



Masters of Science in Criminal Justice

Graduate Student Handbook



Valdosta State University

CRIMINAL JUSTICE PROGRAMS

<http://www.valdosta.edu/crju/>

The Criminal Justice Faculty of Valdosta State University would like to thank you for your enrollment in the Criminal Justice Masters of Science Program. We are committed to providing students with the most fulfilling program possible. Our staff is highly motivated and extremely qualified to instruct students in all matters of Criminal Justice. Our program offers 2 tracks for students to choose a more specialized direction of study. Our Applied Criminal Justice track allows students to focus on courts, corrections, or law enforcement. Our Research & Theory track allows students to explore theoretically and analytically the causes and correlations of crime.

Our Faculty aim to use the most up to date teaching methods combined with years of field experience to help students of all learning styles. The Masters of Science in Criminal Justice(M.S.C.J.) program is designed to provide students with an education that assists students in achieving and maintaining the highest level of competitiveness in the criminal justice field. The M.S.C.J. program prepares students to pursue a variety of careers including law enforcement, crime analysis, criminalistics, and criminal justice instruction. The M.S.C.J. program also prepares students to continue their education at other institutions (e.g., law school, foreign exchange programs, and PhD programs).

-Valdosta State Criminal Justice Program

M.S. in Criminal Justice The Criminal Justice master's degree is a 36-semester hour program, consisting of either a thesis or non-thesis option. The master's degree curriculum is regarded as one of the most contemporary in the southeastern United States as it permits students to pursue a general Criminal Justice degree, as well as the opportunity to concentrate study in their particular areas of academic and professional interests. In addition, to allow our graduate students an opportunity to work full-time while pursuing their studies, all courses are offered evenings and occasionally some courses are offered in weekend format.

Outcomes: Master of Science in Criminal Justice

M.S.C.J Students will:

1. Develop an understanding of major criminological theories, their strengths and weaknesses, their role in explaining crime and delinquency, and their role in informing public policy.
2. Develop a familiarity with the structure and function of systems of criminal justice in the United States and in other countries.
3. Develop the use and application of scientific research methods to the study of crime as well as to solving crimes.
4. Integrate criminal justice theory and research findings with criminal justice practice.
5. Develop an understanding of the development of contemporary criminal justice issue in modern societies and how such issues may be informed by systematic research and analysis.

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Program Format

REQUIREMENTS FOR THE M. S. WITH A MAJOR IN CRIMINAL JUSTICE

Total hours required for the Degree - 36 semester hours.

<u>Required Core:</u>		<u>18-21Hours</u>
CRJU 7000	Criminal Justice Administration	3
CRJU 7370	Ethical Legal Issues	3
CRJU 7411	Applied Statistics and Research in Criminal Justice	3
CRJU 7412	Advanced Research Methods for Criminal Justice	6
CRJU 7600	Advanced Criminological Theory	3
CRJU 7990	Area Paper - 3 hours or CRJU 7999 Thesis (for students taking the thesis option) - 6 hours	3 or 6

Criminal Justice Electives:

Students wishing to take the Applied Criminal Justice Track must take any combination of the following courses:

<u>Applied Criminal Justice Track</u>		<u>15-18 hours</u>
CRJU 7100	Seminar in Law Enforcement	3
CRJU 7620	Seminar in Criminal Victimization	3
CRJU 7510	Advanced Correctional Therapies	3
CRJU 7630	Advanced Crime Prevention	3
CRJU 7710	Seminar in Juvenile Justice	3
CRJU 7900	Independent Study	up to 6 hours
Guided Electives	selected by student with approval of advisor	varies

Students wishing to take the Research and Theory Track must take any combination of the following courses:

<u>Research and Theory Track</u>		<u>15-18 hours</u>
CRJU 7010	Advanced Comparative CJ Systems	3
CRJU 7300	Seminar in Criminal Law and Procedure	3
CRJU 7350	Seminar in Forensic Investigation	3
CRJU 7413	Criminal Justice Planning and Evaluation	3
CRJU 7500	Adv. Criminal Behavior and Personality	3
CRJU 7610	Seminar in Gang, Group and Multiple Offender Criminality	3
CRJU 7900	1-6 Independent Study hours	up to 6 hours
Guided Electives	selected by student with approval of advisor	varies

Admission to Graduate Programs in Criminal Justice

- Complete Online Graduate Application for Admission or Readmission (link located in Appendix C)
- \$35 application fee. *This fee is non-refundable.*

Official Transcripts from each undergraduate and graduate institution where you have previously enrolled. Transcripts of coursework completed in-residence at VSU will be obtained by the Graduate School.

- Must hold a bachelor's degree from a regionally- accredited institution.
- Minimum cumulative undergraduate GPA of 2.75 on 4.0 scale calculated on all attempted coursework.
- See *Important Program Information* for additional prerequisites.

Official Scores on the Graduate Record Examination (GRE) – www.gre.org

- Minimum GRE Requirements:
 - 800 score combined verbal and quantitative sections **AND** a 400 on the verbal score with a 3.5 analytical score.
 - For GRE's taken before October 2002 a minimum score of 800 on any two combined sections (verbal + quantitative or verbal plus analytical).

Two-page essay http://www.valdosta.edu/gradschool/documents/msej_goalstatement.pdf

- Describing reasons why the applicant wishes to pursue graduate study in criminal justice at VSU.
- The essay should include a summary of the applicant's career goals, relevant past work experience, academic awards, and recognition of achievement

Two Recommendations

- Recommendations from professionals familiar with your academic work.
- Letters of recommendation are welcome and encouraged but must be accompanied by a completed [General Recommendation Form](#).

VSU Medical Form

- **Immunization Form page 1**
- **Immunization Form page 2**
- The form must be completed and signed by the student/applicant.
- This form must be received prior to enrollment, NOT prior to admission.
- Applicants who are currently enrolled, and those who attended VSU in the past, are not required to resubmit the Medical Form

Probationary Admission

Applicants who have achieved the minimum GRE scores but who do not have the minimum 2.75 undergraduate grade point average may be admitted on a probationary basis. To be eligible for probationary consideration an applicant must:

- Application packets are reviewed as a total package in which transcripts, GPA, GRE scores, letters of recommendation, and interest essays are reviewed to determine if a candidate is eligible for admission to the MS in Criminal Justice graduate program. Thus, applicants who do not meet the minimum GPA requirement but exceed the minimum GRE requirements and applicants who do not meet the minimum GRE requirements but exceed the minimum GPA requirement may still be eligible for regular admission. Such cases must be approved by the Criminal Justice Faculty before regular admission is granted.

Important Program Information

- Applicants must have completed an undergraduate basic statistics course and one course in research methodology. Students may apply for a waiver of these requirements by demonstrating proficiency through an examination.

Admission Deadlines:

Fall	July 15
Spring	November 15
Summer	April 15

To be considered for your preferred term all required materials must be received by the Graduate School no later than close of business on the deadline. It is the responsibility of the applicant to allow adequate time for document submission and to ensure receipt of documents. Applications that are incomplete at close of business on the deadline will not be reviewed for admission for that term.

Admission Classifications

- Regular Status
- Probationary Status
- The Master of Science in Criminal Justice program will consider requests for Irregular Admission; however, requesting Irregular Admission does not guarantee approval to enroll. See the Graduate School Requirements and Guidelines for Irregular Admission for specific information.

International Applicants

International applicants must meet all admission criteria and documentation requirements as defined by the program, however, additional documentation may be required. Please review the information below for specific information and guidelines.

- Test of English as a Foreign Language (TOEFL) Exam- *The TOEFL exam is required for applicants whose first language is not English based on country of citizenship. International applicants whose first language is not English but who have earned a bachelor's degree or higher from a U.S. institution may be exempt from the TOEFL exam.*
- Certificate of Finances- *The Certificate of Finance is required of any applicant requiring a student visa to enter the United States to complete his or her studies. This document is considered a part of the application for admission and applications will not be reviewed without this document. Applicants who do not require an I-20 student visa to complete their studies are exempt from this requirement.*
- Applicants who have completed coursework at an institution outside of the United States must submit a course-by-course evaluation of the coursework. This transcript evaluation, as it is more commonly called, must be completed by an international education credentials evaluation service. This document is required in conjunction with official transcripts from each institution (see page 1) and does not replace the transcript requirement.

For additional program information contact:

Dr. Shani Wilfred, Graduate coordinator, spgray@valdosta.edu
Department of Sociology, Anthropology, and Criminal Justice with Marriage and Family Therapy

M.S.C.J Course Descriptions:

CRJU 7000 Criminal Justice Administration 3-0-3

An introduction to the administration and organizational structure of criminal justice agencies and the criminal justice system as a whole.

CRJU 7010 Advanced Comparative Criminal Justice Systems 3-0-3

A seminar on crime, law, and criminal justice systems of major legal systems allowing for cross-cultural comparisons

CRJU 7100 Seminar in Law Enforcement 3-0-3

A seminar in which administrative issues pertinent to policing are examined. These include ethics, rural policing, and community policing, among others.

CRJU 7300 Seminar in Criminal Law And Procedure 3-0-3

A seminar in which rapidly changing controversial legal issues which have a major impact on criminal justice are explored.

CRJU 7350 Seminar in Forensic Investigation 3-0-3

An introduction to special topics in forensic science involving the use of forensic techniques in criminal investigations. This course will examine different areas related to the solving of crimes using forensic techniques currently available to the investigator. As needed, experimental forensic techniques will be discussed. Each student will gain an understanding of how forensic science is an integral part of the criminal justice system.

CRJU 7370 Ethical and Legal Issues 3-0-3

An introduction to the study of criminal justice ethics as a classical and contemporary discipline. Modern criminal justice codes of ethics and professional standards will be studied and critiqued. Students will be encouraged to examine critical values and moral beliefs and to develop humanistic philosophies. Questions about the ethical spirit and consequences of specific laws or policies and the disparities between these relatively narrow requirements and more generous professional and personal ethics will be addressed.

CRJU 7411 Applied Statistics and Research in Criminal Justice 3-0-3

Prerequisite: Proficiency in basic statistical methods as demonstrated by undergraduate or graduate course work. A study of advanced statistical techniques applied in criminal justice research.

CRJU 7412 Advanced Research Methods for Criminal Justice 3-0-3

Prerequisite: CRJU 7400 or equivalent.

A study of advanced research methodology used in criminal justice.

CRJU 7413 Criminal Justice Planning and Evaluation 3-0-3

An analysis of criminal justice program development through planned change and techniques of program evaluation, with emphasis on procedure and design.

CRJU 7500 Seminar in Criminal Behavior and Personality 3-0-3

An advanced study of specific criminal behavior types emphasizing violent offenders, sexual deviants, the anti-social personality, and the criminally insane.

CRJU 7510 Advanced Correctional Therapies 3-0-3

Study and practice in the development and application of theoretically based correctional treatment plans.

CRJU 7600 Advanced Criminological Theory 3-0-3

An intensive overview of each of the major criminological perspectives regarding the etiology of crime. The course will provide students with an understanding of theoretical developments and research and will emphasize interrelationships among theories. The impact of social change is also emphasized.

CRJU 7610 Seminar in Gang, Group, and Multiple Offender Criminality 3-0-3

An intensive study of gang, mob, mass, and other types of group criminality. The course includes an examination of the formulation, evolution, characteristics, and threat of multiple offender violence. Topics include but are not limited to youth gangs, cults, organized crime, mob violence, vigilante groups, and domestic terrorist groups.

CRJU 7620 Seminar in Criminal Victimization 3-0-3

An introduction to the study of crime victims, including identification, research, and statistical data used to assess victims of crime. Major emphases of this course will be victims' rights legislation and the responsibilities of individual criminal justice agencies providing services and programs to crime victims.

CRJU 7630 Advanced Crime Prevention 3-0-3

Basic concepts of crime prevention theories and techniques. Students will study past and current techniques, programs, and research used to establish crime prevention in today's society. Course requirements include a hands-on creation of a crime prevention program for an existing criminal justice agency, business, or other entity whose use of a crime prevention program is necessary for its success or survival.

CRJU 7700 Special Topics in Criminal Justice 3-0-3 to 6-0-6

A variable topics course that may be taken for 3 to 6 semester hours.

CRJU 7710 Seminar in Juvenile Justice 3-0-3

A seminar on the Juvenile Justice System and major issues related to the administration of juvenile justice. These include administrative issues, legal issues, and issues revolving around theory and rehabilitative goals.

CRJU 7900 Directed Study in Criminal Justice 0-3-1 to 0-18-6

May be taken for a maximum of 6 credit hours. Graded "Satisfactory" or "Unsatisfactory."

The study plan must be determined in advance and approved by the Coordinator of the Criminal Justice Graduate Program as well as the instructor of record. Independent study or research under the guidance of a criminal justice graduate faculty member.

CRJU 7910 Criminal Justice Internship 3-0-6

The internship involves placement in a work/observer situation in a criminal justice agency requiring academic performance and supervision as described in the *Criminal Justice Internship Guidelines*, or a research internship in which the student works with a criminal justice graduate faculty member to obtain knowledge of special research applications including data collection and organization, analysis, and publication. The internship plan must be determined in advanced and approved by the Coordinator of the Criminal Justice Graduate Program as well as the instructor of record.

CRJU 7990 Area Paper 3 hours credit

Graded "Satisfactory" or "Unsatisfactory."

The student must be registered for CRJU 7990 in the term in which the degree is earned. For students electing the non-thesis option and writing an Area Paper as per established guidelines.

CRJU 7999 Thesis 0-3-1 to 0-18-6

Graded "Satisfactory" or "Unsatisfactory."

The student must be registered for CRJU 7999 in the term in which the degree is earned. For students developing and writing a thesis and as recommended and approved by the student's thesis advisor. Must be taken for a total of 6 hours.

CRIMINAL JUSTICE PROGRAM PROGRESSION, RETENTION, DISMISSAL, AND READMISSION POLICIES

1. A 3.00 cumulative grade point average (GPA) is required for graduation. No grade below “C” will be credited toward the M.S. degree with a major in Criminal Justice.
2. Students must receive a grade of “B” or better in all core courses.
3. Students will be dismissed from the MSCJ program if they accumulate three or more academic deficiency points. Students who receive their first “Unsatisfactory” grade on their thesis or area paper will receive one deficiency point. Students who receive a second “Unsatisfactory” grade will receive two additional deficiency points. A grade of “C” in any core course will not be counted toward the MSCJ degree and equals one deficiency point. A grade of “C” in any non-core course will be credited toward the MSCJ degree but also equals one deficiency point. A grade of “D” or “U” will not be credited toward the MSCJ degree and equals two deficiency points. A grade of “F” or “WF” (neither of which will be credited toward the MSCJ degree) equals three deficiency points.
4. If a student is dismissed, they may, after a minimum of three semesters, apply for readmission. Readmission is not guaranteed. The student must also retake only those courses with deficiencies until the number of deficiency points is fewer than or equal to two. The student cannot take a class more than three times or apply for readmission more than twice.
5. No more than 6 semester hours of academic work may be transferred from another institution into a master’s-level graduate program. Transfer credit will be evaluated after admission, by the academic department. To be eligible, credit must be no more than seven years old prior to completion of the degree.
6. The maximum time allowed for completion of the master’s degree is seven calendar years. No work completed more than seven years prior to degree completion will be accepted toward the degree, except with special permission from the student’s major professor and the Head of the Department of Sociology, Anthropology, and Criminal Justice and approval from the Dean of the Graduate School.

VALDOSTA STATE UNIVERSITY POLICIES

*If at all possible, all effort should be made to alleviate any conflicts or concerns that may arise at the personal level. When a complaint or issue is voiced, in most cases the following chain of command should be followed: Immediate supervisor – Department Head - Dean of the College - Vice President of Academic Affairs - University President. At any point, the complainant is free to contact any of the agencies listed below for assistance in addressing his or her concerns.

Agency or Policy	Website	Phone
Office of Equality	http://www.valdosta.edu/ose/	229-333-5463
Conflict Resolution Program	http://www.valdosta.edu/crc/	229-249-4961
Counseling Center	http://www.valdosta.edu/counseling/	229-333-5940
The Moore Street Clinic	http://www.valdosta.edu/soc/mft/moorestreetclinic.shtml	229-219-1281
Sexual Harassment Policy	http://www.valdosta.edu/legal/shp.shtml	
V.S.U. Access Office	http://www.valdosta.edu/access/	229-245-2498

ACADEMIC HONESTY POLICIES AND PROCEDURES

(Taken from the 2010 – 2011 Valdosta State University Handbook)

The following link and information below comes directly from the VSU Student Handbook (<http://www.valdosta.edu/studentaffairs/StudentHandbook.shtml>), and it should be reviewed prior to any disciplinary action regarding an academic dishonesty case. Guidelines regarding the disciplinary process, the rights of the student, hearing procedures, etc. are addressed in Appendix B. Sections I thru V of the Handbook.

Appendix A. Section I. (Academic Student Conduct Code) Updated November 15, 2007

Section I Academic Integrity Conduct Code

Academic integrity is the responsibility of all VSU faculty and students. Faculty members should promote academic integrity by including clear instruction on the components of academic integrity and clearly defining the penalties for cheating and plagiarism in their course syllabi. Students are responsible for knowing and abiding by the

Academic Integrity Policy as set forth in the Student Code of Conduct and the faculty members' syllabi. All students are expected to do their own work and to uphold a high standard of academic ethics.

A. Academic Integrity Violations

Cheating and plagiarism are academic integrity violations. Additional violations may be added as deemed appropriate. The following academic integrity violations are not to be considered all-inclusive:

1. No student shall use or attempt to use unauthorized materials or devices to aid in achieving a better grade on a component of a class.
2. No student shall receive or give or attempt to receive or give assistance not authorized by the instructor in the preparation of an essay, laboratory report, examination or other assignment included in any academic course.
3. No student shall take or attempt to take, steal, or otherwise procure in an unauthorized manner any material pertaining to the conduct of a class, including but not limited to tests, examinations, laboratory equipment, and roll books.
4. No student shall sell, give, lend, or otherwise furnish to any unauthorized person material which can be shown to contain the questions or answers to any examinations scheduled to be given at any subsequent date in any course of study offered by the University, without authorization from the University.
5. No student shall engage in plagiarism, which is presenting the words or ideas of another person as if they were the student's own. Essays, term papers, laboratory reports, tests, online writing assignments, and other similar requirements must be the work of the student submitting them. Some typical examples of plagiarism are:
 - Submitting an assignment as if it were one's own work when, in fact, it is at least partly or entirely the work of another.
 - Submitting a work that has been purchased or otherwise obtained from an Internet source or another source.
 - Incorporating the words or ideas of an author into one's paper without giving the author due credit, e.g., when direct quotations are used, they must be indicated, and when the ideas of another are incorporated in the paper they must be appropriately acknowledged.

B. Academic Integrity Academic Response

Valdosta State University policy is that a violation of Appendix A, Section I may and should be handled by the professor, the student, and possibly the department head or academic dean concerned with the offense.

Sanctions for an academic integrity violation should be outlined in the course syllabus.

Any faculty member who has documentation and/or suspects that academic dishonesty has occurred shall

- (1) Gather all pertinent information, and
- (2) Meet with the student or students involved, and
- (3) Inform the student or students of the academic response to an alleged violation of academic integrity. The faculty member will notify his/her department head and/or dean of these decisions and may also contact the Student Conduct Office in the Dean of Students office for procedural clarification if desired.

The most severe action that may be administered by any faculty member is a grade of "F" in that particular course. This is an academic response and not a disciplinary recommendation. A student who wishes to appeal an academic response to an alleged violation of academic integrity may follow the grade appeal process ([grade appeal form](#)).

C. Academic Integrity Disciplinary Response

To initiate the disciplinary response process to an academic integrity violation, a faculty member should submit a Report of Academic Dishonesty, along with supporting documentation as noted on the report ([Report of Academic Dishonesty](#)) to the Student Conduct Office in the Dean of Students Office. This report shall be made part of the student's disciplinary record and shall remain on file with the Student Conduct Office in the Dean of Students Office in accordance with Board of Regents record retention policy. A student's file on academic dishonesty is not intended nor designed to allow access by faculty members seeking historical information or otherwise concerning a particular student. The purpose of the file is for the Dean of Students Office to determine if multiple cases of academic dishonesty have occurred during a student's academic career at Valdosta State University. If a student is found to have cheated/plagiarized and withdraws from the course

prior to the awarding of a grade, the Report of Academic Dishonesty will still be placed on file in the Student Conduct Office.

After a second (or subsequent) Report of Academic Dishonesty has been submitted to the Student Conduct Office in the Dean of Students Office, official charges will be drawn up and the disciplinary matter will be referred to the Valdosta State University Judicial Committee. The VSU Judicial Committee will utilize the disciplinary procedures outlined in Appendix B, Sections II.-V. of the Student Code of Conduct. The most severe sanctions such as expulsion or suspension should only result from a VSU Judicial Committee hearing and can be appealed via Appendix B, Section V of the Student Code of Conduct.

Faculty members may request that a particularly serious violation of the Academic Integrity Policy (buying or selling papers, stealing an exam, significant plagiarism at the graduate level, etc.) be referred directly to the VSU Judicial Committee. The Dean of Students and the academic dean of the student's major will consult concerning the referral of a particularly serious first offense to the VSU Judicial Committee.

WITHDRAWAL FROM COURSES POLICY (taken from the 2010-2011 VSU Catalogue pg. 30):

Students may withdraw from courses following the drop/add period until mid-term by completing the withdrawal process on BANNER. A withdrawal before mid-term is non-punitive, and a grade of "W" is assigned. However, a student may not exercise this right to withdraw to avoid sanction for academic dishonesty.

Instructors may assign a "W" on the proof roll for students not attending class. It is the responsibility of the student to complete the withdrawal process. A withdrawal is official only when it is received and processed by the Office of the Registrar. The policy of the Board of Regents does not allow students to withdraw after the midterm date published in the school calendar. Students may appeal for an exception to the withdrawal deadline for cases of medical and hardship issues. Information on Medical and Hardship Withdrawals is outlined below. Any student who discontinues class attendance after mid-term and does not officially withdraw may be assigned a grade of "F." No fee adjustment will be made for withdrawals except as outlined in this catalog. The Finance and Administration Office will receive a copy of the withdrawal form for refunding if applicable.

Appendix A: Faculty*

Dr. Michael Capece	Full Professor	229 333-5488	mcapece@valdosta.edu
Dr. Fred Knowles	Associate Professor/ Undergrad Coordinator	229-333-5494	feknowles@valdosta.edu
Dr. Wilson Huang	Full Professor	229-333-5486	whuang@valdosta.edu
Dr. Rudy Prine	Full Professor/ Internship Coordinator	229-333-5489	rkprine@valdosta.edu
Dr. Deborah Robinson	Full Professor	229-249-4974	dmrobins@valdosta.edu
Dr. Darrell Ross	Department Head	229-333-5434	dross@valdosta.edu
Dr. Christopher Sharp	Assistant Professor	229-333-5497	crsharp@valdosta.edu
Dr. Shani Wilfred	Associate Professor/ Graduate Coordinator	229-249-4835	spgray@valdosta.edu

*Faculty Biography's and Vita's can be found at: <http://www.valdosta.edu/crju/faculty/index.shtml>

APPENDIX B

Thesis Information:

CRJU 7999 Thesis 0-3-1 to 0-18-6

Graded “Satisfactory” or “Unsatisfactory.” The student must be registered for CRJU 7999 in the term in which the degree is earned. For students developing and writing a thesis and as recommended and approved by the student’s thesis advisor. Must be taken for a total of 6 hours. Students who receive 2 “Unsatisfactory” grades will be dismissed from the program.

Thesis Information: (gathered from the V.S.U. graduate school, complete information can be found at <http://www.valdosta.edu/gradschool/TDInformationPage.shtml>)

Student Theses must be written in the American Psychological Association (APA) publication style. This publication is now in its fifth edition and can be purchased at the university bookstore (*Publication Manual of the American Psychological Association 2001, Fifth Edition*). The paper must also be written in a 12-point such as Courier or New Times Roman and must be double spaced. Pages should also be formatted with one inch margins at the top, bottom, and sides. Substantive format issues should be discussed with a faculty advisor; however, a sample outline is included in these guidelines.

- The thesis or dissertation represents the culmination of your academic program. It is a major achievement, reflecting your development as a professional in your chosen field. It provides you with an opportunity to demonstrate your intellectual capabilities through the production of an original piece of research. While you will have the assistance of many others in completing this project, including faculty and fellow graduate students, the finished thesis or dissertation reflects your work, your effort, and your intellectual development. You should exercise great care in preparing your thesis or dissertation in order to produce a study of which you and Valdosta State University can be proud.
- Final drafts (already defended) of theses and dissertations are to be submitted to the Graduate School for review no less than two weeks before graduation of each semester. This means the Graduate School will have up until the time of graduation to review theses and dissertations and for students to make corrections (if any) for the Graduate School. Fall’s deadline accommodates the Thanksgiving holiday.
 - Check the graduate school website for current deadlines for the semester you intend to defend your thesis.

Component Checklist:

(Page order for a thesis or dissertation. Items with asterisks (*) are optional.)

- **Title Page**

The title should reflect the actual content of the study by using key words that represent major areas of your investigation. Avoid using symbols, formulae, and numerals in the title. You should also avoid “jargon” in the title, wherever possible, and avoid being “cute.” *Do not count or number.* Left margin - 1.5"; top, right, and bottom margins - 1".
- **Copyright Page**

You are strongly encouraged to copyright your thesis or dissertation. The copyright page immediately follows the title page and consists of the following statement, modified only by the correct year and your name as shown on the title page, centered in the page.
© Copyright 2011 Mary Jane Doe
All Rights Reserved
Most word processing packages contain the copyright symbol “©.” The copyright statement must be double-spaced. *Do not count or number.*
- **Signature Page**

You must have a signature page with original signatures for each official copy of your dissertation. Each signature must be in blue ink. It is a good idea to have adequate copies of the signature page and an appropriate pen with you when you defend. Assuming your defense is successful, you can get signatures while your committee is together. (If changes must be made, you may still be able to get signatures from each member of your committee except your major professor, who will sign only after verifying that the changes have been properly made.) Submit all signed signature pages with the final draft of your thesis or dissertation and proof of binding fees paid. These pages must all be produced on the 20 pound weight acid-free paper used for your archival copy. *Do not count or number.*

For each member of the committee, indicate their full name, academic degree (Ed.D., Ph.D., Ed.S., etc.) and their proper rank and field of study (i.e., Professor of Biology, Associate Professor of Special Education, Assistant Professor of English, etc.)

- **Fair Use and Duplication Release Form**

This form must follow your signature page. It states whether or not appropriate personnel in the Odum Library have your permission to act as your agent to release copies of your document if they are requested. The form also lets the reader know that your document is protected under the laws of copyright. Both signature lines and statements should be included on the form. *Do not count or number.*

- **Abstract**

The abstract should tell the reader your topic, research methods, and major findings. The abstract is double-spaced and should not exceed one page in length. It is useful to keep within the guidelines established by University Microforms International, which limits an abstract to 350 words. *Begin numbering using Roman numeral i.*

- **Table of Contents**

Only material following the table of contents is listed in the table of contents. Use Roman numerals (for example, Chapter I, Chapter II, etc.); include appendices and their titles. Be sure to check page numbers; if corrections are made the pages may require renumbering.

- **List of Tables, Figures, or Illustrations**

Number and title all tables, figures, photographs, and illustrations. If you have three or more figures and/or illustrations, present a list showing their location after your table of contents. There should be a separate list for Tables, a list for Figures, and one for illustrations if needed.

- **Preface (optional)**

The preface may be included in an introductory section of a manuscript. The preface is preliminary to and separate from the main text and explains the purpose, plan, or preparation of the work. A preface is not necessary for most theses or dissertations but may be included if the author believes it serves a useful purpose, and his or her committee agrees. If a preface is included, it normally contains acknowledgments.

- **Acknowledgements (optional)**

While your thesis or dissertation must be your intellectual property, you could not have written it without the assistance of a number of individuals and institutions. The acknowledgements page provides you with the opportunity to thank those who provided that assistance. You may include as many individuals as you desire. This is also the appropriate place to list permission to quote copyrighted material. *Single space text.*

- **Dedication (optional)**

A dedication is not required but may be included if desired. A dedication should be short and to the point. *Single space text.*

- **Body of Text**

Your text should be arranged in a logical order, divided into appropriate chapters. Refer to the style manual approved by your department in this regard. *Begin numbering with Arabic number 1.* The first page of each chapter should have a 2" top margin; remaining pages 1" top. No bold-faced type in headings or sub-headings (for graduate school purposes, follow APA 5th for headings); double space.

- **Footnotes, Endnotes, and In-Text References**

Footnotes, endnotes, or in-text references (short explanations in parentheses in the text) are acceptable to the Graduate School. You must consult the style manual approved by your department and use its recommended format consistently in your thesis or dissertation.

- **Bibliography**

Consult your program's style. For example, in APA style, a bibliography includes all sources consulted that relate to your research project. A Reference List is used to compile all the sources actually cited in your

manuscript. If you are not using APA, consult the appropriate style manual for the proper format preferred by your department.

- **Appendices**

Supplemental material should be placed in appendices. You need a separate appendix for each type of material presented. Some style manuals allow you to place tables, figures, and other graphical representations in an appendix, rather than dispersed throughout your text. Each appendix should have a cover page that identifies it. A copy of your approved IRB or IACUC proposal (if applicable) **must** be included here. Be sure to mention the IRB or IACUC in your “Methods” chapter.

- **Autobiographical Statement (optional)**

If you wish to provide an autobiographical statement, it should appear as the final component of your document. It should include basic vita information such as schools attended, degrees received, positions held, titles of publications, and honors received. It should not include your address or telephone number, as your thesis or dissertation is a public document.

Area Paper Information:

Area Paper Guidelines: Effective January 2011

Students would be provided a reading list based on MSCJ core curriculum.

- Students are given a set of questions in which they are expected to answer 3:5. They are given a set time frame (no more than 6 hours) to answer the questions. It is a closed book, closed note test. Students are given a laptop to save their answers on without internet access. Students will be required to come to campus to take the comprehensive exam which will be offered on 2 dates. They are also given a blank CD to burn their answers on for dissemination to professors. Every three years a comps committee is chosen and questions are developed by the committee members based on the reading lists and their area of expertise. These questions will be derived from information covered in MSCJ core curriculum. Comp committee members are expected to grade all comprehensive exams. In the event that numerous students take comps at the same time all professors are expected to assist in grading comprehensive exams.
- Set limit for comprehensive exam unsatisfactory grades to 2 before being dismissed from the program. This requires submitting a curriculum change form to update dismissal policy on graduate website. Create an appeal process according to the graduate school.

Appendix C: Helpful Links

Access Office	http://www.valdosta.edu/access/
Admission/Readmission Application	https://www.applyweb.com/apply/vsug/menu.html
Criminal Justice Faculty	http://www.valdosta.edu/crju/faculty/index.shtml
Criminal Justice Program Website	http://www.valdosta.edu/crju/
Graduate Catalog	http://www.valdosta.edu/catalog/1011/grad/index.shtml
Graduate School	http://www.valdosta.edu/gradschool/
Library Research Tools	http://www.valdosta.edu/library/learn/howto.shtml
Odum Library	http://www.valdosta.edu/library/
Required Admission Documents	http://www.valdosta.edu/gradschool/gradappforms.shtml
Thesis/Dissertation Information	http://www.valdosta.edu/gradschool/TDInformationPage.shtml