College of Applied Arts
School of Criminal Justice
Masters Student Handbook
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Admissions and Program Details

Admission Policies:

To be admitted into the Masters of Science program in Criminal Justice, you must have:

- A bachelor’s degree in Criminal Justice or a closely related field;
- A 3.0 grade point average on the last 60 upper-division undergraduate credit-hours

Application Procedures:

To apply, submit the following materials to the Graduate Admissions Coordinator in the Texas State University Graduate College:

- An official Texas State University Graduate College online application (both domestic and international applicants);
- An application fee should be made payable to Texas State University or paid during online application;
- One official transcript from each senior-level post-secondary institution attended.
  - If you are a Texas State University-San Marcos degree recipient or are currently enrolled, you need to request transcripts from any colleges NOT listed on your Texas State transcript. The Graduate College will provide the Texas State transcripts.
  - If you are NOT a Texas State University-San Marcos degree recipient or are not currently enrolled, one official transcript from each senior-level post-secondary institution attended is required. These transcripts must be mailed directly from the university or college attended or submitted in a sealed university envelope with the university registrar's signature on the back of the envelope.
- Official scores of your Graduate Record Exam;
- Two letters of recommendation describing why you are likely to succeed in the Masters program. Letters from current or former professors are preferred.

Application Deadlines:

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<tr>
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<th>U.S. Citizen</th>
<th>International</th>
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<tr>
<td>Fall Semester</td>
<td>June 15</td>
<td>June 1</td>
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<td>Spring Semester</td>
<td>October 15</td>
<td>October 1</td>
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<td>Summer Session I</td>
<td>April 15</td>
<td>March 15</td>
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<tr>
<td>Summer Session II</td>
<td>June 1</td>
<td>May 1</td>
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The Graduate College will continue to process applications received after the deadline for Criminal Justice. Applications will be processed on a first-come, first-served basis, with no guarantees for admission. If you are an international applicant, please visit the International Student webpage for other admission requirements that may apply to this program.
Program Goals:

The central educational goal of the Ph.D. program in Criminal Justice at Texas State University is to prepare students to assume leadership roles in academic, public-policy, and administrative positions, within a context of a rapidly changing world, including a rapidly changing criminal justice system. The program balances acquisition of research skills with theoretically informed policy analysis so students can effectively address challenges in criminal justice.

Other goals are:
- Identify ways for theory and research on crime, law, and public policy to assist in the planning, development, and implementation of useful public and private responses to crime;
- Use empirically-validated research methods to address emergent public-safety issues, such as homeland security and terrorism;
- Communicate effectively with professional managers and administrators of criminal justice agencies, their service personnel (e.g., police), and the community at-large about the ‘best practices’ for addressing crime control at the neighborhood, community, state, and national levels;
- Identify ethically sound strategies for criminal justice policy;
- Apply a broad understanding of criminal justice administration, including organizational theory and criminal justice management, to advance use of “best practices” in criminal justice agencies.

School of Criminal Justice Faculty:

Pete Blair     Ph.D., Michigan State University
Scott Bowman   Ph.D., Arizona State University
Jeffrey Cancino Ph.D., Michigan State University
Mitchell Chamlin Ph.D., S.U.N.Y.-Albany
Marcus Felson  Ph.D., University of Michigan
Verna Henson   Ph.D., University of Missouri
J.D. Jamieson  Ph.D., Sam Houston State University
Pablo Martinez Ph.D., Sam Houston State University
John McLaren  J.D., University of Texas Law School
Tomas Mijares  Ph.D., University of Michigan
Wayman Mullins Ph.D., University of Arkansas
David Perkins  J.D., University of Texas Law School
Joycelyn Pollock Ph.D., S.U.N.Y.-Albany and J.D., University of Houston
Kim Rossmo     Ph.D., Simon Fraser University
Beth Sanders   Ph.D., University of Cincinnati
Christine Sellers Ph.D., University of Florida
Mark Stafford  Ph.D., University of Arizona
William Stone  Ph.D., Sam Houston State University
Lucia Summers  Ph.D., University of London
Michael Supancic Ph.D., University of Texas
Donna Vandiver Ph.D., Sam Houston State University
Bobby Vasquez  Ph.D., S.U.N.Y.-Albany
Brian Withrow  Ph.D., Sam Houston State University
Course Requirements

The School of Criminal Justice offers a Master of Science in Criminal Justice (M.S.C.J.) degree. The curriculum provides for the development of skills in criminal justice program planning, implementation, and evaluation to ensure a meaningful contribution to this important area of community and human services.

The Master's program in criminal justice consists of a 36 credit-hour curriculum, which may be completed with a thesis or non-thesis option to earn a Master's of Science in Criminal Justice (MSCJ). Candidates who choose the thesis option will complete the 18 credit-hour criminal justice core curriculum, six thesis hours (CJ 5399A, CJ 5399B), and 12 hours of graduate elective courses. Non-thesis candidates complete the 18 hour core curriculum, three professional paper hours (CJ 5370), and 15 hours of graduate elective courses.

All candidates complete a written comprehensive exam and an oral defense of the thesis or professional paper prior to graduation.

Thesis Track Course Requirements:

The following courses are required for the thesis track master's degree in Criminal Justice:

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<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>5310</td>
<td>Administration of Justice</td>
<td>3</td>
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<tr>
<td>5315</td>
<td>Advanced Research Methods</td>
<td>3</td>
</tr>
<tr>
<td>5321</td>
<td>Current Legal issues in CJ</td>
<td>3</td>
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<tr>
<td>5325</td>
<td>Statistics</td>
<td>3</td>
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<tr>
<td>5330</td>
<td>Management Principles in CJ</td>
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<tr>
<td>5335</td>
<td>Advanced Criminological Theory</td>
<td>3</td>
</tr>
<tr>
<td>5399A</td>
<td>Thesis, Part I</td>
<td>3</td>
</tr>
<tr>
<td>5399B</td>
<td>Thesis, Part II</td>
<td>3</td>
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<tr>
<td>Elective 1</td>
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<td>3</td>
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<td>Elective 2</td>
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<td>Elective 3</td>
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<td>3</td>
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<tr>
<td>Elective 4</td>
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<td>3</td>
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<tr>
<td>TOTAL</td>
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<td><strong>36</strong></td>
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</table>
**Thesis Deadlines:**

Specifics forms and thesis materials are required to be submitted to the School of Criminal Justice as well as to the Graduate College by certain deadlines the semester a student is to graduate. These deadlines are semester specific and may be found at the deadlines page of the Graduate College: [http://www.gradcollege.txstate.edu/Thes-Diss_Info/T-D_Deadlines.html](http://www.gradcollege.txstate.edu/Thes-Diss_Info/T-D_Deadlines.html)

**Thesis Proposal:**

You will prepare a thesis proposal with the guidance of your thesis committee. This proposal states the problem you intend to address and the research methodology you plan to use. The proposal should include a discussion of the pertinent literature. One copy of the Proposed Thesis Research form (*Proposed Thesis Research Form*) and attached thesis proposal is submitted to the Graduate College. The proposal form must bear original signatures of the student, the student's committee members, and the Department Chair. The Dean of the Graduate College reviews the proposed research for approval. The Office of the Graduate College retains the approved proposal form with attached thesis proposal.

**Required Permits and Approvals**

It is your responsibility to see that the proposed research procedures do not violate laws or university regulations. Any necessary permits and approvals must be secured prior to beginning the proposed research project. If your research project involves human subjects, you and your research advisor must understand university regulations governed by the Texas State Institutional Review Board (IRB). This permit is also required for research using secondary data sets or information collected for human beings as well. A request for exemption or an application must be submitted and be approved by the Texas State IRB before a research project involving the use of human subjects can begin. Refer to the IRB website for additional information: [http://www.txstate.edu/research/orc/IRB-Resources.html](http://www.txstate.edu/research/orc/IRB-Resources.html)

**Changes in the Thesis Topic**

It is anticipated that the research design may need to be modified over the course of the project. Revisions to the proposal are not necessary under such circumstances. However, if the Committee Chair judges that major changes in the research design are necessary or if a new topic is selected, the student must submit a new proposal.

**Thesis Committee:**

A thesis student first obtains the consent of a Graduate Faculty member in the major department to serve as your research advisor (Committee Chair). Co-chairs are allowable. Next, in consultation with your thesis Committee Chair, you will establish a thesis committee. All committee members must be approved by the Graduate College as Graduate Faculty. A thesis committee requires a minimum of two other members of the Graduate Faculty to serve as committee members.
• If you do not have a minor, the other two committee members are chosen from Graduate Faculty in the major department, from another Texas State department, or external to the university.

• If you have a minor, one of the two other committee members must be from the student’s minor department.

These three -- thesis committee chair, two other committee members -- comprise the thesis committee. The thesis committee, however, may include additional Graduate Faculty members and be comprised of more than three members.

The thesis committee is officially formed by submitting the Proposed Thesis Research form and thesis proposal to the Dean of the Graduate College for approval.

**Changes in Committee Membership**

The Committee Chair submits a written (email) request via the Department Chair to the Dean of the Graduate College for approval.

A committee member that retires or resigns from Texas State, but wishes to remain on a thesis committee may do so with the approval of the student, Committee Chair, and the Department Chair. A written request accompanied by a written statement wherein the member states that he or she is willing to continue serving on the student’s committee and that he or she understands that the university will not assume responsibility for expenses associated with committee service must be submitted to the Dean of the Graduate College for approval.

**Thesis Enrollment and Credit:**

A thesis student must complete six semester hours of thesis credit (5399A and 5399B) to qualify for a master’s degree. Once the student enrolls in a thesis course, the student must continue to enroll in at least three hours of the thesis course during any semester in which the student will receive thesis supervision or guidance. The student first enrolls in 5399A, then enrolls in 5399B in subsequent semesters. It is possible to take 5399A and 5399B concurrently, but this can be done only with the approval of the Dean of the Graduate College, and it is highly unlikely that the student will receive approval without an approved thesis proposal on file. Although a thesis student may enroll in 5399B multiple times, the maximum thesis credit that can be counted for degree credit is six semester hours.

A student **MUST** be enrolled for 5399B the semester the thesis is completed and submitted to Alkek Library. If the student is not enrolled, graduation will be postponed until the student has registered for 5399B and the term in which the student has enrolled is completed. This requirement remains in force no matter how often a student may have previously taken 5399B.

The only grades assigned for thesis courses are PR (progress), CR (credit), W (withdrew), and F (if failing). If acceptable progress is not made in a thesis course, the instructor may issue a grade of F. If the student is making acceptable progress, a grade of PR is assigned until the thesis is completed. When the thesis is completed and filed into the Texas State Alkek Library, the
instructor assigns a grade of CR. The Office of the Graduate College will then convert the PR grade of the most recently completed thesis course(s) to a grade(s) of CR to award the six total thesis credit hours.

**Comprehensive Exams and Thesis Defense:**

In the place of Comprehensive Exams the School of Criminal Justice requires that thesis track masters students defend their thesis. A student will generally defend their thesis their last semester in the program, while enrolled in 5399B. Once a thesis has been successfully defended the forms will be sent along to The Graduate College where the student will be given a Pass grade for their Comprehensive Exams, which are a requirement for graduation.

A final copy, including the edits and format changes from The Graduate College, a copy should be delivered to the Alkek Library Circulation Desk either in person or online. Signature pages, which a signed by all committee members and the Dean of your college, must be hand delivered Alkek Library for the bound copies of your thesis. Details may be found online at the Graduate College.

**Additional Resources for Thesis Track Students:**

- Graduate College Thesis Information Page: [http://www.gradcollege.txstate.edu/Thes-Diss_Info/Thes_Info.html](http://www.gradcollege.txstate.edu/Thes-Diss_Info/Thes_Info.html)

- Thesis Required Forms: [http://www.gradcollege.txstate.edu/Thes-Diss_Info/T-D_Forms.html](http://www.gradcollege.txstate.edu/Thes-Diss_Info/T-D_Forms.html)

- Institutional Review Board Online Forms: [http://www.txstate.edu/research/oera/irb.html](http://www.txstate.edu/research/oera/irb.html)

- For Questions about Thesis requirements and formatting email tr19@txstate.edu

- Attending The Graduate College’s Thesis/Dissertation Workshop is strongly recommended: [http://www.gradcollege.txstate.edu/Thes-Diss_Info/T-D_Workshop.html](http://www.gradcollege.txstate.edu/Thes-Diss_Info/T-D_Workshop.html)

- Writing Center: 1st Floor, ASBN, [http://www.writingcenter.txstate.edu/](http://www.writingcenter.txstate.edu/)
Professional Paper Track Course Requirements:

The following courses are required for the professional paper track master's degree in Criminal Justice:

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<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
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<td>5330</td>
<td>Management Principles in CJ</td>
<td>3</td>
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<tr>
<td>5335</td>
<td>Advanced Criminological Theory</td>
<td>3</td>
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<tr>
<td>5370</td>
<td>Professional Paper</td>
<td>3</td>
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<td>Elective 1</td>
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<td>Elective 2</td>
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<td>Elective 3</td>
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<td>Elective 4</td>
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<td>Elective 5</td>
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<td>36</td>
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Professional Paper:

Similar to thesis track students those students that are professional paper track will need to form to write up a proposal, form a three person committee, and defend their finished paper. However, the process is much less formal than the thesis and does not require as much forms and paperwork from The Graduate College. A professional paper is different from a thesis in that the completed paper is an intensive review of the literature and problems of a specific topic in criminal justice. The paper option does not require the collection and analysis of data; however the paper should demonstrate the students understanding of crime, theory, and public policy.

The topic is up to the student and their committee. Students are encouraged to begin thinking of topics early and contacting professors that have similar research interests. Faculty research interests may be found at: http://www.cj.txstate.edu/people/faculty.html

Additional Resources:

- Attending The Graduate College’s workshops on research and referencing is recommended: http://www.gradlecollege.txstate.edu/Thes-Diss_Info/T-D_Workshop.html

- Graduate College Information and Deadlines: http://www.gradcollege.txstate.edu/Current_Students/Graduation.html

- Writing Center: 1st Floor, ASBN, http://www.writingcenter.txstate.edu/
MSCJ Course Listing

Students are required to complete 36 total hours to complete the MSCJ program. Below is a list of courses offered. Not all courses are offered every semester.

**5101 Graduate Assistant Supervision.** (1-0) The course provides for regular and planned opportunities for continuing evaluation of instructional and assistive responsibilities. This course does not earn graduate degree credit. Repeatable for as long as student is Graduate Assistant or Graduate Research Assistant. Graded on a credit (CR), no-credit (F) basis.

**5300 Foundation Studies in Criminal Justice.** (3-0) This course is designed for students who do not have a sufficient background in the foundations of criminal justice studies. Coursework will vary depending on the student’s prior academic history. This course does not earn graduate degree credit. Repeatable with different emphasis.

**5310 Administration of Justice.** (3-0) Introduction to the study of crime; explanations of criminal behavior; typologies of criminal behavior; the criminal justice system; and social reaction to crime and the criminal justice system.

**5311 Administrative Law in Criminal Justice.** (3-0) Legal principles and doctrines applicable to state and federal criminal justice agencies delegated quasi-legislative and quasi-judicial authority by legislatures are studied and evaluated in this course.

**5315 Advanced Research Methods in Criminal Justice.** (3-0) The study of scientific research methods as used in the criminal justice system to include a review and critique of research on crime causation, law enforcement, courts, and corrections.

**5320 History and Philosophy of Justice.** (3-0) An exploration of historical approaches to social control of nonconforming behavior. The principal contributions of architects and theorists of systems of social justice are examined with emphasis on major Western European schools of thought. Special emphasis given to the development of the scientific method and its role in the contemporary system of justice.

**5321 Current Legal Issues in Criminal Justice.** (3-0) Case law and legislation, both state and federal, which have contemporary impact on practices and policies of criminal justice agencies will be examined in this course. Topics may vary to include such matters as civil rights liability, substance abuse and the law, juvenile crime, organized crime, tactics of enforcement, unionization, and other legal issues.

**5322 Police in Society.** (3-0) This course provides an in-depth assessment of policing and the various types of community crime control. Core topics included the history of police, organizational and individual police discretion, police culture, use of force, minorities and the police, community oriented policing, and police problem-solving.

**5323 Special Operation Units.** (3-0) A course designed to acquaint students with basic principles of Special Operation Units (SOUs) within law enforcement, including the necessity for such units in the changing nature of policing communities. The principles of crisis management, the development of SOUs, selection/training/operationalizing of personnel and other strategic planning issues are emphasized.
5325 **Statistics for Criminal Justice.** (3-0) The study of basic and advanced descriptive and inferential statistics, with an emphasis on applications in the criminal justice system will be taught. Focus will be given to various multivariate statistical procedures.

5330 **Management Principles in Criminal Justice.** (3-0) The study of behavior in complex bureaucratic or administrative organizations with an emphasis on organizational behavior, group processes, and the managerial function. Concepts and practices of managing criminal justice agencies within the United States will be stressed.

5335 **Advanced Crime Theory.** (3-0) This course will develop and apply analytical skills surrounding a wide range of theoretical concepts, assumptions, propositions, and variables aimed at explaining crime-related outcomes. In the process, students will learn how social scientists empirically (i.e., quantitatively and qualitatively) access theory and how theory influences public policy.

5340 **Personnel Practices in Criminal Justice.** (3-0) The study of personnel decision-making within the criminal justice agency. Topics emphasized will include recruitment and selection, promotion, training, performance evaluation, and human resource allocation.

5350 **Current Issues in Criminal Justice.** (3-0) An in-depth presentation and discussion of vital contemporary issues in criminal justice, including research, process, procedure, and substance. General issues addressed remain constant and specific emphasis will vary depending on changes in contemporary issues.

5360 **Independent Studies in Criminal Justice.** (3-0) Student will work directly with a faculty member and develop in-depth knowledge in a specific topic area of Criminal Justice. Repeatable for credit.

5370 **Professional Paper.** (3-0) Students in the non-thesis option will complete their professional paper while enrolled in this course.

5380 **Special Topics.** (3-0) This course is one of several rotating graduate “topic” courses. Repeatable for credit.

5380A **Ethics and the Criminal Justice System.** (3-0) This special topics course will explore ethical issues that are faced by criminal justice professionals, basic ethical systems, and applications to dilemmas of criminal justice professionals.

5380C **Drugs in Society.** (3-0) This special topics course will explore issues related to the “War on Drugs.” Topics covered include theories of addiction, legal and philosophical issues of government response to drug use, and treatment strategies.

5380F **Police Problem-Solving Practicum.** (3-0) This course applies contemporary police problem-solving tools and techniques (including SARA, COMPSTAT, crime mapping, intelligence led policing and computer enhanced problem solving) to real world problems with practicum problems derived from situations commonly facing practitioners such as common law enforcement “problems” such as noise abatement, property offenses and traffic violations.

5380G **Investigations.** (3-0) This special topics course will explore issues related to investigations. Topics covered include the history and state of investigations, investigative theory, interviewing, interrogation, polygraph, geographic profiling, serial crimes, and investigative failures.
5380H Police Problem Solving Methodologies. (3-0) This course addresses police problem solving methodologies. The course covers the history, state, and theory of police problem solving. Emphasis is placed on using problem solving methodologies to address real issues facing the community.

5380I Race, Class, and Crime. (3-0) This course addresses issues related to racial/ethnic minorities, socioeconomic status, crime trends, perceptions of crime and criminal behaviors. The social/historical constructions of race and class are covered as well as their intersectionality within the criminal justice system. Topics include racial/ethnic and socioeconomic disparities in offending, victimization, law enforcement and sentencing.

5380J Sex Offender and the Criminal Justice System. (3-0) This course explores sex offenders and the criminal justice system and the issues faced by criminal justice professionals. Recent trends in assessment tools, treatment approaches, and legal responses to sex offenders are emphasized.

5380K Intelligence Gathering and Operational Issues As Applied to Terrorism and Counterterrorism Operations. (3-0) This course provides an overview of the importance of intelligence gathering in the global and domestic war of terrorism, and critically examines issues involved with the gathering of intelligence, techniques for the gathering of intelligence, methods of collecting, collating, analyzing and disseminating intelligence, and a review of current terrorist threats.

5380L Geospatial Intelligence and Geographic Profiling. (3-0) This course addresses the use of geospatial intelligence and geographic profiling in the military and intelligence environments. The course covers the theory, concepts, methods, and analysis of human geographic information. Emphasis is placed on understanding how geospatial knowledge can inform decision making and action plans.

5399A Thesis. (3-0) This course represents a student’s initial thesis enrollment. Credit is not awarded until student has completed the thesis in Criminal Justice 5399B. Graded on a credit (CR), progress (PR), no credit (F) basis.

5399B Thesis. (3-0) This course represents a student’s continuing thesis enrollment. The student continues to enroll in this course until the thesis is submitted for binding. Graded on a credit (CR), progress (PR), no credit (F) basis. 5399 A and B cannot be taken in the same semester.
Graduate Student Travel Policy

Revised: 10/21/12

Purpose:
• The School of Criminal Justice is committed to encouraging graduate student travel for enhancing research, scholarly activity, and professional development.

Application Procedure:
• Student travel requests will be funded by the School of Criminal Justice, the Dean of the College of Applied Arts, and the Dean of the Graduate College. Graduate students should complete a Graduate Student Travel Request and submit it to the Administrative Assistant for the program.
• Students may apply for reimbursement of airfare, ground transportation (e.g., bus, train, cab fare, RENTAL CARS ARE NOT COVERED), lodging, per diem meal expenses, and conference registration fees. Mileage to and from the home airport and airport parking are not reimbursable. Transportation costs will be limited to $75 per trip.
• Student applicants must itemize the expenses on their form and use the per diem meal figures and half of the current hotel rates provided by the Texas State Travel Office.
• Improperly completed application forms will be returned to the student for corrections.

Amount & Requirements of Funds:
• Students are allowed a maximum of reimbursement of $1,200 per academic year for conferences; exceptions may be granted upon request.
• Students must apply to all available funds through the university (i.e., Graduate College funds, University travel grants, etc.) to become eligible for the maximum $1,200 reimbursement.
• Students must submit their flight day and general time requests to Cybele; she will arrange the flight through Ascot Travel. Students will be limited to the most economical flights. After the flight is booked, an Ascot representative will send the student an email to confirm the day/time.

Distribution of Funds:
• Students will be allowed to attend only one conference or meeting per semester. Exceptions may be granted to advanced students and will be reviewed on a case-by-case basis.
• Student travel funds will be limited to students presenting papers. Exceptions may be granted, and in those cases, students should provide a compelling reason for their attendance.
• Travel reimbursement will be limited to 3 nights/4 days per conference or meeting. Expenses for additional travel days are the sole responsibility of the student. Students should share rooms when multiple students are traveling to the same conference. A student can request a single room but with knowledge that the university will pay for only half of the cost.
- Please note that when sharing rooms you must obtain a hotel receipt with your name on it to be reimbursed.
- Students will only be reimbursed up to the amount approved on their reviewed travel request. Any expenses above this amount are the sole responsibility of the student. The student must provide receipts for all expenses incurred except meals.
- Students must notify the office of any trip cancellations. Students will NOT be reimbursed for any charges incurred due to cancellation of trip or missed flights.
MSCJ Frequently Asked Questions

1. How long does it take to complete the program?

The degree is 36 hours (thesis) or 39 credit hours (non-thesis). Most full time students complete the program in two years or less. Summer classes are offered to accommodate your work schedule. Most MSCJ classes are offered in the evenings.

2. What kind of classes will I take?

18 credit hours (6 classes) are required. For the remainder of your hours, you can choose from a variety of elective classes based on your interest and on availability. MSCJ students are required to take an Introductory Class, Research Methods, Law, Statistics, Management and Crime Theory. Electives include classes on Police, Courts, Crime Analysis, Race, Sex Offenders, Drugs and Society, Terrorism, and a wide variety of other classes.

3. Should I take my classes in a particular order?

There is some flexibility, but for those students entering the program in the fall, we suggest taking CJ 5310 in the fall along with either Statistics or Methods and one elective. In the spring, you should take Law along with either Statistics or Methods and one elective. In your second year, you should take Management, Crime Theory, and begin your thesis or professional paper. See the MSCJ Program Coordinator for an advising check sheet which lists your required classes. Many required classes are offered every semester, but a few required classes are offered only in Fall (Spring) semester.

4. Should I write a Thesis or a Professional Paper?

It depends on your goals and interests. You do not have to write a thesis in order to be accepted into a doctoral program. A thesis is most appropriate for students who have a specific research question and are able to work closely with their committee in order to collect data and complete an original research project. A professional paper is most appropriate for students who are interested in examining the policy or existing research literature surrounding a specific topic. Either track is acceptable for students who intend to continue on to a PhD program. For those interested in the thesis option, Check the Graduate College web page for workshops on the IRB process and Thesis Workshops.

5. Do I need a minor? And Is it possible to change minors?

You do not need a minor. If you want to declare or change a minor, email the MSCJ Coordinator and the change can be made in your degree audit by sending a request to the Graduate College.
6. I’m getting my Master’s in a different department; can I get a minor in Criminal Justice?

Yes, a minor in CJ requires CJ5310 plus six other graduate hours - a total of three courses (9 hours).

7. I decided not to write a thesis. Is it also possible to switch from thesis to non-thesis?

Yes, this requires a petition from the Graduate College, but your Graduate Advisor (The MSCJ Coordinator) can do this for you.

8. I see CJ 5360 on the schedule, what is that?

The Independent Study (CJ5360) class is, as its title implies, an independent study of a particular subject. Independent studies are useful to students who are interested in a particular topic but cannot take a formal class because it is not scheduled or offered by the University. Normally, a student proactively develops a subject area or proposed syllabus. This syllabus would list what the students hopes to learn, list the materials read and the deliverables (e.g. papers) that he or she intends to do during the semester. Then the student would present that to a professor who has an expertise in that subject area and asks if the professor would supervise an independent study. If the professor agrees then the registration hold is removed allowing the student to register. During the semester the professor and student work independently through the syllabus.

9. I need CJ 5330 to graduate, but it’s not the schedule this semester, what can I do?

Most of our required classes are offered frequently, so try to follow your advising checklist. However, if you are missing a required class needed to graduate, your first option is to look for a class similar in content to CJ5330, offered by another department. Usually you can find a classes in the Political Science/Public Administration department. When you find one, send the course description to the MSCJ Coordinator who can petition the Graduate College to use that class to substitute for CJ5330.

10. How can I become a Graduate Assistant?

Contact the Graduate Coordinator for an application. Applications for Fall Assistantships are due June 15 and applications for Spring Assistantships are due Oct. 15. This is a competitive process; students who are awarded an assistantship receive a stipend and work 20 hours a week for the School of Criminal Justice assisting with teaching duties. Research Assistant positions and positions with ALERRT or the Department of School Safety are sometimes available as well. Graduate Assistants must register for CJ 5101 each semester, a one hour course. Tuition for the course is reimbursed.

11. If I have been to another graduate school and have taken classes, can I transfer them in?

You can transfer up to 6 hours of graduate credit from an accredited institution if the grades are B or better. These can be used to replace required courses, but only if the content is very similar, otherwise they will be counted as electives.
Information on Professional Organizations

Professional Organizations:

The school encourages students to join any of the professional organizations associated with the academic study of criminal justice. Student membership rates are usually affordable and come with subscriptions to major peer-reviewed journals.

In addition, each of these organizations has an annual meeting in which some travel monies are available for students presenting papers. Please see the Masters Student Coordinator for more information on attending these meetings.

Academy of Criminal Justice Sciences [www.acjs.org]
  The annual meetings are in late Feb/early March of each year. The 2014 meetings will be in Philadelphia, PA, February 18-22.

American Society of Criminology [www.asc41.com]
  The annual meetings are in November of each year. The 2013 meetings will be in Atlanta, GA, November 20-23.

Law and Society Association [www.lawandsociety.org]
  The annual meetings are in late May of each year. The 2014 meetings will be in Minneapolis, MN, May 29-June 1.

Southwestern Association of Criminal Justice [www.swacj.org]
  The annual meetings are in September of each year. The 2013 meetings will be in San Antonio, TX, September 26-28.

Midwestern Criminal Justice Association [www.mcja.org]
  The annual meetings are in September of each year. The 2013 meetings will be in Chicago, IL, September 26 – 28.

Southern Criminal Justice Association [www.scja.net]
  The annual meetings are in late September/early October of each year. The 2013 meetings will be in Virginia Beach, VA, September 18- 21.

Western Society of Criminology [www.westerncriminology.org]
  The annual meetings are in February of each year. The 2014 meetings will be in Honolulu, HI, February 6-8.