

**BARBARA JORDAN–MICKEY LELAND SCHOOL OF PUBLIC AFFAIRS**

**Department of Administration of Justice**

**Executive Master of  
Administration of Justice  
(eMAJ)**

**Student Handbook  
2014-2016**



**Texas Southern University  
3100 Cleburne Street  
Houston, TX 77004**

**August 2015**

# WELCOME!

Welcome to the Executive Master of Administration of Justice (eMAJ) program! This *Student Handbook* governs your degree program and is designed to familiarize you with its requirements, Texas Southern University resources, and other pertinent information that you will find helpful during your matriculation as a graduate student. The current *Student Handbook* is available on-line at the eMAJ website ([www.emaj.tsu.edu](http://www.emaj.tsu.edu)) and is revised periodically.

As an official governing document, the existing version of the *Student Handbook* at your initial enrollment or re-enrollment establishes your degree matriculation guidelines. However, a student may apply to the Graduate Program Director to change to a later version of the *Student Handbook*. If you have any questions about this handbook or our graduate program, feel free to contact:

*Elycia S. Daniel-Roberson.*  
*eMAJ Program Director*  
*Department of Administration of Justice*  
*Barabara Jordan-Mickey Leland School of Public Affairs*  
*Texas Southern University*  
*3100 Cleburne Street*  
*Houston, Texas 77004*  
*713.313.4822 (phone)*  
*E-Mail: [danieles@tsu.edu](mailto:danieles@tsu.edu)*

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## **MISSION STATEMENT**

The mission of the Executive Master of Administration of Justice (eMAJ) Program is to educate a cadre of justice academicians as change agents prepared to teach, conduct research and assume administrative and policy positions at all levels of government, and in the private sector both nationally and globally. The eMAJ Program will prepare professionals to address traditional and emerging administrative and management issues in criminal justice agencies.

The program is designed to fill the current void in graduate studies in administration of justice and attract African Americans and other minorities that are underrepresented in graduate administration of justice education. The educational objectives of the eMAJ program are:

## **EDUCATIONAL OBJECTIVES**

- To provide students with a foundation of knowledge that includes the history and theory of the administration of justice.
- To provide students with knowledge of research methods in administration of justice.
- To develop students' data analysis skills for administration of justice.
- To develop students' awareness of race, class, and gender related issues in administration of justice.
- To sensitize students to ethical issues in administration of justice.
- To provide students with specialized knowledge about justice agency administration and management.
- To provide students with the knowledge necessary for advancement to doctoral studies.
- To prepare students for teaching at the college level.

## GRADUATE ADMISSION STATUS

Graduate students are admitted with either an *Unconditional* or *Conditional Status* as explained below. **Unconditional Status** is reserved for students who have met all the admission requirements of the TSU Graduate School and eMAJ program.

### Requirements for Admission to Unconditional Status:

- Graduation with the bachelor's degree, or its equivalent (diploma and/or certificate), from an accredited college or university.
- A satisfactory undergraduate sequence of courses in the proposed major.
- A grade point average in all undergraduate work of 2.50 (C+) or better or a grade point average of 3.0 on the last 60 semester hours of undergraduate course work.
- Five years related work experience.

**Conditional Status** applies to students who have not satisfied all of the requirements for an unconditional admission. A conditional admission status is given when the applicant has not met all the admission requirements.

Once the conditions have been met, a petition for a change in academic status must be made. Exceptions to the required prerequisite courses will be decided when the application is reviewed.

## DEGREE REQUIREMENTS

The eMAJ is a 36 credit degree program with both a thesis and non-thesis option. All students are required to complete six core courses and four elective courses (see Appendix A for course descriptions). Required core courses for the thesis and non-thesis options, and elective courses are presented below. The current Graduate Student Catalog/Bulletin is available online at: <http://www.tsu.edu/academics/colleges-and-schools/the-graduate-school/graduate-catalog.php> Students are required to complete all degree courses with a grade of “B” or better. A grade of “B-“ or lower is defined as deficient and must be remediated by repeating the course no more than one time to attain the required level of competency. A student who earns more than two deficient grades will be dismissed from the program. This requirement of “B” or better course grades supersedes the Graduate School standard that may accept lower grades under certain circumstances. Any student who earns a grade of D or F will be automatically dismissed from the program.

### Required Core Courses (18):

- AJ 500 Seminar in Administration of Justice (3)
- AJ 501 Seminar in Administration of Justice/Criminal Justice/Criminological Theory
- AJ 502 Seminar in Research Methods (3)
- AJ 503 Seminar in Quantitative Methods I (3)
- AJ 504 Seminar in Race, Class, Gender, and Crime in Administration of Justice (3)
- AJ 505 Seminar on Ethics and Administration of Justice (3)

### Required Courses (Thesis Option only) (6):

AJ 788 Thesis (3)

AJ 789 Thesis (3)

**Required Courses (Non-thesis Option only) (6):**

AJ 617 Independent Study (3)

AJ 701 Capstone Seminar in Administration of Justice (3)

**Elective Courses (Thesis and Non-thesis Option) (12):**

AJ 607 Police Administration (3)

AJ 609 Issues in Corrections Administration (3)

AJ 610 Issues in Judicial Administration (3)

AJ 611 Issues in Juvenile Justice Administration (3)

AJ 612 Administrative Law for Justice Agencies (3)

AJ 613 Evaluation Research for Justice Agencies (3)

AJ 614 Issues in Terrorism and Administration of Justice (3)

AJ 615 Seminar on Special Topics in Administration of Justice (3)

AJ 616 Environmental Crime and Administration of Justice (3)

AJ 617 Independent Study (3)

AJ 701 Capstone Seminar (3)

**Time Limit**

All course work for the eMAJ must be completed within six years from the date of admission to the TSU Graduate School.

**Residency Requirement**

The eMAJ program does not have a residency requirement.

**Academic Honesty**

Graduate students should maintain a high standard of academic honesty. To do this, students must refrain from all forms of academic dishonesty including plagiarism, cheating, and unauthorized collusion. Cases of alleged scholastic dishonesty are referred to the Graduate Council's Committee on Student Affairs for appropriate action. Dispositions may include suspension, disallowance of course credit and other appropriate actions.

**Grades**

In order to be declared in good academic standing, a student must 1) maintain at least a 3.00 (B) grade point average (GPA) in all courses taken in the eMAJ graduate program, and 2) maintain an overall GPA of 3.00 for all graduate courses taken at TSU. Grades of B- and below are not acceptable. This requirement supersedes the TSU Graduate School requirement.

Students who fail to maintain a 3.0 GPA will be placed on *Academic Probation*. The student on probation who achieves a grade point average of 3.0 or better during the next semester or summer session of enrollment but fails to achieve an overall grade point average of 3.00 (B) will remain on probation. If a student on probation fails to raise his/her overall grade point average to 3.00 (B) or better, exclusive of incomplete grades for two consecutive semesters or summer sessions of enrollment in courses other than a thesis/dissertation writing course, he/ she will be placed on *Academic Suspension* through the next semester (in this case, excluding summer terms). A student who fails to achieve a 3.00 overall GPA in the next semester of enrollment following academic suspension will be disqualified as a degree-seeking student and will be dismissed from the eMAJ program. This requirement supersedes the TSU Graduate School requirement.

### **Incompletes**

“The grade of “I” is given only when a student’s work is satisfactory in quality, but because of reasons beyond his or her control, the work has not been completed. The missing work may be a major quiz, a final examination, a term paper, or other work. *An Incomplete is not given in lieu of an “F.”* The instructor will stipulate, in writing, at the time the grade is given the conditions under which the “I” may be removed. This temporary grade of “I” is non-punitive, and semester hours for the course are not considered in the computation of the quality-point average. The student must satisfy the requirements to earn a grade by the end of the following 8-weeks session or the next summer term, which ever applies. If the student has not satisfied the requirement, the “I” grade shall become an “F.” The grade “I” is not assigned if the student must retake the course. In the event a student who earns a grade of “I” decides to retake the course, the student is required to pay for that course a second time.” *TSU Graduate Catalog 2014-2016*, p. 33.

### **Admission to Master’s Degree Candidacy**

Admission to Master’s Degree Candidacy requires satisfactory completion of all degree requirements, an approved degree plan, and recommendation to candidacy by the eMAJ Program Director and DAJ Department Chairperson.

### **Thesis Option Requirements**

Upon successful completion of AJ 500, 501, 502, 503, 504, 505 and 2 electives, students that choose the thesis option must enroll in AJ 788 Thesis. Students that plan to prepare a thesis must adhere to the *TSU Graduate Student Catalog*. Before beginning the thesis, the student must prepare an acceptable thesis abstract and proposal. The abstract will be submitted to the Graduate School and the Internal Review Board Committee, if necessary.

### **Thesis Committee**

The Graduate School will confirm the student’s thesis committee that will include a Graduate School representative from outside the student’s department. The thesis committee must approve the thesis proposal.

## **Thesis Process**

After the thesis abstract is approved the student can begin work on the thesis. Students must enroll in AJ 788/789 when completing a thesis. Only 6 thesis credits may be applied to the Master's degree. The student under the guidance of their committee chair is responsible for (1) completing a thesis that adheres to the thesis guidelines described below and (2) successfully defending the thesis before the members of the thesis committee. The TSU Graduate School specifies forms and due dates in the *Graduate Catalog*.

Before the thesis is submitted to the Graduate School it must incorporate any changes recommended by the committee members at the thesis defense. It is the responsibility of the student, chair, and graduate program director (GPD) to ensure that the thesis adheres to the formatting guidelines and is free of errors. The student and thesis chair must allow enough time for review by the eMAJ program director, and corrections, if necessary, before the completed thesis is transmitted to the Graduate School.

## **Thesis Format Guidelines**

Theses must follow the American Psychological Association style manual and students should purchase the most recent manual available entitled, *Publication Manual of the American Psychological Association, Sixth Edition* (<http://www.apastyle.org/pubmanual.html>). Each thesis must include a correctly formatted title page, abstract, list of tables, list of figures, and references. A dedication page and an acknowledgements page are optional.

## **Non-thesis Option Requirements:**

Students that take the non-thesis option are required to take AJ 701 Capstone Seminar and AJ 617 Independent Study. Before enrolling in these courses students must successfully complete AJ 500, 501, 502, 503, 504, 505, and at least two electives.

## **AJ 701 Capstone Seminar**

The Capstone Seminar provides students with an opportunity to examine contemporary issues and practices in administration of justice. It includes the completion of a capstone project that focuses on a specific topic in the of Administration of Justice.

## **Advising and Registration**

All graduate students have an academic advisor, the eMAJ Program Director. Newly admitted eMAJ students will be automatically registered for the required core courses. The eMAJ Program Director will register students each semester based on needed core courses and electives selected by the student. Students will be advised each semester and follow a degree plan filed in the eMAJ's student file and the TSU Graduate School.

## **Transfer of Credit**



Students that seek to transfer work from other institutions must make application to the Dean of the Graduate School. Transfer work is limited to six semester hours of graduate courses with a grade of 'B' (3.00) or better. Credit transferred will not be used in computing the quality grade point average for graduation.

## **TSU INFORMATION AND RESOURCES**

### ***TSU Graduate School Student Handbook and Graduate School Bulletin***

All students should familiarize themselves with the current TSU Graduate School *Graduate Catalog*. Please consult the TSU Graduate School *Graduate Catalog 2014-2016* ([http://em.tsu.edu/catalog/grad\\_catalog1214.pdf](http://em.tsu.edu/catalog/grad_catalog1214.pdf)) for information on the following:

- Service to Students with Disabilities
- Sexual Harassment
- Student Grievance Procedure
- Application for Graduation
- Tuition and Fees
- Health Insurance
- Parking
- Refunds
- Withdrawals
- Financial Aid and Assistance

### **Library Resources**

All TSU students have access to resources available in the Robert James Terry Library ([http://www.tsu.edu/academics/Robert\\_J\\_Terry\\_Library/default.php](http://www.tsu.edu/academics/Robert_J_Terry_Library/default.php)). Several electronic resources are available including Texshare, NCJRS Abstracts, Proquest, and Sage's Full Text Collection-Criminology. Electronic resources are accessible both on and off campus. Students are encouraged to register in the library to obtain a library card and facilitate access to online resources off campus. Students need to bring their TSU ID (Tiger One Card) and course schedule to the Circulation Department on the first floor of the library. You are also encouraged to apply for a Texshare Card that provides access to libraries in the region and elsewhere in the state. For more information contact the Circulation Desk at 713.313.7148.

Graduate students can also utilize the Thurgood Marshall School of Law Library. A validated Tiger One Card is required to check out materials from the Circulation Desk. A validated Tiger One Card and a TEXSHARE card are required to check out circulation materials from the classified collection.

### **TSU Bookstore**

The TSU Bookstore is located in the Ernest S. Sterling Student Life Center and can be accessed via your MyTSU.

## ONLINE RESOURCES

### Texas Southern University Web Page

- [www.tsu.edu](http://www.tsu.edu)

### TSU Graduate School Web Page

- [http://www.tsu.edu/academics/colleges\\_schools/The\\_Graduate\\_School/](http://www.tsu.edu/academics/colleges_schools/The_Graduate_School/)

### Barbara Jordan-Mickey Leland School of Public Affairs

- [http://www.tsu.edu/academics/colleges\\_schools/publicaffairs/sopa\\_main.php](http://www.tsu.edu/academics/colleges_schools/publicaffairs/sopa_main.php)

### Department of Administration of Justice

- [http://www.tsu.edu/academics/colleges\\_schools/publicaffairs/aj/default.php](http://www.tsu.edu/academics/colleges_schools/publicaffairs/aj/default.php)

### American Society of Criminology

- <http://www.asc41.com/>

### Academy of Criminal Justice Sciences

- <http://www.acjs.org/>

### Southwestern Association of Criminal Justice

- <http://swacj.org/>

### Texas Department of Criminal Justice

- <http://tdcj.state.tx.us/>

## APPENDIX A

### COURSE DESCRIPTIONS

#### **AJ 500 Seminar in Administration of Justice (3)**

This course introduces students to the study of administration of justice. It provides an overview of the historical development of justice agencies and contemporary administrative, organizational, and management issues.

#### **AJ 501 Seminar in Administration of Justice Theory (3)**

This course examines the historical development of theories in administration of justice, criminal justice and criminology. Emphasis is placed upon concepts, principles, as well as research and policy implications of theories for the administration of justice.

***PREREQUISITE: AJ 500***

#### **AJ 502 Seminar in Research Methods (3)**

This course provides an overview of research methods, methodological concepts and issues in administration of justice. It includes an analysis of program and policy evaluation research methods.

***PREREQUISITE: AJ 500***

#### **AJ 503 Seminar in Quantitative Methods I (3)**

An introduction to statistics and data analysis in administration of justice. The course includes an overview of measurement and statistics for univariate, bivariate and multivariate data.

***PREREQUISITE: AJ 502***

#### **AJ 504 Seminar in Race, Class, and Gender in Administration of Justice (3)**

This course examines the historical and contemporary context of race, class, and gender and their impact on justice agency administration. Special emphasis is placed upon contemporary issues including minority employment trends in justice agencies, racial profiling, and disproportionate minority confinement.

***PREREQUISITES: AJ 500, AJ 501***

#### **AJ 505 Seminar on Ethics in Administration of Justice (3)**

This course introduces students to the principles of ethics, applied ethics, professional ethics, ethical standards, ethical dilemmas, ethics education and training and controlling ethics in justice agencies.

***PREREQUISITE: AJ 500***

#### **AJ 607 Police Administration (3)**

Seminar on the administration and management of federal, state, local, private, special district and tribal police organizations. Special emphasis is placed on new challenges to police administration including community policing, homeland security, immigration, and technological advances.

***PREREQUISITE: AJ 50***

**AJ 609 Issues in Corrections Administration (3)**

This course will examine the organization and administration of correctional agencies including jails, prisons, probation and parole, and administration of the death penalty. Emphasis is placed on contemporary administrative and policy issues including prison overcrowding, policy initiatives such as three-strikes legislation, and sentencing disparities.

**PREREQUISITES:** *AJ 500, 504*

**AJ 610 Issues in Judicial Administration (3)**

This course presents an overview of administrative issues confronting courts and court related agencies in Texas and at the federal level. The course will also examine contemporary issues including sentencing policies, disparities in sentencing, restorative justice, and diversion.

**PREREQUISITES:** *AJ 500, 501*

**AJ 611 Issues in Juvenile Justice Administration (3)**

Critical analysis of historical and contemporary issues in administration and management of juvenile justice agencies and clients. Special emphasis is placed upon disproportionate minority confinement, administration and management of comprehensive strategies for delinquency prevention programs, and community placements.

**PREREQUISITES:** *AJ 500, 501*

**AJ 612 Administrative Law for Justice Agencies (3)**

This course provides an in-depth analysis of historical and contemporary administrative law guiding justice agencies. It includes an examination of administrative rule-making.

**PREREQUISITES:** *AJ 500, 504*

**AJ 613 Evaluation Research for Justice Agencies (3)**

This course provides an overview of evaluation research methods and their application to justice agencies policies and programs. It provides an in-depth analysis of the complexities of evaluation research in administration of justice by examining recent research.

**PREREQUISITES:** *AJ 500, 502, 503, 504*

**AJ 614 Issues in Terrorism and the Administration of Justice (3)**

This course presents an analysis of the impact of terrorism on administration and management of justice agencies. Topics covered include domestic and international terrorism, integrated terrorism information systems, secure confinement, and technological developments.

**PREREQUISITES:** *AJ 501, 607*

**AJ 615 Seminar on Special Topics in Administration of Justice (3)**

This course is designed to provide in-depth analyses of selected topics in Administration of Justice.

**PREREQUISITES:** *AJ 500, 501, 502, 503*

**AJ 616 Environmental Crime and Administration of Justice (3)**

An examination of the nature and forms of environmental crime and the role of justice agencies in its prevention and control. The course includes an examination of perpetrators, enforcement, prosecution and sanctioning at state, national and international levels.

***PREREQUISITES: AJ 500, 505***

**AJ 617 Independent Study (3)**

This is a faculty-supervised independent study of a current topic in the administration of justice.

***PREREQUISITES: AJ 500, 501, 502, 503, 504, 505 and 2 electives.***

**AJ 701 Capstone Seminar (3)**

This course is required for students selecting the non-thesis option. It will examine contemporary issues and practices in administration of justice. The course will culminate with a capstone project that focuses on a specific aspect of Administration of Justice.

***PREREQUISITES: AJ 500, 501, 502, 503, 504, 505 and 2 electives.***

**AJ 788/789 Thesis (3 or 6)**

Enrollment is required when the thesis is being completed. Only 6 credits may be applied to the Master's degree. Students will prepare their thesis under the direction of a thesis advisor and committee.

***PREREQUISITES: Completion of AJ 500, 501, 502, 503, 504, 505, and 2 electives.***

***Permission of the GPD.***

**APPENDIX B**

*Texas Southern University  
Barbara Jordan-Mickey Leland School of Public Affairs  
Department of Administration of Justice*

**Executive Master of Administration of Justice (eMAJ)  
Degree Plan - 36 Credit Hours**

Student Name: \_\_\_\_\_

T# \_\_\_\_\_

**First Semester**

<i>Course</i>	<i>Sem. Hrs.</i>	<i>Grade</i>
AJ 500 Administration of Justice	3	_____
AJ 501 Administration of Justice Theory	3	_____
AJ 502 Research Methods	3	_____
AJ 503 Quantitative Methods I	3	_____
Total Hours	<u>12</u>	

**Second Semester**

AJ 504 Race, Class, and Gender in Administration of Justice	3	_____
AJ 505 Ethics in Administration of Justice	3	_____
AJ Elective _____	3	_____
AJ Elective _____	3	_____
Total Hours	<u>12</u>	

**Third Semester**

AJ Elective _____	3	_____
AJ Elective _____	3	_____
AJ 617 Independent Study *	3	_____
AJ 701 Capstone Seminar in Administration of Justice *	3	_____
AJ 788 Thesis **	3	_____
AJ 789 Thesis **	3	_____
Total Hours	<u>12</u>	

**\*For Non-thesis Option only; \*\* For Thesis Option Only**

**DEGREE PLAN APPROVED BY (signature):**

**eMAJ Program Director/Advisor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**AJ Dept. Chair:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Dean, College/School:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Dean, Graduate School:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**APPENDIX C**

**Texas Southern University  
Barbara Jordan – Mickey Leland School of Public Affairs  
Executive Master of Administration of Justice  
Graduation Checklist:  
Thesis Option**

*Student Name* \_\_\_\_\_ *Date* \_\_\_\_\_  
(Please Print Full Name)

*Faculty Advisor* \_\_\_\_\_ *Date* \_\_\_\_\_

\_\_\_\_\_ You will need the following in order to satisfy degree requirements.

- \_\_\_\_\_ Degree Plan
- \_\_\_\_\_ Six Core Courses
- \_\_\_\_\_ Four Elective Courses
- \_\_\_\_\_ Thesis/Dissertation Title Approval
- \_\_\_\_\_ Thesis/Dissertation Committee Approval
- \_\_\_\_\_ Thesis/Dissertation Abstract Approval
- \_\_\_\_\_ Thesis/Dissertation Proposal Approval
- \_\_\_\_\_ Thesis/Dissertation Request for Oral Defense Approval
- \_\_\_\_\_ Thesis/Dissertation Results of Oral Defense
- \_\_\_\_\_ Thesis
- \_\_\_\_\_ Time Limit on Courses
- \_\_\_\_\_ Residency Requirement
- \_\_\_\_\_ Transfer of Credit Form
- \_\_\_\_\_ Change of Course (Substitution) Form
- \_\_\_\_\_ 3.0 and above GPA
- \_\_\_\_\_ Change of Major
- \_\_\_\_\_ Change of Academic Status
- \_\_\_\_\_ Other \_\_\_\_\_

*Student Signature* \_\_\_\_\_ *Student T-#* \_\_\_\_\_

*Academic Advisor Signature* \_\_\_\_\_ *Date* \_\_\_\_\_



**APPENDIX D**  
**Texas Southern University**  
**Barbara Jordan – Mickey Leland School of Public Affairs**  
**Executive Master of Administration of Justice**  
**Graduation Checklist:**  
**Non-thesis Option**

*Student Name* \_\_\_\_\_ *Date* \_\_\_\_\_  
(Please Print Full Name)

*Faculty Advisor* \_\_\_\_\_ *Date* \_\_\_\_\_

\_\_\_\_\_ You will need the following in order to satisfy degree requirements.

- \_\_\_\_\_ Degree Plan
- \_\_\_\_\_ Six Core Courses
- \_\_\_\_\_ Four Elective Courses
- \_\_\_\_\_ Independent Study (AJ 617)
- \_\_\_\_\_ Capstone Course (AJ 701)
- \_\_\_\_\_ Time Limit on Courses
- \_\_\_\_\_ Residency Requirement
- \_\_\_\_\_ Transfer of Credit Form
- \_\_\_\_\_ Change of Course (Substitution) Form
- \_\_\_\_\_ 3.0 and above GPA
- \_\_\_\_\_ Change of Major
- \_\_\_\_\_ Change of Academic Status
- \_\_\_\_\_ Other \_\_\_\_\_

*Student Signature* \_\_\_\_\_ *Student T-#* \_\_\_\_\_

*Academic Advisor Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

## APPENDIX E

### Proposed Course Offerings 2014-2016\*

#### Fall 2015

<b>AJ 500</b>	Seminar in Administration of Justice
<b>AJ 501</b>	Seminar in Administration of Justice Theory
<b>AJ 502</b>	Seminar in Research Methods
<b>AJ 503</b>	Seminar in Quantitative Methods
<b>AJ 504</b>	Seminar in Race, Class, and Gender in Administration of Justice
<b>AJ 505</b>	Seminar on Ethics in Administration of Justice
<b>AJ 607</b>	Police Administration
<b>AJ 609</b>	Issues in Correctional Administration
<b>AJ 610</b>	Judicial Administration
<b>AJ 611</b>	Issues in Juvenile Justice
<b>AJ 617</b>	Independent Study
<b>AJ 701</b>	Capstone Seminar
<b>AJ 788-01</b>	Thesis
<b>AJ 788-02</b>	Thesis
<b>AJ 789-01</b>	Thesis
<b>AJ 789-02</b>	Thesis

#### Spring 2016

<b>AJ 500</b>	Seminar in Administration of Justice
<b>AJ 501</b>	Seminar in Administration of Justice Theory
<b>AJ 502</b>	Seminar in Research Methods
<b>AJ 503</b>	Seminar in Quantitative Methods
<b>AJ 504</b>	Seminar in Race, Class, and Gender in Administration of Justice
<b>AJ 505</b>	Seminar on Ethics in Administration of Justice
<b>AJ 607</b>	Police Administration
<b>AJ 612</b>	Administrative Law for Justice Agencies
<b>AJ 613</b>	Evaluation Research for Justice Agencies
<b>AJ 614</b>	Issues in Terrorism and Administration of Justice
<b>AJ 617</b>	Independent Study
<b>AJ 701</b>	Capstone Seminar
<b>AJ 788-01</b>	Thesis
<b>AJ 788-02</b>	Thesis
<b>AJ 789-01</b>	Thesis
<b>AJ 789-02</b>	Thesis

\*Course Offerings are subject to change

## Summer 2016

<b>AJ 615</b>	Seminar on Special Topics in AJ
<b>AJ 616</b>	Environmental Crime and Administration of Justice
<b>AJ 617</b>	Independent Study
<b>AJ 701</b>	Capstone Seminar

## Fall 2016

<b>AJ 500</b>	Seminar in Administration of Justice
<b>AJ 501</b>	Seminar in Administration of Justice Theory
<b>AJ 502</b>	Seminar in Research Methods
<b>AJ 503</b>	Seminar in Quantitative Methods
<b>AJ 504</b>	Seminar in Race, Class, and Gender in Administration of Justice
<b>AJ 505</b>	Seminar on Ethics in Administration of Justice
<b>AJ 607</b>	Police Administration
<b>AJ 609</b>	Issues in Correctional Administration
<b>AJ 610</b>	Judicial Administration
<b>AJ 611</b>	Issues in Juvenile Justice
<b>AJ 617</b>	Independent Study
<b>AJ 701</b>	Capstone Seminar
<b>AJ 788-01</b>	Thesis
<b>AJ 788-02</b>	Thesis
<b>AJ 789-01</b>	Thesis
<b>AJ 789-02</b>	Thesis

## Spring 2017

<b>AJ 500</b>	Seminar in Administration of Justice
<b>AJ 501</b>	Seminar in Administration of Justice Theory
<b>AJ 502</b>	Seminar in Research Methods
<b>AJ 503</b>	Seminar in Quantitative Methods
<b>AJ 504</b>	Seminar in Race, Class, and Gender in Administration of Justice
<b>AJ 505</b>	Seminar on Ethics in Administration of Justice
<b>AJ 607</b>	Police Administration
<b>AJ 612</b>	Administrative Law for Justice Agencies
<b>AJ 613</b>	Evaluation Research for Justice Agencies
<b>AJ 614</b>	Issues in Terrorism and Administration of Justice
<b>AJ 617</b>	Independent Study
<b>AJ 701</b>	Capstone Seminar
<b>AJ 788-01</b>	Thesis
<b>AJ 788-02</b>	Thesis
<b>AJ 789-01</b>	Thesis
<b>AJ 789-02</b>	Thesis

## Summer 2017

<b>AJ 615</b>	Seminar on Special Topics in AJ
<b>AJ 616</b>	Environmental Crime and Administration of Justice
<b>AJ 617</b>	Independent Study
<b>AJ 701</b>	Capstone Seminar

\*Course offerings are subject to change.

# APPENDIX F

# Graduate School Forms

REQUEST FOR APPROVAL OF THESIS COMMITTEE, TITLE AND ABSTRACT

FROM: \_\_\_\_\_  
Department Head (Signature)

Date: \_\_\_\_\_

TO: Dean of the Graduate School

The following persons are recommended for appointment to the Thesis/Dissertation Committee for \_\_\_\_\_ who is a candidate for the Master's/Doctorate Degree.

List of persons recommended:

<u>Name</u>	<u>Department</u>
_____ (Advisor)	_____
_____	_____
_____	_____
_____	_____

Title of Thesis/Dissertation: \_\_\_\_\_  
\_\_\_\_\_

---

**Abstract of Proposed Thesis/Dissertation Study**

On attached sheets present concise statements covering the following:

1. Title
  2. **List Objectives**
  3. **Review** status of the question (Summarize the previous research on this information area, pointing to any gaps which your study may help fill. Document your summary with definite citations.)
  4. **Methodology** (Indicate clearly the steps to be taken in gathering and analyzing data needed to accomplish your objectives.)
  5. **Brief description of procedural steps.**
  6. This document includes \_\_\_\_\_ attached sheets.
- 

**APPROVAL RECOMMENDED:**

\_\_\_\_\_  
Chairman of Student's Committee

\_\_\_\_\_  
Chairman, Animal Care and Use Committee

\_\_\_\_\_  
Member of Committee

\_\_\_\_\_  
Chairman, Human Subjects Committee

\_\_\_\_\_  
Member of Committee

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Head of Major Department (Date)

\_\_\_\_\_  
Student's Name (Print/Type)

\_\_\_\_\_  
Dean, College/School

\_\_\_\_\_  
Student's Mailing Address

\_\_\_\_\_  
Dean, The Graduate School (Date)

\_\_\_\_\_  
T-# (Student ID)

\_\_\_\_\_  
City/ State/Zip Code

\_\_\_\_\_  
Telephone Number

APPROVAL OF THESIS TITLE

Date \_\_\_\_\_

Name of Student \_\_\_\_\_ / \_\_\_\_\_ T-Number \_\_\_\_\_  
(Please Print) (Signature)

Major \_\_\_\_\_ Minor (if required) \_\_\_\_\_

Degree Sought \_\_\_\_\_

Thesis Title \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved By:

Thesis Advisor \_\_\_\_\_  
(signature)

Head of Major Department \_\_\_\_\_  
(signature)

Dean, College/School \_\_\_\_\_  
(signature)

Filed in Graduate Office:

Dean, Graduate School \_\_\_\_\_  
(signature)

PETITION FOR CHANGE IN ACADEMIC STATUS

Date \_\_\_\_\_

Name \_\_\_\_\_ T-Number \_\_\_\_\_

Present Status and Major \_\_\_\_\_

Admission Date \_\_\_\_\_  
(Semester/Year)

I herewith request reassignment to the following status or major

( ) UNCONDITIONAL

Present grade point average \_\_\_\_\_. Why do you wish to change your academic status?

\_\_\_\_\_

Statement of evidence of ability to perform satisfactorily if new status is approved (attach any supporting information). \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*I acknowledge that the above information is accurate.*

\_\_\_\_\_

Student's Signature

ACTION OF PRESENT DEPARTMENT HEAD OR DEAN OF MAJOR AREA

( ) Approved

( ) Disapproved

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean, College/School

\_\_\_\_\_  
Date

ACTION OF DEAN OF GRADUATE SCHOOL

( ) Approved

( ) Disapproved

\_\_\_\_\_  
Dean, Graduate School

\_\_\_\_\_  
Date



PETITION TO CHANGE MAJOR WITHIN THE GRADUATE SCHOOL

I, \_\_\_\_\_, wish to change my major from

\_\_\_\_\_ to \_\_\_\_\_

for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Name (Signature)

\_\_\_\_\_  
T-Number

\_\_\_\_\_  
Date

APPROVED BY:

\_\_\_\_\_  
Head of Department from which student is transferring

\_\_\_\_\_  
Head of Department to which student is transferring

\_\_\_\_\_  
Dean, The Graduate School

PETITION FOR CHANGE OF COURSE

Date \_\_\_\_\_

I wish to receive credit for the following graduate course (s) towards the Master of \_\_\_\_\_ degree in the Department of \_\_\_\_\_.

<u>Course Number</u>	<u>Title</u>	<u>Semester Hours Credit</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

The course(s) will be substituted for the course(s) listed on my degree plan as indicated below:

<u>Course Number</u>	<u>Title</u>	<u>Semester Hours Credit</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Student's Name (Print/ Type)

\_\_\_\_\_  
Student's Mailing Address

\_\_\_\_\_  
City/ State/Zip Code

\_\_\_\_\_  
T-Number

Approved By:

Adviser \_\_\_\_\_

Head of Department \_\_\_\_\_

Dean, College/School \_\_\_\_\_

Graduate Dean \_\_\_\_\_

**REQUEST TO SCHEDULE THESIS/DISSERTATION FINAL EXAMINATION**

Date \_\_\_\_\_

To: **Dean of the Graduate School**

From: \_\_\_\_\_  
Department Head

Name of Student \_\_\_\_\_ T-Number \_\_\_\_\_

Chairman of Committee \_\_\_\_\_  
Please Print Signature

Title of Dissertation(Doctoral) \_\_\_\_\_

OR

Title of Thesis(Master's) \_\_\_\_\_

Proposed Date of Examination: \_\_\_\_\_  
Semester/Session

Time: \_\_\_\_\_

Place: \_\_\_\_\_

---

**ACTION OF GRADUATE DEAN**

Approved ( )

Not Approved ( )

Comments \_\_\_\_\_

Copy to Dean of Academic Unit

**\*Form should be submitted at least two weeks before the scheduled date of the examination.**

**RESULTS OF THESIS EXAMINATION**

**To:** Dean, Graduate School

**From:** \_\_\_\_\_  
Department Head

\_\_\_\_\_  
Department

**RESULTS OF THESIS EXAMINATION**

Name of Student \_\_\_\_\_ **T-Number** \_\_\_\_\_

Title of Thesis/Dissertation \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date of Examination \_\_\_\_\_

**ACTION OF COMMITTEE MEMBERS**

**Approved ( )**                      **Disapproved ( )**                      \_\_\_\_\_

**Approved ( )**                      **Disapproved ( )**                      \_\_\_\_\_

**Approved ( )**                      **Disapproved ( )**                      \_\_\_\_\_

**Approved ( )**                      **Disapproved ( )**                      \_\_\_\_\_

**Approved ( )**                      **Disapproved ( )**                      \_\_\_\_\_  
**Graduate School Representative**

**Approved ( )**                      **Disapproved ( )**                      \_\_\_\_\_  
**Thesis/Dissertation Advisor**

**GUIDE FOR WRITING THESIS/DISSERTATION PROPOSALS**

DATE \_\_\_\_\_

TO: Dean, The Graduate School

FROM: \_\_\_\_\_  
Department Head (Signature)

In behalf of \_\_\_\_\_

\_\_\_\_\_

Name of Student

T-Number

I herewith submit the following dissertation/thesis proposal. The proposal contains three (3) main chapters, namely, Chapter 1- Introduction, Chapter 2 - History and / or Literary Review or Related Literature, and Chapter 3 Design of the Study.

I understand that work on the dissertation/ thesis should not be initiated until after this proposal has been approved by the individuals listed below. Students who plan to graduate in May or August must have dissertation/ thesis proposals approved by the Graduate School no later than November 15<sup>th</sup>; students who anticipate completing the degree in December must submit the proposal to the Graduate School by May 31<sup>st</sup>.

Dissertation/Thesis Title:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPROVAL RECOMMENDED:**

\_\_\_\_\_  
Chairman of Thesis/Dissertation Committee

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Member of Committee

\_\_\_\_\_  
Student's Name ( Print/ Type)

\_\_\_\_\_  
Member of Committee

\_\_\_\_\_  
Student's Mailing Address

\_\_\_\_\_  
Graduate School Representative      Date

\_\_\_\_\_  
City/ State/ Zip Code

\_\_\_\_\_  
Head of Major Department      Date

\_\_\_\_\_  
Director, Doctoral Center

\_\_\_\_\_  
Student's Current Phone Number

\_\_\_\_\_  
Dean, College/School      Date

\_\_\_\_\_  
Dean, The Graduate School      Date

**REQUEST FOR APPROVAL OF FACULTY FOR  
THESIS COMMITTEE**

Date \_\_\_\_\_

**TO:** Dean of the Graduate School

**FROM:** \_\_\_\_\_  
Department Head (signature) Department

The following persons are recommended for appointment to the Examining Committee for

\_\_\_\_\_ who is a candidate for the \_\_\_\_\_ in the  
Student's Name & T-# Degree  
\_\_\_\_\_ at the \_\_\_\_\_ commencement  
convocation.

Title of Thesis \_\_\_\_\_

List of persons recommended:

Graduate Faculty Name (Please Type or Print)	Department
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Action of Graduate Office:

( ) Approved \_\_\_\_\_ Dean, The Graduate School