



DEPARTMENT OF CRIMINAL JUSTICE AND CRIMINOLOGY

GRADUATE HANDBOOK 2017-2018

Revised August 2016

Policies apply to those entering the graduate program fall 2016. Students who entered their respective programs prior to fall 2016 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 master's 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.

The Department's Graduate Handbook provides students with the information necessary to navigate through the graduate degree programs 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 available at <http://gradschool.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 beginning of second semester for MA and third semester for PhD**, 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 of Study

All graduate students must submit a Program of Study to the Graduate School, by **the beginning of their second semester for MA and third semester for PhD**. Students should obtain this form from our Graduate Academic Coordinator, Rebeca Orozco, who will advise students on how to fill the forms out correctly. The form is also available at the Graduate School website, <http://gradschool.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 form to Rebeca Orozco. 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 (CRMJ 600) for 1 to 3 ungraded graduate credit(s) — pass or fail.

Students may use independent readings to fulfill the following three purposes:

- 1) Pursuing Special Topics of Interest
- 2) Preparing for Ph.D. Qualifying Exam
- 3) Substitutes for Existing Course. This option does not apply for core courses (CRMJ 520, 522, 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 Graduate Director, department Chair of the DCJC, and the student's committee.

REQUIREMENTS FOR THE M.A. IN CRIMINAL JUSTICE

The Program offers two tracks toward the completion of the Master's Program: a conventional track and a Master's with a Certificate in Global Justice and Security. Each track has different course requirements which are detailed below. Both tracks are non-thesis tracks and do not require the writing of a Master's thesis.

Students should read the descriptions of the two tracks outlined below carefully. The decision which track a student wants to pursue can be decided once a student arrives on campus during discussion with the graduate advisor.

Conventional Track

The Conventional Track requires the completion of 27 hours (9 courses) of graded course credit. Six hours (two courses) of senior level undergraduate course work may be allowed, by approval of the student's Committee, toward the completion of the 27 hours of graded course work. In addition, students must complete at least 4 hours of CRMJ 702 credits. CRMJ 702 credits, which are evaluated as pass or fail only, represent efforts by students engaged in independent study and the preparation of the MA final exam discussed below.

Course Requirements

Core Courses (15 credits):

CRMJ 520 – Research Methods in Criminal Justice and Criminology
CRMJ 522 – Foundations of Quantitative Methods in Criminal Justice and Criminology
CRMJ 530 – Criminal Justice: Processes and Institutions
CRMJ 540 – Seminar in Criminal Justice Research and Evaluation
CRMJ 555 – Seminar in Criminological Theory

Institutional Courses (6 credits minimum):

Select courses in two of the following three areas:
Policing (such as CRMJ 570, 572)
Corrections (such as CRMJ 541, 542)
Courts (such as CRMJ 560)

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 (4 credits minimum):

CRMJ 702 – 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 **must** 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 career and 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 of Study to the Graduate School, by **the beginning of their second semester in residence and no later than the semester before planned graduation (following established graduate school deadlines)**. Students should obtain these forms from our Academic Coordinator, Rebeca Orozco, who will advise students on how to complete the necessary paperwork. The form is also available at the Graduate School website, <http://gradschool.wsu.edu/Forms>. All changes in an approved Program of Study must be made on the Graduate School change of program form.

MA Final Exam and Oral Defense

In addition to the course requirements, students are required to have a formal meeting with their committee in the semester of graduation which officially serves the requirement to as the final exam for the M.A. degree. This formal meeting and oral defense needs to be scheduled in the semester of graduation following the graduate school deadlines. There will be two dates in the semester of graduation that students can chose from to schedule their meeting on. Students will need to work directly with their committee for scheduling. Check with the Graduate Coordinator in the semester of graduation for these dates.

The 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 oral defense considers 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 the criminal justice system.

After the oral examination, if a student's oral defense performance is 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. The student who does not successfully correct the inadequacies identified by the student's Master's Committee will be allowed to reregister for CRMJ 702 the following semester and repeat the oral exam process.

Master's Degree with a Certificate in Global Justice and Security Track

This MA is designed as a cross-disciplinary degree combining Criminal Justice and Political Science courses which deal with the changing dynamics and configurations of security and crime patterns and issues across the world. Security threats and crime in the USA are increasingly affected by global developments and hence cannot be dealt with effectively by security and crime policies that focus solely on the USA.

This MA track requires a total of 34 semester hours, including 30 hours (ten courses) of graded course work and four hours of CRMJ 702 credits, as well as the MA final exam requirement.

Nine hours (three courses) of senior level undergraduate course work may be allowed, by approval of the student's Committee, toward the completion of the 30 hours of graded course work.

Certificate Structure

General Rules

The Certificate option is available only to students who have been admitted and have enrolled in the CRMJ MA program. In order to receive the Certificate, students will have to successfully complete ten courses in the CRMJ MA program.

To enroll in the Certificate Program, students in the CRMJ MA program have to notify the Graduate Director in the Department that they wish to pursue the Certificate option. The Graduate Director will decide whether to accept the student into the Certificate program or not and will notify the student of its decision. Being denied admission to the Certificate option does not prevent the student from receiving an MA upon successful conclusion of the required courses for the conventional MA track.

Course Requirements

A minimum of 34 semester-hours total credits is required for the certificate, including seven core graded courses, three elective graded courses, and four hours of CRMJ 702 (graded pass/fail only). Students must successfully complete at least 30 hours of graded course work, 21 hours (7 courses) of which must be at the 500-level.

Required Core Courses

CRMJ 520:	Research Methods in Criminal Justice and Criminology
CRMJ 522:	Foundations of Quantitative Methods in Criminal Justice and Criminology
CRMJ/PS 505:	Comparative Criminal Justice. (Crosslisted course offered as either CRMJ 505 or POL S 505).
CRMJ 555:	Seminar in Criminological Theory
CRMJ 572:	Seminar in Comparative Policing
PS 424:	[M] US National Security Policy

PS 531: Seminar in International Security

Three elective courses selected, with approval of the Graduate Studies Committee for DCJC, from:

CRMJ 400: Issues in the Administration of Criminal Justice: Transnational Crime

CRMJ 530: Criminal Justice: Process and Institutions

CRMJ 540/PS 541: Seminar in Evaluation Research

CRMJ 560: Prosecution and Adjudication

CRMJ 570: The Police and Society

PS 400: Political Science Issues: Homeland Security

PS 533: Topics in Political Psychology

CRMJ 702: Independent Study (4 credits)

Administration and Oversight

The Certificate program will be advised and guided by a three-faculty committee drawn from Criminal Justice and Criminology and Political Science. The committee will guide the administration of the Certificate; evaluate the suitability of proposed new course offerings and the ongoing relevance of existing courses; liaison with Political Science faculty who are teaching courses within the Certificate to consult on changes in Political Science faculty and interests; coordinate course offerings to be able to make required courses available on time and without overlap; and conduct the passing out of oral exam.

Students who have been admitted directly to the Ph.D. program with a BA degree can enroll in the Certificate option, since they will earn the MA degree as they make progress toward the Ph.D.

Student Learning Objectives

The goals and objectives of the MA in Criminal Justice and the MA in Criminal Justice with a Certificate in Global Justice and Security include:

- Understand the changing nature of security and justice problems and issues in the current global world;
- Be able to conceptualize, analyze and theorize why such changes have occurred;
- Become familiar with the political, cultural, economic and societal diversity of nations, countries and groups across the world;
- Acquire the cultural, methodological and analytical skills to interpret available information related to security and justice issues;
- Understand the basic domestic and foreign policy programs and goals adopted by the USA and other countries to deal with the new global security agenda; and
- Prepare students for careers in government and private security related organizations both in the USA and globally.

Desired Learning Outcomes

Students earning the MA in Criminal Justice and the MA in Criminal Justice with a Certificate in Global Justice and Security will be able to demonstrate:

- A basic understanding of current political, economic, cultural, and security trends in the world;
- Knowledge of major factors and drivers of changes in the global and domestic security and justice environments;
- Ability to describe, in some detail, basic policy approaches and programs relevant to diverse security challenges adopted by the USA and other countries;
- The methodological and analytical ability to assess the effectiveness of various policies;
- Detailed knowledge and understanding of specific security issues relevant to their theoretical and career interests; and
- An ability to describe and evaluate global security and justice problems from a non-parochial and global perspective.

MA to PhD Program Admission

An internal M.A. student who wishes to apply for admission to the Ph.D. program can do so after at least one semester of 9 credits of graduate level CRM J courses have been completed and at least a 3.5 GPA has been earned. Of these 9 credits, the student must have completed CRM J 522 and CRM J 520. Additionally, the student is required to submit an updated curriculum vitae and a personal statement. Materials need to be submitted to the Graduate Coordinator by January 10th for admission taking place the following fall term. If accepted into the Ph.D. program, the student will be granted provisional admission pending satisfactory academic performance in 9 credits of CRM J graduate level courses during the spring term, and must have at least a 3.5 cumulative GPA at the end of spring semester.

REQUIREMENTS FOR THE PH.D. IN CRIMINAL JUSTICE

To obtain a Ph.D. in Criminal Justice it is required that a student complete a total of 72 semester hours, including a minimum of 45 hours of graded coursework and a minimum of 26 hours of CRMJ 800 research credits. The following section sets out the specific coursework requirements.

Course Requirements

Core Courses (19 credits):

- CRMJ 514 – Professional Development (1 credit pass/fail)
- CRMJ 520 – Research Methods in Criminal Justice and Criminology
- CRMJ 522 – Introductory Quantitative Methods in Criminal Justice and Criminology
- CRMJ 523 – Intermediate Quantitative Methods in Criminal Justice and Criminology
- CRMJ 530 – Criminal Justice: Processes and Institutions
- CRMJ 540 – Seminar in Criminal Justice Research and Evaluation
- CRMJ 555 – Seminar in Criminological Theory

Institutional Courses (9 credits):

- CRMJ 541 – Seminar in Corrections
- CRMJ 560 – Prosecution and Adjudication
- CRMJ 570 – The Police and Society

Advanced Method-Based Courses (3 credits minimum):

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

- CRMJ 524 – Advanced Quantitative Techniques in Criminal Justice and Criminology (may be taken more than once)
- CRMJ 521 – Advanced Research Methods in Criminal Justice and Criminology (may be taken more than once)

Electives (15 credits):

Courses from within the DCJC or from other departments. DCJC courses include:

- CRMJ 505 – Comparative Criminal Justice
- CRMJ 510 – Leadership in Criminal Justice
- CRMJ 511 – Criminal Justice Management
- CRMJ 512 – Juvenile Justice
- CRMJ 513 – Multicultural Issues in Criminal Justice
- CRMJ 521 – Advanced Research Methods in Criminal Justice and Criminology
- CRMJ 524 – Advanced Topics in Quantitative Methods
- CRMJ 531 – Drugs, Alcohol, and Crime
- CRMJ 542 – Community Corrections

CRMJ 572 – Seminar in Comparative Policing
CRMJ 580 – Gender and Justice
CRMJ 591 – Seminar in the Administration of Criminal Justice
CRMJ 593 – Special Topics in Criminological Theory
CRMJ 594 – Special Topics in Comparative Criminology and Criminal Justice
CRMJ 595 – Advanced Topics in Criminal Justice Institutions and Processes
CRMJ 596 – Special Topics: Criminal Justice and Public Health

CRMJ 800 – Dissertation Research Hours (ungraded) (26 credits minimum)

Program Development and Committee Process

Primary responsibility for developing a doctoral program rests with the student and the doctoral committee. Students will need to form a Ph.D. committee by the beginning of the student's third semester of residence at Washington State University. 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 to suggest other members of the Ph.D. 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 of Study. 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 of Study t (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 and the other members of the program or dissertation committee. Final approval also requires the signature of the DCJC Chair.

Please provide the Academic Coordinator with a copy of all documents submitted for any changes requested.

Qualifying Exam Process

The purpose of the qualifying exam is to assess the student's ability to integrate and synthesize core knowledge in the field, and to determine the student's preparation and readiness following completion of the program's core courses. This requires an ability to recognize, recall, explain clearly and precisely, apply, and synthesize the major research concepts, findings, theories, methodologies, and debates within the field, including any assumptions and policy implications and/or consequences.

Students shall take their qualifying exam the semester immediately following the completion of their 31 hours of "core" course work. Qualifying exams will be administered during both the Spring and Fall semesters. Schedules and timing of these exams will be provided to students at least two semesters in advance. Prior to the exam, the student will review the reading lists (i.e. course syllabi) utilized for each of

their courses. Students are encouraged to consult with their instructors to obtain general expectations of the examination and suggestions for additional reading. Finally, students may obtain prior exam questions as a study reference.

On the day of the exam, the student will be provided a computer to complete the exam. Students will not be allowed to bring any study or reference materials into the exam room. The exam will consist of two questions. On Day One the exam will consist of a criminal justice systems question, where the student will elaborate on the topic using their selected area of focus (i.e. corrections, courts, policing, or theory). The student will be given six hours to complete the exam. On Day Two the student will be given four hours to provide short answers to a variety of questions testing their abilities in research methods, interpretation and data analysis, policy, and evaluation. The exam will take place the week prior to classes beginning in the fall, and the week prior to classes beginning for the spring semester. Specific dates will be listed on the department website, or can be provided by the Graduate Coordinator.

A committee of three faculty members will be formed each academic year to grade the exams. These faculty may be drawn from Criminal Justice and Criminology faculty at the three participating campuses (Pullman, Spokane, and Vancouver). Graders will focus on a student's understanding of the substantive items relevant to the question, the depth of their understanding, the organization of their answer, and the analytical skill utilized to formulate a suitable answer. Each committee member will score the exam using a grading rubric to be posted/provided to students prior to the exam. The committee will evaluate and deliberate on students' answers returning grades within two weeks following the completion of the exam. The candidate shall pass if the number of affirmative votes is 3/3, i.e. the voting committee must unanimously agree that a student passes. A grade of "pass" or "fail" will be returned to the student along with general comments detailing the reason for the grade.

If a student does not pass one or both questions on the first attempt, they may make a second attempt the following semester. In the event that a student passes one of the two questions, they need only answer the question(s) from the exam area that was failed. Students taking the exam for a second time will do so using the committee formed for that exam. If the qualifying exam committee assigns a failing grade on the second attempt, the student will not be allowed to continue in the PhD program and will be recommended to the Graduate School for dismissal from the program.

In the event of an unexpected departure from the program, a student may alter their qualifying examination test semester. Accepted program departures, and duration of the departure must be approved by the Graduate School, CRMJ Graduate Director and Department Chair prior to the departure. If a delay is granted, upon returning to the program, the student will be required to take their qualifying examination at the next scheduled exam period. If the student is granted a delay, departmental funding may be suspended.

Finally, it should be noted that the qualifying exam is designed to evaluate students' knowledge of the required courses, which does not include electives. Although students are not required to take the exam until they have completed the 31 credits as listed in the Handbook (i.e. the 28 core credits and three advanced methods credits), in special circumstances students may request to take the qualifying exam prior to completion of required course work. This decision must be approved by the Graduate Director and Department Chair.

Qualifying Master's Degree

Following the completion of *both* the qualifying exam and requisite credit hours, the Ph.D. student has met the qualifications for a non-thesis Master's degree. Students are still required to make necessary arrangements with the Graduate School for commencement and degree completion requirements. It should be noted that the MA final exam (pg.7) used for terminal Master's degrees is also an acceptable option if the student chooses to complete it. Furthermore, if a student fails the qualifying examination (following their second failure) they still have the option of completing the MA final exam and leaving the department, receiving a terminal Master's degree, if all other master's degree requirements are met.

Publishable Manuscript Requirement

In addition to the completion of the qualifying exam, students will be required to write a *publishable* manuscript as a requirement for the Ph.D. program. Students will select a faculty member to serve as their chair who will oversee the completion of the program milestone. It is suggested, but not required, that this faculty member also serve as the chair of the student's dissertation committee. To complete the requirement for a Ph.D. degree, a student needs to submit a publishable manuscript in which they are *lead (first) author*. The publishable manuscript may, if it is the student's own work, be incorporated into the dissertation with the approval of the dissertation committee. The publishable manuscript may also be a separate, stand-alone document.

Initially the student must submit the paper topic, which will include a two page proposal detailing the study's Statement of the Problem, Relevant Literature, Research Design, Analytical Plan, and Anticipated Findings. Once the proposal is approved by the chair, the student is expected to complete the paper and submit the final product for review. If the paper is deemed *publishable* by their chair, the student may then submit the paper to a peer-reviewed journal that is approved by the chair. The student will provide the journal's email confirmation of the manuscript submission and the submitted draft to the chair and Graduate Director to be included in the student's file. Upon the filing of the submission the requirement is complete. It is understood that a journal's peer-review process is somewhat idiosyncratic and time consuming; thus, it is not a requirement to have the manuscript "accepted" by a journal to pass the requirement.

The position of *lead* authorship may not be symbolic in nature. Acceptable manuscripts are those that demonstrate original work. Although the work may be related to, influenced by, or part of a mentor or colleague's research, the paper must be a student-led project. Co-authored works are acceptable if the student is able to confirm to the chair's satisfaction that the student is significantly involved in the creation and writing of all manuscript elements (i.e. Statement of the Problem, Literature Review, Research Design, Analytical Plan, Results, and Discussion). Students are required to either analyze data (using either qualitative and/or quantitative methods) or create an original theoretical piece. Students may not submit work that was: primarily completed by another individual/co-author, finished prior to entering the program, nor may they submit work of which the majority was completed prior to program entry. If the student intends to submit work that was partially completed prior to their admission to the program, their chairs approval will be contingent on the aforementioned criteria in addition to the acceptability of the manuscript content.

Students *must finish* the paper requirement in order to graduate. Students may complete the paper at any time following admission to the program. Furthermore it is encouraged that students complete the publication requirement in time for the manuscript to be accepted prior to entering the job market to increase potential career opportunities.

If needed, IRB (Institutional Review Board) requirements shall be completed by the student and overseen by the student's chair who will serve as the principal investigator for IRB purposes. If a student intends to use data or other materials (i.e. a survey) created by another colleague or faculty member, the student must obtain permission from the individual(s) prior to using said data or materials. It is expected that the student will coordinate with the colleague or faculty member prior to beginning work on this requirement as to the anticipation of authorships and/or additional contributions to the paper prior to submission to a publication outlet.

If the student's chair deems the manuscript *not publishable*, the student will be given an opportunity to revise and resubmit the manuscript to the chair. The chair shall provide written feedback outlining the manuscript's deficiencies to guide this revision; simply responding to this feedback is no guarantee the revised manuscript will be deemed publishable. The revised manuscript will be reviewed by the chair. If the chair again deems it not publishable, the chair shall submit it to another faculty member of their choosing for that faculty member's review. If the second faculty member deems the manuscript not publishable, the manuscript shall be rejected and the student shall be required to submit a new/different manuscript.

Preparing for the Qualifying Exams

The purpose of the qualifying 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 the exams, 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 the exams. 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. Samples of previous exams are available on the DCJC web site.

The Dissertation Process

The next requirement for the Ph.D. candidate 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 and Dissertation Process

All but dissertation (ABD) status shall be awarded to graduate students who have completed all coursework as required by the Graduate School and the CJC Department, successfully passed their qualifying exam, and successfully defended their dissertation prospectus. Such a defense also completes the Graduate School requirement for a preliminary exam. The student is encouraged to pursue the defense of a prospectus as soon as possible following the completion of coursework and the qualifying exam.

The prospectus shall comprise the first three chapters of the dissertation—that is, the introductory statement of the problem, the literature review that sets up the research question, and the proposed methods for answering the research question. Exceptions to this format will be at the discretion of the committee chair.

The prospectus defense must be a public (i.e., can be attended by those who are not on the dissertation committee). The finished document will be provided to the Graduate Coordinator prior to the presentation date for review and an invitation to attend the defense will be sent out to the faculty and graduate students. Presentation of the project lasting not less than 20 and not more than 40 minutes. After the committee has asked its questions of the presenting student, those also in attendance may question the student at the discretion of the chair. Presentations must be clear, comprehensive, and accessible even to those who have not read the document. Dissertation defenses shall follow an identical format, although the expectation is that presentations may run longer on average.

Students must plan to give the dissertation committee sufficient time to evaluate the prospectus and dissertation documents. The committee chair is allotted three weeks to return edits and changes to the student, who will then revise the document. This is iterative—although a chair may turn drafts around more quickly, students must allow this interval each time. With the chair’s approval, the student submits the document to the other committee members and they also are allotted, at minimum, three weeks to return edits and changes. This process is also iterative. After the final drafts are returned, the student has three

weeks to schedule the prospectus defense. These rules pertain to the academic year only; no committee member is obligated to consider drafts during the summer except at that individual's discretion.

The incorporation of a fourth committee members located either outside the Department or outside the University can have potential benefits. Students may benefit from a skill set or knowledge base that the Department does not possess as well as broadening their academic network outside the Department, University, and/or discipline. Committee chairs will encourage students to consider whether a fourth outside member on the committee is to their benefit. This outside committee member is invested with all of the voting rights as department members and will be afforded the same editorial timing considerations for both the prospectus and dissertation defense. The fourth member will also attend the defense in person or via electronic means such as an interactive video meeting or a conference call.

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, students need to review and summarize the relevant literatures, prepare the necessary and agreed methodological tools, collect the information which will be used to answer the dissertation question and write up the first draft of chapters. 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 the defense. 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://gradschool.wsu.edu/Documents/PDF/DissertationAndThesisGuidelines.pdf>.

Student Learning Objectives

The goals and objectives of the Ph.D. in Criminal Justice include:

- Develop an analytical, critical and reflective social science approach and perspective to the investigation of theoretical and policy relevant issues and controversies in criminal justice;
- Understand the strengths and limitations of the scientific approach to the study of human behavior;
- Acquire the necessary and accepted qualitative and quantitative skills to design research, collect information, and analyze the results;
- Acquire the cultural, methodological and analytical skills to interpret available information related to security and justice issues;
- Enhance the ability to write lengthy papers and articles in an organized, precise, and persuasive manner;
- Understand the need to become socialized to the habits and conventions of the social science community of scholars;
- Develop and strengthen teaching skills at all undergraduate levels;
- Understand the changing nature of crime, order, security and justice problems and issues in the current societal environment of the USA;
- Be able to conceptualize, analyze and theorize the changing contours of criminal justice related problems in the USA and worldwide;
- Become familiar with the political, cultural, economic and societal diversity of identity groups (e.g., race, gender, ethnicity, lifestyles, and religion) within the USA;
- Understand the basic domestic policy programs and goals adopted by the different levels of government in the USA to deal with the changing criminal justice environment and issues; and
- Prepare students for careers in academia, government and private security related organizations both in the USA and globally.

Desired Learning Outcomes

Students earning the Ph.D. in Criminal Justice will be able to demonstrate:

- The ability to write lengthy, well organized, well written, precise and persuasive papers and articles;
- A clear understanding of the conduct of scientific inquiry investigating theoretical and policy related questions and arguments;
- The ability to easily design research appropriate for the questions and topics to be investigated;
- A basic understanding of current political, economic, cultural, and security trends in the USA and worldwide;

- Knowledge of major factors and drivers of changes in the domestic security and justice environments;
- Ability to describe, in some detail, basic policy approaches and programs relevant to diverse security challenges adopted by the USA;
- The methodological and analytical ability to assess the effectiveness of various policies;
- Detailed knowledge and understanding of specific security issues relevant to their theoretical and career interests; and
- Their ability to describe and evaluate security and justice problems from an objective perspective.

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; writes the required annual performance evaluation for each graduate student; 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 policy each graduate student will be evaluated annually. The evaluation will take place by the student's committee chair. If a student does not yet have a committee chair, the Graduate Director will complete the evaluation.

If students do not have any academic deficiencies they will receive a letter that states they are making satisfactory progress in the program. There are two sets of governing policies guiding academic progress, the Graduate School and the CJC Department. Students who do not meet the minimum qualifications of the Graduate School will be considered deficient and terminated from graduate study by the Graduate School unless petitioned by the department for reinstatement. Students not making adequate progress according to CJC Department degree requirements may also be found deficient.

If a student is found to be deficient according to Graduate School requirements, the student will receive a letter of notification from the Graduate School indicating the student's termination from graduate study. The student may petition the faculty for reinstatement according to Graduate Policy (<https://gradschool.wsu.edu/chapter-six-c/>). If a student is found to be deficient according to CJC Department policy, the student will receive a letter indicating the specific deficiencies and be requested to provide a plan of action to achieve future success. If the student does not resolve the deficiency in a reasonable amount of time and after consultation with the CJC Chair, Graduate Director, and the student's graduate committee, he or she may be terminated from the CJC Graduate Program in accordance with Graduate School policy. All letters will be sent to the student and placed in his or her graduate file.

See Appendix C for the evaluation form Student progress will be considered unsatisfactory if they fail to file a Program of Study in a timely manner, fail to enroll or complete required coursework with a GPA equal to or greater than a 3.0 in any one semester, accumulate or fail to remove "incompletes" within one year, fail qualifying examinations, fail to complete the publishable paper, or make inadequate progress in the completion the dissertation.

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 qualifying 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-master). 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 DeeDee Torgeson at torgeson@wsu.edu.

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 Michael Gaffney in DGSS.

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 15th 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 and Criminology Department 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 of assignment. 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)

Graduate Students Association. All graduate students in the Department belong to the Departmental and University Graduate Students Association (GSA).

The Departmental GSA serves as the representative for all graduate students. Graduate students elect officers each year to represent their interests, views and concerns to the Department.

The GSA also facilitates interactions and support among graduate students; serves as informal advisors to new graduate students on all practical and academic matters; organizes social events; and generally seeks to create a spirit of comradeship and cooperation among all graduate students.

Office Space. Due to space limitations, only students who are funded by the DCJC 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 with the department will receive their mail in individual boxes in the main office. Students should make a habit of regularly visiting their mailboxes. 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 copy 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.

APPENDIX A
DEPARTMENT AND AFFILIATED FACULTY 2016 -
2017

Criminal Justice and Criminology Faculty

DAVID BRODY, Professor (Ph.D., SUNY- Albany; JD University of Arizona) Years at WSU:
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: 2001 - present

Areas of Research Interest: Deviance and Delinquency, Drug Policies.

ZACHARY HAMILTON, Associate Professor (Ph.D., Rutgers University)

Years at WSU: 2010 – present

Areas of Research Interest: Quantitative Methods, Prisoner Reentry, Community Corrections.

CRAIG HEMMENS, Chair & Professor (Ph.D. Sam Houston State University; JD, North Carolina
Central University)

Years at WSU: 2013 - present

Areas of Research Interest: Criminal law and procedure.

FAITH LUTZE, Professor (Ph.D., Pennsylvania State University)

Years at WSU: 1995 – present

Areas of Research Interest: Criminology, Corrections, Women and Criminal Justice.

DAVID MAKIN, Clinical Assistant Professor (Ph.D., Washington State University)

Years at WSU: 2012 – present

Areas of Research Interest: The relationship between technology, society, and criminal justice, policing,
comparative criminal justice, and research methods.

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 NEUILLY, Associate 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, criminology, comparative criminal justice.

AMELIE PEDNEAULT, Assistant Professor (Ph.D. in Criminology, Simon Fraser University)

Years at WSU: 2015-present

Areas of Research Interest: Sexual offending; Situational Crime Prevention; Environmental
criminology.

MARY STOHR, Professor (Ph.D., Washington State University)

Years at WSU: 2013 – present

Areas of Research Interests: Correctional organizations and operation, correctional personnel, inmate needs and assessments, green criminology, program evaluation, gender, and victimization.

DALE WILLITS, Assistant Professor, (Ph.D. Sociology, University of New Mexico)

Years at WSU: 2015- Present

Areas of Research Interest: Policing, Theory, Juvenile Delinquency, and Place and Crime

DARRYL WOOD, Associate Professor (WSU- Vancouver), (Ph.D., Simon Fraser University)

Years at WSU: 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 Barnoski, Ph.D.

Affiliate Associate Professor

Martha Cottman, Ph.D.

Professor, Political Science

Kay Heinrich, Ph.D.

Correctional Program Manager, State of Washington

Lois James, Ph.D.

Research Assistant Professor

Carl McCurley, Ph.D.

Affiliate Associate Professor

Thomas Preston, Ph.D.

Professor, Political Science

Jennifer Schwartz, Ph.D.

Associate Professor, Sociology

Jacqueline van Wormer, Ph.D.

Spokane Justice Commission

APPENDIX B: PROGRAM CHECKLISTS CONVENTIONAL CRIMINAL JUSTICE M.A.

Name: _____ ID: _____

Semester 1 (fall)		
Course:	Credit:	Grade:
CRM J 514 (optional)	1	
CRM J 530	3	
CRM J 520	3	
CRM J 522	3	
Total Credits: 10		
Semester 2 (spring)		
Course:	Credit:	Grade:
CRM J 555	3	
Institution:	3	
Elective:	3	
CRM J 702	1	
Total Credits: 10		
Semester 3 (fall)		
Course:	Credit:	Grade:
CRM J 540	3	
Institution:	3	
Elective:	3	
CRM J 702	3	
Total Credits: 12		

***2 electives required (6 credits); minimum of 4 credits of 702 required.**

CRIMINAL JUSTICE M.A. WITH CERTIFICATE IN GLOBAL JUSTICE AND SECURITY

Name: _____ ID: _____

Semester 1 (fall)		
Course:	Credit:	Grade:
CRM J 514 (optional)	1	
CRM J 522	3	
CRM J 520	3	
CRM J 572	3	
Total Credits: 10		
Semester 2 (spring)		
Course:	Credit:	Grade:
CRM J 555	3	
Elective:	3	
Elective:	3	
CRM J 702	1	
Total Credits: 10		
Semester 3 (fall)		
Course:	Credit:	Grade:
PS 424	3	
PS 531	3	
Elective:	3	
CRM J 702	1	
Total Credits: 10		
Semester 4 (spring)		
Course:	Credit:	Grade:
CRM J 505	3	
CRM J 702	2+	
Total Credits: 5+		

***3 electives required (9 credits); minimum of 4 credits of 702 required
10 credits= full time student**

CRIMINAL JUSTICE PH.D. PROGRAM CHECKLIST

Name: _____ ID: _____

Course:	Credit:	Grade:
CRM J 514	1	
CRM J 530	3	
CRM J 520	3	
CRM J 522	3	
CRM J 800	1	
Total Credits: 11		
Course:	Credit:	Grade:
CRM J 555	3	
CRM J 523	3	
Institution: CRM J 570	3	
CRM J 800	1	
Total Credits: 10		
Course:	Credit:	Grade:
CRM J 540	3	
Institution: CRM J 560	3	
Adv. Method: CRM J 524	3	
CRM J 800	1	
Total Credits: 10		
Course:	Credit:	Grade:
Institution: CRM J 541	3	
Adv. Method: CRM J 521 (counts as elective if take 524)	3	
CRM J 800	1	
Elective:	3	
Total Credits: 10		
Course:	Credit:	Grade:
Elective:	3	
Elective:	3	
Elective:	3	
CRM J 800	1	
Total Credits: 10		

***5 electives required (15 credits); minimum of 26 credits of 800 required.**

APPENDIX C
Department Criminal Justice and Criminology
Annual Review of Graduate Students

First and last name of the student you are evaluating:

Rate the student on the categories below

	Excellent	Good	Average	Poor	Not Applicable
Academic Performance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Research Performance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Work Habits	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Technical Skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rate of Progress	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communication Skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall Rating	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comment on the students progress for this academic year:

Comment on the students progress for this academic year:

Expectations for the upcoming academic year:

Is the student making progress on their publishable paper requirement?

Completed

Satisfactory Progress

Unsatisfactory Progress

If publishable paper is considered unsatisfactory, please explain why:

Do you consider the students performance considered satisfactory?

Yes

No

If you answered 'No' (considered unsatisfactory), please explain why:

**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 _____

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 Ph.D. student:

Have you taken your qualifying 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 in their second semester at WSU is strongly encouraged but not required. All required information must be submitted to Dr. Craig Hemmens at craig.hemmens@wsu.edu.

APPENDIX E

GRADUATE STUDENTS' RIGHTS AND RESPONSIBILITIES

Last Revision: spring 2016

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://gradschool.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://app.leg.wa.gov/wac/default.aspx?cite=504-26>

Student Conduct Policy Violations:
<http://conduct.wsu.edu/policies/>

Student Conduct Code Procedures:
https://conduct.wsu.edu/media/1336/abj_overviewstudentconductprocess-osc.pdf

Academic Integrity Standards and Procedures: <https://academicintegrity.wsu.edu/>

Alcohol and Drug Policy: https://conduct.wsu.edu/media/95757/2015_03_alcohol-and-drug-policy-final.pdf

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.

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 an 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

The Access Center can be reached at (509) 335-3417 or access.center@wsu.edu. The website has additional information regarding documentation guidelines & types of accommodations: <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 Conduct (<http://conduct.wsu.edu/>).

Discrimination and Harassment

The University's policy prohibiting discrimination and sexual harassment can be found at: <http://old-www.wsu.edu/forms2/ALTPDF/EPM/EP15.pdf>

Part 3: 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://apps.leg.wa.gov/wac/default.aspx?cite=504-26>) 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://academicintegrity.wsu.edu/media/122373/academic-integrity-reference-for-faculty-2015.pdf>

Part 4: 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.

Part 5: 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 6: 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>). For additional information on the University's data policies see 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 websites are provided below.

Department of Criminal Justice and Criminology (509) 335-8611

crmj.wsu.edu

Office Staff:

DeeDee Torgeson, Academic Coordinator, 335-4249 / torgeson@wsu.edu

Rebeca Orozco, Graduate Coordinator, 335-8611 / maria.orozco@wsu.edu

Sisouvanh Keopanapay, Undergraduate Advisor, 335-1204 / siskeo@wsu.edu

Tina Krauss, Undergraduate Advisor, 335-5467 / tina.krauss@wsu.edu

Graduate School 335-6424 / gradsch@wsu.edu / <http://gradschool.wsu.edu>

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://ip.wsu.edu/>