

**From:** [noreply@wsu.edu](mailto:noreply@wsu.edu)  
**To:** [curriculum.submit](#)  
**Subject:** 667839 Criminal Justice and Criminology Requirements Revise - Revise or Drop Graduate Plan  
**Date:** Tuesday, September 14, 2021 2:11:04 PM  
**Attachments:** [2021.09.14.14.05.42.04.FormData.html](#)  
[2021.09.14.14.05.30.09.currentCatalogFile\\_CrmJ\\_Handbook\\_Proposal.docx](#)  
[2021.09.14.14.05.30.09.currentCatalogFile1\\_rationale\\_for\\_preliminary\\_examination\\_revisio.docx](#)

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

**Requested change:** Revise or Drop Graduate Plan

**Degree:** Ph.D. in Criminal Justice and Criminology

**Title:** Thesis

**Requested Effective Date:** Fall 2022

Revise plan requirement: Yes

**Dean:** Gloss, Lisa - Dean - Graduate School - MSE Graduate,

**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:** [Gloss, Lisa M](#); [curriculum.submit](#)  
**Subject:** Re: 667839 Criminal Justice and Criminology Requirements Revise - Revise or Drop Graduate Plan  
**Date:** Wednesday, September 15, 2021 1:28:03 PM  
**Attachments:** [image001.png](#)

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1. I approve this proposal in its current form.

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

Associate Professor and Chair, Criminal Justice and Criminology  
Wilson-Short 112 | Pullman, WA 99164-4011 | 509-335-5465

*"Contributing to more just, equitable, and safe communities."*

WASHINGTON STATE  UNIVERSITY

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

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**From:** "Gloss, Lisa M" <imgloss@wsu.edu>  
**Date:** Wednesday, September 15, 2021 at 12:56 PM  
**To:** "curriculum.submit" <curriculum.submit@wsu.edu>, "Neuilly, Melanie-Angela" <m.neuilly@wsu.edu>  
**Subject:** Re: 667839 Criminal Justice and Criminology Requirements Revise - Revise or Drop Graduate Plan

1. I approve this proposal in its current form.

-----  
Dr. Lisa M. Gloss  
Dean, Graduate School  
Associate professor, School of Molecular Biosciences  
Washington State University  
Pullman, WA 99164-1030  
TEL (509) 335-5859

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**From:** "curriculum.submit@wsu.edu" <curriculum.submit@wsu.edu>  
**Date:** Tuesday, September 14, 2021 at 2:11 PM  
**To:** "Neuilly, Melanie-Angela" <m.neuilly@wsu.edu>  
**Cc:** Lisa Gloss <imgloss@wsu.edu>  
**Subject:** 667839 Criminal Justice and Criminology Requirements Revise - Revise or Drop Graduate Plan

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

**From:** [Gloss, Lisa M](#)  
**To:** [curriculum.submit](#); [Neuilly, Melanie-Angela](#)  
**Subject:** Re: 667839 Criminal Justice and Criminology Requirements Revise - Revise or Drop Graduate Plan  
**Date:** Wednesday, September 15, 2021 12:56:32 PM

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1. I approve this proposal in its current form.

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Dr. Lisa M. Gloss  
Dean, Graduate School  
Associate professor, School of Molecular Biosciences  
Washington State University  
Pullman, WA 99164-1030  
TEL (509) 335-5859

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**From:** "curriculum.submit@wsu.edu" <curriculum.submit@wsu.edu>  
**Date:** Tuesday, September 14, 2021 at 2:11 PM  
**To:** "Neuilly, Melanie-Angela" <m.neuilly@wsu.edu>  
**Cc:** Lisa Gloss <lmgloss@wsu.edu>  
**Subject:** 667839 Criminal Justice and Criminology Requirements Revise - Revise or Drop Graduate Plan

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

Gloss, Lisa - Dean - Graduate School - MSE Graduate,

Dale Willits has submitted a request for a major curricular change.

**Requested change:** Revise or Drop Graduate Plan

**Degree:** Ph.D. in Criminal Justice and Criminology

**Title:** Thesis

**Requested Effective Date:** Fall 2022

Revise plan requirement: Yes

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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](mailto: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.

## **Graduate Program Revision – Preliminary Examination: Rationale**

The Department of Criminal Justice and Criminology has discussed and voted on a major shift in our preliminary examination process. We are moving away from our current system of two qualifying examinations and a preliminary oral, to a system that we believe more accurately reflects the realities of academic work. This proposed change will help streamline the process for students matriculating through the program and will provide a more rigorous assessment of their preparedness for a dissertation.

These revisions are entirely internal and will have no impact on other departments or other campuses.



# DEPARTMENT OF CRIMINAL JUSTICE AND CRIMINOLOGY

## GRADUATE HANDBOOK 2022 – 2023

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Revised September 2021

Policies apply to those entering the graduate program 2022 – 2023. Students who entered their respective programs prior to Fall 2022 should consult the graduate handbook in effect for the year in which they started.

Please note, we are following Graduate School Policies/Procedures found at <https://gradschool.wsu.edu/policies-procedures/>

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## **WELCOME (FROM THE DIRECTOR AND CHAIR OF DEPARTMENT)**

Hello!

Welcome to the graduate program in Criminal Justice and Criminology at Washington State University. We are so incredibly happy that you have chosen to continue your education with us!

At WSU, you have the opportunity to work with world-class scholars who are experts in the field of criminal justice and criminology. Along the way, you will develop a deep understanding of criminal justice institutions and their inner workings, key challenges facing criminal justice today, and the theoretical foundations underpinning it all. In addition to this, we are committed to training the next generation of highly skilled researchers who are equipped to tackle problems related to crime and justice in today's world. In our program, you will learn the fundamentals of research design, analysis, and program evaluation and you will leave equipped to conduct applied and theoretical research in a variety of settings.

We hope that you find your time in our program engaging, challenging, and rewarding. We have spent considerable time reviewing applications and we are confident that you have the ability to succeed. Please do not hesitate to reach out for assistance navigating the program, academic life, or career trajectories. We are all here for you and we want nothing more than to see you succeed.

Sincerely,

Dale W. Willits, Ph.D.  
Graduate Director

Melanie-Angela Neuilly, Ph.D.  
Department Chair

## 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, and the development and evaluation of policies which might impact criminal justice systems at the local, state, national, and international levels. The structure and content of courses, the required examinations, and the writing conducted as part of our programs stress the connections between research and policy and emphasize 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, virtually 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 and criminology at WSU. The policies and procedures in this handbook have been officially approved by our faculty and are consistent with Graduate School regulations. The handbook was developed to use in conjunction with the WSU Graduate School Policies and Procedures Manual available at <https://gradschool.wsu.edu/policies-procedures/>. 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 students should rely on this Handbook 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.



## NEW STUDENT INFORMATION

### Office Assignment

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. The department chair will email you regarding your office assignment. Most likely you will be sharing an office with other students.

### Mailboxes

Students will receive their mail in individual boxes in the main office. Students should make a habit of regularly visiting their mailboxes as it is the only reliable way of getting important information to the student. Phone calls for graduate students are received in the main office, where messages will be taken.

### Photocopying Machine

Graduate students have at their disposal a copying machine on the first and ground floor of Wilson-Short. 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.

### Keys

You will receive your office keys from Dana “DeeDee” Torgeson, the Department Administrative Manager, after the completion of a required form. When you return your keys, DeeDee will mark it with the return date. **Per WSU Policy, if you lose your keys you may have to pay the fees to have the doors re-keyed and cost of keys to replace all.**

### Residency Requirements

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, you must establish residency in order to avoid paying out-of-state tuition. The Department will only commit to funding students who are not WA residents for one year. **Therefore, you should establish residency right away after you arrive in Washington State.** 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>). For more information, please visit [Establishing Residency](#). For questions or assistance, contact Jenny Saligumba-Graham, [saligum@wsu.edu](mailto:saligum@wsu.edu).

### Map

You can find the WSU Maps of all the campuses here: <https://maps.wsu.edu/>.

### Form I-9

If you work with the department, no later than the first day of employment, you must fully complete, date, and electronically authorize Section 1 (Employee Information and Attestation) of the Form I-9 using [Workday](#). You may complete Section 1 prior to the first day of work. Afterwards, DeeDee will receive a notification from Workday to complete Section 2 (Employer Review and Verification) of the Form I-9. Please make sure to contact DeeDee via email to schedule an appointment to bring your [acceptable documents](#) (i.e. Passport OR Original Social Security Card AND Driver’s license) to her office so she can complete Part 2 of the I-9 form. **Please note, DeeDee cannot complete Part 2 until you come in with your documents.** [Per](#)

*WSU Policy, if the employee is unable to produce original documents or receipts for documents within three business days of hiring, employment must be terminated. Contact HRS for assistance.*

## **W-2 Forms**

Individual W-2 Forms are available for viewing and printing from [myWSU](#). W-2 Forms will be mailed during the fourth week of January to employee's mailing address. There is no income tax in the state of Washington.

- File your income taxes electronically free at this IRS sponsored site: <https://www.irs.gov/filing/free-file-do-your-federal-taxes-for-free>
- W-2 Forms are forwardable if you have a mail forward on file within the last six months at the United States Postal Service.
- If you have not received a W-2 Form by January 31st, go to [myWSU](#) and use your browser print key to print a copy.
- To request a copy of your 1042-S or 1099-R tax form, submit the [Request for Replacement Tax Form](#) to Payroll Services.
- If you use proprietary software (like Turbo-Tax) to complete your personal income taxes, you may use any control number value you wish.
- Separated employees can obtain a copy of their W-2 through [Web PBS](#).
- Additional tax forms:
  - 1099R- sent to WSU retirees who receive RET payments from WSU not from Washington State Department of Retirement System.
  - 1099Misc- distributed through Accounts Payable.
  - 1098T- distributed through the Bursar's Office.
  - 1042S- payments to foreign persons.
- For more information, please visit <https://payroll.wsu.edu/deptpay-users/w2fastfacts/>

## **Tax Information (International Students)**

The [Internal Revenue Service \(IRS\)](#) is the tax collection agency of the U.S. government. Even if you do not need to pay taxes, you may still need to file certain documents with the IRS to maintain legal status in the United States.

The IRS uses [Form 8843](#) to identify individuals visiting the United States who study, teach, or research. This form is not an income tax return. It is an informational statement required by the U.S. government.

You must file Form 8843 if you meet all of these qualifications:

1. Present in the United States in the previous year, before January 1 of the current year
2. A nonresident alien
3. F-1 or J-1 student or F-2 or J-2 dependent

If these qualifications apply, you must file Form 8843 whether or not you have earned income in the United States and regardless of your age.

### How to Complete Form 8843?

Methods you can use:

- (SPRINTAX) Sprintax Software. This service is free; ask WSU Office of International Programs International Student and Scholar Services for an [access code](#) starting in mid-February  
*Completion time: About 20 minutes*
- [Download and print form 8843](#) from the IRS website. Follow the attached instructions to complete the form  
*Completion time: About 20 minutes*

Complete a Form for Each Dependent:

- If you have F-2 or J-2 family members in the United States, you must complete a separate Form 8843 for each dependent.
- If you use Sprintax, you will be prompted to enter information for each family member.

Documents Needed to Complete Form 8843:

- Passport
- I-20 or DS-2019
- Record of entry/entries to the United States for the most recent 3 years (if applicable)
- Filing deadline is April 15th.

For more information, please visit [International on Campus: Taxes](#)

### **Automatic Payroll Deposit**

We recommend students use direct deposit to ensure fast arrival of funds. When you complete the PAF paperwork, ask about a direct deposit application form. You can learn more about how to sign up here: <http://payroll.wsu.edu/stntpay/directdep/directdep.htm> Students who are on an assistantship are usually paid the 10th and 25th of each month.

### **Social Security Numbers**

If you have an assistantship, you will need to show your most use document (i.e. Passport OR Original Social Security Card AND Driver's License) to DeeDee. For more information about Social Security card, please visit [Payroll Services: Social Security Card Application Pointers](#).

### **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.

## **GENERAL INFORMATION**

### **Department Office**

The department is located in [Wilson-Short Hall](#). The main office is located in 111, Wilson-Short.

### **E-mail**

If you have any questions during the Network ID/Okta account creation process, or if you cannot find the account creation email, please contact the [WSU Crimson Service Desk](#), Monday-Friday

between 8:00 a.m. and 5:00 p.m. (PST) at 509-335-4357 or [helpdesk@wsu.edu](mailto:helpdesk@wsu.edu).

### **Central Services and Facilities**

- The Compton Union Building (CUB) is the home to many student organizations, offices, and business. If you are looking for something to eat, to get involved, or to make some new friends, you should consider a visit to the CUB.

On the Lower level floor, you will find the CCE Student Resource Center, Center for Civic Engagement (CCE), International Center, Middle Eastern Student Association (MESA), Student Affairs Marketing Services, and Student Entertainment Board (SEB). On the Ground floor, you will find campus bookstore (The Bookie), a technology resource store (CORETECH), the CougarCard Center, CougarPrints Plus, Distinguished Scholars Galley, a US Bank branch, and a Washington State Employees Credit Union (WSECU) branch.

On the First floor, you will find another entrance to The Bookie, a Bank of America ATM, Chase ATM, CUB Administration, the CUB Information Desk, and a variety of food options.

On the Third floor, you will find the offices of the Associated Students of Washington State University (ASWSU) Executives, Associated Student of Washington State University (ASWSU) Workroom, Center for Fraternity and Sorority Life, Graduate and Professional Student Association (GPSA), Greek Councils, KZUU, Muslim Student Association (MSA), Residence Hall Association (RHA), Student Involvement, Student Legal Services, Cougar Choice Housing, Student Organization Center, and ZZU Cru.

Lastly, in the Fourth floor, you will find Asian American and Pacific Islander Center, MSS Academic Enrichment Center, African American Student Center, Chicanx Latinx Student Center, Gender Identity and Expression and Sexual Orientation Resource Center (GIESORC), Multicultural Student Services (MSS) Administration, and Mentoring Programs. For more information, please visit [Compton Union Building](#).

- **Libraries:** You can find library resources here [The Libraries](#).
- **Parking:** You can learn more about WSU Parking [here](#).

### **Counseling Services**

[Cougar Health Services](#) provides Counseling and Psychological Services (CAPS). You can schedule an appointment using this link: <https://cougarhealth.wsu.edu/appointments/>.

## **GRADUATE PROGRAM ADMINISTRATION**

The Chair of the Department of Criminal Justice and Criminology (DCJC hereafter) 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 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 Graduate Director for the DCJC will serve as advisor for students during their first year in the program or until students have advanced to form a program committee. Students should seek input from the Graduate Director regarding course work, committee formation, and other items related to their academic program at WSU. The Graduate Director also interprets University rules and regulations; acts as a counsel and an advocate for graduate students when

individuals come forward with issues; consults with the Chair of the DCJC on coordinating the allocation of teaching assistantships; facilitates the distribution of soft-funding to graduate students; consults with the Chair of the DCJC to coordinate the assignment of TAs to classes; coordinates faculty supervision of graduate students teaching independent sections; facilitates the annual performance evaluation for each graduate student; and evaluates. A Graduate Studies Committee, appointed by the Chair of DCJC, assists the Graduate Director in their duties.

The DCJC faculty oversee the Graduate Program, act on student requests and petitions, and propose changes in the Graduate Program. Generally, proposals for policy changes in graduate curriculum must be approved by a vote of the faculty.

The Graduate Program Coordinator for the DCJC 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. The Graduate Program Coordinator also interprets University rules and regulations; acts as a counsel and an advocate for graduate students when individuals come forward with issues; organizes the first-year student orientation with the help from the Graduate Director; organizes the orientation for teaching assistants and graduate instructors with the help from the Graduate Director and DCJC faculty; updates the graduate handbook each year with the help from the Graduate Director and chair of the DCJC; coordinates the admissions process; facilitates the annual performance evaluation for each graduate student; and informs students who are academically deficient. The Graduate Program Coordinator also helps the Graduate Studies Committee with their duties.

## **ACADEMIC REQUIREMENTS, POLICIES, AND PROCEDURES**

The following requirements and guidelines apply to all graduate students.

### **Degree Options**

The Department of Criminal Justice and Criminology offers graduate programs that lead to a Master of Arts and a Doctor of Philosophy in Criminal Justice and Criminology.

Both the M.A. and Ph.D. degrees are designed to offer students a complete overview of the criminal justice system, criminological theory, and methods of analysis. The department is large enough to offer the range of specializations necessary for a flexible graduate program, yet small enough to retain a sense of community among students and faculty.

### **Program of Study Process**

During the first semester in their program, new students will be advised by the Graduate Director of the DCJC. All graduate students must submit a Program of Study (POS) to the Graduate School, this must be done **by the second semester for M.A. students and by the third semester for Ph.D. students. Therefore, students must have a committee selected by this point in the program and the Chair of this committee will be their advisor henceforth.** Students should obtain the POS form from the Graduate Program Coordinator 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>.

### ***Program Checklist***

A Program Checklist is available in Appendix A to help students list all of the required courses that need to be added to their perspective degree. 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 Study and the Program Checklist. 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.

### ***Independent Readings' Criteria***

Only Ph.D. students may arrange to conduct independent reading with individual faculty members (CRMJ 600) for 1 to 3 ungraded graduate credit(s) — pass or fail.

Only Ph.D. students may use independent readings to fulfill the following three purposes:

- 1) Pursuing Special Topics of Interest
- 2) Preparing for Ph.D. Preliminary Exam
- 3) Substitutes for Existing (Elective) 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 as reading courses must be 3 credits and must be approved by all members of the student's committee.

Students must fill out the [Graduate Independent Readings Contract form](#), also available in the front office and CrmJ Website, 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 Department of Criminal Justice and Criminology, and the student's graduate committee.

### ***Committee Chair (Advisor) and Committee Process***

Primary responsibility for developing a Master or Doctoral Program of Study rests with the student and the M.A. or Ph.D. committee. M.A. students will need to form a M.A. committee by their second semester (February 1<sup>st</sup>) and Ph.D. students by their third semester (October 1<sup>st</sup>) 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 and criminology. *For internal applicants, the Ph.D. program committee does not need to be the same as the M.A. committee.*

Students should form a committee, composed of three *graduate* faculty, one of whom will serve as the chair. Students are advised to select a committee chair early in their first semester in residence for M.A. students and second semester for Ph.D. students. This Ph.D. professor will be the major advisor throughout the student's perspective degree work at WSU. The student will then work collaboratively with the program committee chair to identify other potential members of the M.A. or Ph.D. committee. 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. 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.

### **Requirements for your graduate committee:**

- a. Your graduate committee must be composed of three WSU graduate faculty members (one chair and two committee members). Ph.D. students are strongly encouraged to have an external graduate faculty member from another university. This should be discussed with their dissertation chair.
- b. Criteria for graduate members outside the Criminal Justice and Criminology department:
  - a. A WSU tenured/tenure track faculty member in good standing from another graduate program at WSU can serve as an additional committee member if approved by the committee and program chair on the program of study. No CV or exception to policy is required.
  - b. A non-tenured/non-tenured track faculty from another graduate program at WSU, any faculty from another university, or an individual from an appropriate government, business or industry organization, who is not designated as a participating graduate faculty of a program may be nominated and approved to serve on a graduate student committee on a case-by-case basis by the program upon written request by the Graduate Director to the Dean of the Graduate School.

A current curriculum vita must be included with the written request.

- c. Professionals who are not WSU faculty (e.g., scholars, scientists, and professionals from other academic institutions, government, business, or industry; researchers from national laboratories, etc.) may also participate in a graduate program and may participate on student committees if they are first approved as adjunct faculty for the university. The names, roles and current curriculum vitae must be sent to the Dean of the Graduate school for final approval on an annual basis. Once approved, updated curriculum vitae must be submitted to the Graduate School every two years for these individuals.

Once students have identified potential committee members, students must contact these graduate faculty to communicate their desire to have them on their committee. All members of the student's committee and department chair must sign the Program of Study before it is submitted to the Graduate Program Coordinator. Once all committee signatures have been obtained, students should submit their form to the Graduate Program Coordinator for review before GPC submits the form to the Graduate School via myWSU for final review.

It is the joint responsibility of the student and the program committee chairperson to complete this work and to have the results placed on record with the Graduate School by the deadline. **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 (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.**

### ***Updating an Approved Program of Study***

Students need to file a Program Change form for any changes after their initial Program of Study is approved by the Graduate School (this is a Graduate School, not a DCJC, requirement). All changes in an approved M.A. or Ph.D. Program of Study must be made on forms supplied by the Program Coordinator (i.e. Committee Change or Program Change forms). Such changes require the approval of the program committee chairperson (at later stages, of the dissertation committee chairperson for Ph.D. students) and the other members of the program and M.A. or Ph.D. committee. Final approval also requires the signature of the DCJC Chair before the form is submitted by GPC to the Dean of the Graduate School for final approval.

A common oversight is failure by students and their advisors to file a specific dissertation title as a "change of program" where the program originally indicated only the intended general area of the dissertation. Such changes should be officially recorded as soon as the title has become specific and has the approval of the thesis committee.

***Please provide the Program Coordinator with a copy of all documents submitted for any changes requested.*** Any later alterations in a formally approved and recorded title must also be treated as a program change and made part of the official record by processing the usual forms.

### **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.

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 preliminary examinations, 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 this form carefully. Student progress will be considered unsatisfactory if they fail to file a Program Statement in a timely manner, accumulate or fail to remove "incompletes" from their transcript, fail to complete their dissertation in a timely manner, fail preliminary examinations, fail to enroll or complete required coursework, or receive a grade below a B-.

### **Standards for Adequate Academic Progress**

Students making adequate academic progress will meet the following items:

- File a Program of Study in a timely manner (second semester for M.A. students; third semester for Ph.D. students).
- Enrolls or completes required graded coursework with a GPA equal to or greater than 3.0 in any one semester.
- Completes "incomplete (I)" grades within a year.
- Passes preliminary examination segment(s) for Ph.D. students.
- Completes or makes adequate progress in completion of dissertation for Ph.D. students.
- Receives a grade of B- or higher in each course.

### **Continuous Enrollment Policy**

Per the Graduate School Policies and Procedures Manual:

*All full-and part-time degree-seeking graduate students at all campus locations must maintain continuous enrollment in the Graduate School, registering for each semester, excluding summer sessions, from the time of first enrollment until all requirements for the degree are completed.*

***Continuous enrollment is maintained by registering for a minimum of 2 graduate credits per semester (excluding the summer).** International students who enroll for fewer than 10 credits must be approved by the Office of International Programs, in consultation with the Graduate*

School, prior to part-time enrollment during the academic year. Exceptions to the continuous enrollment policy are noted in Chapter 5.A.2.b. **Continuous doctoral status (CDS)**, explained in Chapter 5.A.2.a meets the continuous enrollment requirement.

**a. Continuous Doctoral Status (CDS):** Typically, doctoral students are able to complete their doctoral studies in a timely manner after completing their coursework and preliminary requirements. However, on occasion, doctoral students who have completed their coursework, preliminary exams and most of their research requirements do not have funding to continue to register for research credits; consequently, they must leave campus to finish their dissertation work. **To meet the continuous enrollment requirement, doctoral students who have successfully completed their coursework and their preliminary exams and who DO NOT enroll for credit automatically will be placed into CDS.** Students must complete their degree within three years of the date of the successful completion of their preliminary exam. CDS is not intended to replace a student's 800-research credit requirements.

**b. Exceptions to Continuous Enrollment:** Typically, degree-seeking graduate students enroll in credits every semester until degree completion; however, sometimes circumstances are such that degree-seeking students are unable to enroll for credits. Such circumstances may include illness, family issues, financial need, work, or other obligations. The exceptions to continuous enrollment discussed in this section address circumstances in which a degree-seeking student must be away from their studies and cannot enroll for credits. These students must complete the appropriate graduate leave or internship leave paperwork, obtain approval from their faculty advisor and program chair, and submit the paperwork to the Graduate School in advance of the semester they will be away. Official leaves of absence, internship leave status, and absences not approved under this policy are included in the time limits to complete a degree.

**i. Graduate Leave of Absence.** Degree-seeking students in active status and in good academic standing who must be away from campus for reasons such as medical issues, family obligations, job obligations, military service, and Peace Corps service, and who cannot maintain continuous enrollment in any given semester, may apply for an official graduate leave of absence. See Chapter 5.A.6 for additional information and procedures. Only graduate leave for medical reasons, military service, and Peace Corps service is available to doctoral students in CDS status. Students who are approved for graduate leave while in CDS status will not be charged the \$50 administrative fee.

**ii. Internship Leave.** Degree-seeking students who wish to go on an internship approved by their program and who do not need to register for credits for the internship may apply for internship leave status. See Chapter 5.A.7 for information and procedures. Only internship leave required by the student's program is available to doctoral students in CDS status. Students who are approved for internship leave while in CDS status will not be charged the \$50 administrative fee.

## **Graduation Requirements**

### **Master's Program**

The master's program requires a completion of 26 hours of graded courses credit and 4 hours of CRMJ 702 prior to graduation. During the last semester, students will need to complete a non-thesis examination defense.

### **Doctoral Program**

The doctoral program requires a completion of 39 hours of graded coursework and a minimum of 33 hours of CRMJ 800 prior to graduation. Students will need to complete the preliminary exam before defending the final thesis/dissertation examination during their final semester in the program.

## Instructions for Getting a Thesis/Dissertation Bound via The Bookie

DISCLAIMER: This is just one option you can pursue in order to get your dissertation bound if you so desire. It is advisable to double-check with [the Bookie](#) to ensure that this is still the process they use.

- You will need to print the same number of copies of your dissertation that you plan to order. (E.g., if you intend to order two copies, then you should print two copies).
  - Also, make a copy of your signed signature page following your default so you can put it in your bound copy (vs. a signature page with no signatures).
  - They will bind whatever you give them. If you'd like sturdier paper, then it is recommended that you go to a printing store to get the copies.
    - J&H Printing in Pullman (near the Black Cyprus) is familiar with the process and has different options to choose from (they may also do binding if you do not want to go through the Bookie).
- The Bookie has an order form to fill out. It can be located at the help/information desk on the first floor. The staff may not know what you are talking about, so you may have to ask a few different people or just wait for the manager.
- After filling out the order form, you will return the form and copy(ies) of your dissertation to the Bookie and pay for it then.

They do not have an estimated time for completion, so it is advised that you order your bound copies as soon as possible, especially if you will be moving shortly after graduation.

## Continuation for Another Degree (Master's to Doctoral Program Admission)

An internal M.A. student who wishes to apply for admission to the Ph.D. program can do so after at least two semesters of 9 credits of graduate level CRM J courses have been completed. Of these 9 credits, the student must have completed CRM J 520 and CRM J 522. Additionally, the student is required to submit an updated curriculum vitae, a personal statement, and recommendation letters from at least two faculty from within the Department. Materials need to be submitted to the Graduate Coordinator by **January 10<sup>th</sup>** for admission taking place the following fall term. Students who wish to apply to the Ph.D. program are strongly encouraged to take 2 years to complete the M.A. program, as they will likely find it beneficial to wait until their second year in the program to apply for admission. The DCJC faculty will meet and determine if the student is acceptable to the Ph.D. program, pending the successful completion of these additional requirements: (1) the student must enroll in at least 9 CRM J graduate-level credits during the spring term, (2) the student must have at least a 3.5 cumulative GPA at the end of the spring semester, (3) a comparison of the candidate to external applicants, and (4) the availability of departmental resources. Once the student has met these additional requirements, the Graduate Coordinator will approve the [Add on Academic Program Degree Level form](#) and submit it to the Graduate School for processing.

## Milestones for Successful Completion of Graduate Degree

The following table, adapted from the Graduate School website, provides an overview of the process for completion the doctoral degree. See the Graduate School website (<https://gradschool.wsu.edu/students/>) to get more information.

Degree Program Action	Under the Direction of	Deadline to Complete

Obtaining an Advisor/Chair	Check with Department chair and Graduate director	As soon as possible after admission to the Graduate School.
Submission and Approval of Program of Study to the Graduate School	Graduate coordinator and signature approval from Department chair and final approval from Dean of Graduate School. An email confirming approval is sent to the Graduate coordinator and student.	M.A. students must submit the Program of Study form at the beginning of their second semester of study (i.e. Due February 1, 2022).  Ph.D. students must submit the Program of Study form at the beginning of their third semester of study (i.e. Due October 1, 2022).
Take Preliminary Examination, scheduled with the Graduate School (for Ph.D. students only).	Graduate coordinator, Graduate director, and final approval from Dean of Graduate School.	End of their fifth semester of study (Fall 2023).  <i>Preliminary examination must be taken at least four months prior to final thesis/dissertation defense.</i>
Apply for Graduation  <i>Directions available at: <a href="https://gradschool.wsu.edu/graduation-application/">https://gradschool.wsu.edu/graduation-application/</a>.</i>	Dean of Graduate School	Semester of graduation.  <i>You must have an approved Program of Study on file with the Graduate School, have passed Preliminary examination (for Ph.D. students), and have at least a 3.00 cumulative GPA to apply for graduation.</i>
Updating Graduation Degree	Graduate School email. Inform Graduate coordinator	Students who have applied to graduate but are unable to complete their requirements may update their application for graduation. Send an email with your name, WSU ID

	and Graduate director	number, and new graduation term to <a href="mailto:gradschool@wsu.edu">gradschool@wsu.edu</a> . The Graduate School will send you a form to update your graduation term. Return the completed form to <a href="mailto:gradschool@wsu.edu">gradschool@wsu.edu</a> for processing. Students whose Application for Graduation fee is more than one calendar year old will be required to reapply within myWSU and pay the fee again.
Schedule Final Examination	Graduate coordinator, Student's committee, Department chair, and final approval from Dean of Graduate School.	<p>You must have applied for graduation to schedule a final examination.</p> <p>Meet with your committee to identify a final exam date well in advance. Suggest selecting several dates that work for you before sending to your committee. Submit your examination scheduling form to the Graduate Coordinator <b>at least 10 business days</b> prior to the proposed exam date. Ph.D. candidates will also need to submit a complete draft of their thesis in PDF format to ProQuest at least 10 business days prior to exam date. Keep in mind Ph.D. chair and committee needs to review the complete draft before submitting to ProQuest.</p> <p><i>Second attempt final exam scheduling forms and drafts are due 15 working days prior to the proposed date of the exam.</i></p>
Complete Final Examination	M.A. or Ph.D. committee	Check here for specific deadlines: <a href="https://gradschool.wsu.edu/students/">https://gradschool.wsu.edu/students/</a>
Final Document Submission (for Ph.D. students only)	Graduate coordinator and Student's committee	<b>Ph.D. candidates</b> must update their ProQuest submission with their final dissertation (including revisions from your committee and the Graduate School). They also

		must email their Hold Harmless form and SED completion certificate to <a href="mailto:gradschool@wsu.edu">gradschool@wsu.edu</a> . They also need to upload their dissertation's title, abstract, and signature pages via myWSU after their final exam to be approved by their committee. All of these documents must be submitted <b>within 5 business</b> days after passing their final examination.
Commencement Participation	Graduation Fair	Those intending to participate in the ceremony must register at the Graduation Fair or at <a href="https://commencement.wsu.edu">https://commencement.wsu.edu</a> .

## STUDENT LEARNING OBJECTIVES AND OUTCOMES

### Overview

The graduate program in Criminal Justice and Criminology aims to prepare students to face and address security and justice challenges at the local, national, and international levels. This goal is achieved through the development of theoretical, methodological, and policy-related knowledge and skills as they pertain to criminal justice and criminology.

### Graduate Programs Objectives

Specifically, students in the graduate program in Criminal Justice and Criminology will:

- Understand and be able to conceptualize, analyze, and theorize the changing nature of crime, order, security, and justice issues in the current societal environment of the USA and the world; and
- Acquire the cultural, methodological, and analytical skills needed to interpret available information related to security and justice issues.

These objectives will be expressed differently at each level of the program.

### Graduate Programs Learning Outcomes

#### *M.A. Desired Learning Outcomes*

Students earning the M.A. in Criminal Justice will be able to demonstrate:

1. **Disciplinary Proficiency:** Students will be generally knowledgeable about criminal justice policy and criminological theory.  
*Assessment location:* CRMJ 530, CRMJ 555, DEJ course
2. **Diversity Knowledge:** Students will understand how history, structures of power and privilege, and cultural, social, and economic forces affect criminal justice and criminological outcomes.  
*Assessment location:* DEJ course

3. Methodological Competence: Students will be competent in the basics of criminal justice and criminological research, including research design and rudimentary quantitative analysis.

*Assessment location:* CRMJ 520, 522, and 540

4. Proficient Communication: Students will become capable communicators in terms of research according to professional standards in both written and oral formats.

*Assessment location:* All written coursework and oral presentations

### ***Ph.D. Desired Learning Outcomes***

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

1. Disciplinary Proficiency: Students will be generally knowledgeable across the entire field of criminal justice and criminology.

*Assessment location:* CRMJ 530, 555, Dissertation, and preliminary examination

2. Diversity Knowledge: Students will understand how history, structures of power and privilege, and cultural, social, and economic forces affect criminal justice and criminological outcomes.

*Assessment location:* DEJ course

3. Methodological Competence: Students will be competent in the full range research methods and analytical techniques used in the field of criminal justice and criminology.

*Assessment location:* CRMJ 520, 522, 523, and 540; Dissertation, and preliminary examination

4. Specialized Expertise: Students will develop a comprehensive understanding of the published scholarship and contemporary research methods in a specific, defined area of study within the field of criminal justice and criminology.

*Assessment location:* Preliminary examination and Dissertation

5. Proficient Communication: Students will become proficient communicators in terms of research and pedagogy according to professional standards in both written and oral formats.

*Assessment location:* All written coursework and oral presentations, Preliminary exam, preliminary examination, Dissertation defense and Dissertation

## **COURSEWORK REQUIREMENTS FOR THE DEGREE OF MASTER OF ARTS IN CRIMINAL JUSTICE AND CRIMINOLOGY**

The master's program is a non-thesis track program and does not require the completion of a master's thesis. Students are, however, strongly encouraged to obtain research experience if they plan to apply to Ph.D. programs. Students should read the description of this program below carefully.

The DCJC MA program requires the completion of 26 hours (9 courses) of graded course credit<sup>1</sup>. 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 26 hours of graded course work. However, students are encouraged to take 500 level courses for all of the credits in this program.

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<sup>1</sup> Master's students will be taking seven courses that are three credits per course, CRM\_J 522 is four credits, and CRMJ 514 is 1 credit, which equals a total amount of 26 hours of graded coursework.

In addition, students must sign up for at least 4 hours of CRM J 702 credits prior to graduation. CRM J 702 credits, which are evaluated as pass or fail only, represent efforts by students engaged in independent study and the preparation for the completion of the MA program. A Program Checklist is also available in Appendix A to help students keep track of their own progress.

### **Course Requirements:**

#### **Core Courses (20 credits)**

- CRMJ 513 – Multicultural Issues in Criminal Justice OR CRMJ 580 – Gender and Justice
- CRMJ 514 – Professional Development in Criminal Justice and Criminology (1 credit pass/fail)
- CRMJ 520 – Criminal Justice Research Methods OR Equivalent course
- CRMJ 522 – Foundations of Quantitative Methods OR Equivalent course
- CRMJ 530 – Criminal Justice: Processes and Institutions
- CRMJ 540 – Seminar in Evaluation Research
- CRMJ 555 – Seminar in Criminological Theory

#### **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. 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 702: Master's Special Problems, Directed Study, and/or Examination (4 credits minimum)**



- CRMJ 702 – Master’s Special Problems, Directed Study and/or Exam (*S or U grade*).

## **COURSEWORK REQUIREMENTS FOR THE DOCTOR OF PHILOSOPHY DEGREE IN CRIMINAL JUSTICE AND CRIMINOLOGY**

To obtain a Ph.D. in Criminal Justice and Criminology requires that a student complete a total of 72 semester hours, including a minimum of 39 hours of graded coursework<sup>2</sup> and a minimum of 33 hours of CRMJ 800 research credits. The following section sets out the specific coursework requirements. A Program Checklist is also available in Appendix A to help students keep track of their own progress.

### **Course Requirements:**

#### **Core Courses (24 credits)**

- CRMJ 513 – Multicultural Issues in Criminal Justice OR CRMJ 580 – Gender and Justice
- CRMJ 514 – Professional Development in Criminal Justice and Criminology (1 credit pass/fail)
- CRMJ 520 – Criminal Justice Research Methods OR Equivalent course
- CRMJ 522 – Foundations of Quantitative Methods OR Equivalent course
- CRMJ 523 – Intermediate Quantitative Methods
- CRMJ 530 – Criminal Justice: Processes and Institutions
- CRMJ 540 – Seminar in Evaluation Research
- CRMJ 555 – Seminar in Criminological Theory

#### **Electives (15 credits)**

Select five 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. DCJC courses include:

- 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

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<sup>2</sup> Doctoral students will be taking ten courses that are three credits per course; in addition to CRMJ 522 and 523, which are four credits per course and CRMJ 514 which is one credit. All of these graded courses will equal a total amount of 39 hours of graded coursework.

- 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 800 – Doctoral Research, Dissertation, and/or Examination (33 credits minimum)**

- CRMJ 800 – Doctoral Research, Dissertation, and/or Examination (*Satisfactory or Unsatisfactory grade*)

**Criminal Justice Courses (Seminars) Available**

*505 Comparative Criminal Justice 3* Comparative study of crime laws and criminal justice systems in selected foreign countries. Typically offered Fall and Spring. Cooperative: Open to UI degree-seeking students.

*510 Leadership in Criminal Justice 3* Study of leadership models and theories as they apply to criminal justice institutions. Typically offered Fall.

*511 Criminal Justice Management 3* Examines the theoretical framework for understanding criminal justice organizations through examining management theory, organizational dynamics, and administration research.

*512 Juvenile Justice 3* Examination of the major theories and contemporary issues related to juvenile delinquency, the juvenile justice system, gangs, and juvenile corrections. Typically offered Spring.

*513 Multicultural Issues in Criminal Justice 3* Critical examination of race, gender, and other diversity and cultural issues within the U.S. criminal justice system.

*514 Professional Development in Criminal Justice and Criminology 1* Professional aspects of research, teaching, and service activities in criminal justice and criminology. Typically offered Fall. S, F grading.

*520 Criminal Justice Research Methods 3* The design and execution of criminal justice research; critical examination of current research methods in criminal justice. Typically offered Fall.

*521 Advanced Topics in Criminal Justice Research Methods 3* May be repeated for credit: cumulative maximum 6 hours. Course Prerequisite: CRM J 520. Exploration of specialized topics in research methodology; topics may include qualitative methods, GIS, ethnography, and survey design.

*522 Foundations of Quantitative Methods 4* Application of foundational quantitative methods utilized in the field of Criminal Justice and Criminology. Typically offered Fall.

*523 Intermediate Quantitative Methods 4* Course Prerequisite: CRM J 522. Intermediate-level quantitative methods including logistic regression, factor analysis, propensity scoring and model building. Typically offered Spring.

*524 Advanced Topics in Quantitative Methods 3* May be repeated for credit: cumulative maximum 6 hours. Course Prerequisite: CRM J 523. Advanced quantitative methods used in criminal justice,

including time series, HLM, multi-level modeling, spatial analysis, and repeated measures analysis.

*530 Criminal Justice: Process and Institutions 3* Processes of criminal justice in the context of the social, political, and economic environments. Typically offered Fall. Cooperative: Open to UI degree-seeking students.

*531 Drugs, Alcohol, and Crime 3* Examination of the research and theory surrounding the relationship between alcohol, drugs, crime, and the criminal justice system.

*540 Seminar in Evaluation Research 3* Interrelationship of ideology, data, policy development, and policy implementation in public policy analysis. (Crosslisted course offered as CRM J 540, POL S 541). Typically offered Fall and Spring. Cooperative: Open to UI degree-seeking students.

*541 Seminar in Corrections 3* Current issues related to the control, management, and sanctioning of criminal offenders. Typically offered Fall and Spring. Cooperative: Open to UI degree-seeking students.

*542 Community Corrections 3* Examines correctional processes in a community setting, including probation, parole, and innovative community-based strategies for dealing with the offender.

*555 Seminar in Criminological Theory 3* Individual, situational and ecological correlates of criminal behavior; data sources and empirical research. Typically offered Spring.

*560 Prosecution and Adjudication 3* The function of courts and the behavior of prosecutors, defense attorneys and judges within the criminal justice system. Typically offered Fall and Spring.

*570 The Police and Society 3* Community and selected social institutional factors as related to their influence on police systems. Typically offered Fall and Spring. Cooperative: Open to UI degree-seeking students.

*572 Seminar in Comparative Policing 3* Study of the history, organization, and policies of policing systems in selected countries and of transnational policing. Typically offered Fall and Spring. Cooperative: Open to UI degree-seeking students.

*580 Gender and Justice 3* Criminal justice system's treatment of women offenders, victims, and professionals. Typically offered Fall and Spring.

*591 Seminar in the Administration of Criminal Justice 3* May be repeated for credit: cumulative maximum 6 hours. Current issues, problems, and critical concerns within the field of administration of criminal justice. Typically offered Fall, Spring, and Summer. Cooperative: Open to UI degree-seeking students.

*592 Proseminar in Administration, Justice, and Applied Policy Studies 3* May be repeated for credit: cumulative maximum 6 hours. Same as POL S 542. Typically offered Fall, Spring, and Summer.

*594 Special Topics in Comparative Criminology and Criminal Justice 3* May be repeated for credit: cumulative maximum 6 hours. Intensive study of specific topics in comparative criminal justice or criminology.

*595 Advanced Topics in Criminal Justice Institutions and Processes 3* May be repeated for credit: cumulative maximum 6 hours. In-depth study of issues associated with criminal justice institutions and processes.

*596 Special Topics: Criminal Justice and Public Health 3* May be repeated for credit; cumulative maximum 6 hours. Examination of public health ramifications of criminal justice policy and practice; public health approaches to violence and substance abuse prevention.

*600 Special Projects or Independent Study V 1-3* May be repeated for credit. Independent study, special projects, and/or internships. Students must have graduate degree-seeking status and should check with their major advisor before enrolling in 600 credit, which cannot be used toward the core graded credits required for a graduate degree. Typically offered Fall, Spring, and Summer. S, F grading.

*700 Master's Research, Thesis, and/or Examination V 1-18* May be repeated for credit. Independent research and advanced study for students working on their master's research, thesis and/or final examination. Students must have graduate degree-seeking status and should check with their major advisor/committee chair before enrolling for 700 credit. Typically offered Fall, Spring, and Summer. S, U grading.

*702 Master's Special Problems, Directed Study, and/or Examination V 1-18* May be repeated for credit. Independent research in special problems, directed study, and/or examination credit for students in a non-thesis master's degree program. Students must have graduate degree-seeking status and should check with their major advisor/committee chair before enrolling for 702 credit. Typically offered Fall, Spring, and Summer. S, U grading.

*800 Doctoral Research, Dissertation, and/or Examination V 1-18* May be repeated for credit. Course Prerequisite: Admitted to the Criminal Justice and Criminology PhD program. Independent research and advanced study for students working on their doctoral research, dissertation and/or final examination. Students must have graduate degree-seeking status and should check with their major advisor/committee chair before enrolling for 800 credit. Typically offered Fall, Spring, and Summer. S, U grading.

### **Thesis/Dissertation Submission and Formatting Requirements Guidelines**

You can find the Graduate School's thesis/dissertation submission and formatting requirements here: <https://gradschool.wsu.edu/documents/2014/12/dissertation-and-thesis-submission-guidelines.pdf>

### **Major Examinations for Master's and Doctoral Programs**

#### **Master's Program:**

#### ***Master's Final Non-Thesis Examination Process***

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

The performance at the oral defense is evaluated by the student's committee to ensure that the student has achieved the learning goals and objectives in the M.A. 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 or with an aspect of criminological behavior, 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. A student who does not successfully correct the inadequacies identified by the student's Master's Committee will be allowed to reregister for CRM J 702 the following semester and repeat the oral exam process.

### **Doctoral Program:**

#### ***Advancing to All But Dissertation (ABD) Status***

ABD status is an important milestone in a Ph.D. student's academic career as it indicates that a student is nearing the completion of our program. To obtain ABD status, students must take and pass the preliminary examinations.

#### ***Preliminary Examinations***

The preliminary examination is a program requirement for all students registered in the Doctoral Program in Criminal Justice and Criminology at Washington State University. The preliminary exam is scheduled for students' fifth semester in the doctoral program. Students must successfully pass their preliminary exam before proceeding to their dissertation proposal defense. Upon successful completion of their preliminary exam, students will advance to All But Dissertation (ABD) Status.

#### **Goals of the Preliminary Examination**

The purpose of the preliminary examination is to assess the student's ability to integrate and synthesize core knowledge in their area of specialization, specifically to demonstrate (1) understanding of enduring issues in their field of specialization, (2) familiarity with current debates and developments, and (3) critical thinking about related methodological/statistical issues.

#### **Components and Deadlines**

There are three components to the preliminary examination: (1) a reading and question list, (2) a take-home paper, and (3) an oral defense.

#### **Component 1: Reading and Question List Development**

**Description:** Students must produce a personalized reading list comprised of significant literature in their defined area of specialization. An area of specialization should be defined narrowly so that students can investigate the depth and richness of a subfield of interest (e.g., "policing" is too large but "gender in policing" is more adequate). The list must contain the foundational works in their area of specialization, including historical, contemporary, and methodological/statistical pieces. If needed, the student should consult their Chair to identify any weakness in their knowledge background and ensure these are addressed through the personalized reading list. Students will also submit for review a proposed list of five (5) questions focused on their substantive area of specialization and five (5) questions focused on the methodological/statistical aspects of this area of specialization. At least two (2) questions (one substantive and one methodological) must address an issue of diversity that is directly relevant to the area of specialization (i.e., overstudy or understudy of individuals or groups due to their race, ethnicity, culture, economic class, gender, disability, age, sexual orientation, or other important identity, as systemic substantive issue and methodological decisions). The proposed list of questions will be drafted collaboratively by the student and their Chair.

**Deadlines:** The personalized reading list must be created, reviewed and approved by the doctoral committee prior to the end of the student's fourth semester. The initial list of questions must be submitted by the student for review to the committee by the end of the 7<sup>th</sup> week of the student's fourth semester. The committee will review and return the list with any requested addition or

modification by the end of the tenth week of the student's fourth semester. The total number of questions approved should be ten (10). Once approved by the doctoral supervisory committee, the lists of both readings and questions will be submitted to the student file.

### **Component 2: Take-Home Paper Submission**

**Description:** Students must write a take-home paper over a period of 57 hours over three (3) days. In this paper, they will answer two (2) synthesis questions developed by the committee; one question will be substantive in nature and the other will be methodological/statistical. Each synthesis question will draw upon multiple reading sources and ideas from the list of questions. In their answer, the student will combine the information to create their own critical analysis of the pertinent literature. The take-home paper should therefore provide a comprehensive overview of the student's specialization area as it pertains to the question, drawing from the relevant historical and contemporaneous literature and providing a critical analysis of both the substantive and methodological/statistical ramifications. The take-home paper is expected to constitute a solid and critical analysis of the literature. The length (a minimum of 20 pages for the substantive answer and of 15 pages for the methodological/statistical answer), depth, writing quality and polish of the paper should reflect both the preparation work and account for the 57-hour writing time limit.

**Deadline:** Students can opt to start writing their take-home paper on any weekday / business day (i.e., Monday through Friday) during their fifth semester. They will receive the questions at 8am on the selected day and have 57 hours to complete the paper (i.e., until 5pm two days after they started). By 5 pm on the last day, students must have submitted their take-home paper to the committee. When scheduling their take-home paper, students should keep in mind that both the written examination and oral defense must be completed within 30 days, and the last day to schedule an oral defense as determined by Graduate School rules. They should also consider that the doctoral committee should have at least ten (10) business days to grade the written take-home. When a student decides on a date to write the take-home paper, both the written take-home paper and oral defense will be scheduled. The list of readings, list of questions, two synthesis questions developed by the committee, and the student's written take-home response will be made available to the department's graduate faculty on SharePoint in preparation of the oral defense.

### **Component 3: Oral Defense**

**Description:** Students must orally defend their take-home paper before their doctoral committee.

The process of the oral defense will be as followed:

- At the beginning of the defense the student will be asked to leave the room. During their absence the Chair of the committee will review the rules of the process and ascertain the order of the questions asked.
- There are two rounds of formal questioning (approximately 3-4 questions per round). The first round will focus on questions regarding the student's substantive answer and the second round will focus on their methodological/statistical answer. There may also be a third and more informal round of questioning or discussion if deemed appropriate by members of the doctoral committee. An additional round of questions from other graduate faculty members in attendance will conclude the defense. Students should note that the Graduate School encourages attendance and participation of other graduate faculty to oral defenses, including balloting.

- Students are only permitted to have the approved reading list and two synthesis questions, a copy of their take-home paper, and blank paper and writing instruments to take notes during the defense.
- At the end of the defense the student will be asked to leave the room and the Chair will provide the ballots to participating members of the graduate faculty.

**Deadline:** The oral preliminary will be scheduled when the student decides on a date to write the take-home paper. It must take place at least ten (10) business days after the completion of the written part, but also within 30 days of the completion of the written part and by the end of business day of the last day to schedule a preliminary examination according to Graduate School rules. All graduate school rules relative to the scheduling, conduct and process of preliminary exams apply, including balloting, failures, and appeals. Students must complete the entire examination process (written and oral) to pass the exam; choosing not to complete the oral after having “failed” the written will result in an automatic fail.

**Evaluation Criteria:** In order for the student to pass the preliminary examination (comprising both written and oral components), Graduate School rules dictate that 75% of participating graduate faculty rate the exam as passing on their ballots. On their written take-home paper, students will be evaluated on the knowledge and critical thinking demonstrated in their answers pertaining to their selected area of specialization, including their understanding of historical and contemporary research and methodological issues and solutions. Their answers must demonstrate a capacity to engage critically with the broad debates of the selected field. The committee and all participating graduate faculty will specifically consider: cohesion and clarity of the arguments; level of understanding of substantive and methodological areas; and ability to engage in a critical dialogue with the literature on the subject, whilst considering the time constraint of the exam. On the oral exam, students are evaluated on their understanding of the parameters of the literature in their chosen field of specialization and the cogent defense of their substantive and methodological/statistical positions on current debates and developments relative to this field.

### ***Dissertation Prospectus and Dissertation Process***

The dissertation is a three-stage process including the dissertation prospectus, the writing of the dissertation, and the final dissertation defense. 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. 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 preliminary examination. Collecting such data prior to a successful preliminary defense may result in requiring the student to discard any such data and results (this decision is made by the student’s Graduate Committee). Exceptions to this format will be at the discretion of the committee chair. The prospectus is expected to be reviewed by the student’s dissertation committee and successfully defended and approved by the committee prior to the completion of the dissertation. The student is encouraged to pursue the defense of a prospectus as soon as possible following the completion of coursework and the preliminary exam process.

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. The defense will consist of a presentation of the project lasting not less than 20 and not more than 40 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 dissertation defenses shall follow this standard format.

Once the prospectus is approved by the dissertation committee, the student will begin the writing and review process determined in coordination with the chair of the dissertation committee. 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 for 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. Students are encouraged to keep the iterative nature of this process in mind, as it could affect the date of defense.

The incorporation of a fourth committee members located either outside the Department or outside the University can have a lot of benefits. Students may benefit from a skill set or knowledge base that the Department does not possess as well as broaden 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. Failure to meet this criterion will result in students being unable to complete their dissertation. 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 Dissertation***

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 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 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.

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 and graduate faculty may join the balloting process, as indicated by Graduate School policy. 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. Following the presentation, 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>.

## **GRADUATE ASSISTANTSHIPS (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 Assistantships**

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 an instructor 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.

### **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 Christina Sanders in DGSS.

### **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 during the first year while the student establishes residency.

### **Residency Requirement**

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. **Therefore, you should establish residency right away after you arrive in Washington State.** 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>). For more information, please visit [Establishing Residency](#). For questions or assistance, contact Jenny Saligumba-Graham, [saligum@wsu.edu](mailto:saligum@wsu.edu).

### **Required Trainings**

Graduate students on assistantships will need to complete the following required trainings as soon as possible. The first training is the required *Responsible Research online training*, which takes approximately 2 hours to complete. **Students on graduate assistantship must take the training before their appointment paperwork can be processed.** International students will have a grace period of one semester to complete the training. Graduate students appointed Fall semester will need to complete the training by September 30th. You can complete the training here, [Complete the online training now](#). The second training is the *Training Series, Discrimination, Sexual Harassment, and Sexual Misconduct Prevention Training*. You can access the training on the [Compliance and Civil Rights website](#). Students must login with the WSU Network ID. **Please note**, CCR does not maintain record of completion. Students will receive email confirmation with their score. Students will need to add the Criminal Justice and Criminology WSU email ([criminaljustice@wsu.edu](mailto:criminaljustice@wsu.edu)) that is a secondary confirmation for the department, and the score will be sent to. The confirmation will include the score from the quiz as well as how long the user spends on the training. Students have the option of including their

WSU email and forwarding the score email right away to the department's email ([criminaljustice@wsu.edu](mailto:criminaljustice@wsu.edu)).

### **Teaching Assistantship Awards**

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

- 1) Grades – This typically includes overall GPA but may also focus on grades in more recent years (especially for students whose education covers more years than usual or for students whose grades show substantial change over time) and on grades in the degree area.
- 2) Faculty Evaluations of current students – each student's performance in the program will be evaluated by the Chair of their committee.
- 3) Work Performance – current TAs who have performed well on the job are likely to be continued on appointment as described in their admissions letter.
- 4) GRE Scores (when available).
- 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 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 December 15th of each year for the following academic year. Current students must submit an application to the Graduate 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 January, the full-time faculty members of the Criminal Justice and Criminology Department will examine each student's record and will evaluate all students according to the above criteria. These evaluations will be used as a guide to award teaching assistantships and, to a certain degree, other aid. Ultimately though, all assistantship decisions are made by the Department Chair and are based on faculty input and the availability of resources. 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 evaluations 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 also 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 their 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 their 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 their 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 their duties and a general evaluation of their potential as a classroom instructor using a Qualtrics Survey (Appendix D). 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 their 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 the program have failed to form a committee, file a program (in the case of the Ph.D.), and have at least a 3.00 GPA at the end of each semester shall normally be denied continuance in any assistantship or other kind of employment.

### **Leave Guidelines**

Per the Graduate School Policies and Procedures Manual, *there is no annual leave or sick leave associated with assistantship appointments.* For Graduate Leave, Medical Leave, or Short-term Parental Leave, see Chapter 5.A.6. Please note:

*The Graduate School has established a process to provide temporary financial assistance to programs to enable them to continue to support students on graduate assistant appointments (during the academic year only) during Short-term Parental Leave. These funds will be provided by the Graduate School to ensure that the graduate student's funding is continued during the approved leave period and the research/teaching efforts of the department are not adversely affected. Programs should request stipend replacement funds for graduate assistants who seek parental leave via the Short-term Parental Leave form, which should be signed by the student, the faculty advisor and the Program Chair, and submitted to the dean of the Graduate School. These short-term replacement funds will be available for graduate assistants on any funding source, but only during the academic year. In addition to the temporary stipend funds, the Graduate School will maintain resident and non-resident tuition waivers for the assistant during the approved Short-term Parental Leave period, not to exceed the current appointment period. For students on grant funding, the Graduate School will provide flexible tuition waivers to replace the QTR during the approved Short-term Parental Leave period.*

## **BUSINESS POLICY**

### *E. Graduate School Policy (1. Establishment of Policies)*

*Graduate School policy is established and changed by action of the dean of the Graduate School after review and approval by the Faculty Senate, with oversight by the provost and the president. Periodic updates to these policies and procedures will be made in the spring prior to the fall semester in which they will become effective. Changes required by law will be made immediately with the appropriate notification to the Faculty Senate, provost, and president. **Note:** Recommendations for changes in policy should be addressed to the dean of the Graduate School.*

*The graduation requirements of the Graduate School, which must be met for completion of a graduate degree program, are those published in the Policies and Procedures of the Graduate School in effect at the time of the student's initial admission as a regular or provisional student. Departmental requirements are those in effect at the time the student files a Program of Study. If a student is dropped from the University for failure to maintain continuous enrollment, the requirements of the Graduate School are those in effect at the time of re-admission to the Graduate School. Modification of certain aspects of Graduate School policy may be necessary to conform to legislation enacted by the State of Washington.*

### *2. Exceptions to Policy, Petition Process, Accommodations*

*Any request for an exception to policy for an individual student should be submitted in writing through the major professor and director/chair of the major graduate program, by the program's graduate academic coordinator via the Graduate Research Management (GRM) module in myWSU, to the dean of the Graduate School, who may then act upon the request. A petition process is available for a graduate student to petition for changes in course enrollment and academic calendar deadlines for the student's individual program. A Petition form is available on*

*the Graduate School forms website: <http://gradschool.wsu.edu/facultystaffresources/18-2/>.*

*Graduate students with disabilities that may require reasonable accommodation to meet the requirements of their academic studies and assistantship duties are encouraged to contact the Access Center. The Access Center will work with the student, the graduate program, and the Graduate School to ensure that reasonable accommodation is provided (see Chapter 12, Graduate Student Rights and Responsibilities).*

The Department of Criminal Justice and Criminology is a unit of the College of Arts and Sciences at Washington State University. Criminal justice faculty are located in Pullman and Vancouver. The department offers an undergraduate major on the Pullman and Global campuses and offers a graduate program on the Pullman campus. Vancouver faculty in the Department of Criminal Justice and Criminology are affiliated with the program in Public Affairs in Vancouver. The department is a collaborative, collegial, and diverse group of scholars who value excellence in teaching, scholarly research, and service and who are active in university leadership and development. These policies, procedures, and bylaws provide a framework for governance for operation of the department. Because no such document can anticipate institutional change, provision is made herein for its future alteration. Ultimately, however, we agree that these policies, procedures, and bylaws can never, and should never, substitute for our good will toward one another, and we have adopted them in a spirit of professional cooperation and mutual trust.

The policies, procedures, and by-laws set forth for the Department of Criminal Justice and Criminology are expressly made subject to, and should be construed as being consistent with the official rules, policies, and regulations that have been formally adopted by a) Washington State University (hereinafter the “University”); b) the College of Arts and Sciences or other college in which the department is housed in the future (hereinafter the “College”); c) the University’s Graduate and Undergraduate Catalogs; and d) all applicable laws, ordinances, and regulations of the United States and the State of Washington. Handbook requirements are those in effect at the time the student begins their graduate studies.

## **DEPARTMENTAL AWARDS AND SCHOLARSHIPS**

The Department of Criminal Justice and Criminology with collaboration from Alpha Phi Sigma, the Criminal Justice Club, and Criminal Justice Graduate Student Association, hosts an annual Awards Ceremony during the end of spring semester to recognize the outstanding service and achievements of our alumni, students, faculty, staff, and community members with scholarships, awards, and other forms of appreciation. The awards are selected by the appropriate body: either Criminal Justice faculty, the Undergraduate Studies Committee, the Graduate Studies Committee, graduate students, or undergraduate students. While the scholarships are selected with the help with the Undergraduate and Graduate Studies Committee. The GPC will send the invitation of the ceremony for the specific date, time, and place for the Awards Ceremony.

## **POLICIES ON ACADEMIC INTEGRITY, ETHICS, DISCRIMINATION, AND HARRASSMENT GRIEVANCES**

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/policies-procedures/>. 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 section 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 Standards of Conduct for Students contained in WAC 504-26. For disciplinary matters, please view the information at the following links:

1. Center for Community Standards website: <https://communitystandards.wsu.edu/>
2. Academic Integrity Standards and Procedures: <https://communitystandards.wsu.edu/policies-and-reporting/academic-integrity-policy/>
3. Alcohol and Drug Policy: <https://communitystandards.wsu.edu/policies-and-reporting/alcohol-and-drug-policy/>

### **1. Students with Disabilities.**

*The Graduate School is committed to providing equal opportunity in its services, programs, and employment for individuals with disabilities. Reasonable accommodations are available for students with a documented disability. **Students are responsible for initiating requests for reasonable accommodations and services that they need.***

#### **Requesting Reasonable Accommodations**

*Graduate students with identified disabilities should contact the Access Center before the semester that they plan to attend and 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. Contact information for the Access Center at each campus can be found at the following websites:*

- Pullman: <http://accesscenter.wsu.edu/>

*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 timeframe will be granted only upon a showing of good cause.*

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

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

### **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, 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 Center for Community Standards (<https://communitystandards.wsu.edu/>).

### ***Discrimination and Harassment***

Information on discrimination and harassment and the University's policy prohibiting discrimination and sexual harassment can be found at <http://oeo.wsu.edu/sghd/>. All graduate students on assistantship are required to complete the Human Resource Services' Discrimination, Sexual Harassment, and Sexual Misconduct Prevention Training.

### ***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 WAC 504-26. Information on academic dishonesty and related procedures can be found on the Office of Student Standards and Accountability website: (<https://conduct.wsu.edu/academic-integrity/>). Through the academic integrity violation process (see <http://academicintegrity.wsu.edu/students/Academic-Integrity-Violation-Process/>), the offending student will receive notice of the offense and will be given an opportunity to respond. The Standards of Conduct for Students 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 submissions of the same work or sabotage of others' work,
- knowingly furnishing false information to any University official, faculty member, or office,
- forgery, alteration, or misuse of any University document, record, or instrument of identification.

For a complete definition of academic dishonesty, see <https://conduct.wsu.edu/academic-integrity/>.

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

In the event that a graduate student becomes aware of any incidents of academic dishonesty, the graduate student should report the incident to the appropriate faculty member. The faculty



member is then responsible for notifying the Office of Student Standards and Accountability, which will determine whether a violation took place and, if so, the sanction(s) to be imposed. Sanctions imposed may include failure of the class, loss of assistantship, and/or dismissal from the graduate program. Cases of academic dishonesty may also be reported to the Graduate School.

### **3. Graduate and Professional Student Complaint and Grievance Procedures for Academic Progress and Other Issues.**

The graduate student complaint and formal grievance processes can involve several steps depending on the nature of the issue. There are many avenues available to Washington State University graduate students to resolve differences that might arise during the pursuit of an advanced degree. If a graduate program has its own grievance procedures, these procedures should be followed before utilizing the Graduate School's grievance procedures. In general, the operational principle 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 students should work with their major professor or advisor to resolve matters if possible. The next level would be the Program Director, 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 students should make an appointment with one of the Associate or Assistant 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.

#### **Graduate Student Complaint Procedures**

- a. Students are encouraged to first consult with their faculty advisor.
- b. If the advisor is unable to resolve the problem, the student is encouraged to discuss the problem with the department/program chair, and/or an appropriate faculty liaison, such as the graduate program director or departmental ombudsman.
- c. If the complaint cannot be resolved at the department or program level, the student should contact the Associate/Assistant Dean of the Graduate School designated by the Dean to hear student grievances (the Dean's designee).
- d. The Dean's designee will review the complaint and, at their discretion, will recommend possible actions for resolution to the student as well as to the department/program chair, director, college dean, and/or faculty liaison.

#### **Graduate Student Formal Grievance Procedures**

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

- a. The student must make a formal grievance request to the Dean of the Graduate School in writing, with signature. An email is not sufficient; however, an electronic version of the signed appeal sent from the student's WSU email is acceptable. The student must submit documentation describing their grounds for a formal grievance to the Dean. Formal grievances must be filed within 15 (fifteen) calendar days following a notice of decision. The dismissal will be held in abeyance until the university has rendered a final decision. However, progression through degree requirements (such as continued course enrollment, research activities, internships or clinical training activities) may be suspended.

- b. The Dean will assign these formal grievances to one of the Associate/Assistant Deans for full consideration and recommendation.*
- c. If the Associate/Assistant Dean deems it appropriate, the matter will be referred to an independent Committee on Graduate Student Rights and Responsibilities (CGSRR) for consideration and formulating recommendations of action to the Dean of the Graduate School. The CGSRR will operate with due respect to the rights of graduate students, faculty, and administrators including the conduct of interviews, the right of all parties to review and address allegations, and the right to a fair hearing. The CGSRR will deliberate and render a recommendation to the Dean of the Graduate School or the Dean's designee within 60 calendar days of being formed.*
- d. Recommendations for resolution of formal grievances will be acted upon by the Dean or the Dean's designee. A final decision will be made by the Dean of the Graduate School. The decision made by the Dean on academic matters is final.*

### **Graduate Student Appeal Procedures**

*An Appeal of the decision made by the Dean of the Graduate School can be made to the Provost if the graduate student believes there was a procedural error or failure to follow WSU or Graduate School policy during the complaint or grievance process. The written appeal to the Provost regarding procedural irregularities must be filed within fifteen (15) calendar days following the notice of the decision from the Dean of the Graduate School in response to the formal grievance. The appeal must be copied to the Dean of the Graduate School. If the Dean of the Graduate School does not receive a copy of the appeal within fifteen (15) calendar days, the student's right to appeal will be waived and the Dean's decision will be final. The Provost will not reopen cases for the purpose of re-investigating the grievance.*

### **4. Satisfactory Progress towards Degree**

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

### **5. Scholarship and Research**

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

#### **Authorship**

*The Office of Research Guidelines for Authorship Determination can be found at <https://research.wsu.edu/office-research/policies/authorship/>.*

#### **Data Ownership**

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

- a. Before data is collected, the principal investigator (PI) and project personnel must clearly understand who owns the data, who has the right to publish, and what requirements or obligations are imposed on the researcher or WSU.*

- b. Whenever a graduate student or postdoc leaves the lab a similar agreement shall be negotiated between the PI and the graduate student or postdoc.
- c. Collaborative research agreements regarding data ownership and use must be agreed to in writing prior to the collection of the data. In general, each member of the team should have continued access to the data/materials (unless a prior agreement was negotiated).

### **Data Collection**

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

### **Data Storage and Protection**

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

For additional information on the Universities data policies see

[http://www.wsu.edu/~forms/HTML/EPM/EP8\\_University\\_Data\\_Policies.htm](http://www.wsu.edu/~forms/HTML/EPM/EP8_University_Data_Policies.htm).

## **USEFUL (RESOURCES) LINKS**

- Benefits- Human Resources Services: (509) 335 – 4521 / [hrs@wsu.edu](mailto:hrs@wsu.edu) / <https://hrs.wsu.edu/employees/benefits/>
- Cougar Health Services: (509) 335 – 3575 / [cougarhealth@wsu.edu](mailto:cougarhealth@wsu.edu) / <https://cougarhealth.wsu.edu/>
- Financial Aid Office: (509) 335 – 9711 / [financialaid@wsu.edu](mailto:financialaid@wsu.edu) / <https://financialaid.wsu.edu/>
- Graduate School: (509) 335 – 6424 / [gradschool@wsu.edu](mailto:gradschool@wsu.edu) / <https://gradschool.wsu.edu/>
- Graduate and Professional Student Association: (509) 335 – 9545 / [presgpsa@wsu.edu](mailto:presgpsa@wsu.edu) / <https://www.gpsa.wsu.edu/>
- Housing and Residence Life Office: (509) 335 – 7732 / [housing@wsu.edu](mailto:housing@wsu.edu) / <https://housing.wsu.edu/home/>

- International Programs Office: (509) 335 – 4508 / [ip.intlservices@wsu.edu](mailto:ip.intlservices@wsu.edu) / <https://ip.wsu.edu/>

**APPENDIX A**  
**PROGRAM CHECKLIST FOR M.A. IN CRIMINAL JUSTICE AND**  
**CRIMINOLOGY**

Name: \_\_\_\_\_ ID: \_\_\_\_\_

Semester 1 (Fall 2021)		
Course:	Credit:	Grade:
Core: CRM J 513 or CRMJ 580	3	
Core: CRM J 514	1	
Core: CRM J 520	3	
Core: CRM J 530	3	
Total Credits: 10		
Semester 2 (Spring 2022)		
Course:	Credit:	Grade:

Core: CRM J 522	4	
Core: CRM J 555	3	
Elective:	3	
Total Credits: 10		
Semester 3 (Fall 2022)		
Course:	Credit:	Grade:
Core: CRM J 540	3	
Elective:	3	
CRM J 702	4	
Total Credits: 10		

**\*7 core graded courses required (20 credits); 2 electives required (6 credits); minimum of 4 credits of 702 required (at least 2 credits must be enrolled in last semester of study to take final MA Non-thesis Examination).**

## PROGRAM CHECKLIST FOR PH.D. IN CRIMINAL JUSTICE AND CRIMINOLOGY

Name: \_\_\_\_\_ ID: \_\_\_\_\_

Semester 1 (Fall 2021)		
Course:	Credit:	Grade:
Core: CRM J 513 or CRMJ 580	3	
Core: CRM J 514	1	
Core: CRM J 520	3	
Core: CRM J 530	3	
Total Credits: 10		
Semester 2 (Spring 2022)		
Course:	Credit:	Grade:
Core: CRM J 522	4	
Core: CRM J 555	3	

Elective:	3	
Total Credits: 10		
Semester 3 (Fall 2022)		
Course:	Credit:	Grade:
Core: CRM J 523	4	
Core: CRMJ 540	3	
Elective:	3	
Total Credits: 10		
Semester 4 (Spring 2023): Segment 1 of QE (Beginning of semester)		
Course:	Credit:	Grade:
Elective:	3	
Elective:	3	
Elective:	3	
CRMJ 800	1	
Total Credits: 10		
Semester 5 (Fall 2023): Segment 2 of QE (End of semester) = ABD		
Course:	Credit:	Grade:
CRM J 800	10	
Total Credits: 10		
Semester 6 (Spring 2024)		
Course:	Credit:	Grade:
CRM J 800	10	
Total Credits: 10		
Semester 7 (Fall 2024)		
Course:	Credit:	Grade:
CRM J 800	10	
Total Credits: 10		
Semester 8 (Spring 2025)		
Course:	Credit:	Grade:
CRM J 800	2 – 10	
Total Credits: 2 – 10		

**\*8 core graded courses required (24 credits); 5 electives required (15 credits); minimum of 33 credits of 800 required (at least 2 credits must be enrolled in last semester of study to take final PhD Thesis/Dissertation Examination)**

## APPENDIX B

### GRADUATE STUDENTS' ANNUAL EVALUATIONS BY FACULTY CHAIR(S) AND/OR GRADUATE DIRECTOR

1. First and last name of the student you are evaluating: \_\_\_\_\_
2. Are you part of this student's graduate committee?
  - A. Yes
  - B. No
  - C. Maybe (student has not submitted Committee Change form to Graduate School to make it "official")
3. Please rate the student on the categories below from 1 – 5:  
1= Below Average

2= Slightly Below Average

3= Average

4= Slightly Above Average

5= Above Average

- \_\_\_\_\_ Research performance
- \_\_\_\_\_ Work habits
- \_\_\_\_\_ Methodological skills
- \_\_\_\_\_ Rate of progress
- \_\_\_\_\_ Communication skills (written and oral)
- \_\_\_\_\_ General knowledge of criminal justice and criminology
- \_\_\_\_\_ Knowledge of specialty area
- \_\_\_\_\_ Overall rating

4. Comment on the students' progress for this calendar year for the following categories:

- Research performance: \_\_\_\_\_  
\_\_\_\_\_
- Work habits: \_\_\_\_\_  
\_\_\_\_\_
- Methodological skills: \_\_\_\_\_  
\_\_\_\_\_
- Rate of progress: \_\_\_\_\_  
\_\_\_\_\_
- Communication skills (written or oral): \_\_\_\_\_  
\_\_\_\_\_
- General knowledge of criminal justice and criminology: \_\_\_\_\_  
\_\_\_\_\_
- Knowledge of specialty area: \_\_\_\_\_  
\_\_\_\_\_
- Please add any additional information you believe is relevant explaining their overall rating above: \_\_\_\_\_  
\_\_\_\_\_

5. Expectations for the upcoming calendar year:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Is the student making progress toward completing their degree requirements? If you answered 'Not applicable' please explain why.

**Satisfactory Progress:**

Students who do not have any academic deficiencies, they will receive a letter that states they are making satisfactory progress in the program.

**Unsatisfactory Progress:**

Students will be considered "unsatisfactory" (1) if they fail to file a Program of Study (POS) in a timely manner (i.e. PhD student's POS is due on their third semester of study; MA student's POS is due on their second semester of study); (2) fail to enroll or completed required coursework with a GPA equal to or greater to a 3.0 in any one semester or receive a grade below a B-; (3) accumulate or fail to remove "incompletes" within one year; (4) fail preliminary examination; (5) fail to complete the publishable paper; and (6) make inadequate progress in the completion of the dissertation (for PhD students). p. 18 of 2021- 2022 CRMJ Handbook.

**Not applicable (Less than satisfactory):**

If an annual review for a student is less than satisfactory, a written copy of the review should be forwarded to the Graduate School. p. 58 of Graduate School Policies/Procedures

- A. Satisfactory Progress
- B. Unsatisfactory Progress
- C. Not Applicable (i.e. Less than satisfactory progress)

7. If the student's progress toward completing their degree requirements is considered unsatisfactory or not applicable, please explain why:

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8. Summarize what you believe are the student's strengths during this past calendar year:

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9. Summarize what you believe are the areas of improvement for this student during this past calendar year:

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10. Overall, do you consider this students' annual performance satisfactory?

- A. Yes
- B. No

11. If you answered 'No' (please considered unsatisfactory) and please explain why the student is consider unsatisfactory:

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12. Any additional information you would like to provide:

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## APPENDIX C

### ANNUAL REVIEW STUDENT SELF – EVALUATION

#### Part 1 - General Information.

*The annual review of students in the Ph.D. or M.A. in Criminal Justice and Criminology requires a student self-evaluation. The following outline is provided to prompt your thinking as your self-evaluation for the current academic year. Please submit any documents you believe will support your statements (i.e. completed publications, CV, notifications of awards, etc.). Please send your self-evaluation by November 12<sup>th</sup>.*

1. Your first and last name: \_\_\_\_\_
2. Name of your current academic chair (for current calendar year): \_\_\_\_\_
3. Name of your current committee members (for current calendar year): \_\_\_\_\_

4. Year in program: \_\_\_\_\_
5. Semester you hope to complete your degree: \_\_\_\_\_
6. Where you a Teaching Assistant (TA) or Research Assistant (RA) during the calendar year for the Department of Criminal Justice and Criminology?
  - A. Yes
  - B. No

*Skip To: Part 2. Question #11. If you answered "No" to Question #6. Where you a Teaching Assistant (TA) or Research Assistant (RA) during the academic year for the CRM J department?"*

7. Please write the name of your supervisor(s) for your TA or RA assistantship(s) for the calendar year.  
\_\_\_\_\_
8. Did you remain your full-time student status (at least 10 credits as defined in Graduate School policy manual, chapter 9) during the period of appointment (for current calendar year)?
  - A. Yes
  - B. No
9. Did you maintain a 3.0 cumulative GPA during the period of appointment (for current calendar year)?
  - A. Yes
  - B. No
10. Did you meet the service appointment of an average of 20 hours per week for 0.5 FTE as scheduled by the department/supervisor (or based on hours required for partial FTE appointment)?
  - A. Yes
  - B. No

**Part 2 - Academic Performance.**

11. Please select all the benchmarks that you have reached this calendar year.
  - I completed all the required courses.
  - I passed my preliminary exam.
  - I completed my prospectus
  - I earned a fellowship for my dissertation.
  - I had a journal article accepted for publication.
  - I published a technical report.
  - I completed my first author peer-reviewed publication.
  - I graduated with my M.A. degree and transitioned into the Ph.D. program.
  - I am on track to defend my final exam and graduate this calendar year.
  - I secured employment before graduating with my degree this calendar year. Please specify what type of job on took: \_\_\_\_\_
  - Other (please specify): \_\_\_\_\_
12. Please select all courses you have taken this past calendar year, and please write the grades you earned, if available.
  - CRM J 513: Multicultural Issues in Criminal Justice \_\_\_\_
  - CRM J 514: Professional Development in Criminal Justice and Criminology \_\_\_\_
  - CRM J 520: Criminal Justice Research Methods \_\_\_\_
  - CRM J 523: Intermediate Quantitative Methods \_\_\_\_
  - CRM J 524: Advanced Topics in Quantitative Methods \_\_\_\_

- CRM J 530: Criminal Justice: Process and Institutions \_\_\_\_
- CRM J 540: Seminar in Evaluation Research \_\_\_\_
- CRM J 541: Seminar in Corrections \_\_\_\_
- CRM J 555: Seminar in Criminological Theory \_\_\_\_
- CRM J 560: Prosecution and Adjudication \_\_\_\_
- CRM J 570: The Police and Society \_\_\_\_
- CRM J 580: Gender and Justice \_\_\_\_
- CRM J 600: Special Projects or Independent Study \_\_\_\_
- CRM J 702: Master's Special Problems, Directed Study, and/or Examination \_\_\_\_
- CRM J 800: Doctoral Research, Dissertation, and/or Examination \_\_\_\_
- Please list other electives or courses taken in other departments: \_\_\_\_\_

13. Summarize what you believe are your **current strengths** as they relate to the academic program.

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14. Identify any area(s) you believe are **relatively weak** when you consider your academic performance during this past calendar year.

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15. Identify those areas for which you desire specific faculty assistance/support in working through weaknesses.

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**Part 3 - Graduate Level Research and Writing Skills.**

*Responses to the following items will vary according to your status in the program (e.g. number of years enrolled, and number of credit hours completed).*

16. List the types of experiences you have had this year that specifically supported your growth toward competence as a researcher (e.g. critiques of articles, a review of literature, participation in data collection, data analysis, designing a study, executing a study, etc.).

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17. Describe any research activities you have pursued during this past academic year. Indicate the progress you have made in such areas as literature review, research design, data collection, data analysis, and preparation of a written support.

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18. List proposals and/or abstracts you prepared and submitted for conference presentations during the calendar year.

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19. List manuscripts submitted, accepted, or published during this past year, giving details in about authors, titles, and journals. Indicate status (e.g. under review, revised and resubmitted, in press, published, as well as corresponding dates, etc.).

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20. List grant applications in which you have been involved. Provide the title, agency and PI information, date submitted, and personal role.

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**Part 4 - Professional Development.**

*Development in the professional area of choice is on-going throughout one's career. Professional development includes coursework, independent readings, communications with scholars and practitioners near and far, attendance at conferences and workshops, and presentations of your own for collegial discussion.*

21. Describe your participation in professional development activities of any kind. Include your participation in program colloquia, professional conferences, teaching experiences, independent study, and other experiences that have enhanced your development as the professional you are in the process of becoming.

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22. Identify areas of professional development that you specifically intend to focus on in the coming year.

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**Part 5 – In Conclusion.**

23. Do you think you are making satisfactory progress in the program? If not, please explain.

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24. Are you getting the advising you need? If not, what do you feel you are missing?

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25. Are there any issues or problems you wish to make the Department Chair or Graduate Director aware of?

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**APPENDIX D**  
**TEACHING ASSISTANTSHIP EVALUATION FORM**



First and last name of the student you are evaluating:

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Describe the beginning of the class: how students enter, how the instructor welcome and address students prior to and at the beginning of the class; did it gain the class's attention and establish rapport?

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**Scoring Rubric:**

- 1= Not evident**
- 2= Evident at times**
- 3= Evident frequently**
- 4= Evident consistently**
- 5= Not applicable**

## Presentation-Instructional Strategies

	Not evident	Evident at times	Evident frequently	Evident consistently	Not applicable
Began class on time and in an organized manner	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Voice is audible and easily heard	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Voice reflects a variation of tone and pitch of voice for emphasis	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Uses clear articulation and pronunciation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maintains eye contact with the class	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Avoids reading from notes or texts for an extended time	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Speaks at a pace that allows students to take notes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Notices and takes time to address questions from students	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Makes the material interesting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Uses multimedia effectively as appropriate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Board writing is legible and organized	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Handouts are used effectively	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Effectively holds class attention	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Lesson Organization

	Not evident	Evident at times	Evident frequently	Evident consistently	Not applicable
The purpose and learning outcomes and objectives (written or verbal) were clearly delineated in class	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There was a contextualization of the previous class's presented material to today's	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There was an overview of today's lesson presented at the beginning of class	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The material was presented in a logical sequence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The presentation of the material was paced appropriately	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There were opportunities for students to apply concepts through examples	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Major points of the lesson were summarized	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Students were reminded of upcoming assignments, test, future lessons, as appropriate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



## Content Knowledge

	Not evident	Evident at times	Evident at times	Evident consistently	Not applicable
Included material worth knowing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Included material appropriate to student knowledge and background	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cited authorities to support statement, where appropriate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Presented divergent viewpoints were appropriate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrated command of the subject matter	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Shared current developments in the discipline	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Rapport with Students

	Not evident	Evident at times	Evidently frequently	Evident consistently	Not applicable
Shows respect and sensitivity to all students and avoids embarrassing them	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provides opportunity for questions and comments intermittently	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Uses positive reinforcement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Responds appropriately to any student disruptions, student nonverbal cues of confusion, boredom, or curiosity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Clarity

	Not evident	Evident at times	Evident frequently	Evident frequently	Not applicable
Defines new terms or concepts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Elaborates or repeats complex information	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Uses examples to explain content	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Responds to students' questions clearly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### Scoring rubric:

**1= No**

**2= Yes**

## General Observations

	No	Yes
Were methods and tools for in-class assessment used for immediate feedback (such as clickers, technology tools, interaction with the small groups, recall and review)?	<input type="radio"/>	<input type="radio"/>
Were there times when the students seemed particularly engaged?	<input type="radio"/>	<input type="radio"/>
Did some students dominate discussion?	<input type="radio"/>	<input type="radio"/>
Did the instructor encourage questions?	<input type="radio"/>	<input type="radio"/>

Were the students actively engaged in active learning?

Were the activities connected to the learning goals and objectives for this day?

Did the instructor facilitate the class discussion easily, if there was any?

Were there opportunities to promote inclusive teaching strategies in the classrooms (i.e., support meaningful and accessible learning for all students, promote a sense of belonging, encourage student success, etc.)?

Did the syllabus represent a diversity of points of views and authors?

Delivery methods used to present material, skill, and concept (Check all that apply):

Lecture

Class discussion

Small groups

Individual work

Demonstration

Questions and answers

Drill and practice

Use of technology

General Classroom Atmosphere (Check all that apply):

Formal

Informal

Noisy

Calm

Passive

Active

Tense

Relaxed

Disinterested

Excited

During the observation, the students were generally (Check all that apply):

Interested

Engaged

On-task

Bored

Doing something else

Other:

During observation, the instructor was generally (Check all that apply):

Interested

Enthusiastic

Positive

Encouraging

Making good eye contact

Other:

To what extent were the materials and presentation clear and purposeful?

Provide any comments you have on the rapport between students and instructor?

What seemed to work particularly well and why?

What might not have worked well and why or why not?

This Qualtrics report was shared with the TA instructor. The TA instructor signs below acknowledging having read the report. The TA instructor has the right to comment on the semester report if he/she wishes. These rejoinder comments will be shared with the TA advisor and department chair and placed in the student's file as well.

\_\_\_\_\_  
Signature of TA Instructor

\_\_\_\_\_  
Date

Comments: \_\_\_\_\_

\_\_\_\_\_  
Signature of TA Mentor

\_\_\_\_\_  
Date

Comments: \_\_\_\_\_

\_\_\_\_\_  
Signature of Department Chair

\_\_\_\_\_  
Date

Comments: \_\_\_\_\_

## APPENDIX E

### 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 \_\_\_\_\_
  - A Research Assistantship (RA) is an appointment in which a graduate student is engaged in research under a faculty member's supervision.
- Teaching Assistantship \_\_\_\_\_
  - A Teaching Assistantship (TA) is an appointment in which a graduate student's primary duty is teaching or serving as a teaching assistant. TAs are available to qualified graduate students in academic departments.
    - TA1 is a student who is helping a faculty member's course.
    - TA2 is a student who is teaching their own course.
- Grader \_\_\_\_\_
  - A grader is a student who is on a timeslip for up to 5 hours over their normal appointment. Students who do not have a graduate assistantship can work up to 10 hours per week.
- 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 kind of 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 preliminary exams? Yes \_\_\_ No \_\_\_
- How you submitted your Program of Study during your third semester of study? Yes \_\_\_ No \_\_\_

6. Please provide information on your accomplishments as a 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)
  - Do you have prior experience grading an undergraduate course?  
Yes \_\_\_\_\_ No \_\_\_\_\_ (if yes, describe)
  - Do you have prior experience TAing (assisting a professor) for an undergraduate course?  
Yes \_\_\_\_\_ No \_\_\_\_\_ (if yes, describe)
  - Do you have prior experience teaching an undergraduate course?  
Yes \_\_\_\_\_ No \_\_\_\_\_ (if yes, describe)
  - Have you won any awards or received other recognition from your teaching activities?  
Yes \_\_\_\_\_ No \_\_\_\_\_ (if yes, describe)
  - Are you involved in any service activities on campus?  
Yes \_\_\_\_\_ No \_\_\_\_\_ (if yes, attach reference only)
7. Are there additional accomplishments or factors you would like to call to our attention?

**Note: Along with this application, please also submit your curriculum vita and program of study form. For first year graduate doctoral students submitting program of study in their second semester at WSU is strongly encouraged but not required. All required information must be submitted to the Graduate Program Coordinator.**



## APPENDIX F

### SAMPLE OF PROGRAM OF STUDY

Below you will find an example of items that need to be added to your M.A. or Ph.D. Program of Study. Make sure you fill out the yellow highlighted areas.

M.A. Students (pg. 1):

<b>ARE YOU CURRENTLY STAFF/FACULTY AT WSU?</b> <input type="checkbox"/>			 <b>Graduate School</b> <b>PROGRAM OF STUDY REQUEST FORM</b>
<b>WSU ID:</b> <input type="text"/>	<b>DATE:</b> <input type="text"/>		
<b>NAME:</b> <input type="text"/>			
<b>DEGREE:</b> <input type="text" value="M.A."/>	<b>PROGRAM:</b> <input type="text" value="Criminal Justice and Criminology"/>	<b>THESIS/NON-THESIS:</b> <input type="text" value="Non-Thesis"/> <small>MASTERS STUDENTS ONLY</small>	
<b>RESEARCH TOPIC/GENERAL AREA:</b> <input type="text"/>			

**INSTRUCTIONS FOR COMPLETING THE PROGRAM OF STUDY REQUEST FORM**

Preparation of the program is the responsibility of the student in consultation with their advisor/committee chair and the committee. Students

Ph.D. Students (pg. 1):

<b>ARE YOU CURRENTLY STAFF/FACULTY AT WSU?</b> <input type="checkbox"/>			 <b>Graduate School</b> <b>PROGRAM OF STUDY REQUEST FORM</b>
<b>WSU ID:</b> <input type="text"/>	<b>DATE:</b> <input type="text"/>		
<b>NAME:</b> <input type="text"/>			
<b>DEGREE:</b> <input type="text" value="Ph.D."/>	<b>PROGRAM:</b> <input type="text" value="Criminal Justice and Criminology"/>	<b>THESIS/NON-THESIS:</b> <input type="text"/> <small>MASTERS STUDENTS ONLY</small>	
<b>RESEARCH TOPIC/GENERAL AREA:</b> <input type="text"/>			

**INSTRUCTIONS FOR COMPLETING THE PROGRAM OF STUDY REQUEST FORM**

Preparation of the program is the responsibility of the student in consultation with their advisor/committee chair and the committee. Students

M.A. and Ph.D. Students (pg. 2):

**PROGRAM OF STUDY APPROVAL**

*Signatures of the student, advisor, and committee are required and signify that the aforementioned individuals have reviewed this program and found it acceptable for an advanced degree in the student's field. Additionally, the individuals designated as members of the advisory committee agree to serve in this capacity and perform all required functions of this appointment.*

<input type="text" value="Dr. First and Last name"/> <small>COMMITTEE CHAIR</small>	<input type="text" value="Criminal Justice and Criminology"/> <small>GRADUATE PROGRAM</small>	<input type="text"/> <small>SIGNATURE AND DATE</small>
<input type="text" value="Dr. First and Last name"/> <small>COMMITTEE MEMBER (INDICATE IF SERVING AS CO-CHAIR)</small>	<input type="text" value="Criminal Justice and Criminology"/> <small>GRADUATE PROGRAM</small>	<input type="text"/> <small>SIGNATURE AND DATE</small>
<input type="text" value="Dr. First and Last name"/> <small>COMMITTEE MEMBER</small>	<input type="text" value="Criminal Justice and Criminology"/> <small>GRADUATE PROGRAM</small>	<input type="text"/> <small>SIGNATURE AND DATE</small>
<input type="text"/> <small>COMMITTEE MEMBER</small>	<input type="text"/> <small>GRADUATE PROGRAM</small>	<input type="text"/> <small>SIGNATURE AND DATE</small>
<input type="text"/> <small>COMMITTEE MEMBER</small>	<input type="text"/> <small>GRADUATE PROGRAM</small>	<input type="text"/> <small>SIGNATURE AND DATE</small>
<input type="text"/> <small>COMMITTEE MEMBER</small>	<input type="text"/> <small>GRADUATE PROGRAM</small>	<input type="text"/> <small>SIGNATURE AND DATE</small>

<input type="text"/> <small>DEPARTMENT CHAIR SIGNATURE AND DATE</small>	<input type="text"/> <small>STUDENT SIGNATURE AND DATE</small>
--	---

MINOR DEPARTMENT CHAIR SIGNATURE (If Applicable) AND DATE



Ph.D. Students (pg. 3): Option 1

**Please complete the following questions to determine if your research may require institutional review:**

- Does your research involve human subjects, including asking individuals to complete a survey?
- Does your research involve any animal subjects?
- Does your research involve biohazardous or radioactive materials?

If you answered "Yes" to any of the above questions, your research may require institutional review. Please contact the Office of Research Assurances ([www.ora.wsu.edu](http://www.ora.wsu.edu)) for information. Evidence of institutional review, or an exemption statement, will be required before scheduling a final exam.

**COURSEWORK: Graded (A-F)**

*If transferring coursework from another institution, please submit the course syllabus along with this form*

Course Prefix and Number	Course Title	Credits	Grade	Sem/Year Taken (Chronological Order)	WSU Instructor or name of Institution if requesting transfer credits
CRMJ 513	Multicultural Issues in Criminal Justice	3.00		Fall 2021	Dr. Hillary Mellinger
CRMJ 520	Criminal Justice Research Methods	3.00		Fall 2021	Dr. Melanie-Angela Neully
CRMJ 530	Criminal Justice: Process and Institutions	3.00		Fall 2021	Dr. David Brody
CRMJ 522	Foundations of Quantitative Methods	4.00		Spring 2022	Dr. First and Last Name
CRMJ 555	Seminar in Criminological Theory	3.00		Spring 2022	Dr. First and Last Name
ELECTIVE	TITLE OF COURSE	3.00		Spring 2022	Dr. First and Last Name
CRMJ 523	Intermediate Quantitative Methods	4.00		Fall 2022	Dr. First and Last Name
CRMJ 540	Seminar in Evaluation Research	3.00		Fall 2022	Dr. First and Last Name
ELECTIVE	TITLE OF COURSE	3.00		Fall 2022	Dr. First and Last Name
ELECTIVE	TITLE OF COURSE	3.00		Spring 2023	Dr. First and Last Name
ELECTIVE	TITLE OF COURSE	3.00		Spring 2023	Dr. First and Last Name
ELECTIVE	TITLE OF COURSE	3.00		Spring 2023	Dr. First and Last Name

Subtotal Credits of Graded Coursework: **38**  
INCLUDES ALL PAGES

**COURSEWORK: Non-Graded (S/F)**

List any S/F coursework in this space – please provide a specific course prefix, number, and the total number of credits for each course

CRMJ 514: Professional Development, 1 credit, Fall 2021 semester, Dr. First and Last Name

Subtotal Credits of Non-Graded Coursework: **1**

Research Credits (701 Capstone / 702 Non-Thesis / 700 Thesis / 800 Doctoral): **CRMJ 800** **33**

COURSE PREFIX AND NUMBER TOTAL RESEARCH CREDITS

**Total Credit Hours: 72**  
INCLUDING ALL PAGES

OR Option 2

**Please complete the following questions to determine if your research may require institutional review:**

- Does your research involve human subjects, including asking individuals to complete a survey?
- Does your research involve any animal subjects?
- Does your research involve biohazardous or radioactive materials?

If you answered "Yes" to any of the above questions, your research may require institutional review. Please contact the Office of Research Assurances ([www.ora.wsu.edu](http://www.ora.wsu.edu)) for information. Evidence of institutional review, or an exemption statement, will be required before scheduling a final exam.

**COURSEWORK: Graded (A-F)**

*If transferring coursework from another institution, please submit the course syllabus along with this form*

Course Prefix and Number	Course Title	Credits	Grade	Sem/Year Taken (Chronological Order)	WSU Instructor or name of Institution if requesting transfer credits
CRMJ 513	Multicultural Issues in Criminal Justice	3.00		Fall 2021	Dr. Hillary Mellinger
CRMJ 520	Criminal Justice Research Methods	3.00		Fall 2021	Dr. Melanie-Angela Neuilly
CRMJ 530	Criminal Justice: Process and Institutions	3.00		Fall 2021	Dr. David Brody
CRMJ 522	Foundations of Quantitative Methods	4.00		Spring 2022	Dr. First and Last Name
CRMJ 555	Seminar in Criminological Theory	3.00		Spring 2022	Dr. First and Last Name
ELECTIVE	TITLE OF COURSE	3.00		Spring 2022	Dr. First and Last Name
CRMJ 523	Intermediate Quantitative Methods	4.00		Fall 2022	Dr. First and Last Name
CRMJ 540	Seminar in Evaluation Research	3.00		Fall 2022	Dr. First and Last Name
ELECTIVE	TITLE OF COURSE	3.00		Fall 2022	Dr. First and Last Name
ELECTIVE	TITLE OF COURSE	3.00		Spring 2023	Dr. First and Last Name
ELECTIVE	TITLE OF COURSE	3.00		Spring 2023	Dr. First and Last Name

Subtotal Credits of Graded Coursework: **35**  
INCLUDES ALL PAGES

**COURSEWORK: Non-Graded (S/F)**

List any S/F coursework in this space – please provide a specific course prefix, number, and the total number of credits for each course

CRMJ 514: Professional Development, 1 credit, Fall 2021 semester; CRMJ 600, 3 credits, Spring 2023 semester, Dr. First and Last Name

Subtotal Credits of Non-Graded Coursework: **4**

Research Credits (701 Capstone / 702 Non-Thesis / 700 Thesis / 800 Doctoral): CRMJ 800 **33**  
COURSE PREFIX AND NUMBER TOTAL RESEARCH CREDITS

Total Credit Hours: **72**  
INCLUDING ALL PAGES

## APPENDIX G

### DEPARTMENT AND AFFILIATED FACULTY 2021 – 2022

#### Criminal Justice and Criminology Faculty

**DAVID BRODY**, Professor, WSU Pullman

Years at WSU: 1997 – present

Education: Ph.D., SUNY-Albany; JD University of Arizona

Research Interests: Criminal law; Criminal procedure; Administration of justice; Judicial evaluation; Judicial selection systems; Prosecution and adjudication; Law and social control; and the Jury system.

**LAURIE DRAPELA**, Associate Professor, WSU Vancouver

Years at WSU: 2001 – present

Education: Ph.D., University of Texas

Research Interests: Implementation and operation of therapeutic courts; Social Supports in Correctional Settings; Neurodiversity and Justice Practice; Offending desistance trajectories among youth.

**KATHRYN DUBOIS**, Associate Professor, WSU Vancouver

Years at WSU: 2007 – present

Education: Ph.D., Simon Fraser University

Research Interests: Epidemiology of intimate partner violence and sexual assault; violence in small towns; rural criminology; environmental criminology, alcohol and drug policy.

**CRAIG HEMMENS**, Professor, WSU Pullman

Years at WSU: 2013 – present

Education: Ph.D., Sam Houston State University; JD, North Carolina Central University

Research Interests: Criminal Procedure; Courts; Corrections

**FAITH LUTZE**, Professor, WSU Pullman

Years at WSU: 1995 – present

Education: Ph.D., Pennsylvania State University

Research Interests: Institutional Corrections; Community Corrections; Gender and Justice; Correctional Industries; Drug Courts; and Violence toward women.

**DAVID MAKIN**, Associate Professor, Director of the Complex Social Interaction Laboratory, and Undergraduate Director, WSU Pullman

Years at WSU: 2015 – present

Education: Ph.D., Washington State University

Research Interests: Technology and Police Practice (training, decision-making, incident management), Technology, Crime, and Criminal Justice, Sustainable Technology Integration, Intelligence-Led Policing, Social Systematic Event Modeling, and Advanced Research Methodologies.

**HILLARY MELLINGER**, Assistant Professor, WSU Pullman

Years at WSU: 2021 – present

Education: Ph.D., Justice, Law & Criminology, 2020, American University

Research Interests: Immigration and Asylum Policy; Criminalization of Migration; Immigration Legal Profession; Interpretation Challenges within the Criminal Justice and Immigration Systems; Intersections of the Immigration & Criminal Justice Systems

**MELANIE-ANGELA NEULLY**, Associate Professor and Department Chair, WSU Pullman  
Years at WSU: 2011 – present

Education: Ph.D. in Criminal Justice, Rutgers University; and in Psychology, University of Rennes, France.

Research Interests: Lethal violence; public health; medico-legal practices; mortality statistics; comparative criminal justice; qualitative methods.

**AMELIE PEDNEAULT**, Assistant Professor, WSU Pullman

Years at WSU: 2015 – present

Education: Ph.D. in Criminology, Simon Fraser University

Research Interests: Sexual offending; Situational Crime Prevention; Environmental criminology.

**ARIFA RAZA**, Assistant Professor, WSU Pullman

Years at WSU: 2021 – present

Education: Ph.D., in Ethnic Studies, University of California, Riverside; J.D., University of California, Los Angeles

Research Interests: Immigration/crimmigration; comparative race/ethnic studies; human trafficking; human rights; prison studies

**MARY STOHR**, Professor, WSU Pullman

Years at WSU: 2013 – present

Education: Ph.D., Washington State University

Research Interests: Correctional organizations; Inmate needs and assessments; Program evaluation; Green criminal Justice; Drug Policy and implementation.

**DALE WILLITS**, Associate Professor and Graduate Director, WSU Pullman

Years at WSU: 2015 – present

Education: Ph.D. in Sociology, University of New Mexico—Albuquerque

Research Interests: Drug policy, policing, race, research methods, and violence

## APPENDIX H

### 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 of Criminal Justice and Criminology](#). 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.

#### **Faculty:**

- Dr. Melanie-Angela Neuilly, Department Chair and Associate Professor
  - (509) 335 – 5465 / [m.neuilly@wsu.edu](mailto:m.neuilly@wsu.edu)
- Dr. Dale Willits, Graduate Director and Associate Professor
  - (509) 335 – 8320 / [dale.willits@wsu.edu](mailto:dale.willits@wsu.edu).

#### **Staff:**

- Dana (DeeDee) Torgeson, Administrative Manager
  - (509) 335 – 4249 / [torgeson@wsu.edu](mailto:torgeson@wsu.edu)
- Graduate Program Coordinator
  - (509) 335 – 8611 / [criminaljusice@wsu.edu](mailto:criminaljusice@wsu.edu)
- Sisouvanh (Sis) Keopanapay, Senior Academic Advisor/Internship Coordinator
  - (509) 335 – 1204 / [siskeo@wsu.edu](mailto:siskeo@wsu.edu)
- Tina Krauss, Academic Coordinator/Advisor
  - (509) 335 – 5467 / [tina.krauss@wsu.edu](mailto:tina.krauss@wsu.edu)