



# DEPARTMENT OF CRIMINAL JUSTICE AND CRIMINOLOGY

## GRADUATE HANDBOOK 2012-2013

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Revised Summer 2012

Policies apply to those entering the graduate program Fall 2012. Students who entered their respective programs prior to Fall 2012 should consult the graduate handbook in effect for the year in which they started.

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## INTRODUCTION AND PROGRAM OVERVIEW

The Department of Criminal Justice and Criminology 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 criminal justice systems at the local, state, national, and international levels. The structure and content of courses, required examinations and writings stress the connections between research and policy and the ability to translate empirical findings into effective and humane criminal justice policies. 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.

Department faculty have a wide range of research and teaching interests. The Department 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, national and international government agencies and non-governmental 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 Department's Graduate Handbook provides students with the information necessary to navigate through the graduate degree programs in criminal justice and criminology 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 Department of Criminal Justice and Criminology will aid students in understanding the rules and regulations in both documents but ultimately, responsibility for compliance rests with each student. The Department provides all students with the current 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 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 policies outlined in this Handbook are subservient to those outlined in the University Graduate School guidelines.

## GENERAL GRADUATE PROGRAM REQUIREMENTS

The following requirements and guidelines apply to all graduate students.

### Advising, Program Planning, and Committee Formation

The Graduate Advisor for the Department of Criminal Justice and Criminology (DCJC hereafter) will serve as advisor for students during their first year in the program. Students should seek input from the Graduate Advisor 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 in 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 Graduate Academic Coordinator, DeeDee Torgeson, who will advise students on how to fill the forms 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 the program statement before it is submitted to the Graduate School. Once all committee signatures have been obtained, students should submit their statements to DeeDee Torgeson. The DCJC's Graduate Advisor 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 Chair of the DCJC, 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 DCJC, requirement).

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

### Independent Readings' Criteria

Students may arrange to conduct independent reading with individual faculty members (CRMJ600) 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 individual faculty member, 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 (CRMJ503 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 faculty member 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 after the awarding of the bachelor's degree) 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, all transfer credits must be approved by the Chair of the DCJC and the student's committee.

## REQUIREMENTS FOR THE M.A. IN CRIMINAL JUSTICE AND CRIMINOLOGY

The M.A. in Criminal Justice and Criminology requires a total of 32 semester hours. As explained below, the degree requires students to complete a minimum of 27 hours of graded coursework, prepare and defend a writing portfolio and register for a minimum of five hours of CRMJ702 credits.

### Course Requirements

#### Original Justice Required Core Courses (15 credits):

CRMJ503 (520) – Research Methods in Criminal Justice  
CRMJ504 (522) – Introductory Quantitative Methods in Criminal Justice  
CRMJ530 – Criminal Justice: Processes and Institutions  
CRMJ540 – Seminar in Criminal Justice Research and Evaluation  
CRMJ555 – Seminar in Criminological Theory

#### Institutional Courses (6 credits minimum):

Select courses in two of the following three areas:

Policing (such as CRMJ570)  
Corrections (such as CRMJ541)  
Courts (such as CRMJ560)

#### Electives (6 credits):

Select two courses from within the DCJC 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 DCJC Graduate Advisor.

#### Complete Master's Scholarship (5 credits minimum):

CRMJ702 – Master's Special Problems, Directed Study and/or Examination

### Master's Committee

During the first semester in their program, master's students will be advised by the DCJC Graduate Advisor. During their second semester, students need to 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 MA 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 in Pullman, Spokane, or Vancouver.

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 DeeDee Torgeson, who will advise students on how to complete the necessary paperwork. The form is 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 DCJ Graduate Advisor.

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

Timing	Course Requirements
Fall, Year 1	CRMJ530 CRMJ503 Institutional course or elective
Spring, Year 1	CRMJ555 CRMJ504 Institutional course or elective
Fall, Year 2	CRMJ540 Remaining electives

### Writing Portfolio and Oral Defense

In addition to the course requirements, students are required to submit a writing portfolio to the members of their master's committee. The Writing Portfolio must contain two seminar papers totaling at least thirty pages of student work (including references). One paper must be from a core required CRM Jcourse in the MA program. The second paper can be from any graduate seminar taken for the MA. The copy of the seminar papers submitted should include the comments and feedback from the seminar faculty. (Keep your graded papers.) Prior to submitting their portfolio, students are strongly encouraged to enhance their originally graded papers by a) incorporating faculty feedback; and b) presenting additional research/literature review that strengthens the paper.

During the semester the writing portfolio is submitted the student will present him- or herself before his or her committee for an oral examination. At the oral examination the student will be questioned by committee members about the materials in the writing portfolio as well as issues related to substantive areas discussed in the submitted papers. The oral defense needs to be scheduled in the semester (by November 1 for the Fall semester; or by April 1 for the Spring semester) in which the course requirements for the MA are being completed.

The portfolio and performance at the oral defense are evaluated by the student's committee to ensure that the student has achieved the learning goals and objectives in the MA program. Specifically, evaluation of the portfolio and oral defense consider whether the student understands the interdisciplinary nature of criminal justice, the theoretical, legal, ethical, and policy issues associated with at least one criminal justice institution, and the theoretical and applied role discretionary decision-making plays in the operation of criminal justice system.

After the oral examination, if a student's portfolio and/or oral defense performance are found to be deficient, after consulting with the Graduate Director but within 5 days of the defense, the committee will provide the student specific steps needed to correct such deficiencies. Such steps may include, but are not limited to modifying papers in the writing portfolio, preparing a new, original seminar-length paper, or other items that can demonstrate attainment of the program's learning outcomes and objectives. The student who does not successfully correct the inadequacies identified by the student's Master's Committee will be allowed to reregister for CRMJ702 the following semester and repeat the oral exam process.



## REQUIREMENTS FOR THE PH.D. IN CRIMINAL JUSTICE AND CRIMINOLOGY

To obtain a Ph.D. in Criminal Justice and Criminology requires that a student complete 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 CRMJ800 research credits. The following section sets out the specific coursework requirements.

### Criminal Justice Required Core Courses (15 credits):

CRMJ503 (520) – Research Methods in Political Science and Criminal Justice  
CRMJ504 (522) – Introductory Quantitative Methods in Criminal Justice and Criminology  
CRMJ523\* – Intermediate Quantitative Methods in Criminal Justice and Criminology  
CRMJ530 – Criminal Justice: Processes and Institutions  
CRMJ540 – Seminar in Criminal Justice Research and Evaluation  
CRMJ555 – Seminar in Criminological Theory

### Institutional Courses (9 credits):

CRMJ541 – Seminar in Corrections  
CRMJ560 – Prosecution and Adjudication  
CRMJ570 – 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:

CRMJ524\* – Advanced Quantitative Techniques in Criminal Justice and Criminology (may be taken more than once)  
CRMJ521\* – Advanced Research Methods in Criminal Justice and Criminology (may be taken more than once)

### Criminal Justice Electives (9 credits minimum):

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

CRMJ505 – Comparative Criminal Justice Systems  
CRMJ572 – Seminar in Comparative Policing  
CRMJ580 – Women and the Criminal Justice System  
CRMJ591 – Seminar in the Administration of Criminal Justice (may be taken twice)  
CRMJ592 – Proseminar in Administration, Justice & Applied Policy Studies (may be taken twice)

General Electives (9 credits):

Courses from within the DCJCor from other departments. Examples include:

LA 477 – Landscape Applications of Geographic Information Systems  
Nurs 549 – Addiction Perspectives  
Phil 571 – Ecological Jurisprudence  
Pol S514 – Seminar in Public Policy  
Pol S516 – Seminar in Law and Courts  
Pol S531 – International Security  
Pol S533a – Seminar in Political Psychology  
Pol S543 – Topics in Public Administration and Policy  
Psych 550 – Attitudes and Social Cognition  
Psych 575 – Foundations of Neuropsychology  
Soc 560 – Problems of Deviance Theory  
Soc 568 – Adolescent Deviance

CRMJ800 – Dissertation Research Hours (ungraded) (24 credits minimum)

\* Courses marked with an asterisk are in the process of being developed, and will become available during the current academic year.

### 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. The Ph.D. program committee can include the same or different faculty than the MA 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 DCJChair 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 thesis 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-upon belief that the purpose of preliminary exams is to demonstrate breadth of knowledge of the field of criminal justice and criminology (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: Methods Exam

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 on this exam will focus on how to evaluate the implementation and success (or not) of a policy, or investigate a criminological theory or conundrum, or ask students to display quantitative reporting skills of analytical data. The goal of this exam is for students to integrate and use 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. Exam 1 will be given on the first testing day, Exam 2 will be given on the second testing day, and Exam 3 will be given on the final testing day. Computers will be provided for all students taking the preliminary exams each semester. Computers will be disconnected from the network, and all preliminary exams will be closed book and closed notes, with the exception of the reading lists provided by the department. No other outside materials (e.g., flash drives, etc.) are allowed during the administration of the exam.

The Graduate Advisor will oversee the exams each semester. All faculty members will be encouraged to submit potential exam questions to the Advisor. The Advisor, in consultation with the Chair of the DCJC, will select the final questions to appear on the exam for that semester. Grading of exams will be anonymous and done by a 3 member faculty committee. All students taking the exams will be assigned an exam number, and exams will be identified only by number during grading.

All students will be required to attend an oral defense. At least five days prior to the oral defense students will receive written feedback on each of the exam questions. This feedback will include whether or not the student passed each exam as well as areas the student should be prepared to address at the oral defense. The oral exam should be viewed as an opportunity to clarify one’s written answers and address questions raised within the written feedback described above.

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 an aspiring scholar and 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 DCJC 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 and criminology. 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.

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 thesis must have approval from their committee chair and Chair of the DCJC prior to submitting their project to the IRB for approval. Students should consult with their committee chair for assistance in completing this requirement.

Additionally, 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.irb.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.irb.wsu.edu/forms.asp>.

## 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 DCJC 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 Chair of the DCJC is the administrative head of the Department and ultimately responsible to the College and University Administration for the performance and activities of the Department.

The Graduate Advisor of the DCJC 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. A Graduate Studies Committee, appointed by the Chair of DCJC, assists the Graduate Advisor in her/his duties.

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, and examinations on file, placement information, and access to handbooks.

### ANNUAL EVALUATION OF ACADEMIC RECORD

In compliance with Graduate School policies, at the end of each academic year the DCJC Graduate Advisor will evaluate Criminal Justice and Criminology 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 a student is found to be deficient, the student will receive a letter of notification. The first letter of deficiency a student receives serves as an initial warning and, if the deficiency is resolved, has no impact on the evaluation of student performance. 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 Graduate Advisor, 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 Graduate Advisor, with input from faculty, 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 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 DCJC has several types of funding available for graduate students. These include teaching assistantships, research assistantships, online course instructor appointments, and support grader appointments.

**Teaching Assistants:** Teaching Assistants are obligated to provide 20 hours of instruction-based service per week. 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 80 students. Independent section TAs teach their own class. All TAs should strive for the highest quality of instructional pedagogy and delivery of services to students. All grading and other responsibilities should be fulfilled thoughtfully and in a timely manner.

**Research Assistantships.** Research assistantships are funded from external grants and contracts obtained by individual faculty members. RAs are employed and selected at the discretion of the faculty Principal Investigator (PI) on the grant or contract. RAs are expected to work 20 hours a week on research under the direction of a faculty member. Generally, announcements will be made to all students when a RA position becomes available.

**Departmental Funding:** Students funded by the department as a TA or RA receive a specified stipend each month (for nine months), health insurance benefits, and an in-state tuition waiver (for WA state residents). Stipends differ depending on whether a student is a TA-I (premasters) or TA-II (post-masters). Out-of-state tuition is waived the first year until the student establishes residency.

**Residency:** To qualify for resident tuition, state law requires you be a state resident for 12 months. If you are a U.S. citizen or Permanent Resident and have come to WSU from out of state, establish residency in order to avoid paying out-of-state tuition. To establish residency, get your Washington State Driver's license within 30 days of arrival; register your car; register to vote; establish a bank account; and live in-state for one year (<http://access.wa.gov/living/resources/residency.aspx>).

**Payroll Options:** Graduate students receiving an assistantship are paid, like the faculty, on the 10th and 25th of the month. You can receive your paycheck via inter-university mail or by direct deposit in your bank account. By going to the Payroll Office (French Administration Building) and completing the necessary forms, university fees can be deducted from your paycheck and spread over 8 pay periods. This must be done each semester. Current information about fees can be viewed at <http://www.wsu.edu/studacct/tuitionFees.htm>. If you have any questions concerning payroll, contact Ann Marie Gooch [amgpooh@wsu.edu](mailto:amgpooh@wsu.edu).

**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 Graduate Advisor 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.

**Support Graders:** Each semester the DCJC hires a number of graduate students who assist instructors with undergraduate course grading. Graders are assigned to support individual courses and are paid a set amount for a set number of hours.



Research Positions in the Division of Governmental Studies and Services (DGSS). DGSS is an applied research unit within the College of Arts and Sciences, and affiliated with the DCJC, led by 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 (campus mail: Bryan 301; email: ruthself@wsu.edu).

## Teaching Assistantship 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. Faculty Evaluations of current students – Each student's performance in the program will be evaluated by the Chair of his/her committee.
3. Work Performance – Current TAs who have performed well on the job are likely to be continued on appointment for up to four years.
4. GRE Scores.
5. 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.
6. 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.
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 1<sup>st</sup> 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 include: a narrative of progress, a description of academic achievement in courses at WSU (with grades), a summary of research (conference papers, collaborative work with faculty, research grants, etc.), and a concise statement of goals for the next year in the program. Applicants should also include an updated Curriculum Vita. During March, the full-time faculty members of the Criminal Justice Program will examine each student's record and will rank all of the students according to the above criteria. These rankings will be used as a guide to award teaching assistantships and, to a certain degree, other aid. It is important to note that these rankings are fluid and changing and are only an instrument for better decision making. Because of this, these rankings are confidential.

## Assignment of TAs to Courses

1. The DCJC Chair will be responsible for preparing initial TA teaching assignments and for meeting with both faculty and students in the semester prior to the semester. Independent section assignments for the Spring semester will be discussed in December; assignments for the Fall semester will be discussed in May.
2. Instructional support TA assignments cannot be made until likely enrollments are known via pre-enrollment registration data, or final registration data the Friday before the first day of classes for each semester.
3. 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. 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.
4. 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. 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 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.
5. 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.
6. 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 Chair in consultation with relevant faculty.

## Disqualification from Eligibility for Funding

Graduate Students shall not be given aid through the program (assistantships, etc.) 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 (up the hill from Johnson Tower), there is the Social Science Terminal Laboratory with 20 terminals and a high-speed printer for use by graduate students.

**Office Space.** Due to space limitations, only students who are funded by the DCJ 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 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 the 701 coffee room. 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 for their own use from the office staff, and will be charged for all copies made on this machine in advance. 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 2012-2013

### Criminal Justice and Criminology Faculty

DAVID BRODY, Associate Professor & Chair (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 DRAPELA, 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, Community Corrections & Public Health

ZACHARY HAYS, Assistant Professor (Ph.D., Pennsylvania State University)

Years at WSU: Fall 2008 – present

Areas of Research Interest: Policing and Law Enforcement, 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, 1991- present

Areas of Research Interest: Comparative Criminal Justice, Transnational Policing, Border Security Management, Criminal Justice in Native American Communities

MELANIE-ANGELA NEUJILLY, Assistant Professor (Ph.D. in Criminal Justice, Rutgers University; and in Psychology, University of Rennes, France).

Years at WSU: 2011- Present

Areas of Research Interest: Violent Crime, Homicidal Studies, Comparative Criminal Justice

JACQUELINE VAN WORMER, Assistant Professor (Ph.D., Washington State University)

Years at WSU: 2011 – present

Areas of Research Interest: Juvenile Justice, Problem Solving Courts, Corrections

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, Fatigue and Human Performance

DARRYL WOOD, Associate 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

## Affiliated Criminal Justice and Criminology Faculty

ROBERT (BARNEY) BARNOSKI, Affiliated Associate Professor (Ph.D., Temple University)

Areas of Research Interest: Recidivism, Sex Offender Sentencing and Management, Prisoner Reentry

KERRY BROOKS, Associate Professor and Director, GIS and Simulation Laboratory (PhD University Washington)

Years at WSU: Fall 2000 - present

Areas of Research Interest: Applied use of Geographic Information Systems

MARTHA COTTAM, Professor of Political Science (Ph.D., UCLA)

Years at WSU: 1981-82, Fall 1991 - present

Areas of Research Interest: International Relations, Political Psychology, Political Violence

NICHOLAS P. LOVRICH, Professor Emeritus (Ph.D., UCLA)

Years at WSU: Fall 1977 - present

Areas of Research Interest: Public Administration, Public Policy

CARL MCCURLEY, Affiliated Associate Professor (Ph.D., Indiana University)

Areas of Research Interest: Judicial Administration, Public Policy, Quantitative Methods

DOUG ORR, Adjunct Instructor (Ph.D., Washington State University)

Areas of Research Interest: Police and Psychology, Sex Crimes and Offenders

FRED PETERSON, Professor, (WSU Spokane) (Ph.D., University of Utah)

Years at WSU: 1990 - present

Areas of Research Interest: Leadership Studies

THOMAS PRESTON, Professor of Political Science (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

JOHANNES WHEELDON, Visiting Adjunct Professor (Ph.D., Simon Fraser; LL.M., University of Durham)

Areas of Research Interest: International Justice Reform, Comparative Criminal Justice, Restorative Justice, Mixed Methods Research

Years at WSU: Fall 2010 - present

Areas of Research Interest: Environmental Policy, Grass Roots Political Movements

# APPENDIX B: PROGRAM CHECKLIST

## CRIMINAL JUSTICE AND CRIMINOLOGY M.A. PROGRAM CHECKLIST

NAME \_\_\_\_\_ Semester Entered Program \_\_\_\_\_

### Program Statement

Date Filed:	
-------------	--

### Committee

Chair:	
Member:	
Member:	
Date Completed:	

### Course Checklist

CRMJ530 _____
CRMJ555 _____
CRMJ503 _____
CRMJ504 _____
CRMJ540 _____
Two Institutions Courses _____, _____
CRMJ Elective _____
Elective _____
Five CRMJ702 Credits _____

## CRIMINAL JUSTICE PH.D. PROGRAM CHECKLIST

NAME \_\_\_\_\_ Semester Entered Program \_\_\_\_\_

Program Statement

Date Filed:	
-------------	--

Committee

Chair:	
Member:	
Member:	

Course Checklist:

CRMJ503 _____
CRMJ504 _____
CRMJ530 _____
CRMJ555 _____
CRMJ540 _____
CRMJ541 _____
CRMJ560 _____
CRMJ570 _____
Two Courses in Advanced Methodology _____, _____
Six Courses (18credits) of Electives _____ _____ _____
Twenty CRMJ800 Credits _____

Preliminary Exams

Semester Taken \_\_\_\_\_

Dissertation Prospectus

Semester Approved \_\_\_\_\_

## Appendix C

### STUDENT EVALUATION CONDUCTED BY DCJC GRADUATE ADVISOR

Student's Name \_\_\_\_\_ Date \_\_\_\_\_

Committee Chair \_\_\_\_\_

The Graduate Advisor will write up a qualitative statement on the student's performance for the year.

As a guideline for students, the statement will use the criteria and deficiencies which are listed below.

\_\_\_ 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 Department 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 Department'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.

\_\_\_ Dissertation — The Program encourages timely completion of the final written project for the 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 DCJC Chair and the Graduate Advisor to determine if the student should be terminated. Please contact the Graduate Advisor at your earliest convenience if you find yourself in this predicament.



# Appendix D: Application for Departmental Funding

## Graduate Student Funding Application

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 DeeDee Torgeson via e-mail [torgeson@wsu.edu](mailto:torgeson@wsu.edu).

## APPENDIX E

### Graduate Student Rights and Responsibilities Last Revision: Spring 2012

The Graduate Student Rights and Responsibilities document describes procedures for channeling graduate student complaints, grievances, and concerns to faculty, staff and administrators for appropriate action. In conjunction with this document, graduate students must adhere to the Graduate School's Policies and Procedures available on the Graduate School's website: <http://www.gradsch.wsu.edu/> . While these rights and responsibilities outline the complaint process, students are encouraged to use the Graduate School Deans for guidance and advice on conflicts that may arise at any point during their course of study at the University.

This document covers policies and guidelines pertaining to academic advancement and grievances only. Student disciplinary proceedings for misconduct including plagiarism and cheating are covered by the policies and procedures in the Washington Administrative Code and in the Student Conduct Code. For disciplinary matters, please view on-line the information at the following links:

Student Conduct Standards:

<http://www.conduct.wsu.edu/default.asp?PageID=338>

Student Conduct Policy Violations:

<http://www.conduct.wsu.edu/default.asp?PageID=339>

Student Conduct Code Procedures:

<http://www.conduct.wsu.edu/default.asp?PageID=341>

Academic Integrity Standards and Procedures:

<https://conduct.wsu.edu/default.asp?PageID=5025>

Alcohol and Drug Policy:

[http://www.wsu.edu/~forms/HTML/EPM/EP20\\_Alcohol\\_and\\_Drug\\_Policy.htm](http://www.wsu.edu/~forms/HTML/EPM/EP20_Alcohol_and_Drug_Policy.htm)

In all instances, the University seeks fair and expeditious action on academic and conduct issues. Resolutions must uphold the highest standards of academic freedom and integrity, while honoring the rights and dignity of all individuals in the University community.

#### **Part 1: Students with Disabilities.**

The Graduate School is committed to providing equal opportunity in its services, programs, and employment for individuals with disabilities. The Graduate School is proactive in promoting an attitude of respect for and sensitivity to the needs and abilities of persons with disabilities. Academically qualified students with disabilities will be provided with access to the

individualized assistance that is consistent with the student's needs and the essential requirements of the program or course of study in which the student is enrolled.

The Graduate School is committed to providing appropriate assistance to help graduate students be successful in the curriculum. Reasonable accommodations are available for students with a documented disability. **Students are responsible for initiating requests for reasonable accommodations and services that they need.**

### **Requesting Reasonable Accommodations**

Graduate students with identified disabilities should contact the Access Center before the semester that they plan to attend to initiate the accommodations process. Accommodations are unique for each individual and some require a significant amount of time to prepare for, so it is essential that students notify the Access Center as far in advance as possible. Students with a disability that is identified during the semester should contact the Access Center as soon as possible to arrange for an appointment and a review of their documentation by a Access advisor. All accommodations must be approved through the Access Center located on each campus (Pullman: Washington Building, Room 217, and Spokane: Student Affairs in the Student Academic Center, Room 130). All students requesting reasonable accommodation must meet with the instructor prior to or during the first week of the course to review all proposed accommodations in relation to course content and requirements. Exceptions to this time frame will be granted only upon a showing of good cause.

### **Working with the Access Center**

- Submit [documentation](#) of disability to the Access Center; if you have questions about what type of documentation is needed, please call to speak with an Access advisor.
- Schedule an appointment with the Access advisor following the submission and review of your documentation to determine appropriate accommodations.
- **Promptly notify the Access Center of any problems in receiving the agreed-upon accommodations.**
- Stop by at least once each semester to keep your registration with the Access Center and your accommodations current.

The Access Center can be reached at (509) 335-3417 or [access.center@wsu.edu](mailto:access.center@wsu.edu). The website has additional information regarding documentation guidelines & types of accommodations.

**Website:** <http://accesscenter.wsu.edu/>

### **Part 2: Complaints by and/or against Members of the University Faculty, Administration, or Students.**

Any graduate student who believes that he or she has been subjected to unlawful discrimination, including sexual harassment, or who believes his or her rights have been violated by a member of the academic community, is strongly encouraged to contact the Office for Equal Opportunity

(<http://oeo.wsu.edu/>). If the complaint involves discrimination or harassment by a student, a complaint may also be filed with the Office of Student Standards and Accountability (<http://conduct.wsu.edu/Default.asp>).

### **Discrimination and Harassment**

The University's policy prohibiting discrimination and sexual harassment can be found at: [http://www.wsu.edu/~forms/HTML/EPM/EP15\\_Discrimination\\_and\\_Sexual\\_Harassment.htm](http://www.wsu.edu/~forms/HTML/EPM/EP15_Discrimination_and_Sexual_Harassment.htm)

### **Academic Dishonesty**

Students and faculty share in the responsibility of upholding and protecting academic honesty standards within the University. At Washington State University, all cases of academic dishonesty or academic misconduct, including cases of plagiarism, will be handled according to the process in Washington Administrative Code (<http://www.conduct.wsu.edu/Content/Documents/conduct/2008%202009%20wsu%20standards%20of%20conduct%20for%20students.pdf>). Through this process, the offending student will get notice of his or her offense and an opportunity to respond. The Code of Student Conduct covers cheating, plagiarism, or other forms of academic dishonesty including but not limited to the following:

- unauthorized collaboration on assignments,
- facilitation of dishonesty including not challenging academic dishonesty,
- obtaining unauthorized knowledge of exam materials,
- unauthorized multiple submission of the same work or sabotage of others' work,
- knowingly furnishing false information to any University official, faculty member, or office,
- forgery, alteration, or misuse of any University document, record, or instrument of identification.

For a complete definition of academic dishonesty, see

<https://conduct.wsu.edu/default.asp?PageID=5025>

With the advent of the internet and other information sources, further discussion of plagiarism is warranted. Webster's New World Dictionary defines plagiarism as taking "the ideas, writings, etc. from another and pass(ing) them off as one's own". Doing this is a clear example of academic dishonesty and, in fact, is a type of stealing. The person who wrote the original material worked hard to gain the appropriate expertise and also worked hard to express these ideas cogently. Furthermore, if you copy or plagiarize another's work, you are not learning and you are not advancing your own academic pursuits. Failure to properly cite other work is another form of plagiarism. If you cite other work, even when you rephrase it in an independent manner, you must follow conventional practices of good scholarship with proper citations. Your professors can help with this, if they are asked. It is, however, your responsibility as a graduate

student to learn the proper manner to cite references and other sources of information in your discipline. The consequences of plagiarism are typically harsh as it is considered a form of cheating.

In the event that a graduate student becomes aware of any incidents of academic dishonesty, the graduate student should report the incident to the appropriate faculty member. The faculty member is then responsible for contacting the Office of Student Standards and Accountability for appropriate due process to determine whether a violation took place and the sanction(s) to be imposed. Sanctions imposed may include failure of the class or dismissal from the graduate program. Cases of academic dishonesty may also be reported to the Graduate School.

### **Part 3: Graduate and Professional Student Grievance Procedures for Academic Progress and Other Complaints.**

The graduate student grievance process may involve several steps depending on the nature of the grievance. There are many avenues available to Washington State University graduate and professional students to resolve differences that may arise during the pursuit of an advanced degree. In general, the operational principal that should be followed is to maintain open communication at the most immediate point of access and to work upwards from there when appropriate. This means that the student should work with their major professor or advisor to resolve matters if possible. The next level would be the Department Chair or School Director. If the complaint involves a complex or multi-campus issue, the Dean of the College may get involved at this point in the process. There are cases, of course, where this is difficult. In these cases, graduate and professional students should make an appointment with one of the Associate Deans of the Graduate School for further advice. An important role of the Graduate School is to serve as an impartial arbitrator in these matters and to provide advice to both students and faculty that will result in the student continuing in good academic standing.

#### **Preliminary Grievance Procedures**

3.1 Students are encouraged to first consult with their faculty advisor.

3.2 If the advisor is unable to resolve the problem the student is encouraged to discuss the problem with the department/program chair, director, and/or faculty liaison.

3.3 If the grievance cannot be resolved at the department or program level, the student should contact one of the Associate Deans of the Graduate School, or any person of the Graduate School designated by the Dean to hear student grievances (the Dean's designee).

3.4 The Associate Dean or Dean's designee will review the grievance and, at his or her discretion, will recommend possible actions for resolution to the student as well as to the department/program chair, director, college dean, and/or faculty liaison. If the student is not satisfied with the resolution, he/she may file a formal grievance.

## **Formal Grievance Procedures**

In some instances such as those related to academic and employment issues (e.g. failed examinations, termination of assistantship, etc.), the student may wish to appeal a specific academic decision made by the departmental or program faculty.

3.5 The student must make a formal grievance request to the Dean of the Graduate School in writing, with signature (email is not sufficient). Formal appeals must be filed within 15 (fifteen) calendar days following a notice of decision or within 15 calendar days after completing the Preliminary Grievance Procedures. The original decision will be held in abeyance while under appeal.

3.6 The Dean will assign these formal appeals to one of the Associate Deans for full consideration and recommendation.

3.7 If the Associate Dean deems it appropriate, the matter will be referred to an independent Committee on Graduate Student Rights and Responsibilities (CGSRR) for consideration and formulating recommendations of action to the Dean of the Graduate School. The CGSRR will operate with due respect to the rights of graduate students, faculty, and administrators including the conduct of interviews, the right of all parties to review and address allegations, and the right to a fair hearing. The CGSRR will deliberate and render a recommendation to the Dean of the Graduate School or the Dean's designee within 60 days of being formed.

3.8 Recommendations for resolution of formal grievances will be acted upon by the Dean or the Dean's designee. A final decision will be made by the Dean of the Graduate School. The decision made by the Dean on academic matters is final.

## **Appeals**

The graduate or professional student may appeal the final decision of the Dean of the Graduate School to the Provost if the appeal is based on procedural irregularities. The written appeal to the Provost due to procedural irregularities must be filed within 15 calendar days following a notice of decision from the Dean of the Graduate School regarding the formal grievance. The Provost will not reopen cases for the purpose of re-investigating the grievance.

## **Part 4: Satisfactory Progress towards Degree**

Graduate students are expected to make satisfactory progress in their studies and are responsible for meeting the Graduate School's continuous enrollment policy, general academic requirements, and the specific requirements associated with their degree (see the Graduate School's Policies and Procedures Manual). Programs may have additional requirements, and students are expected to contact their program director and/or faculty advisor for information on these requirements.

## **Part 5: Scholarship and Research**

The following is information regarding data that graduate students may collect during their research. (For Responsible Conduct of Research training, visit <http://myresearch.wsu.edu>).

### **Data Ownership**

In general all data collected at WSU is the property of WSU. It is useful to distinguish between grants and contracts. Data collected with grant funds remains under the control of WSU. Contracts typically require the researcher to deliver a product or service to the government or industry sponsor, and the product or service is then owned and controlled by the sponsor (government or industry). WSU and principal investigators have responsibilities and obligations regarding research funds and data collection.

4.1 Before data is collected the PI and project personnel should clearly understand who owns the data, who has the right to publish, and what requirements or obligations are imposed on the researcher or WSU.

4.2 Whenever a graduate student or postdoc leaves the lab a similar agreement should be negotiated between the PI and the graduate student or postdoc.

4.3 Collaborative research agreements regarding data ownership and use should be agreed to (in writing) prior to the collection of the data. In general, each member of the team should have continued access to the data/materials (unless a prior agreement was negotiated).

### **Data Collection**

Data collection must be well-organized and detailed. The laboratory notebook (bound sequentially numbered pages, with signatures and dates) is often key to keeping daily records. Detailed records help establish good work practices, provide a history of your ideas, avoid fraud or misconduct charges, defend patents, and provide a valuable resource for your own work.

### **Data Storage and Protection**



Once data has been collected it must be stored and protected to be of future use. Data storage must be done in such a way that results and conclusions can be clearly discerned from the data and materials that have been archived. The data and materials must be protected so that research findings can be confirmed and/or reanalyzed by others. If data and materials are not properly stored and protected they could significantly reduce the value of the research (or even render the research worthless).

For additional information on the Universities data policies see  
[http://www.wsu.edu/~forms/HTML/EPM/EP8\\_University\\_Data\\_Policies.htm](http://www.wsu.edu/~forms/HTML/EPM/EP8_University_Data_Policies.htm) .

## APPENDIX F

### 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.

Department of Criminal Justice and Criminology (509) 335-8611 <http://libarts.wsu.edu/crimj/>

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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/>