

From: noreply@wsu.edu
To: [curriculum.submit](#)
Subject: 722904 Criminal Justice and Criminology Requirements New : Add Graduate Plan
Date: Monday, October 3, 2022 3:25:50 PM
Attachments: [2022.10.03.15.19.56.04.FormData.html](#)
[2022.10.03.15.19.53.96.currentCatalogFile_Rationale for Addition of a Thesis Track to t.docx](#)
[2022.10.03.15.19.53.96.currentCatalogFile1_catalog_curriculum_copy_for_MA_thesis_option.docx](#)

Dale Willits has submitted a request for a major curricular change. His/her email address is: dale.willits@wsu.edu.

Request (from selection dropdown): Add Graduate Plan

Department: Criminal Justice and Criminology

Degree: M.A. in Criminal Justice

New Graduate Plan: Thesis

CIP Code: 45.040

Requested Effective Date: Fall 2023

Campus: Pullman,

Dean: Barry, Tammy - Vice Provost - Graduate and Professional Education

Chair: Neuilly, Melanie-Angela – Chair – Criminal Justice and Criminology

Catalog Subcommittee
Approval Date

AAC, PHSC, or GSC
Approval Date

Faculty Senate
Approval Date

From: [Neuilly, Melanie-Angela](#)
To: [curriculum.submit](#)
Cc: [Barry, Tammy](#)
Subject: Re: 722904 Criminal Justice and Criminology Requirements New : Add Graduate Plan
Date: Monday, October 3, 2022 3:37:25 PM
Attachments: [image001.png](#)

Melanie-Angela Neuilly, Ph.D. (she/her/hers)

Associate Professor and Chair, Criminal Justice and Criminology
Faculty Affiliate, Program in Women's, Gender, and Sexuality Studies
Wilson-Short 112 | Pullman, WA 99164-4011 | 509-335-5465

"Contributing to more just, equitable, and safer communities."

WASHINGTON STATE  UNIVERSITY

WSU Pullman is located on the homelands of the Palus people and the Nimíipuu (Nez Perce) Tribe.

From: "curriculum.submit@wsu.edu" <curriculum.submit@wsu.edu>
Date: Monday, October 3, 2022 at 3:23 PM
To: "Neuilly, Melanie-Angela" <m.neuilly@wsu.edu>
Cc: "Barry, Tammy" <tammy.barry@wsu.edu>
Subject: 722904 Criminal Justice and Criminology Requirements New : Add Graduate Plan

Neuilly, Melanie-Angela – Chair – Criminal Justice and Criminology ,
Barry, Tammy - Vice Provost - Graduate and Professional Education,
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Both Chair and Dean approval is required to complete the submission process.

Please indicate that you have reviewed the proposal by highlighting one of the statements below and **reply all** to this email. (curriculum.submit@wsu.edu.) [Details of major change requested can be found in the attached supplemental documentation]

1. I approve this proposal in its current form.

2. I approve this proposal with revisions. Revisions are attached.

3. I do not approve this proposal. Please return to submitter.

If you do not respond within one week, you will be sent a reminder email. If no response is received within three weeks of the submission date, the proposal will be returned to the submitter.

Thank you for your assistance as we embark on this new process. If you have any questions or concerns, please let us know wsu.curriculum@wsu.edu.

Blaine Golden, Assistant Registrar

Graduations, Curriculum, and Athletic Compliance

Washington State University

Registrar's Office

PO Box 641035

Pullman WA 99164-1035

509-335-7905

bgolden@wsu.edu

Note: Please use the attachments to this email rather than the link below to view the supporting documentation.

From: [Swindell, Samantha](#)
To: [curriculum.submit](#); [Barry, Tammy](#)
Subject: RE: 722904 Criminal Justice and Criminology Requirements New : Add Graduate Plan
Date: Friday, October 21, 2022 2:48:15 PM

I also approve this proposal in its current form.

From: curriculum.submit <curriculum.submit@wsu.edu>
Sent: Friday, October 21, 2022 11:19 AM
To: Barry, Tammy <tammy.barry@wsu.edu>; Swindell, Samantha <sswindell@wsu.edu>
Subject: FW: 722904 Criminal Justice and Criminology Requirements New : Add Graduate Plan

Here is the second one. Dr Neuilly previously approved both proposals.

Thank you,
Blaine

From: noreply@wsu.edu <noreply@wsu.edu>
Sent: Monday, October 3, 2022 3:20 PM
To: curriculum.submit <curriculum.submit@wsu.edu>
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Rationale for the New Thesis Track Option in Criminal Justice & Criminology

The faculty of the Department of Criminal Justice & Criminology voted to add a thesis MA option to our degree offerings. While we have had a non-thesis track for several years, we believe we can better serve our students who seek to further their graduate education by offering a program that allows them to complete a thesis. Our research suggests that our program is unusual in not requiring a thesis option. This aligns well with our mission to offer high quality graduate education.

The proposed change should not affect unit resources, but may have an effect on faculty workloads. The thesis process is more involved, though it is important to highlight that we expect only a fraction of these students to self-select into the thesis track. This revision should have no effect on other units.

REQUIREMENTS FOR THE MASTER'S IN CRIMINAL JUSTICE AND CRIMINOLOGY, THESIS TRACK

Course Requirements

Core Courses (20 credits):

- CRMJ 513 – Multicultural Issues in Criminal Justice or CRMJ 580 – Gender and Justice
- CRMJ 514 – Professional Development
- CRMJ 520 Or Equivalent – Research Methods in Criminal Justice and Criminology
- CRMJ 522 Or Equivalent – 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

Electives (3 credits):

Select one graduate-level course 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. A list of pre-approved courses is provided below:

- CRMJ 505 – Comparative Criminal Justice
- CRMJ 510 – Leadership in Criminal Justice
- CRMJ 511 – Criminal Justice Management
- CRMJ 512 – Juvenile 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 541 – Seminar in Corrections
- CRMJ 542 – Community Corrections
- CRMJ 560 – Prosecution and Adjudication
- CRMJ 570 – The Police and Society
- CRMJ 572 – Seminar in Comparative Policing
- 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 700: Master’s Special Problems, Directed Study, and/or Examination (7 credits minimum):

- CRMJ 702 – Master’s Special Problems, Directed Study and/or Examination (Satisfactory or Unsatisfactory grade)

MA Final Thesis Examination Process

In addition to completing coursework, students in the Thesis Track are required, under the guidance of a thesis committee, to complete a thesis presenting the results of a systematic research project on a topic related to criminal justice and criminology. The thesis committee will normally be composed of the chairperson and two other members of the Graduate Faculty. The subject matter of the thesis will, of course, have an important bearing on the committee’s composition.

The thesis must consist of original scholarship and contribute to the body of knowledge in criminal justice and criminology. *The aim of the thesis is to produce an independent work of research that is comparable to a published journal article within the discipline. As such, a completed thesis should be approximately 30 pages in length and should address a relatively narrow research question.* The thesis topic must be approved by the student's supervisory committee. The thesis prospectus and the thesis itself must also be approved by the supervisory committee. It is anticipated that most thesis topics will make use of secondary data analysis, though original data may be collected if deemed appropriate and feasible by the thesis committee. Types of research allowable for the MA thesis include but are not limited to survey projects, qualitative designs, content analysis, and case studies.

Thesis Prospectus

The thesis is a three-stage process including the thesis prospectus, the writing of the thesis, and the final thesis defense. The prospectus shall comprise the introduction to the thesis (which must describe the research problem and justify its importance through the use of the literature and/or empirical data) and a brief discussion of proposed methods and analytic techniques. The length of a prospectus may vary, though most should be approximately 10 pages. Exceptions to this format will be at the discretion of the committee chair. As the prospectus and prospectus defense are intended to review the proposed methodological approach, students are strongly discouraged from collecting data prior to a successful prospectus examination. Collecting such data prior to a successful prospectus defense may result in requiring the student to discard any such data and results (this decision is made by the student’s Graduate Committee). The prospectus is expected to be reviewed by the student’s thesis committee and successfully defended and approved by the committee prior to the completion of the thesis. Ideally, the student is encouraged to defend a prospectus by the end of their second semester in the program. This will provide the student with the summer and last two semesters to conduct the research of the thesis.

Students must plan to give the thesis committee sufficient time to evaluate the prospectus and thesis 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 for this interval each time. With the chair’s approval, the student submits a prospectus or thesis to the other committee members, and they also are allotted, at minimum, three weeks to return edits

and changes. This process is iterative and concludes when the committee views the document as ready for a 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. Students are encouraged to keep the iterative nature of this process in mind, as it could affect the date of defense.

The prospectus defense must be public (i.e., can be attended by those who are not on the thesis committee). For each defense, 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. The defense will consist of a presentation of the project lasting not less than 15 and not more than 30 minutes, followed by questions and answers. 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. All prospectus defenses shall follow this standard format.

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. Failure to meet this criterion will result in students being unable to complete their thesis. Students using research tools such as surveys, questionnaires, existing data, etc. to gather information for their thesis must have approval from their committee chair 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 Thesis

After the prospectus is successfully defended, students need to review and summarize the relevant literatures, prepare the necessary and agreed methodological tools, collect and analyze data, which will be used to answer the thesis research question and complete a draft of the thesis. The student should provide regular progress reports to the committee chair as research is conducted. 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 their 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. Students should keep in mind the criteria for distributing and receiving comments on drafts described above.

Once the thesis is completed and approved by the committee chair, students should provide each member of the committee with a copy of the thesis. This should occur by the 3rd week of the 4th semester, to provide sufficient time for feedback and the scheduling of the final exam. Once each member deems it acceptable (following the iterative process

described in the prospectus defense section), it is time for the student to schedule an oral defense which must happen by the last allowable date during their fourth semester under Graduate School Policy. Note that under existing Graduate School policies, a defense cannot be scheduled until the thesis is ready for presentation to the Graduate School and for deposit in the University library. The final oral examination usually centers on the thesis, 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 and graduate faculty may join the balloting process, as indicated by Graduate School policy. A thesis 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. Following a 30-45 minute presentation on the thesis, 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 thesis (and related required forms) must be submitted in digital format to the Graduate School within five working days for final acceptance. When a thesis is 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>.