest: Policing and Law Enforcement (especially police use of force), Criminological Theory, Communities and Crime, Social Stratification

Faith Lutze, Associate Professor (Ph.D., Pennsylvania State University)
Years at WSU: Fall 1995 – present
Areas of Research Interest: Criminology, Corrections, Women and Criminal Justice

Otwin Marenin, Professor (Ph.D., UCLA)
Years at WSU: 1979-1983, Summer 1991- present
Areas of Research Interest: Comparative Criminal Justice, Transnational Policing, Criminal Justice in Native American Communities

Bryan Vila, Professor (WSU-Spokane), (Ph.D., University of California – Davis)
Years at WSU: Fall 2005 – present
Areas of Research Interest: Policing, Theories of Crime & Crime Control, Research Methods, Capital Punishment, GIS & Street Gang Crime

Darryl Wood, Assistant Professor (WSU- Vancouver), (Ph.D., Simon Fraser University)
Years at WSU: Fall 2007 – present
Areas of Research Interest: Victimology, Alcohol & Violence, American Indian/Alaska Native Crime & Criminal Justice Issues, Rural Crime & Criminal Justice, Restorative Justice
Affiliated Criminal Justice Faculty

ROBERT (BARNEY) BARNOSKI, Affiliated Associate Professor (Ph.D., Temple University)
Areas of Research Interest: Recidivism, Sex Offender Sentencing and Management, Prisoner Reentry

CARL MCCURLEY, Affiliated Associate Professor (Ph.D., Indiana University)
Areas of Research Interest: Judicial Administration, Public Policy, Quantitative Methods

JOHANNES WHEELDON, Visiting Adjunct Professor (Ph.D., Simon Fraser; LLM, University of Durham)
Areas of Research Interest: International Justice Reform, Comparative Criminal Justice, Restorative Justice, Mixed Methods Research

Political Science Faculty

ANDREW APPLETON, Associate Professor (Ph.D., New York University)
Years at WSU: 1989-90, Fall 1994 - present
Areas of Research Interest: Comparative Politics, Political Parties and Participation

DANA BAKER, Assistant Professor (WSU – Vancouver), (Ph.D., University of Texas – Austin)
Years at WSU: Fall 2005 – present
Areas of Research Interest: Disability Policy, Health Policy, Agenda Setting, Human & Civil Rights

CORNELL CLAYTON, Professor and Graduate Director (D.Phil., Oxford University)
Years at WSU: Fall 1992 - present
Areas of Research Interest: Law and Courts, American Politics, Normative Theory

MARTHA COTTAM, Professor (Ph.D., University of California, Los Angeles)
Years at WSU: 1981-82, Fall 1991 - present
Areas of Research Interest: International Relations, Comparative Politics, Political Psychology, Political Violence

CHRISTOPHER FARICY, Assistant Professor (Ph.D., University of North Carolina)
Years at WSU: Fall 2010 - present
Areas of Research Interest: American Politics, Public Policy

CAROLYN LONG, Associate Professor (WSU-Vancouver), (Ph.D., Rutgers University)
Years at WSU: Fall 1995 - present
Areas of Research Interest: Public Law, American Institutions

NICHOLAS P. LOVRICH, Claudius O. Johnson Distinguished Professor and Director, DGSS (Ph.D., UCLA)
Years at WSU; Fall 1977 - present
Areas of Research Interest: Public Administration, Public Policy

AMY G. MAZUR, Professor (Ph.D., New York University)
Years at WSU: 1990-91, Fall 1994 - present
Areas of Research Interest: Comparative Public Policy, Women and Politics, Comparative Politics
CLAIRE METELITS, Assistant Professor (Ph.D., Northwestern University)
Years at WSU: 2007 – present
Areas of Research Interest: Comparative Politics, International Political Economy

DAVID NICE, Professor (Ph.D., University of Michigan)
Years at WSU: Fall 1988 - present
Areas of Research Interest: American Institutions, Public Policy, State and Local Government

MITCHELL PICKERILL, Associate Professor (Ph.D., University of Wisconsin)
Years at WSU: Fall 2000 - present
Areas of Research Interest: Public Law, The Judiciary

THOMAS PRESTON, Professor (Ph.D., Ohio State University)
Years at WSU: Fall 1995 - present
Areas of Research Interest: International Relations, American Foreign Policy, International Security Issues, Political Psychology

TRAVIS RIDOUT, Associate Professor (Ph.D., University of Wisconsin)
Years at WSU: Fall 2003 - present
Areas of Research Interest: American Politics, Political Behavior, Methodology

STEVEN STEHR, Associate Professor (Ph.D., University of California, Berkeley)
Years at WSU: Spring 1994 - present
Areas of Research Interest: Public Administration, Public Policy

MARK STEPHAN, Associate Professor (WSU-Vancouver), (Ph.D., Princeton University)
Years at WSU: Fall 2001 - present
Areas of Research Interest: Environmental Policy, Grass Roots Political Movements

PAUL THIERS, Associate Professor (WSU-Vancouver), (Ph.D., University of Oregon)
Years at WSU: Fall 1999 - present
Areas of Research Interest: Comparative Politics, Chinese Politics, Political Development

MATTHEW WEIDENFELD, Assistant Professor (Ph.D., University of Minnesota)
Years at WSU: Fall 2008 – present
Areas of Research Interest: Ancient Greek Political Theory, Phenomenology: Contemporary Political and Social Theory, History of Western Political Thought
APPENDIX B: PROGRAM CHECKLIST

CRIMINAL JUSTICE M.A. PROGRAM CHECKLIST

NAME_________________________  Semester Entered Program  ________________

Program Statement

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Committee

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<td>Member:</td>
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<td>Member:</td>
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<td>Date Completed:</td>
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Course Checklist

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<tr>
<td>Crim J 540 ______</td>
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<tr>
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<td>Elective ______</td>
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<tr>
<td>Five Crim J 702 Credits ______</td>
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CRIMINAL JUSTICE PH.D. PROGRAM CHECKLIST

NAME__________________________  Semester Entered Program  ________________________

Program Statement

Date Filed: ______________________

Committee

Chair: __________________________
Member: _________________________
Member: _________________________

Course Checklist:

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<tr>
<td>Crim J 530</td>
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<tr>
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<tr>
<td>Crim J 540</td>
<td>_______</td>
</tr>
<tr>
<td>Two Courses in Advanced Methodology</td>
<td>_______ , _______</td>
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<tr>
<td>Eight Courses (24 credits) of Electives</td>
<td>_______ , _______</td>
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<tr>
<td>Twenty Crim J 800 Credits</td>
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Preliminary Exams

Semester Taken ______________________

Dissertation Prospectus

Semester Approved  ___________________
Appendix C

STUDENT EVALUATION CONDUCTED BY CRIMINAL JUSTICE PROGRAM DIRECTOR

Student’s Name ___________________________________________ Date __________________________

Committee Chair _____________________________________________

Satisfactory Progress — We are pleased to find that you are making satisfactory progress in your program of study. Congratulations on a successful year.

Program Statement — You still have not completed a program statement. This is required of all graduate students and must be submitted to and approved by the Graduate School no later than the semester before graduation. The Program expects program statements to be completed by the second semester for M.A. students and by the third semester for Ph.D. students.

Incomplete (1st warning) — Your transcript indicates that you have an incomplete on your record from this academic year. Please remember that the Program’s policy holds that incompletes must be removed by the end of the semester following the term when the incomplete was assigned (or summer for incompletes earned in the spring term). Incompletes not removed by this deadline will be turned into an "F" by the instructor of that course. No graduate student shall be given Program aid starting in the Fall semester if they are carrying a grade of "I" for any course other than 600, 702, or 800 received in a non-contiguous semester.

Incomplete (2nd warning) — As you know, you have left an incomplete on your record for more than two semesters. The Program’s policy holds that incompletes must be removed by the end of the semester following the term when the incomplete was assigned (or summer for incompletes earned in the spring term). Incompletes not removed by this deadline will be turned into an "F" by the instructor of the course. No graduate student shall be given Program aid starting in the Fall semester if they are carrying a grade of "I" for any course other than 600, 702, or 800 received in a non-contiguous semester.

M.A./Essay or Dissertation — The Program encourages timely completion of the final written project for the M.A. and Ph.D. It is important that you consult with your committee to determine the cause(s) of the delay in your progress. Please note that after three years have elapsed following your Ph.D. preliminary exams, you will need to ask the Program for a one year extension. You are allowed two one year extensions, the second extension must be approved by the graduate faculty. After the second extension, the Graduate School may ask you to retake your preliminary exams.

Non-enrollment — You still have not completed your coursework for your degree and were not enrolled in any classes this past year. Please be aware that the Graduate School allows students four years of non-enrollment before the student is asked to submit a new application for that degree.

Grade below B— You have received at least one grade below a B-. Our policy is that students receiving one grade below B- in any course included in his/her program statement will result in an evaluation of his/her file by the Criminal Justice Program Director and the Program Chair to determine if the student should be terminated. Please contact the Program Director at your earliest convenience.
Appendix D: Application for Departmental Funding

Graduate Student Funding Application for the 2009-2010 Academic Year

Name: ___________________________  Student ID # _____________________

1. Please identify the type(s) of funding you are interested in being considered for and provide a statement regarding how receiving funding will assist you in your graduate studies. (select all that apply)

   Research Assistantship ______  Teaching Assistantship ______  DDP Grader ______

   Adjunct Teaching ______  Other (please specify) ______

2. What year did you enter the program? ______

3. Are you currently...
   ______ on a departmental assistantship (TA/RA)?

   If yes, how many years total of departmental funding have you had prior to this year? ______

   ______ on an assistantship outside the department (e.g., within the Graduate school, etc.)?

   ______ on a university fellowship?

   ______ working in the department on a grant?

   ______ on any other kind of soft/hard funding?

   If yes, describe: ________________________________________________________________

4. Please provide your Undergraduate GPA ______  Graduate school GPA: ______
5. If you are a PhD student:
   
   Have you taken your preliminary exams? Yes ______  No ______

6. Please provide information on your accomplishments as a researcher/scholar:
   
   Are any of your scholarly articles or papers published or submitted for publication?
   Yes ______  No ______  (if yes, attach reference only)

   Have you made any professional presentations?
   Yes ______  No ______  (if yes, attach reference only)

   Have you won any awards or received other recognition for your scholarly activities?
   Yes ______  No ______  (if yes, describe)

7. Are there additional accomplishments or factors you would like to call to our attention?

Note: Along with this application, please also submit your vita and Program of Study form. For first year graduate students submitting program of study is strongly encouraged but not required. All required information must be submitted to Bonnie Kemper via e-mail bkemper@wsu.edu.
APPENDIX E
Quick Information Page

Please note that this information can be found in the various guides that have been sent to you from the Graduate School, International Programs, and the Department. You should have the following guides from the Graduate School: Guide to Graduate Study, Graduate Study Bulletin, Graduate School Policies and Procedures, and a Guide to Life in Pullman. From the Department you should have received summary descriptions of our degree programs and the departmental handbook when you arrive in August. Obtaining these guides and reading them over carefully will contribute greatly to your success in our program and to your life in Pullman during your graduate work. Additional useful phone numbers, email addresses, and web pages are provided below.

Criminal Justice Program: (509) 335-2544  http://libarts.wsu.edu/crimj/

Office Staff:
Ann Marie Gooch, Finance/Personnel Manager, 335-2634/ amgooch@wsu.edu
Bonnie Kemper, Academic Coordinator, 335-2545 / bkemper@wsu.edu
Jeanette Bonner, Office Assistant, 335-2544 / jeanette.johnson@wsu.edu
Rachel Young, Administrative Assistant (Spokane) 358-7950 reyoung@wsu.edu

Division of Governmental Studies and Services:
Director, Professor Nicholas P. Lovrich 335-4811/ faclovri@wsu.edu
Assistant Director, Michael Gaffney, 335-4611/ mngaffney@wsu.edu
Program Support Supervisor, Ruth Self 335-4811/ self@mail.wsu.edu
Finance Budget Coordinator, Julie Lusby 335-4796 / julieal@wsu.edu

Graduate School 335-3536 / gradsch@mail.wsu.edu / http://www.wsu.edu:8080/~gradsch/
Benefits Office 335-4589
Student Health and Wellness Center 335-3575
Graduate and Professional Student Association 335-9545
On-Campus Housing Office 335-4577
Financial Aid Office 335-9711
International Programs Office 335-4508; http://www.ip.wsu.edu/iss.htm/