



# **Master of Science in Criminal Justice Graduate Program Handbook**

**Department of Criminal Justice  
College of Arts and Sciences**

Fayetteville State University  
1200 Murchison Road  
Fayetteville, North Carolina 28301  
Phone: 910-672-1478  
Fax: 910-672-1908  
Web: [www.unccsu.edu/crimjust](http://www.unccsu.edu/crimjust)

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## ***Introduction to the Handbook***

Welcome to Fayetteville State University's Master of Science program in Criminal Justice (MSCJ). The Department is pleased to offer this program, and is committed to providing a high quality graduate education in criminal justice.

This handbook is intended as a resource for graduate students in criminal justice to aid them in their completion of the Master of Science in Criminal Justice at Fayetteville State University (FSU). This handbook does not replace published college and university requirements and should be used in conjunction with the FSU Graduate Catalog and other university documents for purposes of addressing policy issues. In all cases, university and college policy and procedure documents supercede this document. Students should obtain and keep a copy of the Graduate Catalog for the year in which they were admitted to the program.

I wish to acknowledge the excellent foundation laid by Dr. Michael DeValve in his preparation of the original Handbook in the inaugural year of the program.

Amy Craddock, Ph.D.  
Associate Professor  
Graduate Program Coordinator  
Department of Criminal Justice  
Fayetteville State University

# Master of Science in Criminal Justice Graduate Student Handbook

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## ***Establishment of the Master of Science in Criminal Justice Program***

Fayetteville State University has offered an undergraduate degree in criminal justice since 1985. In the Spring of 2003, Chancellor T.J. Bryan reorganized a number of academic units, and created the Department of Criminal Justice was established. Almost immediately after the department was created, work began on the establishment of a graduate offering in criminal justice. In February of 2006, the Board of Governors of the University of North Carolina approved the proposed program. The MSCJ program admitted its first students in the Fall of 2006.

### ***MSCJ Focus: Theory in Action***

We believe that education is best when it serves a purpose and when the educator and the student are consciously aware of that purpose. The specifics of that purpose may vary from person to person, but the ultimate goal for us is to improve the world in which we live. When we study theory it is not just to learn why things occur; it also is to explore how we can shape the occurrence of events. Here in the Department of Criminal Justice at Fayetteville State University we not only study what is, we encourage our students and ourselves to explore the question: "What ought to be," never assuming that there is only one answer to the question. We embrace diversity at FSU in our faculty, staff, and students, as well as in our ideas and perspectives. We do so primarily by fostering growth in three broad dimensions.

***Practical Experience (Praxis):*** For adult learning to take place, it is essential to make education relevant to the audience. Our journey into academics is grounded in real-life situations and experiences. Learning does not only include obtaining knowledge about theoretical explanations and organizational analyses, it is about applying knowledge and developing skills which serve practical situations. We believe that theory and the real world are dialectically linked, with each one shaping the other; therefore, it is incomplete to learn only one or to learn one separately from the other. We seek to make the educational experience a rewarding and productive exercise for learner and teacher alike.

***Change:*** One practical outcome of graduate education includes the production of change agents who have the knowledge and skills to enhance their own environment. We seek to instill in our graduates the highly marketable skills of innovation, adaptability, and insight. We want to produce visionaries, able to imagine a world that fully embraces justice and equality, as well as activists who are inspired to contribute to the accomplishment of this end.

***Service:*** We hope to instill in our students, faculty, and staff a strong commitment to service. Our profession is all about service to the community and the world as we seek to make a better place for all to live. We embrace the spirit of putting our ideas, our research and our theories into action. We believe strongly in scientifically rigorous, socially and

politically aware, improvement-oriented research. We also believe in sharing our knowledge and skills with the local, state, national, and international community.

**Theory in Action** is not an empty phrase for us.  
It is a commitment to providing a quality education that has substance and practical value to the student, the teacher, and the community at-large.

### ***Who Needs a Master of Science in Criminal Justice?***

The scientific, intellectual, and analytical demands placed upon criminal justice practitioners have increased dramatically over the last 25 years, and as a result, graduate education in criminal justice has become a near-necessity for anyone seeking leadership responsibilities in a justice-serving organization. The MSCJ is designed to offer high-quality graduate-level education to four primary groups:

- 1) Students with baccalaureate degrees seeking to further their education in criminal justice;
- 2) Criminal justice professionals and researchers who wish to advance in their careers;
- 3) Criminal justice and social justice advocates seeking the knowledge and skills to improve the quality of justice in their communities; and
- 4) Military personnel who want to enhance their skills and improve their employment marketability.

The requirements of the MSCJ ensure a high quality education while also being competitive in the market. Within the 33 credit hour program, the faculty has included a strong set of core courses (18 credit hours) that build a substantial foundation of knowledge with an emphasis on theory and research. Students then have a total of 15 credit hours with which they can explore a specialization with a number of electives and/or thesis study.

### ***Educational Objectives***

The educational objectives of the MSCJ program are consistent with the mission of FSU and the standards of the Academy of Criminal Justice Sciences (a major professional organization in the field). In order to complete the program, students must be able to:

- 1) Provide explanation and analysis concerning the development of criminal justice policies and institutions in the United States;
- 2) Demonstrate an advanced understanding of justice systems and processes;
- 3) Interpret and conduct research in criminal justice;
- 4) Illustrate a comprehensive understanding of theories of crime and justice;
- 5) Exhibit advanced written and oral communications skills; and
- 6) Demonstrate the knowledge and ability to become effective researchers, policy makers, and leaders in the field of criminal justice.

## ***Application and Admission***

### ***Application***

Students are admitted into the Master of Science program in Criminal Justice semi-annually, in the fall and in the spring. The priority deadline for applications for fall admission is April 15, and the deadline for spring admission is October 15. Applications received after that date cannot be guaranteed consideration for the following semester.

Complete applications packets shall contain:

- 1) Fayetteville State University Application for Graduate Study;
- 2) Official transcripts from **all** undergraduate and graduate colleges and universities attended, and showing award of a baccalaureate degree;
- 3) Official scores from the Graduate Record Examination (GRE) or the Miller Analogies Test (MAT);
- 4) Two letters of recommendation from people who are qualified to assess the applicant's academic potential;
- 5) One- to two-page admissions essay detailing the applicant's future goals, and explaining how earning a Master of Science in Criminal Justice from Fayetteville State University will help achieve those goals;
- 6) Non-refundable \$25 application fee, in cash, check, or money order; and

International students must meet the English proficiency requirements of FSU. Consult the current Graduate Catalog for details.

### ***Admission***

The Department's Graduate Program Committee makes all admission recommendations to the Department Chair. The Chair makes admission recommendations to the School of Graduate Studies. The School makes all final admission decisions.

Successful applicants to the Master of Science in Criminal Justice must have earned a baccalaureate degree from an accredited college or university. In addition, to receive

Unconditional Admission, applicants must meet **two** of the following three criteria:

- 1) Total undergraduate GPA of 2.75 on a 4.0 scale and a 3.0 GPA in the undergraduate major
- 2) Combined score of at least 700 on the GRE General Test (Verbal Reasoning and Quantitative Reasoning sections)
- 3) Score of 3.0 on the GRE Analytical Writing test

Students who do not meet the required admissions criteria may be admitted based on other characteristics and information. These determinations will be made on a case-by-case basis, and may require requests for additional information from the student.

When such students are accepted, they must earn a B or better in their first three courses (nine credits) in the program. One of these three courses must be CRJC 520 (Theory I). One of the remaining two courses must be either CRJC 540 (Research Methods in Criminal Justice) or CRJC 550 (Statistical Applications in Criminal Justice).

If the Graduate Program Committee and the Chair determine that the applicant's transcript shows inadequate exposure to criminal justice courses and/or social science research methodologies, students may be required to take CRJC 411 (Research Methods in Criminal Justice), CRJC 420 (Criminological Theory), and/or statistics in their first semester in the MSCJ program. Students required to take any or all of these courses must earn a B or better in each course.

### ***Professional Development Admission***

Professional development admission is given as soon as the Admissions Office receives a transcript showing award of a baccalaureate degree. When MSCJ application materials are incomplete, students will normally receive professional development admission to the university, while the Admissions Office is waiting for the remainder of the materials to arrive.

When all MSCJ application materials are received and the professional development student is found eligible for the program, they will be admitted as a degree-seeking student for the current semester if they are currently enrolled in Criminal Justice courses. Otherwise, they will be admitted for the next semester.

Students with Professional Development admission status may take up to 12 hours of graduate courses in criminal justice without being admitted to the MSCJ program. These 12 hours should primarily, if not exclusively, consist of core courses in the MSCJ program.

Students who have taken courses while in Professional Development admission status because of their inability to qualify for degree-seeking status may apply to the MSCJ program on the basis of having completed criminal justice graduate courses at Fayetteville State University. Their application will be assessed based on their performance in these courses.

## MSCJ Curriculum

The MSCJ is a 33-credit hour program, with an 18-credit core battery of courses. Students can choose either the comprehensive examination option or the thesis option for their required program completion component. The program can be completed in four semesters, but students who take courses part-time, and/or write a thesis may require more time to finish.

Elective courses represent a wide range of interests, including victimology, white-collar crime, communities and social change, criminal justice ethics, program evaluation, criminal justice organizational change, race and justice, and juvenile issues. To fulfill electives, a maximum of 12 credit hours may be selected from Fayetteville State University graduate programs other than Criminal Justice, if the courses fit into the student's plan of study as approved by the faculty advisor and Department Chair.

### Course Listings

#### Core Curriculum, 18 credits

CRJC 500 History of Crime Control Policy  
CRJC 510 Criminal Justice Administration  
CRJC 520 Criminological Theory I: Classical and Positivist Theories  
CRJC 530 Criminological Theory II: Critical Criminology, *Prerequisite: CRJC 520*  
CRJC 540 Research Methods in Criminal Justice  
CRJC 550 Statistical Applications in Criminal Justice

#### Electives, 15 credits, select 5 with approval of faculty advisor

CRJC 570 Race, Crime and Justice	Deleted:
CRJC 580 Females, Crime and Justice	Deleted:
CRJC 590 Ethics in Criminal Justice	Deleted:
CRJC 600 Corporate and Government Crime	Deleted:
CRJC 610 Organizational Change in Criminal Justice	Deleted:
CRJC 620 Juvenile Delinquency and Justice	Deleted:
CRJC 630 Communities, Justice and Social Change	Deleted:
CRJC 670 Special Topics in Criminal Justice	Deleted:
CRJC 660 Current Issues in Victimology, <i>Prerequisite: CRJC 540</i>	Deleted:
CRJC 640 Qualitative Methods in Criminal Justice, <i>Prerequisite: CRJC 540</i>	Deleted:
CRJC 650 Program Evaluation in Criminal Justice, <i>Prerequisites: CRJC 540, CRJC 550</i>	Deleted:
CRJC 690 Independent Study (pending approval)	Deleted:

#### Thesis, 6 credits (optional)

CRJC 698 Thesis I, *Prerequisites: Core courses and faculty advisor approval*  
CRJC 699 Thesis II, *Prerequisites: CRJC 698*  
CRJC 899 Thesis Non-credit

To fulfill electives, a maximum of 12 credit hours may be selected from Fayetteville State University graduate programs other than Criminal Justice, if the courses fit into the student's plan of study as approved by the faculty advisor and Department Chair.

Course descriptions are available in the *Graduate Catalog*.

### ***University Academic Regulations***

General academic regulations common to all graduate programs are in the *Graduate Catalog*. All graduate students should familiarize themselves with these policies. Failure to abide by these policies can have negative consequences for progress in the program.

### ***MSCJ Program Completion Components***

In order to complete the MSCJ program, each student must demonstrate mastery of the program's substantive content, as well as the ability to organize and structure ideas in order to apply them to practical situations. Students shall demonstrate their knowledge and skills in one of two ways: (a) pass a comprehensive examination, or (b) write a research thesis.

#### ***Preparation of Program of Study***

During the first semester, all students must meet with their advisor to complete a Program of Study. The Program of Study will be updated each semester to show progress toward degree completion.

#### ***Admission to Degree Candidacy***

Students should apply to candidacy immediately upon completion of 12 semester hours of coursework. They must apply before completing 18 hours of coursework. The Application for Admission to Degree Candidacy is available in the Criminal Justice Department and on the School of Graduate Studies website.

#### ***Thesis Eligibility and Procedures***

Students must have at least a 3.4 GPA in the MSCJ program (not including transfer credits) to pursue the thesis option.

A thesis is a complete, original academic work prepared by a graduate student for the purpose of demonstrating a level of research competence in a discipline. In most cases, a thesis involves the posing of an original research question, the review of relevant academic literature, the creation of an empirically sound social scientific method for the investigation of the question, data analysis and interpretation of results, and a concluding chapter containing a discussion of the significance of the findings.

Although it is advisable to consider possible thesis topics from the very beginning of coursework, a student may not begin the thesis formally (register for CRJC 698) until completion of at least the MSCJ core courses (CRJC 500, 510, 520, 530, 540, and 550) and approval of the Concept Paper.

Each student interested in writing a thesis must complete the following steps:

- 1) Apply for and be admitted to Degree Candidacy.
- 2) Submit the Application for Thesis Eligibility to the graduate coordinator.
- 3) Select a thesis topic. Students should discuss their ideas with a faculty member who they would like to chair the Thesis Advisory Committee. With the help of the thesis chair, students refine the thesis topic. Students should approach the potential chair with a reasonably well-defined idea. In addition, the thesis chair should be a faculty member who has substantive expertise in the area in which the student seeks to conduct research. If in doubt, students should refer to the faculty biographies on the department website or consult their advisor.
- 4) Prepare a 2-3 page concept paper outlining the proposed topic, research question(s) and method, accompanied by a list of relevant scholarly sources representing the sources used in the concept paper and major sources on the topic. Submit a draft to the thesis chair. When the chair approves the concept paper, submit it to the graduate coordinator who, with the Graduate Program Committee, will review the document and offer one of three possible dispositions:
  - a. Accept – the student may begin the thesis proposal (also known as a prospectus) as outlined in the concept paper.
  - b. Revise and Resubmit – The document contains merit and potential, but revisions are needed. Once the requested revisions are made, the concept paper either will be accepted or rejected. If the resubmitted concept paper is rejected, the student must take the comprehensive exams.
  - c. Reject – The student has failed to demonstrate adequate research or writing skills. The student must take the comprehensive exams.

There are no specific timelines for the submission of the concept paper, but students should begin to consider possible thesis topics as soon as the core courses are completed, or earlier.

Students who have received approval to write a thesis must select a Thesis Advisory Committee, in consultation with the thesis chair. The Thesis Advisory Committee consists of the chair and at least two faculty members. One member must be outside the Criminal Justice Department. The chair's responsibility is to provide primary assistance in the thesis preparation process, although each faculty person will approach the role of thesis chair differently.

Once the concept paper is approved, the student may register for CJRC 698. The instructor for the course will be the Thesis Advisory Committee chair. It is **not** advisable to register for CRJC 699 in the same semester, because it is extremely unlikely that the thesis can be completed and defended within the span of a single semester. After taking CRJC 698 and 699, the student must enroll in CRJC 899 each Fall and Spring semester until the thesis is successfully defended.

### ***Thesis Proposal***

The proposal shall consist of three chapters: introduction, literature review, and methods, accompanied by a complete list of references. In addition, all instrumentation and other relevant documents (e.g., informed consent) must be attached. Each student shall defend their proposal orally in an open forum before the Thesis Advisory Committee. If the proposal is not approved (“passed”) by a majority of the Thesis Advisory Committee, the student will be ineligible to conduct the thesis research and must take the comprehensive examination.

Upon passing the oral defense, the student shall work with their thesis chair to determine how to proceed with the research specified in the proposal. Students must pass their oral proposal defense before any data collection begins.

### ***Steps for the Preparation of a Thesis Proposal***

- 1) Once the concept paper is approved, the student shall prepare a thesis proposal (with the components listed above) and submit it to the thesis chair. The chair will offer revisions and return the draft to the student. The student shall make revisions as specified by the chair, and then resubmit the revised draft to the chair. This process shall continue until the chair indicates that the document is ready for distribution to the committee.
- 2) The chair-approved proposal draft shall be distributed to the other committee members, and they shall offer revisions and feedback to the student.
- 3) Once committee revisions and feedback are addressed to the chair’s satisfaction, the student shall, in cooperation with the committee members, schedule a meeting time and place for an oral defense of the proposal.
- 4) Submit Approval of Thesis Proposal form to CBAS, once the proposal is approved by the Thesis Advisory Committee.

The primary purpose of the proposal and oral defense of the proposal is to achieve a joint understanding among the Committee members and the student regarding the nature of the planned research. The approved proposal is a formal agreement about the work to be conducted. If substantial changes to the proposed study are necessary, a second proposal defense must be held. Such situations should be very rare. By the same token, if the student conducts the study as proposed, the committee members should not require substantial new work after the research is concluded.

### *Steps for the Preparation of a Thesis*

Upon passing the proposal defense, the student shall conduct the research detailed in the proposal, in consultation with the thesis chair. Students must not begin the research without obtaining approval from the thesis chair after the proposal defense.

- 1) After conducting the research, and in consultation with the chair, the student will submit a draft of the thesis, consisting of the thesis proposal plus a results chapter and a discussion/conclusions chapter.
- 2) The chair reviews the draft and offer revisions until it is acceptable to distribute to the remainder of the committee.
- 3) The chair-approved final draft shall be submitted to the rest of the committee for revisions and feedback. The student must not submit the draft of the thesis to the committee until directed to do so by the thesis chair.
- 4) Once committee revisions and feedback are addressed to the chair's satisfaction, the student shall, in cooperation with the committee members, schedule a meeting time and place for an oral defense of the final document. Thesis defenses are open to the university community.
- 5) Upon passing the final defense by majority vote of the Thesis Advisory Committee, the thesis research will be complete. The Committee may require revisions to the thesis, to be completed after the defense. Such revisions will be reviewed by the thesis chair.
- 6) The final version of the thesis must adhere to FSU's *Guide for the Preparation and Submission of Theses and Dissertations* (available on the FSU website). It is the joint responsibility of the student and the thesis chair to assure that all guidelines are met before submitting the final thesis to the College.
- 7) Additional university requirements still must be met before the student is eligible for graduation. Refer to the *Graduate Catalog* for information on these procedures.

If a student registers for thesis credit, they will receive grade of IP for both CRJC 698 and CRJC 699 (and CRJC 899 if relevant) until the thesis is complete. If, after enrollment in CRJC 698, the student decides not to continue to pursue the thesis, they must take the comprehensive examination and take additional electives (if necessary) to complete 33 hours in the MSCJ program. Thesis credit may be used as elective credit, if the Thesis Advisory Committee Chair determines that sufficient work has been done to warrant the credit. As of this writing, a student cannot graduate with an IP grade on their record. Therefore, it is very important to register for thesis credit only after the student is certain that they will pursue the thesis.

Even though the thesis is conducted under close supervision of the thesis chair, the student must be able to work consistently and largely independently. Each Spring, faculty members who have students enrolled in CRJC 698, 699, or 899 shall review the progress of those students toward completion of the thesis and communicate with them if progress is not satisfactory. Likewise, if the student has problems obtaining the direction and oversight needed from the thesis chair, they are encouraged to discuss such issues first

with the thesis chair. If the issues remain unresolved, they are encouraged to meet with the Graduate Program Coordinator, their advisor, or mentor.

### ***Comprehensive Examination***

Students who do not write a thesis must take a comprehensive exam. The comprehensive exam will test the mastery of students' substantive knowledge covered in the courses they have taken, and will require of them the ability to apply that substantive knowledge to concrete situations.

Students should be aware that no guarantees are offered regarding the passing of comprehensive exams. A student may complete successfully all of the required course work for the MSCJ but fail all or part of the comprehensive exam, and not be eligible to receive the degree of Master of Science in Criminal Justice. See the section below entitled Failure and Retaking for more details.

### ***Eligibility to Take the Comprehensive Exam***

To be eligible to take the comprehensive exam, students must meet each of the following conditions:

- 1) Have been admitted to master's degree candidacy;
- 2) Have completed all of the core courses for the MSCJ; and
- 3) Must be in the last semester of course work for the MSCJ.

### ***Composition of the Comprehensive Exam***

The comprehensive exam will consist of four questions in each of the four areas of the core courses, two to be answered in the morning, two to be answered in the afternoon. Students are expected to demonstrate mastery of material from the core courses and to be able to integrate that material with material presented in the elective courses that they have taken.

Question 1 is a Theory question and covers Theory I and Theory II. The student is presented with a problem or issue and selects at least one relevant theoretical perspective from each of the two courses that may offer resolution, explanation, and/or greater understanding of the problem.

Question 2 is a Methods question, which requires use of material from Research Methods and Statistics. The student is presented with a problem and must devise a method by which to study it. The student must explain the methodological approach, sample design, data collection techniques, ethical issues, appropriate statistical analysis of the data, limitations of the study, and implications of the expected findings.

Question 3 covers History of Crime Control Policy. Here, the student will be presented with an issue to address in a historical context. Question 4 covers Criminal Justice Administration. In this question, the student will address an issue in terms of its relevant applications to the administration of criminal justice.

In both Questions 3 and 4, the issue selected may come from the elective courses they have taken. Students may select from a pool of 4-6 questions, based on the electives taken in the program, but they must answer one History question and one Administration question.

### ***Preparation of Examination Questions***

Each year, faculty members who teach the course covered by each question shall prepare at least four exam questions by the beginning of Spring semester. Two questions will be used on the exam (not necessarily in a single semester), and two will be used as sample questions.

### ***Test Administration***

The default method of administration is by computer. Students unable to complete the exam on the computer will be allowed to handwrite it. Administration will be proctored by CJ faculty in a designated FSU computer lab. Students may not take the exam on their own computers.

The department will provide students with a floppy disk (or other removable media) or blue/green book(s) on which to prepare answers.

Students who live within a 200-mile radius of the FSU main campus will be required to take the exam on campus. Students not taking the exam on campus will be required to take the exam in a proctored setting. The Graduate Program Coordinator will make these arrangements on an individual basis.

The exam will begin at 8:00 and end at 5:30. Students will have 4 hours to complete Part I and 4 hours to complete Part II. There will be a 1.5 hour break at noon. Students may take breaks during the morning and afternoon sessions as desired.

Student names will not appear on the exams. The Criminal Justice Department secretary will assign each student a number and will keep the list that links those numbers to the actual exams. This list will be turned over to the Graduate Program Coordinator only after grading is complete, including any tie-breaker grading that may be required.

Any student with a disability verified by the FSU Center for Personal Development shall be provided with reasonable accommodation based on the nature of the disability. The Graduate Program Coordinator is responsible for facilitating the accommodation (e.g., allowing a longer period of time to take the exam, allowing the exam to be taken over a two-day period, or allowing a physically disabled student to take the exam at an alternate location).

Any exceptions to the standard procedures will be made on a case-by-case basis by the Graduate Program Coordinator.

Students who handwrite their exams must provide a typewritten transcript by the end of the next business day. The CJ Department secretary or proctor (if off campus) will make a copy of the handwritten exam and provide it to the student. The department will retain the original. The student transcribes the answers into the computer verbatim and turns them back in to the department along with the handwritten copy. Before grading, the Graduate Program Coordinator will designate a member (or members) of the graduate faculty to verify that the word processed answers match the handwritten answers. No one will be required to review more than one exam.

### ***Preparation***

Generally, each student should plan to begin studying for their comprehensive exam in the semester before they plan to take it. A reading list and sample questions shall be made available to students by the time that they apply for candidacy. We anticipate that the reading list will closely resemble required and recommended reading lists from the various courses.

From Spring 2008 through Spring 2009, the faculty will further assist students in preparing for the exam by providing a series of workshops on various aspects of the content of the exam. We anticipate that these workshops will be on Saturdays.

A general grading rubric for each type of question will be provided to the students. We anticipate that rubrics will be prepared for each question. While these rubrics obviously will not provide information on the “right” answers, they should be specific enough to direct students regarding the expectations for what constitutes a complete answer to each type of question. The rubrics will include the weighting of each facet of an answer (e.g., content, organization, mechanics).

In Fall 2008, the Graduate Program Committee will review the feasibility, utilization, and appropriateness of this preparation approach. The committee will make a recommendation at that time regarding continuation of this approach or will propose a new approach.

### ***Grading***

Each answer will be read and evaluated by two members of the graduate faculty of the Department of Criminal Justice. Each reader will assign one of the following grades: Pass or Fail. Students must receive a grade of ‘Pass’ on all questions to pass the exam.

In the instance of a split decision on a question, a third reader will make the final decision (as a tie-breaker). Tie-breaker graders will be assigned by the Graduate Program Coordinator, based on their area of expertise and current comp grading assignments.

A grading rubric will be prepared for each question prepared. Graders will use the rubric and make comments on each question to clarify their rationale for the grade given.

Absent extenuating circumstances, grading of the exam will be completed no more than 15 days after administration (including any tie-breaker grading).

### ***Appeals***

If a student believes that a grade of Fail received on any question is unwarranted, they can appeal the grade by submitting the Comprehensive Examination Grade Appeal form to the Graduate Program Coordinator within 5 business days of the notification of the grade. The Graduate Program Committee will hear all appeals submitted.

The GPC will decide on the appeal by a simple majority vote within 10 business days of receiving the Comprehensive Examination Grade Appeal form. If the committee has an even number of voting members and the vote is split, the tie will be broken by the Department Chair. Any member of the GPC who graded a question that is the subject of the appeal may not vote on the appeal of that question.

At this point the student may accept the decision of the GPC or appeal the decision to the Dean of the College, if the GPC decision is not in the student's favor. Any student wishing to do so must notify the Graduate Program Coordinator in writing no later than 5 business days after receiving the GPC's decision. (Note that under Model 1, the appeal is to the CBAS Graduate Council. This may well be the body delegated to hear such appeals, but the catalog language specifies that the appeal is to the Dean.)

If the Dean determines that the original grade should stand, the student may retake the exam (no sooner than the following Fall or Spring semester). If the appeal is based on the grade given for the second administration of the, then the failing grade stands and the student will be dismissed from the program.

### ***Failure and Retaking***

Students who fail a question must retake a question in the area failed. They will not answer the same question(s) on the retake, but will answer a question in the same area. For example, if they failed a History question, they must retake a History question, different from the one failed.

Students have one opportunity to retake the question(s). If they fail a question a second time, they will have failed the exam and will be dismissed from the program and are ineligible to graduate. Per FSU policy, the exam cannot be retaken in the same semester as the original administration.

Although students may retake a question after an unsuccessful appeal of the grade, it is not necessary to appeal the grade before retaking the exam (or relevant portion thereof). Students who decide to appeal a failing grade on a question, however, may not retake the exam (or relevant portion thereof) until after resolution of the appeal. Resolution of the

appeal is achieved by a final decision of the Graduate Program Committee or by the Dean (if the student appeals the decision of the Graduate Program Committee).

### ***Graduate Advisement and Mentorship***

As of Spring 2008, the Graduate Program Coordinator will be the academic advisor for all graduate students. The major function of the academic advisor is to assure that students register for courses in a timely manner and follow departmental and university procedures regarding their progress through the program.

In addition to having an academic advisor, students are urged to select a faculty mentor (or mentors). While the academic advisor is a formal assignment, the mentor is an informal relationship. The mentor should be someone with whom the student shares substantive interests and/or professional interests. The mentor can assist students in selecting relevant electives and provide guidance toward academic and professional goals.

### ***Graduate Student Funding and Financial Aid***

At least one graduate assistantship is available for the Fall and Spring semester. No university-funded assistantships are currently available for the summer. Other externally- or internally-funded assistantships may be available from time to time. All assistantships have the same qualifications, compensation, and duties, unless otherwise provided in the specific assistantship appointment. Typically, appointments are made for the full academic year.

#### ***Eligibility and Qualifications***

- Enrollment in the MSCJ program in at least 6 semester hours
- Good academic standing in the MSCJ program (3.0 GPA or higher), unless an incoming student
- If an incoming student, must have unconditional admission
- Availability to work during regular business hours

Students who are employees of FSU or any other state agency must fall within the guidelines set forth regarding individuals who hold more than one position with the state. Applicants who are state employees should contact with Human Resources to determine whether they could accept an assistantship if awarded.

#### ***Hours and Compensation***

A departmental graduate assistant

- works 150 hours per semester, maximum 20 hours per week
- receives a stipend of \$2500 per semester (as of Fall 2007), and

- receives full remission of in-state tuition (but must pay other fees). If the assistant pays out of state tuition, they will be responsible for the out-of-state portion.

### ***Application***

Interested current or prospective students must submit a **letter of interest** to the Graduate Program Coordinator in the Department of Criminal Justice. Letters can be submitted in hard copy, electronically, or via email. Letters of interest must be received in the Criminal Justice Department at least one week before classes start for the Fall. Letters received after that date are not guaranteed consideration for the appointment. In the rare case that a Spring appointment is made, letters are due at least one week before classes start for the Spring. Letters from Fall applicants will be considered for Spring.

Once a selection is made, the successful applicant must complete all required personnel forms (available in the College of Basic and Applied Sciences). If the selected assistant does not complete these forms within 1 week of receiving the offer of the assistantship (barring some unforeseen barrier to completion), the Coordinator is authorized to offer the position to the next qualified applicant.

### ***Selection***

Graduate assistantships are designed to provide the program's best students with opportunities beyond those found in the classroom. Therefore, selection is based on an applicant's academic record and/or performance in the MSCJ program.

The Graduate Program Coordinator will review letters of interest and the academic record of the applicants. Letters of interest from applicants who meet the above qualifications will be provided to the Graduate Program Committee. The Committee will rank order their selections and the Coordinator will make the selection based on this input.

### ***Duties***

At the beginning of each semester, the graduate assistant shall inform the Graduate Program Coordinator of his or her schedule, so that assistantship duties can be assigned.

A graduate assistant performs two general types of duties: (1) assist and possibly collaborate with faculty on research and/or service projects; and (2) help faculty with various teaching-related duties, as needed an appropriate.

Assistance with faculty research is the top priority, followed by assistance with service projects, and then by teaching assistance. The Graduate Coordinator will work with the faculty member and graduate assistant to ensure that assignments are appropriate to the needs of the faculty and to the skills of the graduate assistant.

Research duties typically consist of activities such as assistance with data collection, data coding/entry, data analysis, literature searches, preparation of literature reviews, interviews, and organization of research materials. In some cases, graduate assistants may present papers at conferences or publish in collaboration with a faculty member, as a result of (but not part of) their assistantship work. If a faculty member is contemplating having a graduate assistant contribute to a paper or publication, the two individuals should come to an agreement regarding authorship before the work begins.

Service duties typically consist of assisting a faculty member with a department-related service activity (such as a graduate school fair or a visit to a high school for recruitment purposes).

Teaching-related duties typically consist of assistance with lecture and/or test preparation, proctoring of tests when the faculty member is unavailable, grading, and guest-lecturing.

### ***Supervision***

The graduate assistant is assigned to the Graduate Program Coordinator. The coordinator will inform faculty of the graduate assistant's work schedule and seek requests for work to be performed by the graduate assistant. Work will be prioritized, as described above (Duties). When scheduling conflicts or other problems arise regarding the work of the graduate assistant, the Graduate Program Coordinator has the responsibility to resolve them. Resolution will be undertaken in consultation with the graduate assistant and faculty member for whom the situation arose. Final resolution will be made by the Department Chair, if the previously described procedures do not reach a resolution satisfactory to all parties.

If the graduate assistant fails to perform the assigned duties, the assistant may be removed from the position. The Graduate Committee will provide input regarding such a decision. The final decision will be made by the Department Chair.

### ***Program Evaluation***

Instructors in each course shall provide students the opportunity to complete the standard course evaluation form provided by Fayetteville State. Course evaluations will be offered in on-campus and online courses. Faculty may develop their own evaluation forms to be used in addition to the required forms. Students are not required to complete the evaluation forms, but instructors are required to hand out the forms in each course taught.

We seek to make the education we provide the highest quality possible, and an important component of this quality is utility. In addition to the required course evaluations, graduates of the MSCJ program may be asked to evaluate their experiences in the program: (a) at graduation; (b) at one year after graduation, and (c) five years after graduation.