Graduate Student Handbook

Department of Criminal Justice and Criminology

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INTRODUCTION TO THE HANDBOOK

The Graduate Student Handbook contains the most recent policies and procedures; thus, the handbook supersedes other student or thesis publications regarding policies and procedures related to the Master of Science in Criminal Justice and Doctor of Philosophy in Criminal Justice and Criminology. This handbook does not replace published college and university requirements and should be used in conjunction with the GSU Graduate Catalog and the GSU Schedule of Classes Bulletin to answer policy and procedural questions regarding your program of study. The faculty encourages you to obtain and keep a copy of the GSU Graduate Catalog for the year in which you were admitted, as well as this and any updated versions of the Graduate Student Handbook. This handbook contains copies of required forms in Appendix A. Original forms must be obtained from the department's graduate coordinator or downloaded from the department's website.

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Professor and Director of Graduate Studies
Department of Criminal Justice and Criminology
Overview of the College and Department

The Criminal Justice Program (later "Department") at Georgia State College (later "University") enrolled its first students in 1967, making available a two-year Associate of Arts degree in police administration. The program was created largely as a response to Georgia State’s 1965-67 institutional self-study and re-accreditation and an ensuing University System charge that Georgia State engage in instruction, service, and research programs that would address the institution's urban environment. The Bachelor of Science degree in urban life with a concentration in criminal justice was instituted in 1968. When the College of Public and Urban Affairs (CPUA) was created in 1981, the Department of Criminal Justice instituted the Bachelor of Science degree in criminal justice and became the largest unit of a self-governing college. In 1996, as part of a broader reorganization and relocation of the units of the then disbanded CPUA, the Department of Criminal Justice along with the Department of Social Work joined the College of Health Sciences. In 1997, the college was renamed the College of Health and Human Sciences following the approval by the University System of Georgia Board of Regents. In 2011, the Department of Criminal Justice and Criminology joined the Andrew Young School of Policy Studies. After forty years of successful operation, there are many alumni from the department’s graduate program who hold key positions in the national, state, and local criminal justice communities.

The department addresses issues of crime and justice occurring in urban environments from a multi-cultural, interdisciplinary perspective to inform policy and practice. The faculty undertakes a critical examination of how violence, drugs, social inequities, behavioral health issues, criminal justice involvement and public policy impact individuals, families, communities and the criminal justice system.

Department’s Mission

The Department promotes excellence in teaching, scholarship, and service that enhances the criminal justice profession and benefits the community at large. The mission of the Department is to generate and disseminate knowledge and information that is theoretically driven and policy relevant for the fields of criminal justice and criminology. To accomplish this, the department focuses on scholarship, students, and community. Specifically, we;

- engage in research and scholarship to address issues of crime and justice affecting diverse populations in urban settings;
- produce students who are critical and ethical thinkers, knowledgeable about the issues of crime and justice, and are prepared for leadership positions in the public and private sector; and
- collaborate with communities, including public and private entities, through education, training, and research ventures that enhance our understanding of, and response to, issues associated with crime and the administration of justice.
DEGREE PROGRAMS

MASTER OF SCIENCE IN CRIMINAL JUSTICE

Crime and criminal justice are at the forefront of national policy and practice. The Masters of Science degree in criminal justice represents a broad range of study designed to meet the academic needs of pre-professional students, including those already employed in a wide range of criminal justice related fields, and those interested in pursuing a career in research or academia. The graduate program emphasizes the development of knowledge and research skills in order to provide excellence in practice, problem-solving, critical thinking, inquiry, and leadership.

Career and Higher Educational Opportunities

Career opportunities for graduates of the master’s program in criminal justice are numerous, diverse, and rewarding. GSU graduates have found employment at the following: FBI, ATF, GBI, EPA, Secret Service, numerous local and state law enforcement and correctional agencies, probation and parole agencies, juvenile justice agencies, and the research branches of federal, state, and local agencies. A number of our students are pursuing a law degree or doctorate in the social sciences, including sociology, criminology, and criminal justice.

Learning Outcomes

The requirements of the program stress a comprehensive view of the criminal justice system and the field of criminology. Criminal justice refers to police, courts, and corrections as a system for the administration of law and policy at the city, county, state, and federal levels. Criminology is concerned with the incidence and forms of crime as well as its causes and consequences. Thus, graduate students who successfully complete this program will be able to:

1. Demonstrate a working understanding of the theoretical knowledge base in criminology and criminal justice.
2. Discuss an integrated view of crime and criminal justice systems and processes and how the components interact to provide coordinated justice administration.
3. Apply acquired research and statistical skills to evaluate the quality of scholarly products and their contribution to the fields of criminology and criminal justice.
4. Critically analyze crime and justice issues utilizing theoretical, methodological, and statistical skills.
5. Apply knowledge and theory to real-world situations related to the fields of criminology and criminal justice.
6. Communicate effectively, in written and oral form, an understanding of crime and justice issues to a wide range of professional and community audiences.
Admission to the Master of Science program

Students are accepted into the program of study twice a year: in the fall and spring semesters. The priority application deadline is February 15 for fall semester (with applications accepted until April 1) and October 1 for spring semester. Required materials for admission include:

1. An application for Graduate Study, Andrew Young School of Policy Studies, and supplemental applications, if applicable. The application process begins with the completion of the online application: www.aysps.gsu.edu/apply.html.
2. A $50 application fee.
3. Two copies of official transcripts from all colleges and universities attended.
4. Official scores from the Graduate Record Examination (GRE). Applicants should take the GRE at least six weeks prior to the admission deadline. Scores may be no more than five years old.
5. Statement of professional and academic goals. This must be typed, and should be two to three pages in length. It should contain fields of interest and how the program will contribute to those goals.
6. Three letters of recommendation from people who are qualified to assess your academic potential in graduate school. Examples of such individuals include former professors, professional supervisors, and academic advisors.
7. Official scores on the Test of English as a Foreign Language (TOEFL) are required for international applicants whose native language is not English or whose degree was not granted at a U.S. institution. EXCEPTION: This is not required of international applicants who have received an accredited degree from a U.S. institution. However, applicants must demonstrate proficiency in English. Such applicants who are current residents of Georgia may demonstrate English proficiency through testing in the Georgia State University Office of Applied Linguistics and English as a Second Language; call 404-413-5200 for information. See section on “Test Requirements” in the Andrew Young School of Policy Studies’ section of the Graduate Catalog.
8. A certificate of Immunization.

The department reserves the right to require additional tests, documents, professional work experience, and/or personal interviews prior to making a final decision on any applicant. The department’s graduate committee makes the admission decisions, and all decisions regarding admission are final.

Individuals are admitted into the Master’s of Science program in one of two categories: Full graduate status or special graduate status. 1

1 The department will accept students under transient status upon approval of the college’s admission office and the department.
Full Graduate Status. The selection of potential degree candidates for the graduate program in Criminal Justice is competitive. Admission is based upon the quality of the undergraduate academic record, achievement on required admission tests, and suitable preparation for the program. In recent years, the combined (verbal and quantitative) average for students admitted into the program under Full Status was about 300. The average GPA for students admitted under Full status was above 3.0. All applicants to the program must be graduates of accredited institutions with baccalaureate degrees that reflect high quality work at the undergraduate level.

Special Graduate Status. This category is provided to accommodate selected students who appear to have the potential for graduate study but, at the time of application, do not meet the standards for admission to full graduate status. A student is admitted to this status at the option of the department and when adequate facilities are available.

The prospective student is advised that a student seeking full graduate status is given preference where the number of applicants to be accepted is limited. Admission to special graduate status is for a maximum of 12 semester hours. At the end of 12 semester hours, if the student has earned a minimum grade of B-, in each of their first four courses, and a minimum GPA of 3.0, they will be admitted under Full Status. If the student does not achieve full graduate status at this time, they will be dismissed from the graduate program. Students admitted to the special graduate status category are advised of expectations or specific conditions in the letter of admission.

Non-Degree Seeking Status. The purpose of taking courses as a non-degree status student is to gain knowledge about criminal justice issues to supplement current professional goals. For example, persons with a graduate degree in another field who are currently working in criminal justice may want to take some criminal justice graduate courses. Students that are enrolled as non-degree seeking students are not eligible for graduate assistantships or tuition waivers, nor are they guaranteed admission to the degree program, regardless of their performance while a non-degree student.

A student is admitted as a non-degree seeking student at the discretion of the Andrew Young School of Policy Studies. Under this category, a student is limited to 12 credit hours of graduate course work and must obtain permission of the Director of Graduate Studies (DGS) before enrolling in desired courses each semester. Students who have previously been denied admission to the graduate program are not eligible for non-degree status.

Admission to graduate study in the AYSPS as a non-degree seeking student is based upon an evaluation of the candidate’s ability to do graduate level work. To demonstrate academic preparedness candidates applying for non-degree status must submit: GRE scores; transcripts of previous undergraduate and graduate level work;
In addition to relevant supporting materials described above, applicants for non-degree status must submit the following:

1. Application for Graduate Study, Andrew Young School of Policy Studies. The application process begins with the completion of the online application: www.aysps.gsu.edu/apply.html.
2. A $50 application fee.
3. Two copies of official transcripts from the institution where the baccalaureate or higher degree was earned.
4. Official scores from the Graduate Record Examination (GRE). Applicants should take the GRE at least six weeks prior to the admission deadline. Scores may be no more than five years old.
5. A personal statement describing educational and/or professional goals and how these can be met through graduate level courses in the Department of Criminal Justice at Georgia State University.
6. Official scores on the Test of English as a Foreign Language (TOEFL) are required for international applicants whose native language is not English. EXCEPTION: This is not required of international applicants who have received an accredited degree from a U.S. institution. However, applicants must demonstrate proficiency in English. Such applicants who are current residents of Georgia may demonstrate English proficiency through testing in the Georgia State University Office of Applied Linguistics and English as a Second Language; call 404-413-5200 for information. See section on “Test Requirements” in the Andrew Young School of Policy Studies’ section of the Graduate Catalog.

**Curriculum**

The Master of Science curriculum is designed to give students an understanding of the theoretical knowledge and analytical tools in this field of study, while simultaneously providing an understanding of how the police, courts, corrections, and the law relate in forming the justice system. The curriculum is built on a common core of courses and allows for maximum flexibility to meet the needs of the student and their respective areas of interest or expertise. In this way, the program may be individualized to meet the student's professional goals in keeping with the overall objectives of the program. The program is designed as a 2-year program, assuming that the student is enrolled in coursework on a full-time basis (i.e., 9 credit hours per semester). Part-time students (i.e., 3-6 credit hours per semester) will require additional time to complete the program.

The curriculum includes required and elective courses, and either a thesis or non-thesis option. The graduate degree requires completion of 36 credit hours, of which 15 credit hours are required courses, 15-18 credit hours are elective courses, and 3-6 credit hours comprise the capstone experience. Thirty of the 36 credit hours must be earned in regularly scheduled courses within the Department of Criminal Justice (except for those students enrolled in the Public Administration track.). Semester hours are shown in parentheses after each entry.
I. Required Courses (15 hours):

- CRJU 7010 Crime and the Criminal Justice System (3)
- CRJU 8050 Criminological Theory (3)
- CRJU 8610 Research Methods in Criminal Justice (3)
- CRJU 8620 Statistics in Criminal Justice (3)
- CRJU 8710 Legal Aspects of Criminal Justice (3)

II. Elective Courses (15-18 hours):

- CRJU 6040 Comparative Criminal Justice Systems (3)
- CRJU 6060 Ethics in Criminal Justice (3)
- CRJU 6070 Family Violence and CJ (3)
- CRJU 6230 Prevention and Correctional Strategies for Juvenile Offenders (3)
- CRJU 6920 Community Policing (3)
- CRJU 6940 Internship in Criminal Justice (3)
- CRJU 6960 Domestic Terrorism (3)
- CRJU 7510 Organization and Management Theory in Criminal Justice (3)
- CRJU 7630 Applied Regression Analysis for Criminal Justice (3)
- CRJU 7730 Workplace Law for Criminal Justice Managers (3)
- CRJU 7920 Independent Study in Criminal Justice (3)
- CRJU 8110 Law Enforcement Issues (3)
- CRJU 8210 Juvenile Justice Issues (3)
- CRJU 8310 Correctional Issues (3)
- CRJU 8410 Criminological Issues (3)
- CRJU 8720 Legal Issues (3)
- CRJU 8900 Selected Topics in Criminal Justice (3)
- CRJU 8910 Readings in Criminal Justice (1-3)
- CRJU 8990 Master’s Thesis (6)

III. Capstone Experience (3-6 hours)

- CRJU 8980 Capstone Seminar in Criminal Justice (3)
- CRJU 8990 Master’s Thesis (6)

Elective Courses. The elective courses provide concentrations and expertise in a variety of specialized areas. A student is required to complete 15 or 18 credit hours from the elective course offerings, depending upon whether he or she chooses to complete the thesis or non-thesis option of the capstone experience. The selection of elective courses will depend on the student’s interests as well as academic and career goals and must be made in consultation with and approved by the department’s Director of Graduate Studies.

Some of the elective courses are cross-listed. A cross-listed (e.g., 6000-level)
An internship (CRJU 6940) is available for students interested in professional development and growth. The internship provides students with the opportunity to apply concepts and skills associated with their M.S. curriculum to their work experiences within a criminal justice agency. Internship credit requires the completion of 180 hours of field work. Placement will occur the semester before the student actually enrolls in the course. Therefore, the student must apply in writing to the department’s DGS and the Internship Coordinator. The application must be received before the end of the second week of classes of the placement semester; that is, the semester preceding the actual participation in the internship. Typically, internships are available to students during their second year after they have completed most of their required and elective coursework. The DGS approves the credit hours for the internship and the department’s Internship Coordinator assists in the search and assignment of the internship agency.

Capstone Experience. The capstone experience functions as an integrative experience and provides students with a choice of activities designed to enhance their knowledge and application of criminal justice and the research process and prepares them for entry into a doctoral program or a career. All master’s students will be required to complete a capstone experience during the later part of their degree program. Students are expected to declare a Thesis/Non-Thesis option by the completion of 6 courses (or 18 credit hours of required and elective courses). All students will complete one of the following two options for their capstone experience:
a. **Thesis Research** (CRJU 8990). Thesis research includes individual study of a selected research problem in criminal justice or criminology under the direction of an approved thesis chair and thesis committee. A thesis track student must take 15 credit hours of elective courses and a minimum of six hours of thesis credit.

b. **Capstone Seminar in Criminal Justice** (CRJU 8980). The capstone seminar requires non-thesis students to complete written and oral critical analyses of scholarly literature, applying their core knowledge to real-world problems and questions within the fields of criminal justice and criminology. A non-thesis track student must take 18 semester hours of elective coursework in addition to the Capstone Seminar. Students choosing the non-thesis option will be required to enroll in the capstone seminar during the Spring semester (the course will not be offered during the Fall semester and Summer session). Students who have completed successfully at least 21 credit hours toward the degree, including all of the required courses, will be permitted to enroll in the capstone seminar.

To assist full-time students (i.e., taking 9 credit hours per semester) in planning their program of study, the following sample course plan provides an outline for completing the master’s degree in Criminal Justice within the minimum of two years:

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall 2011</th>
<th>Spring 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CRJU 7010--Crime and the Criminal Justice Sys.</td>
<td>CRJU 8050--Criminological Theory</td>
</tr>
<tr>
<td></td>
<td>CRJU 8610--Research Methods in C. J.</td>
<td>CRJU 8620--Statistics in Criminal Justice</td>
</tr>
<tr>
<td></td>
<td>CRJU Elective</td>
<td>CRJU Elective</td>
</tr>
<tr>
<td></td>
<td>9 credits</td>
<td>9 credits</td>
</tr>
<tr>
<td></td>
<td>Fall 2012</td>
<td>Spring 2013</td>
</tr>
<tr>
<td>2</td>
<td>CRJU 8710--Legal Aspects of Criminal Justice</td>
<td>CRJU Elective</td>
</tr>
<tr>
<td></td>
<td>CRJU Elective</td>
<td>CRJU Elective</td>
</tr>
<tr>
<td></td>
<td>CRJU Elective or Thesis</td>
<td>Capstone Seminar or Thesis</td>
</tr>
<tr>
<td></td>
<td>9 credits</td>
<td>9 credits</td>
</tr>
</tbody>
</table>

This sample plan assumes that the student is not taking summer courses, and that there is no disruption in the sequence of courses taken due to failing or withdrawing from courses.

Students should note that there is little flexibility with this plan in terms of required courses. The required courses are offered on a rotating basis, therefore, full-time students must take these courses as they become available each semester. All students should be aware that the timing for the completion of the degree, including the enrollment in the Capstone experience, is impacted by a host of factors (e.g., when the student matriculated into the program, disruptions in the sequence of courses taken, enrollment in summer session coursework, and choice of the capstone options).

**Public Administration specialization track.** For interested students, the M.S. degree program in Criminal Justice offers an area of specialization track to provide CJ M.S. students with an in-depth exposure to concepts and practices within public administration. The courses in the Public Administration (PA) track are offered by the Department of Public Management and Policy. The track includes two required courses and two elective courses selected from a set of
options. Completion of the PA track will be shown on the CJ M.S. students’ transcripts. The 12 credit hours in the PA Track are subtracted from the 18 hours of elective courses in Area II above that describes the M.S. in CJ curriculum. Thus, CJ M.S. students in the PA Track enroll in 12 hours of PMAP courses and six hours of CJ elective courses.

**Required Courses (6 credit hours):**
- PMAP 8210 Introduction to the Nonprofit Sector (3)
- PMAP 8431 Leadership and Organizational Behavior (3)

**Elective Courses (6 credit hours):**
Select two of the following:
- PMAP 8111 Public Service and Democracy (3)
- PMAP 8161 Public Budgeting and Finance (3)
- PMAP 8171 Public Management Systems and Strategies (3)
- PMAP 8231 Nonprofit Leadership, Governance, and Ethics (3)
- PMAP 8271 Disaster Policy and Emergency Management (3)
- PMAP 8411 Law for Public and Nonprofit Managers (3)
- PMAP 8521 Evaluation Research: Design and Practice (3)
- PMAP 8561 GIS Applications to Planning and Policy Analysis (3)

Students who choose to complete the PA track are automatically placed within the CJ M.S. non-thesis track, requiring the completion of the capstone seminar. The thesis option is not available for PA track students. It is the discretion of the DGS to substitute other courses to meet the requirements of the PA track. Students must adhere to the Department of Public Management and Policy’s grade requirements for courses taken in the PA track.

**Program of Study**

Students must develop a program of study plan in consultation with and approved by the department’s DGS. The program of study plan lists the required and elective courses to be taken by the graduate student to meet the degree requirements of the master’s degree program. The student also must specify whether he/she will take the thesis or the non-thesis option. The program of study must be approved by the end of the first year or upon completion of twelve (12) semester hours of coursework. The student must submit the Program of Study form to the graduate coordinator (see Appendix A of the Graduate Student Handbook) and should maintain a signed copy for their records.

**Grade Requirements**

Students must maintain a minimum cumulative grade point average of 3.0 to remain in good standing and for graduation. A master's student whose cumulative grade point average falls below 3.0 at the end of a semester will be placed on "scholastic warning." After being placed on scholastic warning, a student must attain a 3.0 cumulative grade point average within two consecutive semesters of enrollment; otherwise, the student will be terminated from the master's
program. For a master's student, no more than three semester hours of coursework with a grade of C may be counted toward the degree (note: a grade of C- will not be counted toward the degree). Only in a course in which a grade of C or lower is earned may a student repeat the course and only one such course may be repeated, one time. When a course is repeated both grades count in the student's cumulative grade point average. Please refer to the "Graduate Enrollment" section in the Andrew Young School of Policy Studies' section of the Graduate Catalog.

**Thesis**

Candidates for the M.S. degree in Criminal Justice may submit an approved thesis to complete the requirements for the degree. The decision to write a thesis is made by the student in consultation with and approved by the department’s DGS. Before approval is given, the student must demonstrate that an appropriate member of the faculty of the Department of Criminal Justice and Criminology is willing to chair the thesis committee, and that two other appropriate faculty members are willing to serve on the committee. A student must have completed CRJU 7010, CRJU 8050, CRJU 8610 and CRJU 8620 before registering for thesis hours.

If you are considering or planning to write a thesis, first meet with the DGS to discuss your background, interests, and career objectives and to learn more about the expectations and requirements for the thesis. Please meet with the DGS before the end of your first year or before twelve (12) semester hours of coursework have been completed. If you receive approval to do the thesis, please follow these steps:

a. Choose a topic with the assistance of the thesis committee chair. Students typically approach an instructor about a topic with the intent of asking them to serve as the thesis chair. Please consult with a prospective thesis chair at least one full semester before you plan to register for thesis hours.

b. In consultation with the committee chair, select and receive approval from two additional faculty members who are willing to serve and have appropriate academic preparation and/or experience relative to the thesis topic.

c. Complete the thesis application and appointment of thesis committee forms and get the signature approvals from the appropriate individuals. Then, submit the forms to the DGS for final approval.

d. During registration, the criminal justice staff will input the authorization on the system and you should be able to register as you normally do (get the computer number from your instructor or CJ staff) or from the Web on GoSolar.

The student’s thesis must conform either to the American Psychological Association (APA) Style Manual (latest edition) or to a citation style approved by the thesis committee. The thesis must comply with the format, style, and procedural instructions included in the Thesis Guidelines and the Master’s Thesis Submission Checklist (See Appendices B and C).

**Thesis Credit.** A minimum of 6 semester hours of thesis credit is required. The student’s committee specifies the maximum number of credit hours. Additional thesis credit hours may be
required for completion of the thesis. However, all thesis credit must be granted within the following guidelines:

All students who are involved in writing a master’s thesis shall register for at least one credit hour of thesis credit each semester from the time they finish their coursework until the time all requirements for the degree are completed. A degree candidate must be enrolled for a minimum of one (1) semester hour of graduate credit during the semester of degree completion (generally, the semester of graduation).

Grades for the Thesis. Until the semester in which the thesis is defended and completed, the chair of the thesis committee will submit a grade of either IP or U for the student enrolled in CRJU 8990. A grade of IP indicates that the student did not complete the thesis during the semester, but was making satisfactory progress. A grade of U indicates that progress was unsatisfactory.

At the end of the semester during which the thesis is defended and completed, the chair of the thesis committee will submit a grade of S or U. A grade of S indicates that the thesis was successfully defended and completed. A grade of U indicates that the thesis was not successfully defended or was not successfully completed following a successful defense. A student receiving a grade of U must petition for permission to register for additional thesis credits. Such permission is not automatic, but depends upon the thesis committee chair’s determination that the student can complete the thesis satisfactorily in the succeeding semester. The grades of IP or U assigned to thesis work prior to the completion of the thesis will remain on the student’s record.

Continuous Enrollment in Thesis Hours. The student must register for a minimum of 6 hours of thesis work and must be continuously registered from the completion of all coursework until all degree requirements are complete. Any waiver of this continuous registration requirement must be handled through the petition process on a semester-by-semester basis.

Composition of the Thesis Committee. The student must have a thesis committee composed of three faculty members and the committee must be selected before eighteen (18) semester hours have been completed. The committee must be selected in accordance with the following criteria:

1. The committee chairperson must hold primary appointment in the department.
2. The student, in consultation with the committee chair, will select two additional faculty members who are willing to serve and have appropriate academic preparation and/or experience relative to the thesis topic and proper qualifications to direct a thesis within their respective academic units. Faculty from other institutions or a criminal justice agency may serve on the committee under special circumstances.
3. The department’s DGS and the chair of the department must approve the
composition of the thesis committee.

(4) No committee may consist of fewer than three members; however, a student may elect to have more than three members.

The thesis committee is responsible for directing the thesis and evaluating the thesis proposal and thesis. The DGS must approve all changes in the composition of the committee. After the initial selection of a thesis committee, the student must submit to the DGS an Appointment of Thesis Committee form for approval (see Appendix A).

**Choice of a Thesis Topic.** The thesis constitutes a significant part of the work toward a Master’s degree and is the culmination of all other activities. The thesis must represent high standards of scholarly inquiry, technical mastery, and literary skill. It should be a contribution to the student’s area of study and should reflect the student’s independent efforts with guidance from the thesis committee.

The choice of a topic is the responsibility of the student, assisted by his or her thesis committee chair. Normally, the student should have a reasonably well-defined topic in mind before requesting faculty to chair or serve on a thesis committee. This means a student seeking to register for a thesis should be able to write a brief statement of the research problem and receive approval of the topic prior to registering for thesis hours. This statement can then be refined through advisement. The thesis committee chair and other members of the committee are responsible for providing guidance and assistance, and ultimately for evaluating the thesis. The student is the investigator and author of the thesis. After the initial selection of the thesis committee, the student must submit to the DGS a Thesis Application form for approval (see Appendix A). This form must accompany the Appointment of Thesis Committee form.

**Thesis Proposal.** The proposal consists of the first three chapters of the thesis, including the introduction, the review of the literature, and the methods and procedures section (see page 27 of the Thesis Guidelines for a detailed description). References also must be included with the proposal. The student must have their proposal approved by the committee before a significant amount of the data collection and/or analysis has been completed. Following a successful defense, and before any data collection or analysis can begin, the student must obtain approval from GSU’s Institutional Review Board (IRB) for projects involving research with human subjects. (Students are encouraged to seek IRB approval before completion of the thesis proposal, in consultation with the thesis committee chair).

**Final Defense of the Thesis.** Every student who has completed a thesis is subject to a final oral examination of his or her work (final defense). The student may only schedule the final defense of the thesis when all other degree requirements have been satisfied.

Prior to scheduling the final defense, the student must submit a final draft of the thesis to all members of the committee to determine the feasibility of a final defense. The thesis committee must receive and approve the final draft of the thesis prior to the scheduling of the
final defense.

The student and thesis committee must agree upon the date, time, and place of the final thesis defense and the student must announce the date, time, and place for the final thesis defense two weeks prior to its administration. A final thesis defense cannot be scheduled during semester break. The original copy of the Thesis Defense Announcement (see Appendix A) must be delivered to the departmental office to become a part of the student’s file.

The final defense of the thesis must be scheduled prior to the final two weeks of scheduled classes for the semester of anticipated graduation. The final thesis defense must be attended by no fewer than three members of the student’s thesis committee and will be open to all faculty members and the general public.

Approval of the thesis will be by majority vote of the student’s thesis committee. Unsuccessful attempts to defend the thesis are handled by the thesis committee; however, an unsuccessful defense may result in additional requirements or termination from the program. The student is allowed two attempts to successfully defend the thesis. Immediately following the final thesis defense, the committee chairperson should report the results to the Associate Dean (see Results of Thesis Defense in Appendix A). The master’s thesis checklist and required copies of the final thesis must be received in the Office of Academic Assistance on or before the last day of classes for the semester.

Submission of the Thesis. Having successfully defended the thesis and completed the final document, the candidate is required to submit the original thesis and the required number of copies to the DGS in the department for final inspection and appraisal. Instructions for submission of the final documents are found in the Thesis Guidelines and Checklist (Appendix B and C).

Reproduction and Publication of the Thesis. ETDs for the M.S. in Criminal Justice must be approved by the Office of Academic Assistance (OAA) and electronically submitted through the Georgia State University Library. You will login to the Electronic Thesis and Dissertations website, enter information about yourself, your committee and your thesis on a form and, once your final thesis is approved, upload the document in PDF format to the database. Contact the OAA for procedural questions, and refer to the library website listed below for detailed instructions and help.
DOCTOR OF PHILOSOPHY IN CRIMINAL JUSTICE AND CRIMINOLOGY

The Doctor of Philosophy (Ph.D.) degree program in criminal justice and criminology provides additional in-depth training in criminological theory, criminal justice, statistics, and research methodology. The program is designed to prepare teacher-scholars who will make substantial contributions to the discovery and application of knowledge about crime and its control and to the education of students who will become professionals in the areas of criminal justice and/or criminology.

Career Opportunities

The development of the doctoral program is a response to several areas of societal need, including a growing need for policy-relevant, theoretically-driven research on crime and criminal justice, the need for individuals with the requisite training and expertise to conduct such research, and the need for individuals to teach in the expanding number of criminology and criminal justice degree programs offered in institutions of higher education. Universities tend to be the primary employer for scholars in the field of criminal justice/criminology, and virtually all assistant professor positions in criminology/criminal justice require a Ph.D. Opportunities for doctoral-trained researchers are also available outside of higher education, including research or management positions in government and non-profit agencies. Some doctoral-trained researchers find positions in private research firms, where they utilize their expertise in survey design, data collection, and statistical analysis.

Learning Outcomes

By completing the requirements of the doctoral program, students become knowledgeable of both the substantive areas of criminology (knowledge about the extent and causes of crime) and the criminal justice system (society’s response to crime). In addition to general knowledge of these areas, it is expected that they will also acquire advanced knowledge in one or more areas of specialization within criminology or criminal justice (e.g., policing, family violence, criminological theory). Students also learn to apply the appropriate and sophisticated analytical techniques necessary to conduct original research in criminology and criminal justice. In addition, our doctoral students are socialized into the related roles of scholarship, teaching, and service. Thus, students who successfully complete the Ph.D. program will be able to:

1. Demonstrate scholarly expertise in the fields of criminal justice and criminology, including advanced knowledge/expertise in one or more specialty areas.
2. Develop and apply advanced conceptual and technical skills to conduct high-quality, independent research.
3. Teach graduate and undergraduate courses in criminology or criminal justice.
Admission to the Doctoral Program

Students who have successfully completed a Master’s degree in a relevant discipline (such as criminal justice, political science, sociology, or psychology), from an accredited program, may apply directly to the Ph.D. program. Admission is based upon the quality of the applicant’s academic record (including GPA and the rigor of courses taken), verbal and quantitative scores on the GRE, and other indications of suitable preparation for the program. Admission to this program is competitive. Applicants should be able to demonstrate a high level of success in previous graduate course work, especially graduate courses in theory, research methods, and statistics. Applicants should also show potential for conducting independent research as evidenced, for example, by the successful completion of a high quality Master’s thesis or research paper. Required materials for direct admission to the Ph.D. program include:

1. Application for Graduate Study, Andrew Young School of Policy Studies, and supplemental applications, if applicable.
2. A $50 application fee.
3. Two copies of official transcripts from all colleges and universities attended.
4. Official scores from the Graduate Record Examination (GRE). Applicants should take the GRE at least six weeks prior to the application deadline. Scores may be no more than five years old from the beginning of the semester of enrollment.
5. Statement of professional and academic goals. This must be typed and be two to three pages in length. It should contain fields of interest and how the program will contribute to those goals.
6. An academic writing sample. This can be a chapter from a thesis, an honor’s paper, a sole-authored published paper or a term/research paper.
7. Three letters of recommendation from people who are qualified to assess academic potential in graduate school. Examples of such individuals include former professors, professional supervisors, and academic advisors.
8. Official scores on the Test of English as a Foreign Language (TOEFL) are required for international applications whose native language is not English. EXCEPTION: This is not required of international applicants who have received an accredited degree from a U.S. institution. However, applicants must demonstrate proficiency in English. Such applicants who are current residents of Georgia may demonstrate English proficiency through testing in the Georgia State University Office of Applied Linguistics and English as a Second Language; call 404-413-5200 for information. See section on “Test Requirements” in the Andrew Young School of Policy Studies’ section of the Graduate Catalog.

Applications for direct admission to the Ph.D. program are accepted for the fall semester only. The application deadline is January 15. All required materials must be submitted by this date and should be forwarded in one application package, except GRE scores. Students should
request that GRE scores be sent directly to GSU from Educational Testing Services.

The Department of Criminal Justice and Criminology reserves the right to require additional tests, documents, professional work experience, and/or personal interviews prior to making a final decision on any applicant. The department’s graduate committee makes the admission decisions, and all decisions regarding admission are final.

Curriculum

The doctoral program in criminal justice and criminology requires completion of 54 credit hours beyond the Master’s degree. This includes 24 credit hours of required courses, 12 credit hours in electives/concentration area courses, and 18 credit hours in directed work, including dissertation credits. In addition to these courses, students must successfully pass a written comprehensive exam and a dissertation proposal defense, write a dissertation, and successfully defend it. Semester hours are shown in parentheses after each entry.

1. Required Courses (24)
   - CRJU 9010 Contemporary Criminal Justice Policy (3)
   - CRJU 9030 Graduate Orientation Seminar (3)
   - CRJU 9450 Contemporary Criminological Theory (3)
   - CRJU 9550 Directed Teaching Seminar (3)
   - CRJU 9610 Quantitative Research Methods II (3)
   - CRJU 9630 Statistics in Criminal Justice II (3)
   - CRJU 9830 Comprehensives Seminar (3)
   - CRJU 9920 Qualitative Methods (3)

2. Elective Courses (12)
   Twelve hours (or 4 courses) of elective course work.

3. Directed Work (18)
   Students register for 18 hours of directed work, including dissertation research (CRJU 9900)

   Doctoral students can take no more than a combined total of 6 credit hours outside of regularly scheduled classes in the department including: (1) non-CJ GSU classes (2) transfer credits and (3) Independent Studies/ Readings courses.

   To assist full-time doctoral students (i.e., taking 9 credit hours per semester) in planning their program of study, the following sample course plan provides an outline for completing the Ph.D. program within the minimum of three years (beyond the master’s degree):
<table>
<thead>
<tr>
<th>Year</th>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
</table>
| 1    | CRJU 9030--Graduate Orientation Seminar  
CRJU 9630--Statistics in CJ II  
CRJU Elective | CRJU 9010--Contemporary CJ Policy  
CRJU 9450--Contemporary Crim. Theory  
CRJU Elective | 9 credits |
|      |      | CRJU 9550--Directed Teaching Seminar  
CRJU 9610--Quantitative Research Methods II  
CRJU Elective | CRJU 9920--Qualitative Methods  
CRJU 9830--Comps Seminar  
CRJU Elective | 9 credits |
| 3    | CRJU 9900--Dissertation Research (9 credits) | CRJU 9900--Dissertation Research (9 credits) | 9 credits |

This sample plan assumes that the student is not taking summer courses, and that there is no disruption in the sequence of courses taken due to failing or withdrawing from courses.

Students should note that there is little flexibility with this plan in terms of required courses. The required courses are offered on a rotating basis, therefore, full-time students must take these courses as they become available each semester. All students should be aware that the timing for the completion of the degree is impacted by a host of factors (e.g., disruptions in the sequence of courses taken, progress made toward the development of a successful dissertation proposal, unanticipated challenges collecting or analyzing data for the dissertation).

**Grade Requirements**

Students in the doctoral program must maintain a minimum cumulative grade point average of 3.0 to remain in good standing and for graduation. It is expected that all required courses will be completed with a grade of B- or above. If a lower grade is earned in a required course, it must be retaken. A required course may only be retaken once. A grade lower than a B- in any required course will prohibit registration for dissertation credits until the required course has been completed with a grade of B- or higher. Students may not register for dissertation credit unless all other required courses have been completed successfully.

For a doctoral student, no more than three semester hours of coursework with a grade of C may be counted toward the degree (note: a grade of C- will not be counted toward the degree). Only in a course in which a grade of C or lower is earned may a student repeat the course and only one such course may be repeated, one time. When a course is repeated both grades count in the student's cumulative grade point average.

**Area Examination**
Purpose

In partial fulfillment of the requirements for the Ph.D., doctoral students complete an examination paper in a substantive area within criminology or criminal justice. The purpose of the examination paper is two-fold: (1) to assess students’ knowledge and understanding of the theoretical foundation from which the student’s specialty area arises, including an assessment of the key conceptual and methodological approaches used, critical issues and debates in this theoretical area; and (2) to assess the student’s ability to formulate a compelling research question which is narrower in scope, derived from this theoretical foundation, and which reflects the student’s understanding of this specialization and the big questions that push it forward.

Details

The format of the area examination is normally that of a review essay ordinarily of thirty to forty pages that discusses the theoretical foundation(s), key concepts and methodologies, findings, and controversial issues or debates within the student's chosen area of specialization. Generally speaking, the essay should follow the format of a critical review of the literature (for examples, consult recent editions of Crime and Justice: An Annual Review of Research or Annual Review of Sociology).

Although the essay should facilitate the eventual development of a dissertation proposal (namely through the identification of a relatively narrow research question), it is not intended that the essay duplicate the first half of a dissertation. Rather, the purpose of the essay is to establish the writer’s command of a relatively broad literature in a recognized sub-area within criminal justice or criminology. “Offender decision-making” would be an example of such an area, whereas the student’s dissertation might focus more narrowly on “the meaning of punishment: the influence of street culture on offenders’ perceptions of, and response to, official sanctions.”

The area examination committee is comprised of three faculty members, selected by the student and approved by the Graduate Program Coordinator. The student and the examination committee determine the precise area covered by the examination, guided by the following requirements: the selected substantive area should be a recognized area within criminology or criminal justice and its theoretical foundation(s) identified.

Before beginning to write the first draft of the examination, the student shall submit an outline (in thesis statement format) that identifies the theoretical foundation, key conceptual issues, methodological approaches, and critical debates of the specialty area, culminating in a tentative research question(s) that he or she plans to address in the paper. This draft outline shall also
include a tentative bibliography of key sources. The student’s course work should provide a useful starting point for the bibliography. In most cases, however, the student will need to go beyond the course work to master his or her area of specialization.

“Normal” progress in the program is defined by completion of the area paper by the semester following the completion of all required coursework. Failure to make “normal” progress can result in the loss of funding. After receipt of a completed area paper, the faculty will grade the paper no later than the second week of the subsequent semester. Pass will be determined by a majority vote of the committee. If the exam is not acceptable at this time (the majority do not view the paper as passing), the student has until the end of that semester to submit the revised version. Failure to submit the area exam by the above deadline results in failure of the exam. If the area exam is not successfully completed at this time, it is considered the equivalent of two failures and will result in dismissal from the program. Students must pass the area examination before they will be permitted to defend a dissertation proposal.

Grading of the exam will be based on the breadth of knowledge, the creativity or innovation of the approach taken, the depth of the critical analysis, and the ability of the student to write well. Additional details are provided below.

**Guidelines for Assessment**

The area examination presents four major challenges to the writer; the examination committee evaluates the manuscript on its success in meeting these four objectives. In particular, exam papers will be judged as “Pass” (ready to begin work on the dissertation) or “Fail” (not ready to begin dissertation work) based on an overall assessment, with careful attention to following areas:

**First**, the essay should demonstrate that the writer is familiar with the literature in the selected area of specialization. It is essential that the student cite and summarize the most influential publications in the field (both classic and recent publications). The student must remember to summarize or explain key ideas. [breadth of foundational knowledge]

**Second**, the essay should demonstrate that the writer is not only familiar with the readings but has integrated the literature and can identify the big questions that push the area forward. What are the relative strengths and weaknesses of relevant theoretical perspectives? What are the key conceptual issues, debates, and questions on the cutting edge? Which claims have been

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2 Please note the University requirement that doctoral degrees must be completed within seven years of the start of the program.
substantiated, and which remain speculative? What key questions have yet to be answered? What new lines of empirical research are required to answer these questions? What type of study would the student design to answer one or more of these questions? Students should highlight the degree of innovation in their proposed line of research. [creativity/innovation]

Third, this manuscript should convey to the reader what the writer thinks about all that s/he has written/read; a successful area exam not only sorts the literature in terms of importance, centrality, and research generated, but also expresses the unique scholarly voice of the writer. The author must provide his or her own assessment of the current state of the literature (or of key perspectives or debates) and clearly distinguish personal views from those of existing sources. The author should take a position and clearly identify where he or she agrees or disagrees with existing sources (while properly citing these sources). The author should also explain why he or she agrees or disagrees. [critical analysis]

Fourth, this manuscript should demonstrate the author's ability to write well. In addition to proper grammar and sentence structure, the paper should be well-organized and thoughts and ideas should flow logically, with strong transitions from point to point and from one section of the paper to the next. The paper should reflect a tone that is appropriate for doctoral-level work, with an emphasis on critical thinking rather than simple summary or description. [written communication]

**The Dissertation**

*Dissertation Research.* For the student, the Ph.D. degree program culminates in the writing and successful defense of the doctoral dissertation. The dissertation must demonstrate mastery of the research process and should be based on an original investigation. When developing an idea for the dissertation, and when executing the research project, it should be the goal of the student to provide a significant and original contribution to the existing knowledge base in the selected topic area.

*Dissertation Committee.* Initial deliberations regarding an acceptable research project for the dissertation may begin in the early stages of the student’s doctoral training and should involve the student’s major advisor. Following successful completion of the comprehensive exam, students assemble a dissertation committee in consultation with their major advisor (subject to approval by the DGS). The dissertation committee is comprised of three faculty members from the Department of Criminal Justice and Criminology (all must hold graduate faculty status) and one outside member. The outside member typically represents a department at the university other than Criminal Justice, but can be from another university. Following the formation of the dissertation committee and the identification of a mutually acceptable research project, the student submits the dissertation committee form listing the committee chair and
members to the DGS, requesting that they be officially appointed. Once a committee has been appointed, any changes to the committee must be approved by the DGS and all members of the new committee.

*Dissertation Proposal and Proposal Defense.* The next step toward the production of a dissertation involves the development of a defensible dissertation proposal or “prospectus.” The dissertation proposal typically includes an introduction and problem statement, a review of the relevant literature, hypotheses section, and a proposed “data and methods” section that details how the student will execute the proposed research and how s/he plans to address any potential limitations of the project. For detailed guidelines, visit the following website and click on the various headings (“First Steps,” “Mechanics,” etc.):

http://aysps.gsu.edu/oaa/dissertation-guidelines

To obtain approval, the student must successfully present and defend the proposal before the dissertation committee. Other faculty members and graduate students in the department are invited to attend this oral defense. To document a successful defense, the dissertation committee chair submits a Record of Proposal Defense form to the Office of Academic Assistance. Following a successful defense, and before any data collection or analysis can begin, the student must obtain approval from GSU’s Institutional Review Board (IRB) for projects involving research with human subjects. (Students are encouraged to seek IRB approval before completion of the dissertation proposal, in consultation with the committee chair).

*Writing the Dissertation.* The dissertation must conform to specific formatting and other requirements. In addition, numerous forms must be completed to document various stages in the development of a dissertation. These forms and requirements are provided at the website listed above (under Dissertation Proposal and Proposal Defense). Students should familiarize themselves with these forms and requirements at the earliest stages of dissertation development.

*Final Defense of the Dissertation.* The oral defense of the completed dissertation will be heard by the dissertation committee and will be open to other faculty and graduate students in the program. Following a successful defense, the dissertation committee chair will ask the committee members to sign a Final Oral Pass Sheet provided by the Office of Academic Assistance, and the Acceptance Sheet that the student provides for his/her dissertation. Signatures on these forms acknowledge that the dissertation has been successfully completed and defended. The chair should submit these forms to the Office of Academic Assistance for the student's permanent file. If any changes to the dissertation are requested as a result of the final oral defense, the chair may hold the acceptance sheet until s/he believes the dissertation is in final form. For scheduling and other procedural details, and to obtain the relevant forms, the student should visit the following website: http://aysps.gsu.edu/oaa/dissertation-guidelines

**ADDITIONAL POLICIES AND PROCEDURES**
TRANSFER CREDIT

Transfer of credit will be approved under conditions specified in the Andrew Young School of Policy Studies’ section of the Graduate Catalog. The course, if completed at an institution in the United States, must have been completed at an institution recognized by a regional accrediting body as degree granting for higher education at the time the course was taken. In addition, the course must meet the following requirements:

1. The course must have been restricted to graduate students only.
2. A grade of B or higher must have been received in the course.
3. The content of the course must correspond to that of a Georgia State University course required or permitted in the student's program.
4. Degree credit completed before enrollment in the current Georgia State program will be considered if it will not be more than six years old at the time the student graduates.
5. Credit completed elsewhere after enrollment in the current Georgia State program will be considered for transfer credit if it is within the time limit allowed for completion of the current program.
6. Transfer credit will be limited to a maximum of 6 semester hours.

A request for transfer credit form must be completed, and a syllabus for review by the DGS must be submitted with the request form (students are encouraged to consult with the DGS before submitting a formal request). The request must indicate the specific course(s) for which transfer credit is sought. A copy of the other institution's catalog must be submitted to verify that the course was limited to graduate students only. The Office of Academic Assistance must have an official transcript on file showing course completion for the course being requested. Requests for transfer of graduate credit cannot be processed until all necessary information has been received.

Transfer credit will not be considered for master's students admitted in special status or provisional status until the student has completed the special coursework requirements and has been admitted to full status in the master's programs. Once the student has completed these requirements, he or she may follow the procedures outlined above to request transfer credit.

GRADUATE ADVISEMENT

All graduate students are assigned to the Director of Graduate Studies who acts as their academic advisor upon entering the program. The DGS continues to serve as the student’s academic advisor throughout his or her time in the program. Students are expected to consult with the DGS on such matters as the curriculum, program of study plan, graduate requirements, transfer credits, and thesis requirements. The DGS works with the student to develop his or her program of study plan and helps tailor the student’s course selection to his or her academic needs and professional interests. The DGS is also available to discuss any program concerns or
difficulties that may arise over the course of the student’s academic career. (Students who plan to complete a thesis or dissertation should select their own “major advisor” and should consult this advisor in the course of developing a mutually acceptable thesis or dissertation topic).

Graduate academic advisement in the Department of Criminal Justice and Criminology is conducted during the regular working days and hours of the Fall and Spring semesters and the Summer session. Advisement is provided during the Director’s office hours (NOTE: There are no office hours between semesters and during Maymester). If you are unable to meet during the Director’s scheduled office hours, please contact the DGS to arrange a date and time to meet that is mutually convenient to both individuals. Students should make an appointment with the DGS one to two weeks prior to when they plan to register for classes.

Advisement is never done over the telephone or via e-mail. The DGS may be able to answer a quick question over the telephone or via e-mail, but advisement per se must be conducted in person.

GRADUATE STUDENT FUNDING AND FINANCIAL AID

Graduate Research and Teaching Assistantships

A limited number of graduate research, teaching, and learning assistantships are available in the department. Assistantship support is awarded to both entering and continuing students. Graduate Research Assistantships (GRAs) provide students with an opportunity to work with a faculty member on research projects, gaining valuable experience in their chosen field. Graduate Teaching Assistantships (GTAs) provide advanced graduate students with the opportunity to teach their own undergraduate course, with mentoring provided by an experienced faculty member. Graduate Learning Assistantships (GLAs) provide students with an opportunity to assist a faculty member with a variety of teaching activities, including providing feedback on assignments and exams, monitoring or directing class discussions and conducting study reviews. GRA, GTA, and GLA positions are awarded to full-time (i.e., students must be enrolled in 9 credit hours of coursework) students each semester and require a minimum work commitment of 8 to 20 hours per week, depending upon the type of appointment. In exchange, GRAs, GTAs, and GLAs receive a partial (50%) or full (100%) tuition waiver and a financial stipend for the semester. Students working as a GRA, GTA, or GLA are still required to pay mandatory fees such as the student activity, health, and athletic fees. Finally, there is mandatory student insurance coverage for graduate students who receive full-time tuition waivers. If you have another approved insurance plan and wish to be considered for a waiver, please fill out the online insurance waiver application form found at: https://www.pearceandpearce.com/PearceSite/enroll/Intro.asp?id=144&CS=G&Enroll=waive.

Assistantships are not scholarships. They require that the assistant meets regularly with the faculty member for whom they are working and completes tasks assigned to them in a
professional and timely manner. Graduate assistants are evaluated at the end of every semester and students who do not fulfill their responsibilities will not be re-appointed.

Students may be offered research assistantships by the Department or by an individual faculty member who has received grant funding. University-funded assistantships are awarded by the department and approved by the Department Chair and Director of Graduate Studies. Appointments to grant-funded assistantships are made by individual project directors. Graduate learning assistantships may be awarded directly to faculty by the school or university. Students are also encouraged to pursue assistantship opportunities that are available in other departments or the Andrew Young School.

Department-managed assistantships are awarded based upon the department’s evaluation of the applicant’s active status in the graduate program, academic performance and progress, the skills required and obligations of assistantships, and performance on prior assistantships, as well as the equity of distributed assistantships among students and program and curriculum needs. Student’s academic performance and progress are evaluated based upon (1) course grades and cumulative grade point average (GPA) earned during graduate studies in the Department (or for entry-level students, the combined verbal and quantitative GRE scores, as well as the course grades and cumulative GPA earned during undergraduate studies); (2) progress toward the degree; and (3) other relevant academic accomplishments, including performance in specific classes, publications, and participation in professional conferences.

Students are notified of the assistantships for the next academic year in writing near the end of the summer for assistantships to be assigned for the fall semester and toward the end of the fall semester for assistantships to be assigned for the spring semester. Students offered an assistantship must then sign a contract accepting the appointment and assuming responsibility to uphold it. The department cannot obligate itself to assistantships for more than one semester at a time.

Scholarships and Non-Resident Tuition Waivers

The Phil Peters Scholarship is a competitive award aimed at students who have indicated career goals in law enforcement or students who are already in the law enforcement field. The deadline for application submission is January 15. The department also provides tuition waivers to qualified out-of-state students. These waivers allow students to pay in-state tuition costs.

Financial Aid

The Office of Student Financial Aid provides financial assistance to students who, without such help, would be unable to attend Georgia State University. The assistance available includes scholarships, grants, loans, and employment.

DEGREE COMPLETION
For master’s students, all degree requirements and credits, including transfer credits, must have been earned within six (6) calendar years of the date of enrollment in the program. For doctoral students, the maximum limit is seven (7) calendar years from the first semester of admission (post master’s degree). Students or applicants with questions about the commitment needed to complete the graduate programs should schedule an appointment with the school's Office of Academic Assistance.

All candidates for a degree must file a formal application for graduation with the GSU Graduation Office at least one semester in advance of the expected semester of graduation. Deadlines are published in the Schedule of Classes bulletin. A degree will be awarded only to a student who meets both the university academic and residence requirements and the standards of performance, academic requirements and residence requirements of the Andrew Young School.

**PROGRAM EVALUATION**

Students will participate in university mandated course evaluations for each course in their program of study. Additionally, graduates will be asked to evaluate the graduate program at the time of degree completion and 1-3 years after graduation.

**ACADEMIC DISHONESTY**

**Academic Honesty as a Core Value**

Academic honesty represents a core value of the academic community. Students who violate GSU’s policy on academic honesty risk being dismissed from the graduate program. As stated in the GSU Graduate Catalog:

[All] students are expected to recognize and uphold standards of intellectual and academic integrity. The university assumes as a basic and minimum standard of conduct in academic matters that students be honest and that they submit for credit only the products of their own efforts. Both the ideals of scholarship and the need for fairness require that all dishonest work be rejected as a basis for academic credit. They also require that students refrain from any and all forms of dishonorable or unethical conduct related to their academic work. (Section 1350)

Lack of knowledge of this policy is not an acceptable defense to any charge of academic dishonesty. Students are expected to be familiar with the definitions of plagiarism, cheating, unauthorized collaboration, and other infractions that constitute academic dishonesty (when in
doubt, students are expected to consult with faculty members regarding expectations. Although not an exhaustive list of possible behaviors that constitute academic dishonesty, the GSU Graduate Catalog provides the following definitions and examples for illustrative purposes:

**Plagiarism.** Plagiarism is presenting another person's work as one's own. Plagiarism includes any paraphrasing or summarizing of the works of another person without acknowledgment, including the submitting of another student's work as one's own. Plagiarism frequently involves a failure to acknowledge in the text, notes, or footnotes the quotation of the paragraphs, sentences, or even a few phrases written or spoken by someone else. The submission of research or completed papers or projects by someone else is plagiarism, as is the unacknowledged use of research sources gathered by someone else when that use is specifically forbidden by the faculty member. Failure to indicate the extent and nature of one's reliance on other sources is also a form of plagiarism. Any work, in whole or in part, taken from the Internet or other computer-based resource without properly referencing the source (for example, the URL) is considered plagiarism. A complete reference is required in order that all parties may locate and view the original source. Finally, there may be forms of plagiarism that are unique to an individual discipline or course, examples of which should be provided in advance by the faculty member. The student is responsible for understanding the legitimate use of sources, the appropriate ways of acknowledging academic, scholarly, or creative indebtedness, and the consequences of violating this responsibility.

**Cheating on Examinations.** Cheating on examinations involves giving or receiving unauthorized help before, during, or after an examination. Examples of unauthorized help include the use of notes, computer-based resources, texts, or "crib sheets" during an examination (unless specifically approved by the faculty member), or sharing information with another student during an examination (unless specifically approved by the faculty member). Other examples include intentionally allowing another student to view one's own examination and collaboration before or after an examination if such collaboration is specifically forbidden by the faculty member.

**Unauthorized Collaboration.** Submission for academic credit of a work product, or a part thereof, represented as its being one's own effort, which has been developed in substantial collaboration with another person or source or with a computer-based resource is a violation of academic honesty. It is also a violation of academic honesty knowingly to provide such assistance. Collaborative work specifically authorized by a faculty member is allowed.

**Falsification.** It is a violation of academic honesty to misrepresent material or fabricate information in an academic exercise, assignment, or proceeding (for example, false or misleading citation of sources, the falsification of the results of experiments or of computer data, false or misleading information in an academic context in order to gain an unfair advantage).

**Multiple Submissions.** It is a violation of academic honesty to submit substantial portions of the same work for credit more than once without the explicit consent of the faculty member(s) to whom the material is submitted for additional credit. In cases in which there is a natural
development of research or knowledge in a sequence of courses, use of prior work may be desirable, even required; however, the student is responsible for indicating in writing, as a part of such use, that the current work submitted for credit is cumulative in nature.

Violations

All members of the academic community—students, faculty, and staff—are expected to report violations of these standards of academic conduct to the appropriate authorities. In the event of academic dishonesty, policies stated in the GSU Graduate Catalog will be followed. A faculty member who initiates action will complete a "notice of academic dishonesty" form describing the incident and indicating the academic penalty imposed. Any recommendation for a disciplinary penalty must be reviewed in consultation with the department chair. The faculty member will deliver to the student the notice of academic dishonesty that includes a statement of appeal rights (for additional details and procedures, see Section 1350 of the Graduate Catalog).

STUDENT APPEALS

The appeals procedure for students will follow different courses depending on the nature of the student's appeal. Please refer to University Information Section 1050.80 under Polices and Disclosures in the Graduate Catalog or visit http://www2.gsu.edu/~catalogs/2011-2012/graduate/online for details. See also section 2040 for the AYSPS appeals process.

Appeal of Final Course Grades

As stated in the GSU Student Code of Conduct and Administrative Policies and Procedures, students are encouraged to discuss concerns and disputes over final course grades with the instructor prior to filing a formal grade appeal, in an effort to gain understanding about the basis of his/her grade. Instructors are encouraged to be available to students for such discussion regarding grades so that grade disputes, to the extent possible, are resolved informally. The Office of the Ombudsperson can provide assistance to students, instructors, and administrators with resolving disputes informally through voluntary facilitated discussions, in an effort to bring resolution to the matter prior to the initiation of a formal complaint.

In situations where such informal resolution does not occur or is not successful, the student may appeal the final course grade to the Department Chair. The appeal must be in writing and describe the precise reason for the appeal. Any pertinent information must be submitted with the appeal in order to be considered in this or subsequent appeals. The appeal must be submitted within 10 business days of the beginning of the academic term (fall, spring, and summer) that follows the term in which the final grade was submitted by the instructor. For example, if a student took an incomplete in a fall term course and completed the course works in the following spring semester, then an appeal of that grade must be submitted within 10 business
days of the beginning of the summer term. The Department Chair will provide a decision in writing to the student, normally within 10 business days of the receipt of the complaint in the Department. The student may appeal the decision of the Department Chair (for additional details, see the “Administrative Policies” section of the GSU Student Code of Conduct and Administrative Policies and Procedures or visit http://www.gsu.edu/studenthandbook/Student_Code_of_Conduct.html).

**Appeal of Exclusions and Terminations**

Terminated or excluded graduate students with questions about their status should first discuss their situation with an advisor in the Office of Academic Assistance. Following this discussion, students who believe they have extenuating circumstances may submit a written appeal of their termination or exclusion to the director of the Office of Academic Assistance. The director will review the information submitted in support of the appeal and the student's total record. The director will then make a recommendation to the associate dean for academic programs, who will make the decision regarding acceptance or denial of the appeal. The student will receive a written response from the school normally within 10 workdays of the date the appeal is received. (Workdays are counted as Monday through Friday except university holidays.)

Having been enrolled in too many courses relative to job requirements or other responsibilities or having continued to enroll while experiencing personal, work, or health-related problems very rarely constitutes such extenuating circumstances.

Requests for such consideration must be submitted, in writing, to the director of academic assistance within 10 workdays (defined as Monday through Friday except university holidays). Students should write their appeals completely, but concisely, and include all facts germane to their case. Only circumstances described in the written and signed appeal as initially submitted will be accepted from the student; oral appeals are not permitted, nor are requests to submit additional information after the appeal has been reviewed. For additional details, refer to section 2040.30 “Appeal of Exclusions and Terminations” in the Andrew Young School of Policy Studies’ section of the Graduate Catalog.

**Petitions for Course Substitutions and Program Policy Waivers**

A master's student requesting course substitution should consult the DGS and may complete a petition form. This form is available online at http://aysps.gsu.edu/oaa/student-forms. A doctoral student who believes that unusual circumstances invalidate any of the regulations or requirements relating to the degree may write a petition letter to the DGS for exemption or change in the policy. If the DGS supports the request, a letter of support will be submitted to the director of the Office of Academic Assistance for a decision after consultation with the associate dean.
Right to Appeal Charges of Academic Dishonesty

A student who has been accused of academic dishonesty will have 20 business days after receipt of the notice of charges to submit a written appeal denying the charges and providing any rationale for the appeal. Students should consult section 1350 of the Graduate Catalog for a discussion of procedures.
Name: __________________________ Panther ID: __________________________ Phone: __________________________

Student Email: __________________________

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<tr>
<th>Course</th>
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<th>Term Taken</th>
<th>Grade</th>
<th>Credit Hours</th>
<th>Remarks</th>
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<td><strong>2. Elective Courses (15.0 hours):</strong></td>
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<td>CRJU Courses available include: CRJU 6040, CRJU 6060, CRJU 6070, CRJU 6230, CRJU 6920, CRJU 6940, CRJU 6960, CRJU 7510, CRJU 7630, CRJU 7730, CRJU 7920, CRJU 8110, CRJU 8210, CRJU 8310, CRJU 8410, CRJU 8720, CRJU 8900, CRJU 8910, CRJU 8990.</td>
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A minimum of 36 semester hours of graduate coursework is required for the master’s program in Criminal Justice. This program plan should be on file by the end of the first year or before eighteen (18) semester hours of coursework have been completed.

Director of Graduate Studies __________________________

Student __________________________

Date __________________________

Date __________________________
# CHANGE IN GRADUATE PROGRAM

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## COURSE CHANGE(S):

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<th>GRADE</th>
<th>Substitute Course PREFIX/NUMBER</th>
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## EXPLANATION FOR CHANGE(S):
Explain below the reason(s) for the courses changes in the program.

## APPROVALS:
Signatures below indicate approval of change(s) listed above.

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File Copies: Student Department File
approved 5/10/01; revised 7/1/11
**CRJU 8990**
**THESIS APPLICATION**

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**THESIS TITLE:**

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**STATEMENT OF THE RESEARCH PROBLEM:** Briefly state the problem you propose to address in this thesis.
THEORY AND LITERATURE REVIEW: Briefly state your theoretical framework and the areas that you plan to focus on in the literature review.

METHODOLOGY: Describe the type of data or information you plan to collect, how you will assemble the data, and how you plan to do your analysis.

ADDITIONAL INFORMATION: Describe any special needs or concerns you have about the thesis.

APPROVALS: Signatures below indicate approval of this thesis application.

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<th>COMMITTEE CHAIRPERSON</th>
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<td>DEPARTMENT CHAIRPERSON</td>
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This form must be submitted following selection of the thesis committee and must be accompanied by the APPOINTMENT OF THESIS COMMITTEE form.

File Copies: Student Department File approved 5/10/01; revised 7/1/11
**APPOINTMENT OF THESIS COMMITTEE**

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The following faculty members have agreed to serve on the above-named student’s thesis committee.

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**APPROVALS:** Signatures below indicate approval of this thesis committee.

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This form must be submitted following selection of the thesis committee. If changes are made in the composition of this committee (generally as the thesis is begun) a new form must be filed.

File Copies: Student Department File
approved 5/10/01; revised 7/1/11
# APPROVAL OF THESIS PROPOSAL

<table>
<thead>
<tr>
<th>TO:</th>
<th>Graduate Program Coordinator</th>
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<tr>
<td>FROM:</td>
<td>Thesis Committee Chairperson</td>
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<td>RE:</td>
<td>Approval of Proposal</td>
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The committee of the above-named graduate student has approved a thesis proposal entitled:

A copy of this proposal is attached.

APPROVALS: Signatures below indicate approval of the attached proposal.

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File Copies: Student Department File
approved 5/10/01; revised 7/1/11
THESIS DEFENSE ANNOUNCEMENT

TITLE OF THESIS:________________________________________________________
________________________________________________________

THESIS CHAIR:   ________________________________________________

STUDENT’S NAME | DATE | TIME | PLACE

ABSTRACT
# RESULTS OF THESIS DEFENSE

TO: Graduate Program Coordinator  
FROM: Thesis Committee Chairperson  
RE: Results of Thesis Defense

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The above named candidate defended a thesis entitled:

The following results are reported:  
- SUCCESSFULLY DEFENDED  
- SUCCESSFULLY DEFENDED PENDING REVISIONS  
- UNSUCCESSFUL

COMMENTS:

APPROVALS: Signatures below indicate acknowledgment of results reported above.

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File Copies: Student Department File  
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APPENDIX B

THESIS GUIDELINES
Thesis Guidelines

I. Introduction

This guide is intended to assist students in preparing a thesis and to provide suggestions and answer questions about preparing and submitting a thesis that conforms to the established technical requirements of style and format of the Master of Science in Criminal Justice.

Questions about the content of the thesis should be addressed to the thesis committee. Maintaining contact with the committee while writing the thesis is strongly encouraged. This should avoid the need for major revisions in the final copy.

Be sure to consult the appropriate Graduate Bulletin for academic policies related to the M.S. degree. Currently, the deadline for submission of the approved thesis is determined by the Office of Academic Assistance. Contact them for details.

II. Thesis Proposal

The student submits a detailed proposal outlining the planned research. The proposal should be prepared according to the directions of the student’s thesis committee. The proposal must contain an introduction (purpose and hypotheses), a review of the literature, and methods and procedures (subjects, research design and planned analysis). The student’s thesis may focus on any topic that has direct relevance to their area of specialty.

III. Human Subjects

A student planning to conduct research involving human subjects must submit pertinent information for review. The Georgia State University Institutional Review Board for the Protection of Human Subjects is charged with protecting the rights and welfare of human subjects by reviewing the background, purpose, methodology, and instrumentation of all research involving human subjects conducted by faculty, staff, students and employees of the university.

For further information regarding this review process, the student is advised to speak with their thesis chair or to contact the University Research Office. Please also log in to https://irbwise.gsu.edu/ for the latest information from the IRB. Applications for approval of a research project involving human subjects are available from the University Research Office. Students should use the following procedures when planning to conduct research involving human subjects:

- Obtain the Applications for Approval of a Research Project Involving Human Subjects (hereafter called the Application).
- Complete the student portion of the Application.
- After the proposal has been approved by the student’s thesis committee, the student assembles a packet of the following items:
☐ The original application form

☐ The original and appropriate copies of the approved proposal

☐ The original and appropriate copies of a one page summary of the proposal in lay terminology

☐ The original and appropriate copies of the informed consent document (if applicable)

- The student obtains the necessary signatures on the application form. The student's academic unit retains a copy of the signed application and one copy each of the proposal, the summary, and the informed consent document (if applicable) for department files.

- If the proposed research is not exempt, the Institutional Review Board (IRB) will review the proposal and return the approved application form to the student, via the department chairperson. In no case may the proposed research begin until an approved copy of the Application has been returned to the student.

- Since the IRB may change its policies and procedures, the student should obtain the current IRB forms and information on procedures directly from the University Research Office.

- Additional IRB review may be required at sites of data collection, e.g., if data is to be collected at Grady, the student must submit the proposal to the Emory IRB. Each IRB has specific guidelines for submission of the proposal. The student is responsible for ascertaining whether additional IRB approval is necessary. If an institution doesn’t have an IRB, a letter of consent to allow the data collection must be obtained from the appropriate administrator.

IV. Thesis Writing Assistance

The GSU Writing Studio offers assistance for those students who need help with: 1) organizing ideas, 2) overcoming writing blocks, 3) developing a more fluent writing style, 4) editing their papers for clarity and accuracy, 5) proofreading their papers for both typographical and stylistic errors. To schedule an appointment with a writing tutor or for more information, visit the website at: http://www.writingstudio.gsu.edu.
V. Format for a Thesis

1. Overall Style and Format

Font: Times New Roman 12 point font must be used for the body of the thesis. A different font may be used in the Appendices if necessary.

Margins:  
- Top - 1 ¾ inches on the first page of any chapter, appendix, bibliography, table of contents, list of figures, or other major section. One inch on regular pages.
- Bottom - 1 inch.
- Left side - 1 ½ inches.
- Right side - 1 inch.

Justification: Use left justification.

Chapter Headings: Use Roman numerals for chapter headings. ex: Chapter I, Chapter II, etc.

Page Numbering: On the first pages of chapters, appendices, references, and acknowledgments the page number should be centered at the bottom. On ordinary pages, the page number will be placed at the top right corner.

Signatures: All original signatures must be made in blue ink.

2. Organization

The thesis may be written in a traditional or a manuscript format. The format decision will be made by agreement between the thesis chair and the student.

a. Traditional Format

1. Initial pages

These pages appear before the body of the text and are numbered with lowercase roman numerals unless otherwise specified.

- Abstract not counted or numbered
- Title page page number “i” is assigned but not typed
- Approval page page number “ii” is assigned but not typed
- Dedication page optional; if used, this page and those following carry typed lowercase roman numerals
• Acknowledgments  optional; if used, it should be listed in the Table of Contents
• Author’s statement required, but not numbered. This page in the original manuscript and first copy on 100% rag paper must have the author’s original signature also in blue ink. This page may then be copied for inclusion in other copies of the thesis. Please see example.
• Notice to Borrowers required, but not numbered.
• Vita required, but not numbered. The vita should be limited to one page, and should include at least the author’s full name, address, education, professional experience, professional organizations and selected publications and presentations.
• Table of Contents may have more than one page
• List of Tables used if necessary
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• Chapter II – Review of Literature
• Chapter III – Methods and Procedures
• Chapter IV – Results
• Chapter V – Discussion and Conclusion
• References
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A STUDY OF HOMICIDE AGAINST ELDERLY FEMALES

by

EDITH MCNEILL AVERA

B.A., UNIVERSITY OF SOUTH CAROLINA

(List other degrees awarded in the same format)

A Thesis Submitted to the Graduate Faculty

of Georgia State University in Partial Fulfillment

of the

Requirements for the Degree

MASTER OF SCIENCE

ATLANTA, GEORGIA

1993
A STUDY OF HOMICIDE AGAINST ELDERLY FEMALES

by

EDITH MCNEILL AVERA

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(Under the direction of MARY FINN)  

Research has not yet explained the inverse relationship between high levels of fear of crime among elderly females and their low rate of victimization.  

(INDEX WORDS: fear of crime, victimization, homicide, elderly females)
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