

Graduate Student Handbook
Criminal Justice Graduate Programs

Fall 2011

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What is Criminology and Criminal Justice?

Traditionally, criminology focused on the study of why people commit crime, and criminal justice focused on study of the criminal justice system. By 2005, the most common name for our field of study was changed to “criminology and criminal justice,” indicating the combination of both areas as a focus of study.

The study of criminology and criminal justice exposes students to the environment of criminal events, explanations of crime, and the agencies and programs with the duty to prevent and control crime and delinquency, including the police, courts, juvenile justice, probation and parole, and corrections.

General Information about Graduate Education

Graduate education is an opportunity to increase a students’ knowledge, to broaden their understanding, and to develop independent thinking and research capabilities. At the graduate-level, learning goes beyond simple class attendance, and requires a personal commitment from the student to exceptional scholarly standards. While graduate faculty serve as counselors and assistants, the accomplishments of a graduate student are primarily a result of each student’s own personal ambition and dedication. The success of the students’ graduate education depends on their ability to define goals and to organize and execute a program of study and research needed to meet those goals. Merely meeting or satisfying degree requirements should not be the only aim of a quality graduate experience.

This handbook is intended as a guide for most of the rules governing the graduate programs in Criminal Justice. Graduate students and faculty should familiarize themselves with its content, paying particular attention to university deadlines. This handbook is intended to be in conformance with the *UALR Graduate Student Handbook*. Students and faculty should familiarize themselves with both documents to be sure of requirements and policies related to graduate education.

Departmental Structure:

The Department of Criminal Justice is located within the College of Professional Studies at UALR. The current Dean is Angie Brenton. The current Department Chair is Jeff Walker. The current Graduate Coordinator is Stacy Moak. The Criminal Justice faculty is comprised of seven professors and two professional instructors. Additionally, the Department has an administrative assistant, an instructional technologist, and various support personnel as required by grants and contracts. The Department is also home to three Centers, each of which is focused on a particular area of research. These centers provide students and faculty with venues to concentrate research around topical concerns. The Center for the Study of Environmental Criminology is directed by Jim Golden. The Juvenile Justice Center is directed by Stacy Moak. The Senior Justice Center is directed by David Montague.

Criminal Justice Graduate Programs

Three graduate degrees are awarded from the Criminal Justice Department. These are a PhD, MA, and MS degree. Each is described below.

PhD in Criminal Justice

The PhD prepares students for employment as professors at a university or as researchers in criminal justice agencies and other institutions. Students who progress through the program will complete the degree in three years. The program has three emphasis areas: Environmental Criminology, Statistics, and general criminal justice studies. In addition, students have opportunities to focus their research in corrections or juvenile justice because the Department has strong contacts in both fields that makes data available for student research. All courses are taught in the classroom or in consultation with individual faculty; none are taught on-line.

Admission Requirements

Applicants must meet all admission standards of the UALR Graduate School. Students are only admitted in the Fall semester each year. Applicants are required to score at least 1000 on the combined verbal and quantitative portions and at least 4 on the written portion of the Graduate Record Exam (GRE). Applicants must have a cumulative GPA in their master's program of at least 3.5. International students must take the TOEFL exam and score at least 550 on the paper-based test, 213 on the computer-based version, or 79 on the Internet-based version. Admission to the doctoral program requires a master's degree in criminology/criminal justice or a closely related field. Applicants from other disciplines may be admitted after taking one or more courses in the MACJ program to establish knowledge in criminal justice issues. Three courses in statistics and research methods at the master's level are also required. Courses may be taken in the MACJ program to remove this deficiency after being admitted to the program but before taking statistics or research methods courses at the doctoral level. Applicants with only a Juris Doctorate (no master's degree) will not be directly admitted to the program but will be

required to take MACJ courses in research methods, statistics, and criminal justice (police, corrections, criminological theory).

Applicants must submit all required documents to the UALR Graduate School. In addition to GRE scores and transcripts, applicants must also submit a statement of purpose and a career development plan. The statement of purpose should consist of two parts: a statement of what the applicant sees as the role of a PhD in criminal justice, and a statement of the applicant understanding of the role of research in criminal justice. The career development plan should describe in detail what the applicant plans to do following completion of the PhD. This statement must be more than “I want to work as a teacher at a university,” and should include a potential research and publication agenda. Applicants will also be required to submit a writing sample to be considered by the admissions committee. Finally, two professional letters of recommendation (one of which must come from a graduate-level teacher) will be required.

Admission decisions are made by a committee of doctoral faculty. The doctoral admissions committee also takes the “fit” between the applicant and the doctoral program into account when making admission decisions, and may decline to admit an otherwise qualified applicant based on lack of fit with the program. The doctoral admissions committee may conditionally admit a student for one semester who has less than the requirements for admission. Such students will be evaluated by the Doctoral Coordinator after one semester and a decision made to: 1) continue conditional status, 2) grant full admission to the doctoral program, or 3) dismiss the student from the doctoral program.

PhD Program Requirements

Students in the PhD program in Criminal Justice are guided through an intense, supervised course of study of the history, current issues, and research related to criminology and

criminal justice. This program requires extensive work in theory development, conceptualization, qualitative and quantitative methods, statistical analysis, and research design. Students are trained to be prolific writers and skilled at obtaining grants. Coursework and mentoring provides students with other aspects of professional development, including teaching and pedagogy, service to the discipline, and program administration.

The curriculum consists of 57 graduate semester hours beyond the master's degree. These hours are divided into five sections: a) research design and statistical analysis, b) crime and justice, c) electives and specialization, d) research practicum, and e) dissertation. The courses combine to produce students who have mastered the theories of criminology and criminal justice and who have acquired research and statistical techniques sufficient for high levels of analysis and evaluation.

PhD Candidate Advising

The Doctoral Coordinator is the primary contact person for all PhD students. The Doctoral Coordinator will be available during the summer semesters, as well as during evening hours at selected times to facilitate communication with all students.

At the end of the first semester and at the end of the first year, all doctoral students will have a meeting with the Doctoral Coordinator. The meeting will involve counseling and advising the student concerning his or her performance in the program. The Doctoral Coordinator will obtain information from each course instructor of the student, from the student's assistantship advisor, and from any faculty who wish to make input. The meeting will address the strengths of the student and point out areas the student needs to strengthen. The results of the meeting will be a determination whether the student will be retained in the program or dismissed.

Comprehensive Examinations and Dissertation

All PhD students are required to take comprehensive examinations. The comprehensive examinations are designed to test the ability of the student to undertake independent research in a particular area and publish the results. Students work with their advisory/dissertation committee to submit two manuscripts for publication. The manuscripts must be based on independent research sufficient to contribute to the literature in the field. The student must receive a satisfactory rating from the committee, indicating the manuscripts are ready for submission to a journal. The manuscripts must be submitted to a journal in the field, but it is not a requirement that they be accepted for publication. Upon successful completion of the comprehensive examinations, the student will be granted candidacy status.

Each student will also complete a dissertation of sufficient scholarly nature to contribute to the field of criminology/criminal justice. The dissertation will be guided by the student's dissertation committee. The dissertation committee will be composed of a chair, two members of the doctoral faculty, and an outside reader. The outside reader may be a faculty member with graduate faculty status from UALR, or may be a faculty member from another institution. The outside reader will serve in an advisory capacity only and will not vote on the prospectus or final defense of the dissertation. Successful completion of the dissertation will require an oral proposal defense, where the student will defend his or her topic and methods, and a final defense, where the student will defend his or her findings and conclusions. Policies and procedures for passing, failing, and repeating the dissertation defense will be in compliance with the UALR Graduate School.

A student's dissertation chair must be a member of the doctoral faculty at UALR. Doctoral faculty are those who (1) hold a PHD in the field, (2) who are members of the Criminal

Justice faculty at UALR, (3) who have full graduate faculty status through the UALR graduate school and (3) who are research active. The selection of a dissertation chair is one of the most important choices that students will make during their time in the graduate program. A dissertation chair should be chosen with the intent of not only matching research interests, but also with an eye toward finding an individual with whom the student feels comfortable entrusting his or her educational future. Students should consider current or perspective grants upon which faculty members are working. To choose a dissertation chair, students are encouraged to review faculty vita, discuss potential chairs and members of the dissertation committee with the Doctoral Coordinator, and visit with faculty to discuss faculty availability and timelines early in the program. Once a dissertation chair is selected, students should complete the “Designation of Doctoral Advisor Form.” The form should be signed by both the dissertation chair and the Doctoral Coordinator with the original being delivered to the graduate school.

Transfer of Credits:

Upon consultation with the Doctoral Coordinator, a maximum of six credit hours may be transferred into the PhD program if the graduate-level courses were taken from an accredited graduate program. Students should not presume that their hours will be transferred. This decision can only be reached in consultation with the Doctoral Coordinator. Transfer of courses may be granted only if the coursework has not been used toward meeting degree requirements for a degree the student has already completed. This is determined by the applicability of the coursework in general and specifically the degree to which the coursework is relevant to the student’s degree plan. Once a decision has been reached regarding the coursework, appropriate paperwork must be submitted to the graduate school. In no case will work be accepted into a student’s degree plan that is more than seven years old.

Transfer requests must be made within the first semester of enrollment within the criminal justice graduate program. Students may request course transfers by submitting a written request to the Doctoral Coordinator. Documentation to support the request for transfer should include, but would not be limited to: a course description, preferably including a copy of the course syllabus; the institution and date the course was taken; a letter from the course instructor if possible; the grade received; a description of general areas covered; and a list of textbooks used in the course. Transfer decisions will be made after consultation with the UALR Graduate School. Getting appropriate transfer information to the Graduate School in a timely manner is critically important.

Financial Assistance:

All full-time doctoral students will receive some form of financial assistance. A limited number of assistantships will be awarded in the amount of \$19,000 and will also cover tuition (fees will not be covered in fellowship/assistantships). Other assistantships will be awarded in the amount of \$15,000 and will cover tuition. Any full-time doctoral students not receiving an assistantship will receive tuition-only assistantships. It is expected that first year doctoral students will primarily conduct research. In the second year (and subsequent years), doctoral students may be Research Assistants or Teaching Assistants with one or two of their own classes. Student receiving assistantships also receive tuition and health insurance. Additionally, students will be supported with and \$1,000 each year for travel to national conferences to present research. As an example of the total assistance package, a PhD student enrolled fulltime and receiving a \$19,000 assistantship would receive approximately \$28,000 in total assistance.

Sample Degree Plan Course Sequence and Structure

Fall One

	CRJU 8310	Proseminar	Walker	Day
	CRJU 8311	Survey of Theories of Justice	Hutchinson	Day
	CRJU 7392	Research Methods	Lee	Night
Spring One				
	CRJU 8312	Secondary Data Set Management	Thomas	Day
	CRJU 8321	Teaching Practicum	Parker	Day/Night
		Special Topics in CJ	Walker	Day
Fall Two				
	CRJU 8310	Proseminar	Walker	Day
	CRJU 8311	Survey of Theories of Justice	Hutchinson	Day
	CRJU 7392	Research Methods	Lee	Night
	CRJU 8313	Advanced Criminological Theory	Walker	Day
	STAT 7340	Advanced Stat I	Hussien	Day
		Urban Spatial Structures	Moak	Day
Spring Two				
	CRJU 8312	Secondary Data Set Management	Thomas	Day
	CRJU 8321	Teaching Practicum	Parker	Day/Night
		Special Topics in CJ	Walker	Day
	STAT 7341	Advanced Stat II	Hussien	Day
	CRJU 8383	Research Practicum	Walker	Seminars
		Theories of Neighborhood and Crime	Walker	Day
Fall Three				
	CRJU 8310	Proseminar	Walker	Day
	CRJU 8311	Survey of Theories of Justice	Hutchinson	Day
	CRJU 7392	Research Methods	Lee	Night
	CRJU 8313	Advanced Criminological Theory	Walker	Day
	STAT 7340	Advanced Stat I	Hussien	Day
		Urban Spatial Structures	Moak	Day
		Urban Mgmt & Comm Change	Sink	Night
Spring Three				
	CRJU 8383	Research Practicum	Coord	Seminars
	CRJU 8383	Research Practicum	Coord	Seminars

Master of Arts in Criminal Justice

The MA is a broad-based degree that prepares graduates for a wide spectrum of jobs in the criminal justice field. It is appropriate for students who desire federal employment, state management positions, research positions, or to continue on to a PhD. Those students who have never worked in criminal justice and those who are undecided about their career path should enroll in this degree. Students who come from BS/BA programs other than criminal justice might be required to take some criminal justice undergraduate courses. Students will study research methods and statistics and will participate in at least one research symposium as part of their course of study. Students will complete either a research portfolio or a thesis during the program. The program is offered at night on campus at UALR. The focus of the MACJ degree centered on the following:

- Understanding the broadest nature of scientific inquiry and social science knowledge pertaining to criminal justice;
- The ability to organize literature, think critically, and draw conclusions from conducting independent research into criminal justice topics;
- Understanding the philosophy of criminal justice, emphasizing the importance of individual rights and humane treatment within the structure of the U.S. legal tradition;
- Knowledge of research and research methodologies needed to understand and improve criminology and criminal justice; and
- Understand criminological theories for studying issues of crime and behavior.

Requirements for Admission

Applicants must meet all admission standards of the UALR Graduate School. Students are only admitted in the Fall semester each year. Under exceptional circumstances, a student may be admitted in the Spring semester for a limited number of courses. Applicants are required to have a Baccalaureate degree from an accredited institution, with a cumulative grade point average of at least 2.75 (4.0 scale). Applicants must score of at least 400 on the Miller Analogies Test or 900 on the Graduate Record Examination verbal and quantitative sections (these scores will change as the new GRE is normed). An oral interview with program faculty or a letter of intent and purpose may be required

MA Program Requirements

The Master of Arts in Criminal Justice requires 36 hours, including core hours and a written thesis or portfolio with oral defense. Students must complete ProSeminar with a B or better to be able to continue in the program. Electives may be taken from criminal justice or from education, gerontology, history, interpersonal and organizational communication, journalism, psychology, public administration, social work, and technical and expository writing. Both a thesis and a portfolio option are available for students to complete the program. A total of six credit hours of Criminal Justice 8303 Thesis and Criminal Justice 8301 Thesis Preparation must be completed. The thesis requires research and analysis of a topic in the field. It must demonstrate advanced scholarship, appropriate design, and skills of written expression. The portfolio is a combination of work completed in courses throughout the student's academic career and one final paper written in consultation with the student's examining committee. Before enrolling in graduate classes, students must consult with the Graduate Coordinator to develop a program of study.

Courses with grades B or better may not be repeated; grades below C are not accepted in the minimum hours requirement; and courses cannot be dropped from the study plan because of low grades. A maximum of two Cs will be accepted in the program. Upon receiving a third C, students will be removed from the program. Conditional students must earn grades of at least B in the first 12 hours and may not receive a grade of (I) incomplete.

Advising

All MACJ students are advised by the MA Program Coordinator each semester. Students must obtain written approval before registering for classes each semester.

Examining Committee for Thesis or Portfolio:

All Master of Arts students must select an examining committee for their thesis or portfolio. The committee must consist of three members of the UALR Criminal Justice faculty who have full graduate faculty status from the University. One member of the committee will serve as Chair of the committee. Students should select their committee, and particularly their chair, carefully as the relationship between the student and the committee is essential to successful completion of the program. Any faculty member chairing a committee must be available to meet with the student throughout the year including the summer months. At each step in the process, paperwork must be filed with the graduate school. The Chair of the examining committee, in conjunction with the Graduate Coordinator, is responsible for ensuring that all paperwork is signed by appropriate parties, and filed with the graduate school. Students and committee members should be aware of time requirements set by the graduate school. Additionally, students completing a thesis should be familiar with the *Dissertation and Thesis Guidelines* published by the graduate school.

Transfer of Credits

A maximum of six credit hours may be transferred into the Master of Arts program. Transfer of credits may only occur with the permission of the Graduate Coordinator, and only if the graduate-level courses were taken from an accredited graduate program. Transfer of courses may be granted only if the coursework has not been used toward meeting degree requirements for a degree which the student has completed. This is determined by the applicability of the coursework in general and specifically the degree to which the coursework is relevant to the student's degree plan. No courses will be accepted that are more than 5 years old at the time of transfer. The decision to accept courses must be clearly documented to avoid problems associated with time requirements at graduation checkout. Proper documentation of transfer must be submitted to the graduate school.

Transfer requests must be made within the first semester of enrollment within the criminal justice graduate program. Students may request course transfers by submitting a written request to the Graduate Coordinator. Documentation to support the request for transfer should include, but would not be limited to: a course description, preferably including a copy of the course syllabus; the institution and date the course was taken; a letter from the course instructor if possible; the grade received; a description of general areas covered; and a list of textbooks used in the course. Transfer decisions will be made after consultation with the UALR Graduate School. Getting appropriate transfer information to the Graduate School in a timely manner is critically important.

Financial Assistance

A limited number of graduate assistantships are available. Graduate assistantships are only available for students who are regularly admitted into the program. Students interested in

assistantships should fill out the application online at the graduate school and then contact the Graduate Coordinator. Applicants must submit a resume with the application. The average stipend for a graduate assistant is \$6,500. Additionally, tuition is paid by the graduate school. Finally, graduate assistants who travel to conferences to present their research will receive \$250 per conference in travel assistance. The total package for a MA level graduate assistant is approximately \$12,000 annually for two years. Assistantships do not cover fees.

Graduate assistants are required to enroll in 9 hours of course work for each semester of their assistantship. Dropping a course so enrollment falls below the required 9 hours can result in the graduate assistant being terminated and the student may be required to repay the graduate school.

Suggested Degree Plan

Below is a typical degree plan for a student attending the MACJ program full time. Full-time students take a maximum of 9 hours per semester. Students who work and those who do not wish to attend full time may take a maximum of 6 hours per semester.

Fall First Year

CRJU 7301 Pro-seminar CRJU 7391 Social Statistics CRJU 7300 Crim Theory

Spring First Year

CRJU Elective CRJU Elective CRJU 7322 Foundations of Policing

Summer First Year

CRJU 7305 Seminar in Criminal Law

Fall Second Year

CRJU 7370 Juv Delin Problems CRJU 7392 Research Methods CRJU Elective

Spring Second Year

CRJU 7340 Corr Admin

CRJU 8301 Thesis/Portfolio Prep

CRJU 8303 Thesis/Portfolio

The Master of Science in Criminal Justice

The MS is a professional master's degree specifically designed to foster growth of those already employed in a criminal justice agency. This degree is not intended to support further academic programs of study or careers in research. It provides students with advanced academic training, special expertise in advanced issues within the criminal justice system, supervisory and administrative proficiency, and the methodological and statistical skills necessary to understand research and new developments in criminal justice. Although the MS is offered online, it should not be chosen for convenience. Students are expected to be computer literate, and have access to a computer capable of running blackboard from their home. This program requires the completion of capstone writing project on an issue of relevance to the student's current employment. The program is 36 hours, but students cannot graduate until they have finished their capstone project. Graduates of this program will be expected to continue their work in the criminal justice field, be prepared to handle increasing responsibilities in their jobs, and gain promotions to the highest levels of their organizations. Areas of emphasis in the MSCJ program include:

- Advanced academic knowledge for working professionals;
- Mastery of creation, presentation, and analysis of criminal justice policy briefs;
- Special expertise in advanced issues covering the criminal justice system;
- Increased supervisory and administrative proficiency and implementation of policies;
- Methodological and statistical skills necessary to understand research and new developments in the criminal justice field.

Requirements for Admission:

Applicants must meet all admission standards of the UALR Graduate School. Students are only admitted in the Fall semester each year. Each cohort will be limited to 20 students. Admission to the program requires a baccalaureate degree in criminal justice or a related field. A minimum undergraduate GPA of 2.75 is required. Applicants must be currently employed in a criminal justice related field. A written statement is required that includes the applicants current position in the criminal justice system, educational goals, career goals, and how completion of the MSCJ would further career and educational goals. Applicants must complete either the MAT with a score of 400 or better or the GRE with a score of at least 900. (GRE scores will be adjusted when the new test format has been normed). Students should submit all undergraduate transcripts to the UALR graduate school. All materials should be sent to the UALR Graduate School. Do not send materials to the Department of Criminal Justice.

MS Program Requirements

The Master of Science in Criminal Justice requires 36 hours of course work and a final capstone portfolio. Coursework includes 24 hours of required courses and 12 hours of electives. The capstone portfolio is a review of a policy, preferably related to the current employment environment of the student.. In either program,

Courses with grades B or better may not be repeated; grades below C are not accepted in the minimum hours requirement; and courses cannot be dropped from the study plan because of low grades. A maximum of two Cs will be accepted in the program. Upon receiving a third C, students will be removed from the program. Conditional students must earn grades of at least B in the first 12 hours and may not receive a grade of (I) incomplete.

Advising

All MSCJ students are advised by the MA Program Coordinator each semester. Students must obtain written approval before registering for classes each semester.

Examining Committee for Capstone Portfolio

All Master of Science students must select an examining committee. The committee must consist of three members of the UALR Criminal Justice Faculty who have full graduate faculty status from the University. One member of the committee will serve as Chair of the committee. Students should select their committee, and particularly their chair, carefully as the relationship between the student and the committee is essential to successful completion of the program. At each step in the process, paperwork must be filed with the graduate school. Any faculty member chairing a committee must be available to work with the student throughout the year, including the summer months. The Chair of the examining committee, in conjunction with the program coordinator, is responsible for ensuring all paperwork is signed by appropriate parties, and filed with the graduate school. Students, and committee members, should be aware of time requirements set by the graduate school.

Transfer of Credits

A maximum of six credit hours may be transferred into the Master of Arts program. Transfer of credits may only occur with the permission of the Graduate Coordinator, and only if the graduate-level courses were taken from an accredited graduate program. Transfer of courses may be granted only if the coursework has not been used toward meeting degree requirements for a degree which the student has completed. This is determined by the applicability of the coursework in general and specifically the degree to which the coursework is relevant to the student's degree plan. No courses will be accepted that are more than 5 years old at the time of

transfer. The decision to accept courses must be clearly documented to avoid problems associated with time requirements at graduation checkout. Proper documentation of transfer must be submitted to the graduate school.

Transfer requests must be made within the first semester of enrollment within the criminal justice graduate program. Students may request course transfers by submitting a written request to the Graduate Coordinator. Documentation to support the request for transfer should include, but would not be limited to: a course description, preferably including a copy of the course syllabus; the institution and date the course was taken; a letter from the course instructor if possible; the grade received; a description of general areas covered; and a list of textbooks used in the course. Transfer decisions will be made after consultation with the UALR Graduate School. Getting appropriate transfer information to the Graduate School in a timely manner is critically important.

Financial Assistance

At this time, no graduate assistantships are available for the MSCJ program because students must be employed full time to enter the program.

Suggested Degree Plan

Below is a typical degree plan for a student attending the MSCJ program full time. Full-time students take a maximum of 6 hours per semester. Students may elect to take 6 hours per semester during heavy work-commitment times.

Fall First Year

CRJU 7301 Proseminar CRJU 7321 CJ Organizations & Management

Spring First Year

CRJU 7320 Applied Research & Analysis CRJU 7393 Criminal Justice Elective

Summer First Year

CRJU 7305 Criminal Law

Fall Second Year

CRJU 7393 Criminal Justice Elective

CRJU 7393 Criminal Justice Elective

Spring Second Year

CRJU 7340 Correctional Administration

CRJU 7393 Criminal Justice Elective

Fall Third Year

CRJU 7304 Criminal Justice Policy

CRJU 7393 Criminal Justice Elective

Spring Third Year

CRJU 8302 Capstone

Criminal Justice Departmental Contacts:

Dr. Jeff Walker, Professor and Department Chair
jtwalker@ualr.edu

Dr. Stacy Moak, Associate Professor and Graduate Coordinator
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Dr. Mary Parker, Professor and Undergraduate Coordinator
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Dr. Jim Golden, Professor
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Dr. David Montague, Associate Professor
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Dr. Chang Hun Lee, Assistant Professor
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Mr. Ed Garcia
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Ms. Karen Wisdom
kmwisdom@ualr.edu

Toni Brown, Administrative Assistant
trbrown@ualr.edu

Tab Reinhold, Instructional Technologist
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Facilities

The Criminal Justice Department is located within the College of Professional Studies in Ross Hall. Most Criminal Justice faculty offices are located on the 5th floor. PhD graduate assistant offices are located on the 2nd Floor. A student lounge and computer lab are both located on the 2nd floor. MA graduate assistant offices are located on the 5th floor. All graduate assistants have use of computers, copiers, printers, and telephones for official use which is related to their job responsibilities.

Current Contact Information

The primary means of official communication with students is via the student's UALR email ID. The criminal justice program requires that students respond in a timely manner to all email messages sent to their email address on record.

Students must keep current contact information on record with the Graduate Coordinator and the UALR Graduate school. This includes each student's permanent home mailing address, current living address, phone number(s), and alternative email IDs. If a student's contact information changes, he or she must notify the Graduate Coordinator, the UALR Graduate School, UALR Human Resource Services (HRS), and the UALR Registrar's Office.

For international students – according to ICE policy – a “change of address” form must be filled out each time there is a change of residence. This is the student's responsibility. Forms are available in the UALR International Student Office.

Announcements

The primary means of communication within the criminal justice graduate programs is via email, so please check your UALR email account frequently. Additionally, there are many listservs which you may choose to be included. Doctoral students are automatically added to two departmental listservs: phdcj@ualr.edu, that facilitates information relevant to doctoral students, and crjuall@ualr.edu, which is for departmental announcements. Students are encouraged to post appropriate messages to any listserv of which they are a member. The listservs are maintained by the Instructional Technologist.

Student Offices

Doctoral students will be assigned office space in one of the student offices on the 2nd floor of Ross Hall. MACJS graduate assistants will be assigned offices on the 5th floor of Ross Hall. Other students will be assigned office space if and when it is available. All office assignments will be made by the Graduate Coordinator in consultation with the Department Chair.

UALR Keys/Key Cards

Key card forms are required to obtain any keys on the UALR campus. Blank key cards are obtained from the Instructional Technologist for the Department (Tab Reinhold). Key cards are first approved by the Graduate Coordinator and then must be signed by the Chair of the Criminal Justice Department. When the request has been approved, key card(s) are taken to the UALR Physical Plant to pick up the key(s). In addition to keys, a keypad code or a swipe card

may be required to enter some areas. Upon graduation, keys (and swipe cards) must be turned in to the Physical Plant or graduates will not receive their diploma.

Grades and Academic Standing

Students who receive a grade of C or lower in their coursework will be warned by the Graduate Coordinator that their academic performance is unacceptable. Corrective action may be required, possibly including retaking the course (without tuition support from the student's assistantship). UALR Graduate School guidelines state that students who do not maintain a 3.0 cumulative GPA on all courses within their program are placed on academic probation at the end of the semester in which they drop below a 3.0 GPA (this may occur without notification to the student). Students who fail to remove their probationary status by raising their GPA above 3.0 during the next enrollment period will be dismissed by the UALR Graduate School (see <http://ualr.edu/gradschool/index.php/home/student-resources/graduate-catalog/>). Note that UALR Graduate School guidelines also state that the original grade received in a course factors into that student's cumulative GPA even if the student retakes the same course (the new grade also figures into the cumulative GPA).

The Program Coordinator relies upon the recommendations of the student's Examining Committee regarding that student's status in the PhD program. Normally, a student will be given every opportunity to correct any problem within one year, provided that all other indications (for example, research progress) are positive.

Code of Conduct for Graduate Students

Graduate students must abide by all relevant standards and rules of the University. Students should recognize there are general ethical standards they are obligated to follow with respect to activities such as academic dishonesty, including cheating or plagiarism. Graduate Assistants have different standards with respect to the execution of responsibilities, including the protection of University property, protection of privacy of research subjects, and conduct of ethical research. Failure to abide by University or Departmental guidelines can result in dismissal from the program. Students concerned about an ethical situation, cheating, or plagiarism should consult the Graduate Coordinator or the Department Chair.

Student Orientation

All first semester students, whether PhD, MA, or MS are required to take a Proseminar course. This course is considered a student's orientation to the expectations of respective graduate level work within the program. The graduate faculty have determined that successful completion of Proseminar is a significant benchmark to successful completion of the entire program of study. Accordingly, we are holding incoming students accountable for this important course. Students must successfully complete Proseminar to be allowed to progress within the course of study. A student who withdraws from Proseminar to avoid failing the course has not successfully completed the course and will not be allowed to enroll in courses the next semester. Those students will be required to wait until the next time the Proseminar course is available.

Financial Obligations

Graduate students are primarily responsible for their own financial support. Students are primarily responsible for making sure that their financial standing with UALR is current; in some cases this may involve verifying that tuition has been paid off a supporting grant and verifying that all fees which are the student's responsibility are paid in full by appropriate due dates. This also includes graduate assistants performing their work assignments in an outstanding fashion to justify continued funding.

Graduate Student Travel

The Criminal Justice program encourages student attendance at scientific meetings and workshops. The department supports pre-approved student travel at various financial levels consistent with a student's academic level. Additionally, students should seek travel grants from the Graduate School to supplement travel. All PhD candidates are expected to attend both ASC in the fall and ACJS in the spring as participation in these conferences is considered essential to future employment opportunities.

When travel has been authorized through UALR, students must provide the appropriate documentation to the Administrative Assistant (Toni Brown). A Travel Authorization (TA) is required prior to travel. Students are not eligible for travel advances, but will be reimbursed for expenses after travel is completed. When returning from a trip, students must complete a TR-1 form (available from the administrative assistant) within 5 days of returning. The form must be completed and returned to the appropriate support person with all necessary documentation.

Please note: you must fill out a travel authorization form before your trip, even if you will not be

reimbursed for your travel expenses. This documents your activities while on “official business” and may provide insurance coverage.

Drop/Add A Course:

Under no circumstances are students to add or drop a course without the prior permission of the Graduate Coordinator. After receiving permission from the Graduate Coordinator, the student may drop the course in BOSS or through the Registrar’s Office as appropriate.

Petitioning to Have Requirements Waived

The requirements described in this handbook provide a foundation of the policies for all students in Criminal Justice graduate programs. While the described guidelines are to be fulfilled by all graduate students, the Department of Criminal Justice recognizes that specific cases may arise in which a student would benefit if specific aspects of the graduate program’s requirements were modified. If a student feels this to be the case, a formal written petition may be made to the Graduate Coordinator to request waiving or alteration of the student’s graduate program requirements. A determination will be made by the Graduate Coordinator, in consultation with the student’s examining committee if appropriate. Students may petition only once for each issue, decisions are final, and – in all cases – sufficient documentation must accompany the request. Petitions should be made in a timely fashion prior to graduation (generally within the first year of enrollment in any of the graduate programs).

International Students

International students whose native language is not English and who do not have a degree from a regionally-accredited U.S. institution of higher education or from an institution of higher education in a country whose official language is English, must submit a score of at least 550 on the paper-based Test of English as a Foreign Language (TOEFL), at least 213 on the computer-based version, or at least 79 on the Internet-based version.

Most student visas require international students to maintain a full load each semester. International students should keep this in mind when considering dropping or withdrawing from courses since the University has clear responsibility to report to immigration authorities international students who do not maintain their full-time status. Furthermore, an international student who loses a graduate assistantship regardless of the circumstances may also jeopardize his or her visa status. International students who have questions about visas or other concerns should contact Ms. Allison Hughes, International Student Advisor, in Stabler Hall, Room 304, or by calling (501) 569-3582.

Dissertation Expenses

Students are responsible for all costs pertaining to the preparation and finalization of their dissertations. This includes coping charges, binding charges, special paper costs, etc. In addition to providing the required copy to the UALR Library, a copy of the dissertation must be provided to the Criminal Justice Graduate Coordinator (this is the “departmental” copy required by the UALR Graduate School).

Graduation

The Graduation Application should be completed well in advance of the student's projected graduation date. Applications for graduation are available through the student's UALR BOSS account. Additionally, a Graduation Check-Out Sheet (exit form) is required by the criminal justice program and is available from the Graduate Coordinator.

Please stay in touch after your graduation! We would like to keep you abreast of future developments and solicit your recommendations for program improvements as you develop practical experience applying what you've learned in our program.

Leaving the Program

A student may request a temporary leave of absence from the graduate program by petitioning the Graduate Coordinator. This should be done in writing and should contain appropriate explanations. To re-enter the program, the student must petition the Graduate Coordinator. Acceptance will depend on issues such as past performance, funding availability, and a plan of action indicating that the student is ready to resume his or her studies and make reasonable progress towards completion of a degree. Students should recognize that without formally requesting and receiving such a Leave of Absence, they may be officially terminated by the Graduate School. The UALR Graduate School may place students in an inactive status after two years of not registering for classes. After this time period, they must officially apply for readmission to the graduate program. To prevent the need to reapply for admission, students might consider registering for thesis or dissertation hours.

Students may resign from the Graduate Program at any time. To do so, they should write a letter to the Graduate Coordinator stating their intent. Students contemplating such a move are

encouraged to consult with the Graduate Coordinator (and their Examining Committee if applicable) before beginning such a process.

Students can be dismissed from a faculty member's grant or research program at any time if the faculty member determines the student is not making acceptable progress. This is typically done in consultation with the student's examining committee, the Graduate Coordinator, and the Department Chair. Such a dismissal in itself will not constitute dismissal from the Criminal Justice graduate program; but it is the obligation of the student to continue to meet the program requirements (for example by replacing examining committee members). Students will not be allowed to continue in the PhD program without a dissertation/examining committee.

Students can be terminated from the Program by the Program Coordinator for the following reasons:

- Failure to meet minimum academic standards;
- Failure to make acceptable progress in their degree work;
- Failure to meet generally-acceptable ethical standards of the Universities;
- Failure on the dissertation proposal defense;
- Failure during the dissertation defense;

It is the obligation of students to ensure they are complying with the guidelines of the University, Graduate School, and this graduate program with respect to these aspects of their education. If students are unsure or concerned about their status within the graduate program, they should consult with the Graduate Coordinator.