

# Indiana University

## GRADUATE PROGRAMS IN CRIMINAL JUSTICE

### GRADUATE POLICY HANDBOOK 2016-17

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## **I. GRADUATE PROGRAM IN CRIMINAL JUSTICE**

The Graduate Policy Handbook reflects policies and procedures pertinent to the graduate program in the Department of Criminal Justice at Indiana University Bloomington (DCJUS). The interpretation of these policies and procedures is the responsibility of the Committee on Graduate Studies (CGS) and its Chairperson, the Director of Graduate Studies (DGS).

Additions, deletions or modifications to the Graduate Policy Handbook become effective the year they are entered into the Handbook. *Students are subject to rules existing at the time of entrance into the program.*

**Not all University policies that may affect graduate students will be found in this Handbook. Students must also consult the [Indiana University Graduate School Bulletin](#) as well as the [College of Arts and Sciences Bulletin](#) for University regulations regarding graduate degrees.**

### **Indiana University Graduate School Bulletin:**

<http://bulletins.iu.edu/iu/gradschool/2015-2016/index.shtml>

**[Note: an updated version \(2016-17\) of the Grad Bulletin may soon be available for consultation.](#)**

If there are conflicts between this Handbook and University rules, the latter is controlling.

## **II. ADMISSION TO GRADUATE PROGRAMS IN CRIMINAL JUSTICE**

### **A. Admission Criteria and Procedure for the Master's Program**

1. The DCJUS admits students only to the fall semester. Domestic students must submit a complete dossier to support their application by January 15<sup>th</sup>. The deadline for international students is December 1<sup>st</sup>.

Normally, to be considered for admission to the program, all applicants must have an undergraduate grade point average (GPA) of at least 3.2 and a score of 160 or better on the Verbal Reasoning or 148 on the Quantitative Reasoning 600 or better on one of the two sections of the Graduate Record Examination (GRE). Typically, no score can be below 140 on the Quantitative Reasoning or below 146 on the Verbal Reasoning. In addition, the GRE Analytical Writing score cannot be below 4.0. GRE scores are valid for five (5) years from the test date.

All foreign students must submit TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing Service) scores. The minimum TOEFL score for foreign students is 600, or a computer based score of 250, or a minimum TOEFLibt score of 100. The minimum IELTS score is 7.5. TOEFL and

IELETS scores are valid for two (2) years from the test date.

2. Applicants must submit (a) an official undergraduate transcript, (b) a 300- to 500-word statement of academic and professional goals, (c) scores from the verbal, quantitative, and writing sections of the GRE, and (d) evidence of potential for success in graduate work, as attested by three letters of recommendation from faculty members familiar with the applicant's academic performance.
3. The Director of Graduate Studies shall process all inquiries and applications for admission.

## **B. Admission Criteria and Procedure for the Doctoral Degree**

1. Students with either a Bachelor's degree or a Master's degree may apply to the doctoral program.
2. The DCJUS admits students only to the fall semester. Domestic students must submit a complete dossier to support their application by January 15<sup>th</sup>. The deadline for international students is December 1<sup>st</sup>.

Normally, to be considered for admission to the program, all applicants must have an undergraduate grade point average (GPA) of at least 3.2 and a score of 160 or better on the Verbal Reasoning or 148 on the Quantitative Reasoning 600 or better on one of the two sections of the Graduate Record Examination (GRE). Typically, no score can be below 140 on the Quantitative Reasoning or below 146 on the Verbal Reasoning. In addition, the GRE Analytical Writing score cannot be below 4.0. GRE scores are valid for five (5) years from the test date.

All foreign students must submit TOEFL (Test of English as a Foreign Language) or IELETS (International English Language Testing Service) scores. The minimum TOEFL score for foreign students is 600, or a computer based score of 250, or a minimum TOEFLibt score of 100. The minimum IELETS score is 7.5. TOEFL and IELETS scores are valid for two (2) years from the test date.

3. Applicants must submit (a) an official undergraduate transcript as well as any graduate and professional school transcripts, (b) a 300- to 500-word statement of academic and professional goals, (c) scores from the verbal, quantitative, and writing sections of the GRE (plus TOEFL for international applicants), and (d) evidence of potential for success in graduate work, as attested by three letters of recommendation from faculty members familiar with the applicant's academic performance. Finally, all applicants must provide a resume describing past academic achievements and activities (e.g., assistantships, fellowships, research experience, internships, or other awards). The applicant may supplement the application with copies of theses, course papers, or published/presented papers.

### **C. Evaluation Procedures for Admission to Graduate Programs**

1. The dossier and credentials of candidates for admission will be reviewed and must be approved for admission by a majority of voting faculty members of the Committee on Graduate Studies (CGS).
2. In addition to those factors listed in sections II-A and II-B, other factors may be taken into account. These factors may include: LSAT scores, quality of undergraduate program, undergraduate major, relevant work experience, graduate course work, and/or research reports, publications, project reports, presentations, departmental fit, or other evidence of the student's ability to do graduate work in criminal justice at Indiana University.
3. While the factors stated in Sections II-A and II-B will be used in the admission process, the admission decision will be based upon an overall evaluation of the applicant's record. This is a competitive process and there are no guarantees of admission based upon the minimum requirements listed in this document. On rare occasions, exceptions to the minimum criteria are approved when there is other evidence that the applicant is a strong candidate to succeed in the graduate program. Such evidence is typically provided by (1) exceptional GPA or GRE scores, (2) outstanding academic performance in graduate courses, and (3) superior letters of recommendation.
4. Applicants recommended for admission by the department who do not meet the GPA or GRE criteria must be approved by the College of Arts and Sciences. If admitted, these students must register and complete nine credit hours (excluding incompletes) during their first semester after admission to the program. In addition, they must maintain a grade point average of 3.0 or better or they may be placed on academic probation.

### **D. Transfer Credit**

1. General Criteria
  - a. Transfer of credit is not an automatic occurrence.
  - b. Only credits earned with grades of B or better are eligible to be transferred.
  - c. Candidates for the Master's degree may transfer no more than 8 credit hours into the graduate program.
  - d. Candidates for the Ph.D. degree may transfer no more than 30 hours of graduate credit from other institutions.

## 2. Procedures

- a. The Chairperson of a student's Graduate Advisory Committee (GAC) (discussed later in this document) determines the validity of transfer credits and makes a recommendation to the DGS.
- b. A student will be asked to provide substantial documentation (e.g., syllabi or other supporting material) to the faculty advisor to support the case for transfer of credit.
- c. All petitions for transfer of graduate credit require the approval of the DGS. If accepted, the DGS will approve the form and forward it to the University Graduate School for final approval. All graduate students should work closely with the Graduate Secretary prior to initiating eDocs.
- d. Transfer credits that are accepted by the DCJUS and the College of Arts may not be counted for degree requirements if the credits have been completed more than a) five (5) years prior to the awarding of the degree for master's students or, b) seven (7) years prior to the passing of the qualifying examination for Ph.D. students.

### **III. GRADING, PROBATION AND DISMISSAL**

Please refer to the Indiana University Graduate School Bulletin and the College of Arts and Sciences for these policies.

### **IV. MASTER OF ARTS**

The DCJUS offers a multidisciplinary Master of Arts degree designed for students coming from a variety of bachelor degree programs. The degree may serve as a stepping stone to further graduate work, law school, or administrative, research, and management careers in the criminal justice system or the private sector.

#### **A. Requirements for the Master's Degree**

**Program of Study:** Students will determine their program of study with the assistance of a Graduate Advisory Committee (GAC) and the DGS. Students seeking the M.A. in Criminal Justice may choose to meet the requirements in Option 1, thesis; or Option 2, two substantial analytical papers.

**Option 1: M.A. in Criminal Justice, Thesis Option.**

1. At least 36 approved graduate course hours are required, including a course in research methods (P594) and a course in statistics (S501). Up to nine (9) hours of this coursework may be completed in courses outside the DCJUS. In addition, the student must complete a master's thesis for six (6) hours of graduate credit (P794).
2. It is the responsibility of the student to form an M.A. Thesis Committee consisting of a Chairperson and two additional members. The Chairperson must be a tenure-track member of the DCJUS. With the approval of the Chairperson of the M.A. Thesis Committee and the DGS, one of the additional members may be from outside the department or from another university.
3. Upon obtaining the written consent of all potential members, the student must notify the DGS by memo (with a copy to the Graduate Secretary) of the composition of the thesis committee.
4. Each student must develop an M.A. Thesis Proposal. Upon written approval of the M.A. Thesis Proposal by the committee members, the student shall provide for his or her departmental file one (1) copy which has been approved and signed by all members of the committee. The Chairperson of the M.A. Thesis Committee shall notify the DGS by memo of the existence of the signed proposal as well as the proposed thesis title.
5. Oral Defense of the Master's Thesis.
  - a. All requirements for the Master's degree must be completed by the end of the semester in which the thesis is being defended.
  - b. The oral examination shall be administered by the M.A. Thesis Committee.
  - c. An announcement of the oral defense, together with a PDF copy of the written thesis, must be distributed to all Criminal Justice faculty and graduate students at least two weeks before the date of the oral defense. The defense will be scheduled for the semester in which the student will be graduating. The defense may occur during any summer session provided the student obtains written permission from all committee members.
  - d. At the oral defense, the student's presentation of the thesis is open to the public, but the subsequent committee questioning and deliberation is only open to members of the M.A. Thesis Committee.
  - e. The thesis and oral defense will be evaluated as a combined effort.



- f. At the end of the oral defense, the Master's Thesis Committee members must vote upon the outcome of the thesis and defense. Four options are available to the committee: (1) Pass, (2) Conditional Pass, (3) Deferred Decision, and (4) Failure.
  - g. Should the student fail the defense, the oral defense must be repeated within one (1) semester of the first attempt.
  - h. It is the responsibility of the Chairperson of the M.A. Thesis Committee to notify the DGS and the Graduate Secretary in writing of the action taken by the Committee.
6. The thesis format must conform to those outlined in the Indiana University Graduate School Bulletin. Additional information regarding the formatting and duplication of theses may be found at <http://graduate.indiana.edu/theses-dissertations/formatting/masters.shtml>
7. The recommended bibliographic style and format for the thesis is American Psychological Association (APA) Style. The DCJUS requires that a double-spaced abstract (no more than 350 words) be bound with each thesis. In addition, the department also requires that students provide a table of contents. If tables, figures, appendixes, or abbreviations are used, lists of tables, figures, appendixes, or abbreviations (including page numbers) are required.
8. Copies of the thesis must include:
- a. one bound copy for the DCJUS archives;
  - b. one bound copy for the Chairperson of the M.A. Thesis Committee;
  - c. other copies as required by the University Graduate School. Students must consult with the University Graduate School regarding regulations for graduate theses.
  - d. Note: It is now possible to submit your M.A. Thesis electronically to meet the Graduate School requirements. However, the DCJUS continues to require one bound copy for the departmental archives and one bound copy for the Chairperson of the M.A. Thesis Committee.
9. Students admitted to the doctoral program who wish to earn a master's degree may use the qualifying exam (see below) to satisfy the M.A. thesis requirement towards the Master's degree.

**Option 2: M.A. in Criminal Justice, Substantial Analytical Paper Option.**

1. At least 36 approved graduate course hours are required, including a course in research methods and a course in statistics. Up to nine (9) hours of this coursework may be completed in courses outside the DCJUS.
2. M.A. students choosing not to complete a M.A. thesis are required to complete two (2) substantial analytical research papers. In both instances, substantial papers should involve significant research on a topic beyond the scope of work required in a typical graduate course and must reflect continued student/faculty interaction. Criteria for what fulfills the departmental requirements for substantial research papers are at the discretion of the supervising professor and the assigned reader.
3. It is the responsibility of the student to select a professor to supervise the substantial papers. The supervising professor must be a tenure-track member of the faculty of the DCJUS. The supervising professor in consultation with the student will select a second reader for each paper. It is the student's responsibility to notify the DGS & Graduate Secretary in writing the names of the supervising professor and the second reader.
4. The student must submit a proposal for the substantial papers to the supervising professor. For each paper, the proposal should include the following: statement of problem, method of analysis (conceptualization and operationalization of significant variables), and a preliminary bibliography.
5. The student will submit the substantial papers to the Graduate Secretary, both in electronic and hard copy form. The Graduate Secretary will distribute the papers to the supervising professor and the second reader.
6. After both papers have been approved by both the supervising professor and the second reader, the supervising professor will submit a final copy of the papers and the committee's approval in writing to the Graduate Secretary, who places these materials in the student's file and notes the fulfillment of the substantial paper requirement.
7. It is the responsibility of the student to ensure that the supervising professor provides written certification of approval of the papers once they have been completed, evaluated, and approved by the committee. See [Appendix B](#) for the format. The signed approval sheet will be submitted to the Graduate Secretary, along with the final approved version of the substantial papers. The final approved version of the substantial papers must be submitted in *both* hard copy and electronic form.
8. The DCJUS strongly encourages students to present these papers in a public forum, including regional and national conferences or the DCJUS' colloquium series.

9. Substantial papers must conform to the same format as M.A. theses.
10. The recommended bibliographic style and format for substantial papers is the American Psychological Association (APA) Style.
11. Final copies of each substantial paper must include:
  - a. one (1) copy for the DGS;
  - b. one (1) copy for the supervising professor;
  - c. one (1) copy for the student's file.

## **B. Graduate Advising for Master's Degree Candidates**

### **1. Assignment of Graduate Advisory Committee**

- a. Shortly after enrollment in the program, the DGS will assign students an academic advisory committee, known as the GAC. In making assignments, the DGS will consider the interests of the student and faculty members and the advisement load of faculty members.
- b. Students or members of the GAC may request reassignment at any time by petition to the DGS, though approval of requests for reassignment is not automatic. The DGS may also reassign students at any time. In reassigning or responding to a request for reassignment, the DGS will consider the interests of the student and faculty members and the advisement load of faculty members.

### **2. Duties and Responsibilities**

- a. The GAC and student should develop and review a plan of study which will provide course work that fulfills departmental and University Graduate School requirements and provides comprehensive professional training. Students are required to obtain approval of coursework selections from their GAC Chairperson before enrolling each term. If the Chair of their GAC is not available, another member of the student's GAC or the DGS may sign the student's Coursework Progress Sheet, indicating approval of the courses in which the student will enroll.
- b. At a minimum, students will meet with their GAC annually to review the student's academic progress toward the degree.
- c. Students must petition for course approval or transfer of credit through their

GAC. The student's GAC may approve courses other than those on the approved list of courses for credit toward the M.A. in Criminal Justice. However, transfer of graduate credits must be forwarded to the DGS for approval and final approval rests with the University Graduate School.

- d. The burden is on the student to demonstrate why the course or transfer of credit should be allowed.
  - e. The GAC Chairperson is responsible for approving all required forms.
  - f. Final responsibility for course selection and the meeting of departmental and University Graduate School requirements resides with the student.
3. **Appealing an Advisory Committee's Decision**

In the event a student disagrees with their GAC's decision on matters related to the graduate program (e.g., appropriate courses outside the department), the student may submit a written appeal to the DGS. The burden shall be on the student to show how the course fits into the Master's in Criminal Justice program.

### **C. Courses Outside of the Department of Criminal Justice**

A student may choose courses outside of the DCJUS to complete M.A. requirements. Students should be aware that fee remissions may not cover courses taken outside the College of Arts and Sciences. Students whose academic program requires courses outside the College must first consult their GAC and then seek final written approval from the DGS.

The College of Arts and Sciences fee remission policy can be found at [Appendix E](#).

### **D. Degree Completion**

It is the student's responsibility to meet all DCJUS and University School requirements for graduation. Students should keep track of deadlines and graduation requirements as they progress toward the degree. A list of general degree requirements can be found at <http://graduate.indiana.edu/academics-research/graduation.shtml>

## **V. DOCTOR OF PHILOSOPHY**

### **A. Mission Statement**

The mission of the doctoral program in Criminal Justice at Indiana University is to

provide students with a creative academic learning environment to pursue research, scholarship, and teaching on issues relating to crime and criminal justice broadly defined. Students will be exposed to multi-disciplinary perspectives from faculty within the Department as well as to courses and methodological approaches engaged by scholars from other disciplines in one of the premier research universities in the country. While students will be required to fulfill a select number of core requirements offered within the Department, students are encouraged to work closely with individual faculty members and take advantage of the wide disciplinary offering available throughout the university to shape the graduate curriculum that will allow them to pursue cutting edge research and scholarship in their areas of interest.

## **B. Requirements**

1. The Doctor of Philosophy degree will require a total of 90 credit hours beyond the bachelor's degree, of which 12 hours are required courses. Of the remaining credit hours, up to 30 may be dissertation credit hours (P859). A student must have at least one minor area from outside the DCJUS. The requirements for the outside minor are defined by the department offering the minor as specified by the Indiana University Graduate School Bulletin.
2. Students are required to complete three (3) hours in research methods, three (3) hours in introductory statistics, and 3 hours of coursework advanced statistics or 3 hours of qualitative research methods coursework. Students must also complete a research tool requirement that may be satisfied by completing three (3) hours in a research practicum (P599) or other research skills course(s). The student's GAC Chairperson must approve the means by which this requirement is met, and notify the DGS and the Graduate Secretary in writing which course meets the requirement for the research tool. (See C. below.)
3. Students admitted directly into the Ph.D. program without a graduate degree in criminal justice may earn a M.A. degree in criminal justice by completing all of the M.A. requirements specified in this Handbook.

## **C. Research Tool Requirement**

All students must complete a research tool requirement. The intent of the tool requirement is to develop individualized research skills beyond those acquired in the core research methods and statistics courses. The research tool requirement may be satisfied by either three (3) credits of advanced qualitative or quantitative research methods, or an advanced statistics course beyond the required 9 credits mentioned in B.2. Completion of the foreign language requirement, which meets the standard set by the College of Arts and Sciences, may be used to meet the Research Tool Requirement, if approved by the student's Graduate Advisory Committee and their Doctoral Dissertation Committee. A student's Doctoral Dissertation Committee may also require the completion of additional course work

necessary for the dissertation research.

1. **Research or Statistics Coursework:** Students opting to satisfy the research tool requirement through coursework may choose among several options, subject to approval of the student's advisory committee:
  - a. P599 Research Practicum (minimum 3 credits)
  - b. P751 Topical Research Seminar (minimum 3 credits) or
  - c. other Graduate Courses in Methods and Statistics with approval of the student's GAC (minimum 3 credits).
2. **Foreign Language Requirement:** A student may elect to complete the foreign language requirement in lieu of the research skills requirement, if the former would be more beneficial to the student's dissertation. This decision must be made in consultation with the student's GAC. A student whose native language is not English may either (1) demonstrate the required proficiency in that native language or (2) use English to meet foreign language requirements. Proficiency in English may be demonstrated by passing the Test of English as Foreign Language (TOEFL) examination. Consult the Indiana University Graduate School Bulletin for further information on establishing language proficiency.

#### **D. Graduate Advising for Doctoral Degree Candidates**

##### **Assignment of the Graduate Advisory Committee**

Shortly after enrollment in the program, the DGS will assign students an academic advisory committee, known as the GAC. In making assignments, the DGS will consider the interests of the student and faculty members and the advisement load of faculty members.

Students or faculty may request reassignment at any time by petition to the DGS, though approval of requests for reassignment is not automatic. The DGS may reassign students or faculty at any time. In reassigning or responding to a request for reassignment, the DGS will consider the interests of the student and faculty members and the advisement load of faculty members.

##### **1. Duties and Responsibilities**

- a. The GAC and student should plan, develop, and review a plan of study which will provide course work that fulfills departmental requirements and provides comprehensive professional training. The GAC and student should develop

and review a plan of study which will provide course work that fulfills departmental and University Graduate School requirements and provides comprehensive professional training. Students are required to obtain approval of coursework selections from their GAC Chairperson before enrolling each term. If the Chair of their GAC is not available, another member of the student's GAC or the DGS may sign the student's Coursework Progress Sheet, indicating approval of the courses in which the student will enroll.

- b. At a minimum, students will meet with their GAC annually to review the student's academic progress toward the degree.
- c. Students must petition for course approval or transfer of credit through their GAC. The student's GAC may approve courses other than those on the approved list of courses for credit toward the Ph.D. in Criminal Justice. However, transfer of graduate credits must be forwarded to the DGS for approval. Final approval of transfer credit rests with the University Graduate School.

Transfer credits that are accepted by the DCJUS and the College of Arts may not be counted for degree requirements if the credits have been completed more than a) five (5) years prior to the awarding of the degree for master's students or, b) seven (7) years prior to the passing of the qualifying examination for Ph.D. students.

- d. The burden is on the student to demonstrate why the course or transfer of credit should be allowed.
- e. The GAC Chairperson is responsible for signing all required forms.
- f. Final responsibility for course selection and the meeting of departmental and University Graduate School requirements resides with the student.

## **2. Appealing a Graduate Advisory Committee's Decision**

In the event a student disagrees with their GAC's decision on matters related to the graduate program, the student may appeal to the DGS. The burden shall be on the student to show how the course fits into the Ph.D. in Criminal Justice program.

## **3. Courses Outside of the Department of Criminal Justice**

A student may choose courses outside of the DCJUS to complete Ph.D. requirements. Students should be aware that fee remissions may not cover courses taken outside the College of Arts and Sciences. Students whose academic program requires courses

outside the College must first consult their GAC and then seek final approval from the DGS.

The College of Arts and Sciences fee remission policy can be found at [Appendix E](#).

## **E. Doctoral Certification**

### **1. Qualifying Examination**

The purpose of the qualifying exam is two-fold. First, the exam is designed to establish the student's understanding and comprehension of substantive scholarship, theories and methods pertaining to the major areas of criminology and criminal justice. Second, the exam is designed to establish a student's ability to engage in scholarly activity that demonstrates a readiness to move forward to the dissertation stage. The exam may take a variety of forms. Examples include a manageable research study using existing or newly collected data, a critical and substantive literature review regarding a topical area of interest to the student, or the development of conceptual or theoretical argument addressing a substantive issue in one of the major topic areas. The specific form, topic and methodological approach will be determined in consultation with a student selected supervisor, a student selected exam member and a faculty member appointed by the Committee on Graduate Studies. Important: Unless specifically waived, your qualifying exam committee must also include a member from the department of your PhD minor. Please check with the CJUS Graduate Secretary before forming your qualifying examination committee. Typically, the paper should not exceed 40 pages in length and the student will have three months in which to complete the exam once the topic has been determined and approved by the exam committee. Two-thirds of the exam score will be based on the written component of the exam. One-third of the exam score will be based on the oral presentation.

All doctoral students are expected to demonstrate basic proficiency by passing one (1) Qualifying Examination, following completion of required coursework.

- a. The Qualifying Examination will consist of three phases: the proposal, the written exam, and the oral defense.
  - (1) It is expected that the written component of the qualifying exam will be of publishable quality.
- b. If the student so desires, this qualifying exam will count toward the M.A. "thesis option" in the DCJUS. Thus, Ph.D. students who complete this qualifying exam and who complete all other University Graduate School requirements for the M.A. in the course of their Ph.D. work in the DCJUS will be awarded an M.A. degree if they so desire.



- (1) Students who have already received an M.A. in another department or university are not exempt from completing this Qualifying Examination.
- c. Students must form their qualifying exam committee by the end of the second year and complete their exam by the end of the third year.
- (1) This committee must consist of a Chairperson and two additional members, all of whom must be DCJUS faculty. The committee must also consist of a designated faculty member from the minor department unless written waiver is obtained from that faculty member and filed with the Graduate Secretary. A further non-voting member from outside the DCJUS may be added in an advisory capacity. With the approval of the Chairperson of the committee, the outside member may be from another university.
  - (2) The student must inform the DGS in writing (with a copy to the Graduate Secretary) of the formation and composition of the Qualifying Examination Committee.
- d. Soon after forming the Qualifying Exam Committee, the student must develop a proposal for the qualifying exam.
- (1) The intent of this proposal is to allow the student to demonstrate knowledge in the area of the proposed project by (a) situating the project in the broader theoretical and empirical literature and (b) formulating a refined research question.
  - (2) This proposal must be approved by the entire Qualifying Examination Committee before the student progresses with the written work. It is the responsibility of the committee chair to submit an approval memo to the Graduate Secretary for inclusion in the student's file.
- e. An oral defense is required.
- (1) An announcement of the oral defense, together with a PDF copy of the written exam, must be distributed to all DCJUS faculty and graduate students, at least two weeks before the date of the oral defense.
  - (2) The oral examination shall be administered by the Qualifying Examination Committee.
  - (3) The student presentation of the qualifying exam and the committee's questioning of the student are open to the public, but the committee's deliberations are open only to members of the Qualifying Examination Committee.

f. The written exam and the oral defense will be evaluated as a combined effort.

- (1) This evaluation is to be made by the entire three-person committee by majority vote.

Possible outcomes are Pass with Distinction, Pass, or Fail. The Qualifying Examination Committee may request revisions and corrections prior to final approval before passing the examination.

- (2) Upon failure, the written exam and the oral defense must be repeated within one semester of the first attempt.

If the student fails a second time, the student will be dismissed from the program.

It is the responsibility of the Chairperson of the Qualifying Examination Committee to notify the DGS in writing of the action taken by the committee, with a copy to the Graduate Secretary. See [Appendix C](#) for the format for the qualifying examination approval cover sheet. It is the student's responsibility to prepare this sheet and have it available at the defense

- (3) The format of the written qualifying exam must conform to those outlined in the Indiana University Graduate School Bulletin. See <http://graduate.indiana.edu/theses-dissertations/index.shtml>

- (1) The recommended bibliographic style and format for the qualifying exam is American Psychological Association (APA) Style. The department requires that a double-spaced abstract (no more than 350 words) be bound with each exam. In addition, the department also requires that students provide a table of contents. If tables, figures, appendixes, or abbreviations are used, lists of tables, figures, appendixes, or abbreviations (including page numbers) are required.

- (2) It is the responsibility of the student to ensure that a copy of the written exam and the grade have been filed with the DCJUS Graduate Secretary, both in hard copy and electronic form. For those students who wish the Qualifying Examination to count toward an M.A., hard copies of the exam must include: one (1) copy for the department archives, one (1) copy for the Chairperson of the committee, and other copies as required by the University Graduate School. Students must consult with the University Graduate School regarding regulations for graduate theses.

## **2. Admission to Candidacy**

### **a. Qualification for Candidacy (to be completed prior to beginning the dissertation)**

- (1) Completion of 12 hours of required coursework, including P954 (Research Methods), 3 credit hours of Introductory Statistics, 3 credit hours of Advanced Statistics or Qualitative Methods, and 3 credit hours of research tool coursework, or if necessary, a reading knowledge of foreign language. (Foreign Language courses must be approved and meet the requirements of the College of Arts and Sciences and the University Graduate School.)
- (2) Completion 60 course credit hours.
- (3) At least one (1) minor area of study from outside the Criminal Justice Department. Requirements for the outside minor will be specified by that unit.

### **b. Formal Admission to Candidacy**

- (1) Following the passing of the qualifying exam and the completion of all coursework, the DGS will approve a “Nomination to Candidacy” eDoc. This eDoc must be initiated by the student, in consultation with the Graduate Secretary.
- (2) Upon approval of the Dean, the student will be admitted to candidacy
- (3) The date of successful completion of the qualifying exam is the date used in determining the seven-year periods for currency of course and completion of dissertation (see Indiana University Graduate School Bulletin).

## **F. Doctoral Dissertation**

### **1. Dissertation Committee**

- a. It is the responsibility of the student to form a Doctoral Dissertation Committee consisting of a Chairperson who will direct the dissertation and four (4) additional members. The Chairperson must be a tenure-track member of the department and a member of the Graduate Faculty with the endorsement to direct doctoral dissertations (see Indiana University Graduate School, Academic Bulletin). Exceptions may be requested by the DCJUS Chairperson to the

University Graduate School, if special expertise in an area is held by a member of the graduate faculty who does not have this endorsement. At least three (3) of the remaining four members of the committee must be from the DCJUS, and one (1) should be a representative of the minor(s), unless the minor department waives in writing their right to serve on the dissertation committee. Any such waiver must be submitted to the Graduate Secretary. The final member of the committee may be from the department, outside the department or outside the University. All committee members outside of the department must be approved by the Dean of the University Graduate School. (Contact the DGS for information on this approval process.) Any exceptions must be approved by the DGS in consultation with the Chairperson of the student's Doctoral Dissertation Committee.

- b. The student must notify the DGS in writing (with a copy to the Graduate Secretary) of the composition of the Doctoral Dissertation Committee.
- c. Faculty members who are on joint academic appointments of 50% or more in the DCJUS are considered to be inside the department.
- d. All members of the committee must be members of the Graduate Faculty, unless specifically approved by the Dean of the Graduate School.
- e. Before collecting any dissertation data, students are required to work with their Doctoral Dissertation Committee Chairperson to seek Institutional Review Board (IRB) approval for dissertation research involving Human Subjects. Please refer to: <http://researchadmin.iu.edu/policies.html>
- f. Students must provide a copy of IRB approval or waiver of human subjects approval (and any subsequent modifications and/or approvals) to the Graduate Secretary.

## **2. Dissertation Proposal**

- a. Dissertation proposals may be submitted only after successfully completing the required Ph.D. qualifying exam.
- b. An oral defense of the dissertation proposal is required.
  - (1) The Chairperson of the Doctoral Dissertation Committee is responsible for scheduling the defense. The defense is administered by the Doctoral Dissertation Committee.
  - (2) An announcement of the oral defense, together with a PDF copy of the written dissertation proposal, must be distributed to all DCJUS faculty and graduate

students at least two (2) weeks before the date of the oral defense.

- (3) Unless the Chairperson of the Doctoral Dissertation Committee voices a compelling reason otherwise, the student presentation of the dissertation is open to the research community, but committee questioning of the student and its deliberations are open only to the members of the Doctoral Dissertation Committee.
- (4) At the end of the oral defense, the committee must vote upon the outcome. Three options are available to the committee: (a) Accept, (b) Conditional Acceptance, and (c) Failure. In order to fail a student all committee members must elect to do so. If the decision is not unanimous to fail the student, then the outcome is conditional acceptance.
- (5) When all members of the committee approve and sign the proposal, the student shall provide one (1) copy of the proposal for his or her file in the department office. The proposal is to be signed by all members of the Doctoral Dissertation Committee. In addition, the Doctoral Dissertation Committee Chairperson shall notify all faculty members by memo of the title of the proposal and the presence of the signed proposal in the student's file.
- (6) The student is required to submit to the University Graduate School a one- or two-page prospectus of the dissertation research that has been approved by the student's committee. At the same time, the department shall complete the "Nomination of Research Committee for the Ph.D." and submit it for approval by the dean. IRB approval paperwork must also be submitted along with the "Nomination of Research Committee for the Ph.D." paperwork. The prospectus must be approved by the University Graduate School at least six (6) months before the defense of the dissertation.

### **3. The Dissertation**

- a. Changes in the membership of the Doctoral Dissertation Committee require the student to notify the committee Chairperson, the DGS, and the Graduate Secretary in writing. In addition, a "Request for Change of Research Committee Member(s)" form must be submitted to the University Graduate School for their approval.
- b. The suggested reference format and style of the dissertation is American Psychological Association (APA) Style. Graduate students working on their dissertations are eligible for an additional Student Technology Centers (STC) printing bonus of an additional 500 pages (one time only), which is available only upon faculty request.

- c. The candidate must also submit to the University Graduate School a 350-word abstract of the dissertation that has been approved by the dissertation committee.
- d. Copies of the Dissertation must include:
  - (1) one (1) bound copy for the DCJUS archives;
  - (2) one (1) for the Chairperson of the committee;
  - (3) other copies as required by the University Graduate School; students should consult with the University Graduate School regarding dissertation guidelines.

Detailed information can be found at:

<http://graduate.indiana.edu/theses-dissertations/index.shtml>

For on-line dissertation submission guidelines, go to:

<http://dissertations.umi.com/Indiana/>.

#### **4. Oral Defense of Dissertation**

- a. Doctoral students must be admitted to candidacy before the oral defense of the doctoral dissertation is scheduled.
- b. The dissertation defense is administered by the Doctoral Dissertation Committee.
- c. The Chairperson of the Doctoral Dissertation Committee shall be responsible for scheduling the defense. It is the responsibility of the student to submit to the University Graduate School a one-page announcement of the final examination at least 30 days prior to the scheduled defense of the dissertation, with a recommendation of the Graduate Recorder of an additional two week lead time. This announcement must follow a format available in the University Graduate School and rules established by the University Graduate School. The announcement must be approved by the Doctoral Dissertation Committee Chairperson. This announcement must also be submitted to the Graduate Secretary.
- d. Once the final examination has been scheduled, the announced time and place of the defense cannot be changed without the approval of the Dean of the University Graduate School.
- e. Unless the Doctoral Dissertation Committee Chairperson voices a compelling reason otherwise, the student's presentation of the dissertation and the

committee's questioning of the student are open to the research community. Committee deliberations are open only to members of the Doctoral Dissertation Committee. The defense may occur during any summer session, provided the student obtains permission from all committee members. Please be aware that special course enrollment procedures must be followed if a student defends the dissertation during the summer session.

- f. At the end of the oral examination, the Doctoral Dissertation Committee members must vote upon the outcome of the examination. Four options are available to the committee: (1) Pass, (2) Conditional Pass, (3) Deferred Decision, and (4) Failure.
- g. The student must have received acceptance of his or her doctoral dissertation and must submit a copy to the University Graduate School within seven (7) years after passing the qualifying examination. Failure to meet this requirement will result in the termination of candidacy and the student's enrollment in the degree program.

### **G. Degree Completion**

It is the student's responsibility to meet all DCJUS and University School requirements for graduation. Students should keep track of deadlines and graduation requirements as they progress toward the degree. A list of general degree requirements can be found at

<http://graduate.indiana.edu/academics-research/graduation.shtml>

## **VI. REGULATIONS REGARDING GRADUATE STATUS**

### **A. Full-Time Status**

1. Full-time status, as determined by the University Graduate School, is 8 hours of credit for unfunded students.
2. To be considered full-time, students holding Associate Instructorships are required to register for a minimum of 6 credit hours during each full semester. Please note that in order to make normal progress through the program it is typically necessary to take more than 6 credits per semester. Students holding a fellowship or scholarship with no research or teaching duties are required to register for at least 9 credits of graduate courses per semester.
3. The Graduate School will consider students whose completed courses and deferred dissertation credits total 90 hours as full-time PhD students, provided they are

working on theses or dissertations for the completion of the degree. Such students, however, must enroll in at least one hour of graduate credit each semester.

## **B. Statute of Limitations**

1. The statute of limitations adopted by the University Graduate School and the DCJUS for the M.A. degree is five (5) years. Doctoral candidates will be limited to seven (7) years after passing qualifying examinations.
2. Requests for extensions must be made in writing to the DGS (with a copy to the Graduate Secretary) and be approved by the CGS before they may be considered by the University Graduate School. If no request has been made, expiration of this limit may result in automatic dismissal from the graduate program.

## **C. Quality of Graduate Work and Normal Progress**

1. Consistent with University regulations, a minimum GPA of B (3.0) is required for certification of readiness to take the qualifying examination and for conferral of a graduate degree. An overall average of less than B (3.0) results in the student being placed on academic probation as indicated by the rules of the Graduate School. Students should consult the Indiana University Graduate School Bulletin for further information regarding graduate standing.
2. Under ordinary circumstances, full-time students are expected to complete their Master's degree by the end of their second year in the program.
3. Under ordinary circumstances, full-time students who enter the Ph.D. program with a Master's degree are expected to complete the Ph.D. by the end of their fourth year in the program. Full-time students who enter the Ph.D. program with an undergraduate degree are expected to complete their Ph.D. degree by the end of their fifth year.

## **D. Probation and Dismissal**

Any student who falls below a GPA of 3.0 will be put on probation and unless the student brings this record up to a 3.0 grade point average in the following semester may be dismissed from the program.

The student's Graduate Advisory Committee or Dissertation Research Committee will determine whether or not the student is making adequate progress in all areas. Should the advisory or dissertation research committee determine that a student is not making adequate progress in any area, this may be grounds for eliminating a student's department funding, probation, or dismissal from the program.

Students who fail to make adequate research progress at any point may be subject to



academic probation and dismissal.

## **VII. Ph.D. MINOR IN CRIMINAL JUSTICE**

- A. Students from other departments or schools who want to minor in criminal justice should consult with the DGS on the selection of faculty advisors. At least 12 credit hours in DCJUS graduate courses are required. All 12 hours are elective credit. Students fulfilling the Ph.D. minor requirement are expected to maintain a 3.0 GPA. Please refer to the University Graduate School Bulletin and the College of Arts and Sciences.
- B. A Declaration of Minor Form must be submitted to the DGS, with a copy to the Graduate Secretary.

## **VIII. ASSOCIATE INSTRUCTOR (AI) APPOINTMENTS, ASSISTANTSHIPS, AND FELLOWSHIPS**

The DCJUS offers financial support in the form of Associate Instructorships, fellowships and research assistantships. AI appointments may be renewed for additional semesters of funding. Funding priority is typically given to Ph.D. students. In years where the department has a surplus of AI positions that cannot be filled by graduate students in the DCJUS, these positions will be allocated by the DGS in consultation with the DCJUS Chairperson.

Graduate fellowships are used to attract outstanding graduate students to the DCJUS and are awarded only to students expected to receive the terminal degree in Criminal Justice. Ordinarily, the Ph.D. students holding fellowships must maintain full-time enrollment status (at least nine credit hours per semester) and make satisfactory progress.

Research Assistantships (RA) are available when faculty have secured outside funding to support the hiring of a student assistant to work on the faculty member's research project. These appointments are made by the faculty member who controls the funding.

### **A. Evaluation of Continuing Students**

- 1. All matriculated graduate students seeking financial aid will be evaluated each semester. A cursory evaluation will be conducted at the end of the Fall semester and will determine whether any student has failed to maintain a 3.5 grade point average, has more than one incomplete, or has failed to meet their teaching obligations, or failed to make satisfactory progress. Any one of these conditions may constitute grounds for not awarding or withdrawing student funding.
- 2. During the Spring semester when the CGS conducts a full evaluation of student performance, faculty members may be asked to provide information on student

- performance.
3. By January of each year the DGS must receive a completed Request for Funding Form from each graduate student. Returning students should indicate on the Request for Funding Form their preferences for an Associate Instructorship or other funding opportunities available. The list should indicate order of preference.
  4. Faculty evaluations may consider student's progress, mastery of a substantive body of knowledge and critical ability, development of research skills, oral and written communication skills, teaching performance, and related professional activity. Faculty may also consider other indicators of successful graduate study, such as making progress toward the completion of the degree requirements.
  5. To be considered for funding, only one incomplete is allowed. The removal of incompletes must be in accordance with the provisions established by the University Graduate School. Grades of incomplete do not apply to research and reading courses in which completion of the course work is not usually required at the end of the semester. Certain departmental courses (i.e., P599, Research Practicum; P694 and P855, Research in Criminal Justice; P794, M.A. Thesis; P851, Reading in Criminal Justice; P859, Ph.D. Thesis) as well as research and reading courses outside the department are denoted by R (deferred grade) and are identified with a ♦ in the courses listed in section XII.
  6. In those cases where a student has not received funding, a student may appeal to the DGS for reconsideration.

## **B. Procedures for Awarding Funding**

1. In order to be eligible for funding consideration, continuing students must achieve a minimum GPA of 3.5. Moreover, this GPA standard must be met each semester in order to continue the funding award.
2. The CGS will review student files, and rank each student based on performance criteria, departmental need, progress toward degree, and the number of previous years of funding.
3. Students who are not funded, but are qualified to receive funding may be placed on a waiting list. Students who are not qualified will not be placed on any waiting list.
4. Part-time students are not eligible for AI positions, fee remissions, or fee scholarships. A part-time student is one who is not receiving any type of financial support and who has enrolled for fewer than eight (8) credit hours.
5. Students wishing to apply for graderships should submit a curriculum vita to the

DGS, with a copy to the Graduate Secretary. The awarding of the gradership will be made in consultation with the faculty member teaching the course.

### **C. Assignment of Associate Instructors**

1. After assistantships have been awarded, the DGS will review graduate students' preferences for Associate Instructorships for assisting in particular courses. The assignment of graduate students to positions within the department is made by the DGS in consultation with the DCJUS' Chairperson and the course instructor. When possible, student and faculty preferences will be matched.
2. Class attendance, grading of examinations, leading discussion sessions, and maintaining office hours are contractual obligations for AIs. Failure to meet these contractual obligations will result in a loss of funding. Additional duties may be assigned by the supervising instructor.
3. Associate Instructors are obligated to spend a minimum of two hours in office hours per week in the DCJUS Graduate Offices located in Sycamore Hall, and meet with students by appointment. AIs may be required to spend additional hours beyond the minimum at the request of their individual faculty supervisors. (Courses have different needs and office hours may vary depending upon course requirements).

### **D. Rights and Responsibilities of Funded Students**

1. A funded student, regardless of assigned position, is involved in professional training. Therefore, exposure to a wide variety of experiences in both teaching and research is necessary for professional development.
2. DCJUS graduate students, who receive fee remission through an Associate Instructorship or its equivalent, are expected to enroll in DCJUS courses that meet with other DCJUS students. During their first year of matriculation, students are expected to take 4 courses in DCJUS (including required courses offered in other departments, such as Statistics) during both Fall and Spring semesters. Second year students are expected to enroll in at least two DCJUS courses during both Fall and Spring semesters, and third year students are expected to enroll in at least one DCJUS course during both Fall and Spring semesters. Students receiving fellowships or RA funding may be exempted, and students may seek exemption by petitioning the DGS. Students are excused from this requirement when an insufficient number of courses are offered.
3. Students are eligible for two (2) years of University funding for the M.A. degree. Normally, students pursuing the Ph.D. will be eligible for funding for four (4) years if they entered the program with a Master's degree and five (5) years if they entered the program without a Master's degree. Exceptions can be considered in the case of

departmental need, research grants, fellowships, and other sources of funding. Eligibility is not a guarantee of funding.

4. Please refer to [https://www.indiana.edu/~vpfaa/saahandbook/index.php/Main\\_Page](https://www.indiana.edu/~vpfaa/saahandbook/index.php/Main_Page) for a number of policies and points of information relevant to student academic appointees on the Bloomington Campus of Indiana University.

#### **E. Associate Instructor Training**

All AIs are required to participate in AI orientation and in a designated seminar and/or workshops devoted to the practice and scholarship of teaching and learning.

### **IX. FEE SUPPORT POLICY**

#### **A. General Criteria**

1. Under the Campus fee support policy, all student academic appointees (SAAs) who are:
  - a. assigned to either teaching or research duties, and
  - b. appointed at least 0.375 FTE or above,are entitled to register for up to 12 credit hours per semester on a rate that is equivalent to the in-state rate if they are an in-state resident and a rate that is equivalent to the out-of-state rate if they are out-of-state resident. Note that students who are appointed at 0.375 FTE or above still must enroll for at least six (6) credit hours per semester.
2. Students who meet the eligibility requirements both semesters in an academic year also will be eligible for the fee remission for up to six (6) hours during the subsequent summer.

Students are responsible for payment of unremittable fees and mandatory fees. Per the College of Arts & Sciences' fee remission policy, courses covered by fee remission must be applicable toward the student's degree. Further, the College will provide a fee remission at the Arts and Sciences rate only. Schools such as Business, Law, etc. have higher tuition rates than the College. Class withdrawals or dropped classes after "Late Registration" will forfeit a portion of the graduate tuition fees paid, even if the class was covered by a fee remission or a fee scholarship. (Please refer to the fee refund schedule as listed on the Enrollment and Student Academic Information page of the Registrar's web-page.)

## **B. Implementation of the policy by the College**

All SAAs who meet the above requirements will be eligible for the fee remission.

## **X. SEXUAL MISCONDUCT AND ACADEMIC MISCONDUCT**

### **A. Sexual Misconduct**

(See *Bloomington Bulletin: Enrollment and Student Information* or <http://policies.iu.edu/policies/categories/administration-operations/equal-opportunity/sexual-misconduct.shtml> in the *Handbook for Student Academic Appointees* for the University's policies and procedures.) Refer to: <http://policies.iu.edu/policies/categories/administration-operations/equal-opportunity/sexual-misconduct.shtml>

This Indiana University policy is designed to protect all members of the University community:

- all students
- all employees: academic, staff, temporary (hourly)
- others including volunteers and visitors while on Indiana University property or involved in an Indiana University program off-campus.

The policy applies regardless of sex, gender, sexual orientation, gender identity, immigration status and citizenship status. It applies to relationships among peers as well as to superior-subordinate relationships.

Other IU policies and codes related to misconduct will remain in effect for complaints of misconduct other than sexual misconduct. However, any report or complaint of misconduct that includes elements defined in the Sexual Misconduct web-page will be addressed in accordance with this sexual misconduct policy and included procedures.

### **B. Academic Misconduct**

Indiana University, like all academic institutions, exists for the advancement of knowledge, the pursuit of truth, the development of students, and the promotion of the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. Students are expected to exercise their freedom to learn with responsibility and to respect the general conditions that maintain such freedom. The University may discipline a student for academic misconduct which is defined as any activity that tends to compromise the academic integrity of the institution and undermine the educational process. Academic misconduct includes, but is not limited to, cheating, fabrication, plagiarism, and interference. Regulations and policies regarding academic misconduct may be found in the Bloomington Schedule of Classes and Student Academic

Information, which is published each semester and may also be found at <http://www.iu.edu/~code/code/responsibilities/academic/index.shtml>.

## **XI. ADMINISTRATIVE STRUCTURE OF THE DEPARTMENT AND THE GRADUATE PROGRAM**

### **A. Chairperson**

The Chairperson is responsible for the overall administration of the DCJUS, including carrying out policies set by the University, the Bloomington campus, the College of Arts and Sciences, and the faculty of the DCJUS. It is the Chairperson's responsibility to manage the departmental budget, make staff appointments, appoint committees other than those elected by the faculty or those upon which faculty members serve ex-officio, oversee the scheduling of classes, make teaching assignments, prepare reports as required by various units of the University, make recommendations on reappointment, tenure, promotion, and hiring of faculty, set faculty salaries, and approve specific requests such as for faculty fellowships, sabbatical leaves, and the like. The DCJUS' Chairperson is responsible to the Dean of the College of Arts and Sciences and serves for a specified term. The Chairperson represents the DCJUS in interactions with the Dean of the College and other appropriate units.

### **B. Director of Graduate Studies**

It is the DGS' responsibility to oversee the operation of the graduate program, including the enforcement of policies and procedures established by the Graduate School and the faculty of the DCJUS. The DGS may exercise reasonable discretion in making necessary exceptions to procedures and policies except in areas specified by the faculty or the Graduate School. He or she will refer matters of sufficient importance to the CGS. The DGS approves the appointment of Advisory, Research, and Examination Committees and chairs the CGS. The DGS represents the DCJUS in interactions with the Graduate School.

#### **1. Appointment**

The DGS is appointed by the DCJUS' Chairperson.

#### **2. Duties and Responsibilities**

- a. The DGS serves as executive officer of the graduate program of the DCJUS.
- b. The DGS's duties include:
  - (1) coordinating and administering the graduate program of the DCJUS;

- (2) planning, organizing, and administering an orientation program for incoming graduate students;
- (3) maintaining liaison between the DCJUS and the College and all University colleges, departments, or programs that relate directly or indirectly to the operation of the graduate programs of the DCJUS;
- (4) assuming full responsibility for the submission of all revisions in the graduate catalogue to the appropriate University and college committees, after consultation with the DCJUS' Chairperson;
- (5) preparing and revising the Graduate Handbook outlining the procedures, requirements, and programs of the DCJUS;
- (6) assuming overall responsibility for graduate student advisement, to prepare appropriate forms for record keeping to distribute to all faculty advisory committees, to advise all faculty of current program requirements, new courses, and new procedures;
- (7) coordinating graduate student-faculty interaction;
- (8) chairing the CGS;
- (9) assuming responsibility for any other duties relative to the graduate program as assigned by the DCJUS' Chairperson.

## **C. Committee on Graduate Studies**

### **1. Composition of the Committee on Graduate Studies**

- a. The CGS is a standing committee of the DCJUS. Members of the CGS are appointed each academic year by the DCJUS' Chairperson in consultation with the DGS.
- b. The CGS is composed of tenure-track faculty members, a graduate student representative, and the DGS. The graduate student representative shall not participate or vote on admissions, personnel and funding matters.

### **2. Duties and Responsibilities**

- a. The CGS makes recommendations and rulings on policies and issues related to graduate programs in the DCJUS. Its activities and responsibilities include:
  - (1) making policies concerning admission, funding, and degree requirements for

the DCJUS' graduate programs;

- (2) making recommendations on courses for inclusion in the course catalog, including cross-listed courses;
- (3) answering student petitions to modify course and degree requirements;
- (4) engaging in activities to enhance the quality of graduate education in the department.

#### **D. Graduate Student Awards**

##### **1. Robert F. Borckenstein Graduate Award for Outstanding Academic Achievement**

Named for and in honor of Professor Emeritus Borckenstein, this \$100 award is presented each year to a student who exemplifies superior work at the graduate level. In order to be considered, nominations from the faculty must be submitted to the DGS by February 15<sup>th</sup>. The CGS will evaluate the nominees' supporting material.

##### **2. The Hue and Cry Graduate Award**

This award serves as a reminder of when the DCJUS was the Department of Forensic Studies. It was devised and is subsidized by former majors Mark Cooke, David Flynn, Curtis Hunt, Steve Shank, and Bob Skillman. The criteria for the \$100 award include academic merit, teaching skills, and concern for the welfare of the DCJUS and its students. In order to be considered, nomination from the faculty and graduate students must be submitted to the DGS by February 15<sup>th</sup>. Nominations must be supported by letters or other supporting material which detail the student's achievements. The DGS will prepare a ballot listing the slate of nominees which will be distributed to the faculty. The faculty will evaluate the nominees' supporting materials and will select a recipient. The winner will be announced at the department's annual awards banquet.

## **XII. COURSES IN CRIMINAL JUSTICE**

***The courses listed below are subject to change and availability. Normally the department offers two graduate courses per semester.***

**P501 Proseminar I** (3 cr.) A proseminar to provide an intensive introduction to the basic areas of criminal justice.

**P502 Proseminar II** (3 cr.) Criminal Justice II. Theories of crime and delinquency.



**P512 Corrections** (3 cr.) Reviews historical and philosophical bases of correctional system and examines components of system (community corrections, jails and prisons). Focuses on the structure and functions of the corrections system with particular attention to the role of broader social forces on the development and operation of the system.

**P515 Police in Society** (3 cr.) Covers the bases and impacts of recent changes in U.S. policing, particularly with respect to community-oriented policing. Changes are analyzed in terms of the organizational and political contexts in which they occur as well as from historical and cross-cultural perspectives.

**P517 Juvenile Justice** (3 cr.) Examines the historical development of juvenile justice system, tradition of reform, underlying ideologies and current debates.

**P519 Probation and Parole** (3 cr.) Primary emphasis on the development and evaluation of probation, parole and other systems of community corrections. Examines the theoretical underpinnings of community programs for offenders and analysis of recent research will be undertaken. The policy implications for this area will also be studied.

**P520 Public Control of Deviant Behavior** (3 cr.) Critical review of theoretical and empirical literature on selected topics in deviant behavior, including prostitution, child abuse, psychopathy, homosexuality, drug abuse, alcohol abuse and alcoholism.

**P594 Introduction to Research Methods** (3 cr.) Research methodology in criminal justice. Research design, scientific methods, quantitative/qualitative applications, ethical questions, and the role of the criminal justice researcher.

**P595 Data Analysis in Criminal Justice I** (3 cr.) Data analysis applied to criminal justice data, including measurement, tables, graphs, probability, nonparametric statistics, matrix algebra, correlation and regression, and tests of significance.

**P596 Data Analysis in Criminal Justice II** (3 cr.) Prerequisite CJUS P595. Focus on the general linear model and multivariate statistical techniques such as logit, probit, and structural equation modeling.

**P599 Research Practicum** (1-6 cr.) Required course for Ph.D. students. Designed to provide guided experience in conducting research independently. The topic and scope of the student's effort must be approved in advance by the professor.

**P600 Theories of Crime Causation** (3 cr.) Examination of theories of crime and criminal behavior from three major perspectives: biology, psychology, and sociology. The goal of the seminar is twofold: (1) to understand the strengths and weaknesses of existing theories from these diverse perspectives, and (2) to suggest that theoretical explanations of crime must of necessity be multidimensional in order to encompass the complexity of the problem.

**P602 Courts and Criminal Justice** (3 cr.) Addresses the nature and operation of courts with respect to criminal cases; structure and administration of courts; recruitment and selection of major participants; and specific decisions in the processing of criminal cases, including the decision to charge, pretrial release, trials and plea bargains, and criminal appeals.

**P610 Law and Society** (3 cr.) Study of the interaction between social forces and legal processes, focusing on the question of what shapes the law. Sub areas to be examined include the courts, sentencing, police, crime, deviance, and community-based justice. Emphasis on the links between crime-related behavior as defined by the law, its social and cultural environments, and the individual.

**P619 Crime and Public Policy** (3 cr.) Examines processes by which societies define crime and develop responses to crime. Particular attention is given to case studies of how particular policies were developed and implemented, and what effects policies produced.

**P622 Criminal Careers** (3 cr.) A small number of career criminals commit the majority of serious crimes. Seminar explores the major personal and typological dimensions of such criminals by exposing the student to the commonalities among diverse forms of criminal activity and the implications for crime theory development and crime control policies.

**P623 Violent Behavior** (3 cr.) Critical analysis of current theory and research on violent behavior utilizing a multidisciplinary framework. Topics include concepts and methods in the study of violence; prediction of violence; family and sexual violence; institutional violence; drugs and violence; and prevention of violent behavior.

**P627 White-Collar Crime** (3 cr.) Examines the data and research related to white-collar crime in an effort to understand issues of causation and social control of this particular form of crime. Places white-collar crime within the context of general theories of crime, and compares and contrasts the various legal mechanisms (civil administrative and criminal) available to control it.

**P629 Victimization** (3 cr.) Covers current theory, research and measurement issues pertaining to the nature, extent, causes, and effects of criminal victimization; evaluations of programs for crime victims; and political and ideological differences among varying views of victim rights.

**P633 Dispute Settlement** (3 cr.) Examines relationships between social and cultural contexts in the fields of crime and law. Focuses on factors that influence the development and use of dispute settlement processes, such as mediation and negotiation, and the evolution, development, and disintegration of legal and criminal justice systems.

**P634 Sentencing Theory and Practice** (3 cr.) Examines the theoretical and practical issues relating to the sentencing of criminals. In particular, focuses on the aims of punishment and the construction of sentencing models and alternatives designed to achieve these aims.

**P637 Community, Crime, and Criminal Justice** (3 cr.) Examines the role of community structure and function in the distribution of crime and the formal and informal response to crime.

**P639 History of Criminal Justice in the U.S.** (3 cr.) Examination of the development of the American criminal justice system, with particular attention to courts, prisons, and the police. Examines how definitions of deviance and criminality have changed over time and the ways class, gender, and race have shaped law and justice.

**P670 Cross-Cultural Studies** (3 cr.) Examines significance of cross-cultural research to criminology/criminal justice, research practices and problems, with emphasis on analysis of field experiences and findings.

**P671 Comparative Justice Systems** (3 cr.) Engages students in comparative issues and research to reveal political, historical, and cultural factors that have influenced criminal justice and law in the United States. Develops student abilities to conceptualize crime and law without using official legal concepts but for purposes of comparative social scientific research.

**P672 Ideas About Justice** (3 cr.) Explores a school or related schools of thought and practice about what "justice" means and requires. Special topics for the course may vary, focusing, for instance, on feminist justice, just deserts theory, restorative justice, retributive justice or utilitarian justice.

**P675 Women and Crime** (3 cr.) Provides a flexible forum for the discussion of a previously neglected topic in criminology/criminal justice -- women and crime. Includes discussion and debate on the nature and extent of women's criminality, processing of women through each step of the criminal justice system, and women working in criminal justice.

**P680 Seminar: Issues in Criminal Justice** (3 cr.) Selected topics in criminal justice that will vary from semester to semester. May be repeated for credit.

**P682 Seminar on Law Enforcement and Minorities** (3 cr.) Selected topics dealing with problems involving minorities and criminal justice system operations.

**P694 Research in Criminal Justice**◆ (1-6 cr. M.A. students only) Prerequisite P594. Individual study project under the guidance of a faculty member or a committee. May be

repeated once for a maximum of 6 credit hours.

**P751 Topical Research Seminar** (3-12 cr.) Students are expected to demonstrate their skill in research design and data analysis on a topic agreed upon with the instructor. The instructor may encourage team research for appropriate designs and topics. Students are encouraged to develop topics related to dissertation research.

**P794 M.A. Thesis**◆ (6 cr.) Prerequisite P594

**P851 Reading in Criminal Justice**◆ (1-6 cr.) Individualized readings on topics not covered in regular course offerings. May be repeated once for a maximum of 6 credit hours.

**P855 Research in Criminal Justice**◆ (1-6 cr.) Prerequisite: Graduate standing in criminal justice or consent of instructor. The student is expected to make substantial progress toward identification of an eventual dissertation project.

**P859 Ph.D. Thesis**◆ (cr. arr., 30 cr. hrs. maximum)

**G901 Ph.D. Advanced Research**◆ (6 cr., 6 semesters max.) Students who have completed 90 credit hours and all requirements for the Ph.D. are eligible to enroll in G901 for a flat fee. Enrollment in G901 is limited to a total of six semesters.

◆ A deferred grade of “R” may be assigned for this course.

**APPENDIX A**  
**FACULTY DIRECTORY, 2016-17**

**MIRIAM NORTHCUTT BOHMERT**, Assistant Professor, Ph.D., Michigan State University  
Corrections, reentry, social psychological influences and environmental contexts, conservation  
criminology, gender.  
Sycamore 319; (812) 855-4285. email: MIRNORTH

**JONATHAN R. BRAUER**, Assistant Professor, Ph.D., North Carolina State University  
Causes of crime and deviance, child and adolescent development, moral internalization and  
regulation, consequences of coercion and social support.  
Sycamore 315; (812) 856-7234. email: JRBRAUER

**WILLIAM HEAD**, Senior Lecturer, Ph.D., State University of New York, Albany  
Criminology, crime and the media.  
Sycamore 303B; (812) 855-6434. email: BHEAD

**SHYTIERRA GASTON**, Assistant Professor, Ph.D., University of Missouri-St. Louis  
The intersection of race, crime, and criminal justice; corrections; prisoner reentry; collateral  
consequences of criminal justice contact; families and communities of offenders.  
Sycamore 311; (812) 856-7233. email: SCGASTON

**NATALIE KROOVAND HIPPLE**, Assistant Professor, Ph.D., Indiana University  
Gun violence, evaluation of criminal justice programs, crime analysis, and restorative justice.  
Sycamore 309; (812) 856-2769. email: NKROOVAN

**ROGER J. R. LEVESQUE**, Professor, J.D., Columbia University; Ph.D. University of Chicago  
Child maltreatment law, adolescent jurisprudence, human rights law, law and psychology.  
Sycamore 308; (812) 855-2965. email: RLEVESQU

**RICHARD LIPPKE**, Chair and Professor, University of Wisconsin-Madison  
Philosophy of punishment, philosophy of criminal procedure, normative theories of sentencing.  
Sycamore 343; (812) 856-2220. email: RLLIPPKE

**WILLIAM OLIVER**, Director of Undergraduate Studies and Associate Professor, Ph.D., State  
University of New York, Albany  
Violence, prisons, alcohol and crime, minorities.  
Sycamore 321; (812) 855-6772. email: WIOLIVER

**AKWASI OWUSU-BEMPAH**, Assistant Professor, University of Toronto  
Race, crime and criminal justice; policing, drug policy; youth marginalization (including gangs);  
race and ethnicity. ON LEAVE.  
email: AOBEMPAH

**BRUCE D. SALES**, Virginia L. Roberts Professor, Ph.D., University of Rochester; J.D., Northwestern University  
Psychology of law and justice, Psychology of Law & Society, Psychology of crime and criminal behavior.  
Sycamore 341; (812) 856-1324. email: BDSALES

**MARLA SANDYS**, Associate Professor, Ph.D., University of Kentucky  
Jury behavior; capital punishment.  
Sycamore 327; (812) 855-5892. email: MSANDYS

**KIP SCHLEGEL**, Director of Graduate Studies and Professor, Ph.D., Rutgers University  
White-collar crime, organized crime, sentencing, planning and evaluation.  
Sycamore 324; (812) 855-0889. email: SCHLEGEL

**ARVIND VERMA**, Associate Professor, Ph.D., Simon Fraser University  
Quantitative analysis, policing, environmental criminology, geography and crime.  
Sycamore 307; (812) 855-0220. email: AVERMA

#### **EMERITAE AND EMERITI FACULTY**

**ELLEN DWYER**, Professor Emerita, Ph.D., Yale University  
History of deviance and social control.  
Sycamore 329; (812) 855-8686. email: DWYER

**MARY LEE LUSKIN**, Associate Professor Emerita, Ph.D., University of Michigan  
Courts, mentally ill in criminal justice system, defense and prosecution.  
Sycamore 329; (812) 855-8686. email: LUSKIN

**HAROLD PEPINSKY**, Professor Emeritus, J.D., Harvard University; Ph.D., University of Pennsylvania  
Crime control and policing, theory, comparative law and society.  
email: PEPINSKY

**LEON E. PETTIWAY**, Professor Emeritus, Ph.D., University of Wisconsin-Milwaukee  
Geography and crime, environmental criminology, urban crime patterns, crime trends, minorities, drug use.  
Sycamore 329; (812) 855-8686. email: PETTIWAY

**STEVE RUSSELL**, Associate Professor Emeritus, M.J.S., University of Nevada, Reno; J.D. and B.S., University of Texas, Austin  
American Indian justice policy, judicial selection and tenure, criminal law and procedure, privacy, law and literature, constitutional law, transnational crime, legal status of sexual minorities.  
email: SWRUSSEL

**APPENDIX B**

**FORMAT FOR SUBSTANTIAL PAPER APPROVAL COVER SHEET**

**Title**

Submitted by (Student's Name)

Date

To Meet Partial Requirement for the Master of Arts Degree  
In Criminal Justice

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
(*First Reader*)

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
(*Second Reader*)

**APPENDIX C**

**FORMAT FOR QUALIFYING EXAMINATION APPROVAL COVER SHEET**

**Title**

Submitted by (Student's Name)

Date

To Meet the Qualifying Examination Requirement  
for the Ph.D. in Criminal Justice

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Name (*Examination Committee Chair*)

\_\_\_\_\_  
Name (*Examination Committee Member*)

\_\_\_\_\_  
Name (*Examination Committee Member*)



## APPENDIX D

### SAMPLE ASSOCIATE INSTRUCTOR EVALUATION

**GRADUATE STUDENT AI TEACHING PERFORMANCE EVALUATION**  
**Department of Criminal Justice**

**AI Name:** \_\_\_\_\_

**Rating Professor:** \_\_\_\_\_

**Course Number & Title:** \_\_\_\_\_

**Semester/Year:** \_\_\_\_\_

**Supervisor's Evaluation**

**Responsibilities**

**Performance Level**

Superior      Satisfactory      Unsatisfactory      NA

Speaking fluency	_____	_____	_____	_____
Speaking fluency in field of study	_____	_____	_____	_____
Professional demeanor and appearance	_____	_____	_____	_____
Attends lectures	_____	_____	_____	_____
Arrives on time for lectures	_____	_____	_____	_____
Enforces policies of Professor's syllabus	_____	_____	_____	_____
Treats students with respect	_____	_____	_____	_____
Treats Professor & other AIs with respect	_____	_____	_____	_____
Holds office hours	_____	_____	_____	_____
Promptly responds to student emails	_____	_____	_____	_____
Promptly responds to Professor's emails	_____	_____	_____	_____
Promptly grades and posts grades on assignments and exams	_____	_____	_____	_____
Turns in semester grades on time	_____	_____	_____	_____
Level of accuracy of class grades and other records	_____	_____	_____	_____
Class preparation	_____	_____	_____	_____
Constructing assignments & exams	_____	_____	_____	_____
Scoring assignments & exams	_____	_____	_____	_____
Mastery of course materials	_____	_____	_____	_____
Lecturing	_____	_____	_____	_____
Laboratory instruction	_____	_____	_____	_____
Is AI well matched to course based on her/his interests?	_____	_____	_____	_____

Explain any unsatisfactory rankings:

Are there any other positive comments you would like to report?

Identify any noteworthy teaching actions undertaken by AI this semester (attendance at teaching workshops; sought feedback from TLTC; other):

**OVERALL EVALUATION**

Superior

Satisfactory

Unsatisfactory

## APPENDIX E

### College of Arts and Sciences Graduate fee remission policy June, 2016

Consistent with campus policy, the College of Arts and Sciences provides fee remissions to its graduate students who hold student academic appointments (SAAs) at .50 FTE or higher. Fee remissions may be used to enroll in College courses on the Bloomington campus or, if outside of the College, that are required for students' College degree programs. Fee remissions may also be used for occasional specialty courses that are relevant to graduate students' training and research. Students who are in dual or joint degree programs *may not* apply their College fee remissions to their professional school courses.

The College expects departments and programs to hire College graduate students for SAA positions whenever possible. Any hires involving graduate students from other units must be approved in advance by the Associate Executive Dean and Director of Enrollment Management. As a general rule, the College will approve non-College hires only when those students are enrolled in doctoral programs. When doctoral students from other units are hired by the College, the College will provide a full fee remission at the College of Arts and Sciences rate if the College has a reciprocal agreement with that unit. The College currently has reciprocal agreements with the School of Education and the School of Public Health. When doctoral students are hired from units with which the College does not have a reciprocal agreement, the College will not provide a fee remission. Please note that some schools have higher tuition rates than the College and students or departments will be expected to pay the difference in fees. Hires of Master's students from outside the College will be approved only in exceptional circumstances and will not include fee remissions.

According to this policy, the College fee remission covers the following for College graduate students:

- 1) courses that are required for College students' graduate majors
- 2) courses that are required for College students' graduate minors or certificates whether inside or outside of the College
- 3) the occasional specialty course that is relevant to the student's thesis or dissertation research

The College fee remission does not cover:

- 1) courses that are required for a second degree outside of the College even when students are enrolled in formal dual or joint degree programs
- 2) undergraduate or other remedial courses

For doctoral students from qualifying non-College units (i.e., units with which the College has a reciprocal agreement) who hold SAAs, the fee remission:

- 1) will be provided at the Arts and Sciences rate
- 2) can be applied to courses that are required for the student's graduate major or minor regardless of the unit in which the courses are offered.