

DEPARTMENT OF CRIMINAL JUSTICE AND CRIMINOLOGY
M.A. AND PH.D. STUDENT HANDBOOK



COLLEGE OF CRIMINAL JUSTICE



SAM HOUSTON STATE UNIVERSITY

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM™

AY 24-25

Table of Contents

Orientation	1
Program Descriptions	2
Master of Arts Program	2
M.A. Admissions	2
M.A. Degree Requirements	3
M.A. Course Descriptions	4
Ideal M.A. Schedule	5
Ph.D. Program	6
Ph.D. Admissions	6
Ph.D. Degree Requirements	7
Ph.D. Course Descriptions	8
Ideal Ph.D. Student Schedule	10
Ph.D. Portfolio	11
Thesis/Dissertation	13
Core Faculty	14
Registration	21
Advising	22
Peer Mentoring	23
Academic Expectations	26
University Employment Policy	28
Dr. Larry Hoover Summer Research Fellowship	29
Financial Aid	30
Professional Organizations	33
Graduate Student Travel	34
Eligibility	34
Deadlines	34
Forms and Procedures	34
Travel Expense and Reimbursement	35
Department Practice Presentations	35
Library	36

Writing Center	38
The Graduate and Professional School	38
Counseling Center	39
Institutional Review Board (IRB)	41
Collaborative Institutional Training Initiative (CITI)	42
Media, Press and Publications	42
Professional Development	43
Graduate Student Organization (GSO)	43
Institutes	44
Useful SHSU Websites	45
Frequently Asked Questions	46
When do I apply for graduation?	46
How long do I have to complete the program?	46
Do I have to be continuously enrolled?	46
Can I request a leave of absence?	47
How do I appeal a grade?	47
How do I get a student identification card?	47
Where do I park?	47
What do I do if I need to see a health care provider?	47
Where do I get my mail and supplies?	50
Where do I get a key to my office?	50
Can I get an SHSU business card?	50
Are computers available for graduate students?	50
Program Contact Information	51
Appendices: Forms & Policies	52

Orientation

The Graduate and Professional School hosts a Graduate Student Orientation event for incoming graduate students. The orientation covers a variety of topics including graduate school expectations, policies and procedures, computer resources, library resources, academic support services and more. The Graduate School produces a Graduate Student Orientation Handbook, which serves as a quick reference for new students. This handbook provides information on financial aid, fees and tuition, academic requirements, student support services and the library. Complete information is available in the Student Guidelines document and the Graduate Catalog, which is available online at <https://www.shsu.edu/home/catalog.html>. **Orientation for Main Campus is typically the Saturday before classes start.**

The Department of Criminal Justice & Criminology hosts a CJ Graduate Student Orientation, which covers a wide range of issues, including but not limited to, program overview, travel reimbursement guidelines, conference information, thesis/dissertation timelines, graduate student expectations, academic honesty & plagiarism, course scheduling, assistantships, payroll and insurance, Blackboard, academic grievance guidelines and policies. The Department of Criminal Justice and Criminology also provides peer mentors for incoming graduate students. First year students are paired with a current student in the program to help them make the transition to Sam Houston State University. **Orientation for the Department of Criminal Justice and Criminology is typically in the afternoon after the Graduate School Orientation.**

The University hosts the Graduate/Undergraduate Instructor Academy (GUIA) each semester. This is a professional development event designed to assist graduate instructors, instructional assistants, and graduate assistants with instructional training and resources. GUIA's goal is to aid departments in affording student employees with consistent, campus wide, professional development to better support student learning and success. GUIA offers FERPA and Title IX training that is mandated for our doctoral teaching assistants and graduate assistants. As such, students must attend GUIA training at least once per calendar year. **GUIA is typically held the Friday before classes start.**

Program Descriptions

Master of Arts Program

The Master of Arts in Criminal Justice and Criminology is designed to prepare graduate students for conducting research and actively participating in the development of knowledge in the areas of criminological theory and criminal justice administration. The curriculum is broad enough to satisfy these various interests. Students, who are planning careers in law enforcement, corrections, offender rehabilitation, or who wish for a deeper understanding of crime and the criminal justice system, should confer with the CJ Graduate Admissions Coordinator to develop a degree program plan that will support their particular career interests.

M.A. Admissions

Admission to the Master of Arts program is based on the Graduate Standards and Admissions Committee's (GSAC) assessment of the applicant's scores on the Graduate Record Examination, the undergraduate record, letters of recommendation from undergraduate professors, as well as the applicant's personal goal statement. In some instances, a personal interview will also be requested. Please submit all documents to the Office of Graduate Admissions.

Admission considerations include the following:

1. [Graduate Application](#)
2. [Application Fee](#)
3. Official transcripts of all academic work previously undertaken, including the undergraduate degree granted from an accredited institution in an allied field
4. Test scores from the Graduate Record Examination
5. Three letters of recommendation from undergraduate professors
6. A personal essay of the applicant's career goals and aspirations
7. **International students ONLY:** Test of English as a Foreign Language (TOEFL)—a minimum score of 550 (paper-based), 213 (computer-based), or 79 (internet-based) is required

A review of each student's application will be completed and admissions decisions will be made on a competitive basis.

The deadline for submitting applications to the Master of Arts program is **February 1** for the Fall semester. Late applications will be considered but are less likely to be granted admission and/or funded.

M.A. Degree Requirements

The Master of Arts degree in Criminal Justice and Criminology is a 36-hour degree which includes a thesis. Students must follow the Master of Arts schedule and maintain a 3.0 GPA in all courses.

Master of Arts in Criminal Justice and Criminology (Thesis)		
Required Courses		
CRIJ 5330	Critical Analysis Of Justice Administration	3
CRIJ 5332	Perspectives In Criminology	3
CRIJ 5392	Survey Of Research Methods	3
CRIJ 5393	Legal Aspects of the Criminal Justice System	3
CRIJ 6385	Stats For CJ Research	3
CRIJ 6386	Stats for CJ Research II	3
Electives		
Select four of the 5000/6000 level graduate courses in CRIJ ¹		12
Thesis		
CRIJ 6398	Thesis Practicum	3
CRIJ 6099	Thesis ¹	3
Total Hours		36

¹ Once enrolled in [CRIJ 6099](#), students must enroll in this course in every semester until graduation. (See note below).

Note: Effective Summer 2012, graduate students will take thesis classes for 3 credit hours until they have completed the degree requirements (6 hours total for thesis). Students may then sign up for 1 credit hour for continuous enrollment. Students do not have to sign up for thesis classes during the summer if they are not working on their thesis or if they are not graduating. If students do not stay continuously enrolled, they will be retroactively enrolled in 1 semester hour and will be charged for the course.

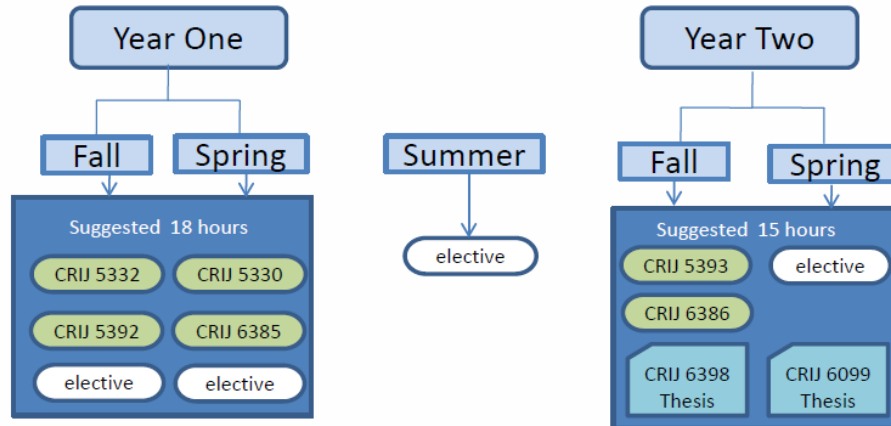
M.A. Course Descriptions

Master's Degree Core Required Courses

- **CRIJ 5332 Perspectives in Criminology**
(SH Prior Course ID: CJ 532); Students survey the field of criminology that emphasizes perspectives regarding the making of law, breaking of law, and societal responses to the breaking of law.
- **CRIJ 5392 Survey of Research Methods**
Students examine the theory and application of social science research techniques and designs, with a focus on the interpretation and use of research findings. Students who have not completed an introductory course in research methods within the past five years must take [CRIJ 3378](#) as a prerequisite.
- **CRIJ 5330 Critical Analysis of Justice Administration**
Students engage in an analysis of the criminal justice system in the United States that covers the role of justice agencies as part of societal response to crime, the knowledge base of the criminal justice system, issues, problems, and trends.
- **CRIJ 6385 Statistics for Criminal Justice Research (Stats I)**
Students review descriptive and graphical techniques for criminal justice and criminological research, including probability and sampling theory, the normal curve and statistical inference, Central Limit Theorem, Chi-square, T and F distributions, analysis of variance, and linear regression.
- **CRIJ 6386 Statistics for Criminal Justice Research (Stats II)**
Students cover statistical analyses and techniques such as reliability tests, factor analysis, and multiple imputation. Various modeling strategies are also covered, including logistic regression, ordinal regression, Poisson regression, and negative binomial regression.
Prerequisite: [CRIJ 6385](#).
- **CRIJ 5393 Legal Aspects of the Criminal Justice System**
Students study the aspects of law, which are relevant to, and essential for a better understanding of the criminal justice system and its related processes.
- **CRIJ 6398 Thesis Practicum**
Students are provided an overview of research strategies; principles of research writing; and procedures for initiating, executing, and completing a Thesis. Preparation and approval of a Prospectus. (Preliminary planning for the Thesis should begin during the first semester of graduate work; the student should enroll in [CRIJ 6398](#) after he/she has completed 12 semester hours of graduate work.)
- **CRIJ 6099 Thesis**
The completion and defense of the Thesis. The student must be registered in CRIJ 6099 the semester in which they receive their master's degree. Students must enroll in CRIJ 6099 every semester (except summer) for at least 1 credit hour until graduation.

Ideal M.A. Schedule

Department of Criminal Justice & Criminology Sam Houston State University Master of Arts Program Student Schedule



Required Coursework:

- 5330 Critical Analysis of Justice Administration
- 5332 Perspectives in Criminology
- 5392 Survey of Research Methods
- 5393 Legal Aspects of the Criminal Justice System
- 6385 Statistics for Criminal Justice Research
- 6386 Statistics for Criminal Justice Research II

Thesis Credit Requirements:

- 6398 Thesis Practicum
- 6099 Thesis

Electives (varies, example of recent course offerings):

- 5334 Courts as Organization
- 5363 The Juvenile Offender
- 6339 Police in Society
- 6360 Seminar in Deviant Behavior
- 6372 Seminar in Crim & Corrections
- 6093 Independent Studies in Criminal Justice
- 6394 Special Topics (Recent examples: Victimology, Biosocial Criminology)



12/11/2018

Ph.D. Program

A doctoral degree through the College of Criminal Justice will sharpen your analytical abilities, expand your expertise, and generate new intellectual skills and theories. We do not simply graduate students; we launch our doctoral graduates into successful criminal justice careers.

First- and second-year Ph.D. students are assigned to individual criminal justice faculty members as graduate assistants. These assistantships build the critical skills and credentials necessary to obtain a quality academic position upon graduation.

Third and fourth year Ph.D. students qualify for a doctoral teaching fellowship. After completing a specialized course in pedagogy, students may take full instructional responsibility of a criminal justice course and teach up to two courses a semester. These students are instructors, not instructional assistants.

Our alumni consistently expand our knowledge of current criminal justice professions and hold leadership positions in numerous academic associations across the field of criminal justice. The academic experience our students receive is enhanced by the quality of our [faculty](#), who hold a variety of interests and expertise among numerous career fields in criminal justice. A visiting lecturer program further expands our students' exposure to world-renowned scholars, illustrating the numerous career options with a criminal justice degree.

Ph.D. Admissions

1. [Graduate Application](#)
2. [Application fee](#)
3. A master's degree in Criminal Justice or an allied field
4. Official test scores from the Graduate Record Examination
5. Official undergraduate and graduate transcripts for all academic work (Note: Grades must show evidence of the ability to do doctoral level work)
6. Three letters of recommendation, preferably from faculty who are sufficiently acquainted with the student to comment on potential for success in the doctoral program
7. [Doctoral Follow-Up Application](#)
8. An original essay as described in the doctoral follow-up application
9. A current resume or vita
10. In some instances, a personal interview may be requested
11. **International students ONLY:** Test of English as a Foreign Language (TOEFL) unless they have completed a degree in the United States (Note: A minimum score of 550 (paper-based) or 213 [computer-based] is required)

A review of each student's application will be completed, and admissions decisions will be made on a competitive basis.

Applicants to the Ph.D. program are only admitted in the Fall Semester; applications are due **January 15**. Late applications will be considered but are less likely to be granted admission and/or funded.

Ph.D. Degree Requirements

Students should consult with the CJ Graduate Admissions Coordinator to design a course of study beyond the master's degree that will provide an in-depth knowledge in the areas of research and statistics, criminological theory, criminal justice administration and legal issues in criminal justice.

Students must register full-time, a minimum of nine credit hours per semester and must maintain a 3.0 grade point average.

The Doctoral degree requires 57 hours of 7000-level coursework.

Students must pass the doctoral qualifying examination in the form of a Research Assessment Portfolio. Students must also complete and defend a doctoral dissertation, which is the product of original scholarly research and is of such quality as to represent a meaningful contribution to knowledge in the field of criminal justice.

Ph.D. in Criminal Justice

Ph.D. in Criminal Justice		
Required Courses		
CRIJ 7333	Proseminar In C.J. Issues	3
CRIJ 7337	Criminological Theory	3
CRIJ 7340	Administration of Justice	3
CRIJ 7387	Research Design	3
CRIJ 7389	Advanced Statistics II	3
CRIJ 7442	Advanced Statistics I	3
Electives		
Select two of the following:		6
CRIJ 7334	Seminar In American Policing	
CRIJ 7336	Seminar In American Correction	
CRIJ 7338	Seminar In American Courts	
CRIJ 7375	Seminar in Legal Aspects of CJ	
Select seven 7000-level graduate courses in CRIJ		21
Dissertation		
CRIJ 8396	Dissertation	3
CRIJ 8397	Dissertation II	3
CRIJ 8398	Dissertation III	3
CRIJ 8099	Dissertation IV ¹	3
Total Hours		57

¹ Once enrolled in [CRIJ 8099](#), students must enroll in this course in every semester until graduation. (See note below).

Note

Effective Summer 2012, graduate students will take dissertation classes for three credit hours until they have completed the degree requirements (12 hours total). Students may then sign up for one credit hour for continuous enrollment. Students do not have to sign up for dissertation classes during the summer if they are not working on their dissertation or if they are not graduating or working on their portfolio. If students do not stay continuously enrolled, they will be retroactively enrolled in one semester hour and will be charged for the course.

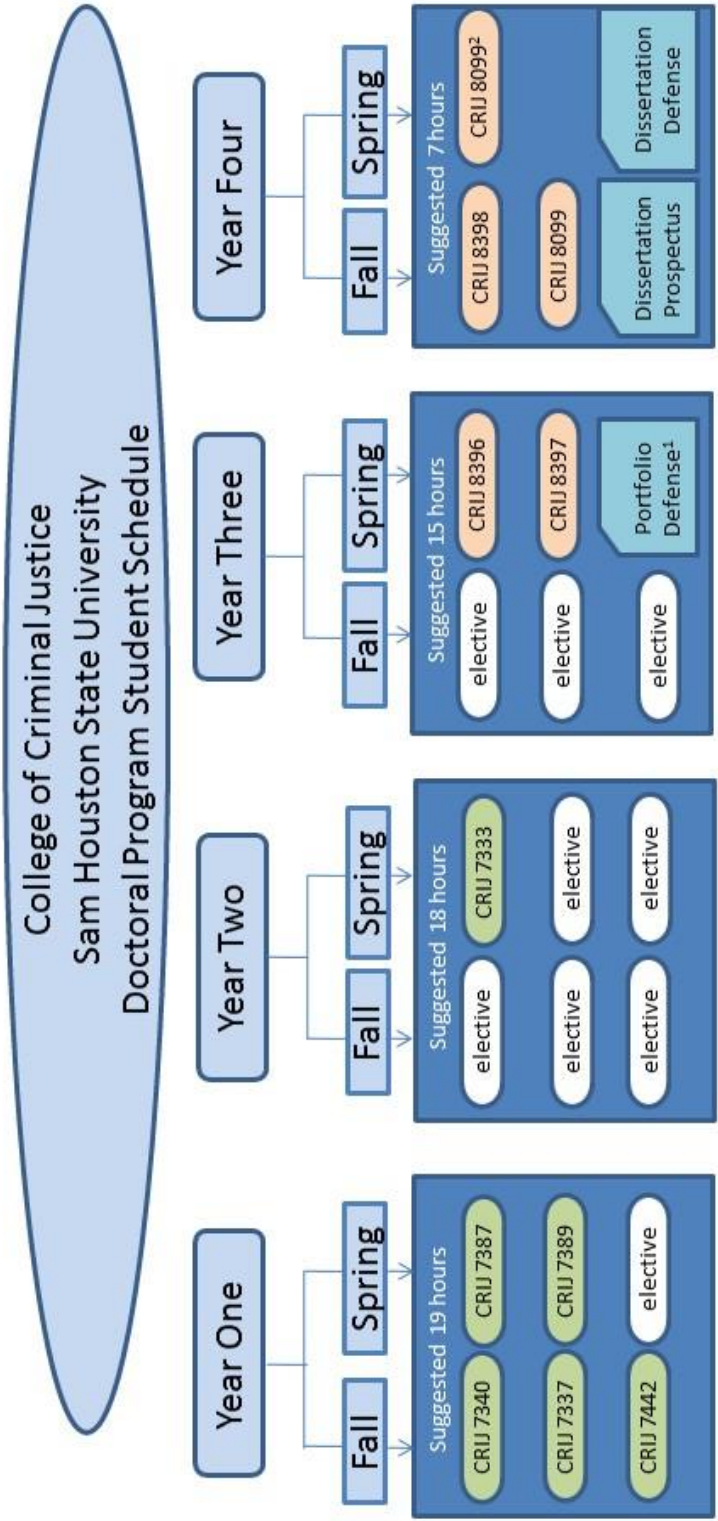
Ph.D. Course Descriptions

Doctoral Degree Core Required Courses

- **CRIJ 7340 Administration of Justice**
Students in this advanced seminar address criminal justice systems theory, discretionary decision-making in criminal justice, and factors related to differences and discrimination in system processing.
- **CRIJ 7337 Criminological Theory**
Students are provided an overview of the major paradigms focusing on the causes of crime and deviant behavior with special attention given to the social, political, and intellectual background, which each perspective arose. The course includes a discussion of criminological theories from a philosophy of science perspective focusing on issues such as theory construction, theoretical integration, and the formal evaluation of theory.
- **CRIJ 7442 Advanced Statistics I**
Students are introduced to multivariate statistical techniques, including multiple regression, logistic regression, discriminate analysis, multivariate analysis of variance, canonical correlation, factor analysis, cluster analysis, and multidimensional scaling. (**Prerequisite:** [CRIJ 6385](#) or equivalent in past years).
- **CRIJ 7387 Research Design**
Students engage in advanced study of scientific inquiry with an emphasis on the practical aspects of research design and implementation. Topics may include the philosophy of science; the relationship of sampling theory to statistical theory; studies in causation; non-experimental research; data systems and modern data processing techniques.
Prerequisite: CRIJ 7434 and consent of instructor.
- **CRIJ 7389 Advanced Statistics II**
Students engage in a survey of reliability analysis, loglinear, and logit loglinear analysis, nonlinear, weighted and two stage least-squares regression, probit analysis, survival analysis and Cox regression.
Prerequisite: CRIJ 7434.
- **CRIJ 7333 Proseminar in Criminal Justice Issues**
This course is designed to give doctoral students a current, thorough, and comprehensive review of the criminal justice system with a focus on how the system functions in theory and practice and current future needs and trends. Students are required to submit extensive critiques and to participate in panel discussions.
- **CRIJ 7375 Seminar in Legal Aspects of the Criminal Justice System**
Students address legal research, constitutional law, criminal procedure, criminal law, and juvenile justice as relevant to understanding the criminal justice system and its related processes.
- **CJ 7338 Seminar in American Courts**
Students examine the role and structure of prosecution, public defense, and the courts in the United States jurisprudence with emphasis upon criminal law and problems in the administration of justice.

- **CJ 7336 Seminar in American Corrections**
Students engage in an in-depth examination of the various issues and problems in corrections as they relate to administration and management. A variety of problems is explored, including the philosophical justification for prisons, personnel management, sentencing and its implications, community-based corrections, rehabilitation, judicial intervention, and correctional reform.
- **CJ 7334 Seminar in American Policing**
Students examine the philosophy and role of policing in the United States, politics of policing, managing police organizations, police community relations, police operational and administrative practices, police research, police executive development, emergent issues and problems in policing.
- **CRIJ 8396, 8397, 8398, 8099 - Dissertation**
Once the 12 hours of required dissertation credits are complete (8396, 8397, 8398, 8099), students must enroll in CRIJ 8099 every semester (except summer) for at least 1 credit hour until graduation.

Ideal Ph.D. Student Schedule



Required Coursework

- 7340 Administration of Justice
- 7337 Criminological Theory
- 7442 Advanced Statistics I
- 7387 Research Design
- 7389 Advanced Statistics II
- 7333 Proseminar in Criminal Justice Issues

Required Electives

- Choose 2 of the following 4 courses:
- 7375 Legal Aspects of the CJ System
 - 7338 Seminar in American Courts
 - 7336 Seminar in American Corrections
 - 7334 Seminar in American Policing

Dissertation Requirements

- 8396 Dissertation
- 8397 Dissertation II
- 8398 Dissertation III
- 8099 Dissertation IV²

¹Students are eligible to defend their Portfolio during the semester they are enrolled for completion of all of their coursework (with the exception of dissertation hours).

²Once the 12 hours of required dissertation credits are complete, students must enroll in 8099 every semester (except summer) for 1 credit hour until graduation.

Ph.D. Portfolio

There are different models of what the Portfolio is meant to measure, and this flexibility is intentional. In fact, each doctoral student's Portfolio Committee has discretion in shaping the way the Portfolio is organized. According to the [Portfolio Policy](#) on page 2, Section 2(d): "Exactly what is required and/or accepted in any given Portfolio will vary from one student to another but all Portfolio Committees must agree that the work being completed for inclusion in the Portfolio is substantially the work of the student and/or that all collaborative projects have been reviewed and accepted. There is no "boilerplate" or "template" for a Portfolio. Each one completed may include considerably different contents depending on the requirements established by the Portfolio Committee."

The first step a student should take is to meet with a faculty member who has expertise in the area of the student's primary research interest. Once the student identifies a faculty member who is willing to serve as Portfolio Chair, the student should discuss with their Chair other potential faculty members to serve on the Committee. Ascertain if they are willing to serve.

Students are able to officially form their portfolio committees after completing their first year of coursework (18 credit hours). Download the "[Portfolio Committee Establishment Form](#)" from the CJ website and submit this form to the CJ Graduate Coordinator along with a statement describing why each committee member was chosen. This will get the process underway. The Director of CJC Graduate Programs and Department Chair, in consultation with the student and the faculty, provides final approval regarding faculty assignments for Portfolio Committees.

Next, students should have their initial expectations meeting with their Portfolio Committee to set the parameters of what the Committee expects for a successful Portfolio. During this meeting, the student should bring their vita, articles published, articles in press or forthcoming, papers he/she is working on for publication, etc. and will review their ideas for their portfolio with their committee. While there are no set rules for what should be included in a portfolio, at a minimum students must have at least two "publishable papers" as part of their portfolio and must be first author on at least one and first or second author on the other paper. The Committee has the final decision on the contents in the Portfolio. After an agreement is reached, the student downloads, from the CJ website, the "[Portfolio Expectations Initial Committee Meeting Form](#)", and obtains the required signatures. This form, along with a detailed memo outlining the agreed upon Portfolio expectations, is then submitted to the CJ Graduate Program Coordinator by the Portfolio Committee chair.

Then, students must meet the "Collaborative Requirements of the Portfolio Policy," which are specified in the [Policy](#) on page 2, section 2(b). The "Collaborative Requirements" may require a detailed letter from the student explaining their contribution to any collaborative projects in the Portfolio. If papers were started in classes, the student must get an email or a letter from the professor, who taught the class, saying the paper is the student's own work, and it is okay for the student to use it in their Portfolio.

Students are eligible to defend their portfolio during their final semester of coursework (not including dissertation hours). Once the Portfolio Committee determines the student is ready to 'orally defend' their Portfolio, the student must download, from the CJ website, the "[Declaration of Portfolio Defense](#)" form to get the signature from the Portfolio Chair. The form is then submitted to the CJ Graduate Coordinator. Thereafter, the Portfolio 'oral defense' can occur after a 7-day waiting period.

It is recommended that the student's final Portfolio oral defense be presented via a PowerPoint® presentation (see [Presentation Guidelines](#)). Students may want to develop themes over their research agenda and present them. On the other hand, students could pick a number of specific items agreed upon by their Committee for discussion during the oral defense of their Portfolio (e.g., two peer reviewed journal articles).

With respect to the Portfolio oral defense, whatever the student includes in the Portfolio would be suitable for questions and feedback from the Portfolio Committee and other audience members. Anyone in attendance can ask questions. Feedback can be oral, in writing or both. The Portfolio Committee makes the final determination on whether the student successfully defends their portfolio (high pass/pass/revise & resubmit/fail).

Finally, the [Portfolio Policy](#) (page 1, section 1) articulates three competencies that the Portfolio should demonstrate, and these would be appropriate for questions during the Portfolio oral defense:

- (1) Sophisticated understanding of the research literature in an area of study (identified by the Portfolio Committee), including focus on the important theoretical and research questions about that topic that remain unanswered and need to be addressed,
- (2) Ability to critically evaluate and integrate knowledge across the significant domains of interest within their specified area of concentration, and
- (3) Proficiency as writers with expert working knowledge of the research and analytical tools necessary to contribute to the scholarly literature in their research areas.

Students should be aware of the [Continuous Enrollment Policy](#), which states that students signing up for either the Portfolio Expectations Initial Committee Meeting or the Portfolio Defense are required to be enrolled for at least one class in the relevant semester, including summers. Students simply working on Portfolio compilation and employing only incidental and non-consequential University resources during the summer, are not required to be enrolled for this reason alone unless the Portfolio Expectations Initial Committee Meeting or the Portfolio Defense will occur during the summer session.

Note, however, that it is regarded as use of University resources to consult routinely with Portfolio Committee members, request members to review documents or otherwise consume non-incidental faculty time. Other University continuous enrollment requirements still apply.

Thesis/Dissertation

Thesis/Dissertation Guidelines

1. Spend some time looking at other theses/dissertations, especially those in your topic area. There is a list of all College of Criminal Justice theses/dissertations in the CJ Graduate Programs Office (A-212).
2. Review the Graduate and Professional School [thesis/dissertation policies](#).
3. Choose a topic area, research your topic, and develop an outline of the literature and methodology you are considering. Remember you want to have a well-thought-out proposal before you visit with the potential chair of your committee.
4. You may have to discuss your thesis/dissertation idea with several faculty members before selecting a chair. Once you have decided on your chair, speak with them about who should be on the committee as members.
5. Discuss your topic with potential committee members and ask them if they would be willing to serve on your thesis/dissertation committee. The thesis/dissertation committee should be composed of a faculty member who has substantive expertise and knowledge of the topic and two readers from the College of Criminal Justice – all of whom are voting members. Outside readers may be on the committee, if appropriate, but are not voting members.
6. After speaking with your chair and committee members, arrange an appointment with the chair and present your proposal. Remember they will be more willing to work with you if you provide them with a well-developed topic. Do NOT go to a professor and say, “do you have any data? I want to do a thesis/dissertation.”
7. Develop an abstract and outline of the topic as necessary to complete the [thesis](#) or [dissertation](#) committee form. Also, complete the [Thesis and Dissertation Initiation Sheet](#) for The Graduate School.
8. Prepare for the prospectus defense. A prospectus is your formal research proposal. Prepare drafts for your chair and committee members (remember you can use services of the Writing Center – proof and style before you give any committee member a draft: do not waste their time with grammar and style issues). While some chairs require that students “defend” the first three chapters of their thesis/dissertation for their prospectus, others may accept less, while others may require more.
9. The prospectus defense is a meeting of your committee to formally approve your prospectus. The committee chair should submit the [Declaration of Defense](#) form at least 7 days in advance along with a copy of the prospectus to the CJ Graduate Programs Office. The committee chair will direct this meeting. During the prospectus defense, you will be asked to present your proposal. This is followed by a discussion of your proposal. Generally, suggestions are made at that time to improve the design of the study. The committee will then meet in executive session to determine if you have successfully defended your prospectus. You will then be informed of their decision.
10. After a successful thesis/dissertation prospectus defense, students will incorporate the committee feedback and complete their thesis/dissertation. Once the student has finished their thesis/dissertation, the final defense meeting occurs. The thesis/dissertation chair should submit the [Declaration of Defense](#) at least 7 days in advance along with a copy of the defense to the CJ Graduate Programs Office. During the final defense, you will present a summary of your completed thesis/dissertation. The committee will evaluate your presentation using the Thesis/Dissertation Evaluation Rubric. After the presentation the committee will meet in executive session to determine if you have successfully defended your thesis/dissertation. You will then be informed of their decision.
11. Follow the [Thesis/Dissertation Timeline](#) located on the Graduate and Professional School website to ensure you are meeting university requirements and deadlines.

[Thesis/dissertation templates](#) have been made available by The Graduate and Professional School office. These templates are designed to help students meet the formatting requirements for text, tables, figures and other features associated with the style of the thesis/dissertation document.

For more information, please visit the [Thesis and Dissertation](#) website.

Core Faculty

We have a diverse and experienced faculty. Faculty members, who teach in the M.A. and Ph.D. program, are listed below along with their research interests:

Dr. Andia M. Azimi axa205@shsu.edu

- Associate Professor
- Victimology, Consequences of Victimization, Life-Course Criminology
- Dr. Azimi received her doctoral degree in Criminal Justice and Criminology from Georgia State University. Her key research interests include victimology, outcomes of victimization, and life-course criminology. Her current research focuses on the examination of various types and sources of social support, and how they influence the relationship between child maltreatment and negative outcomes, such as depression and delinquency, later in life.

Dr. Timothy Barnum txb073@SHSU.EDU

- Assistant Professor
- Individual, contextual, and social determinants of criminal perceptions, attitudes, and behavior; Decision making; Experimental criminology; Novel methodologies for testing criminological theory
- Dr. Barnum received his doctoral degree in Criminology and Criminal Justice from University of Nebraska Omaha. His key research interests include criminal and guardian decision-making, social influence, and the use of novel methodologies for testing criminological theories.

Dr. Danielle Boisvert dxb014@shsu.edu

- Professor and Senior Associate Dean
- Biosocial Criminology, Behavioral Genetics, Life-Course/Developmental Criminology
- Dr. Boisvert received her doctoral degree in Criminal Justice from the University of Cincinnati. Her key research interests include life-course/developmental criminology, biosocial criminology, and behavioral genetics. Her current research focuses mainly on the examination of genetic and environmental influences on a variety of delinquent and criminal behaviors throughout the life course.

Dr. Eric Connolly ejc025@shsu.edu

- Associate Professor and Director of Criminal Justice and Criminology Undergraduate Programs
- Antisocial Behavior, Biosocial Criminology, and Development/Life-Course Criminology
- Dr. Connolly received his doctoral degree in Criminology and Criminal Justice from Florida State University. His primary areas of interest include biosocial sources of risk and resilience for delinquency, developmental pathways to offending and violent victimization, and quantitative research methodology. His current research examines the influence of early life trauma (i.e., child maltreatment, head injury, and bullying victimization) on delinquent and mental health outcomes across the life course using family-based, quasi-experimental research designs.

Dr. Jay O. Coons derhund@shsu.edu

- Clinical Assistant Professor
- Policing, Police Leadership, Tactical Policing, Ethics, Corrections
- Dr. Jay Coons joined the Department of Criminal Justice and Criminology in 2018. He was a career practitioner having served with the Harris County Sheriff's Office in a variety of roles for over 36 years before retiring as a captain. Prior to joining the faculty full time, Dr. Coons served as an adjunct instructor in SHSU's MS in Criminal Justice Leadership and Management program

(2015-2018) and with the University of Houston/Downtown where he taught Statistics, Research Methods and several other courses (2004-2018). During his career, Dr. Coons was a founding member of the HCSO Bomb Squad, developed the HCSO SWAT Team, commanded two of the largest county jail facilities in the United States and retired as a patrol district commander. Dr. Coons graduated from the FBI National Academy (247th Session), the Bill Blackwood Leadership Command College (19th Session), the FBI Hazardous Devices School (B-1-86) and has served as an expert witness in a number of civil and criminal cases.

Dr. Miltonette Craig moc006@shsu.edu

- Assistant Professor
- Police-Community Relations; Race/Ethnicity and Crime; Courts and Sentencing; Prisoner Reentry
- Dr. Craig completed her Ph.D. at Florida State University and her J.D. at Georgia State University. Her primary research focus is on racial disparities in policing outcomes such as traffic stops and citizen complaints. In addition to her research, Dr. Craig teaches Criminal Law, Law and Society, and Alcohol, Drugs, and Crime.

Dr. Jane Daquin jxd161@SHSU.EDU

- Associate Professor
- Carceral Experiences; Exposure to Violence; Computational Social Science; Mixed Methods
- Dr. Daquin received her doctoral degree in Criminal Justice & Criminology from Georgia State University. Her research focuses on carceral experiences, prison victimization, and special populations in prison.

Dr. Randy Garner rgarner@shsu.edu

- Professor and Senior Executive Director of the Criminal Justice Center
- Applied Social Psychology, Executive Leadership, Interpersonal Conflict, Management, Policing and Law Enforcement
- Dr. Garner received his doctoral degree in Psychology from the University of Houston. He is a Professor of Behavioral Sciences and former Associate Dean of the College of Criminal Justice. He has also served as founding Director of the Texas Regional Community Policing Institute (TRCPI) and as the Executive Director of the Law Enforcement Management Institute of Texas (LEMIT). Prior to coming to SHSU, Dr. Garner was the Associate Director of Behavioral Medicine at the University of Houston.

Dr. Jurg Gerber gerber@shsu.edu

- Professor Emeritus
- Comparative/International Criminal Justice Issues, Criminology, Drug Use and Drug Control Policy, Environmental Crime, International Criminal Justice, White Collar/Corporate Crime
- Dr. Gerber received his doctoral degree in Sociology from Washington State University. He has been a member of the College's Faculty since 1990. Formerly the university's Director of International Programs (2001-05), he has held a number of other administrative positions. Gerber's specialty areas of expertise include criminology, white-collar crime, drug policy, and comparative criminology. He has co-edited two books on drug policy and has published on white collar crime, comparative criminology, and criminal justice education.

Dr. Elizabeth Hartsell enh033@shsu.edu

- Assistant Professor

- Courts, Problem-Solving and Alternative Courts, Program Evaluation, Treatment and Prevention Programming, Mental Health, Mixed Methods Research
- Dr. Hartsell received her doctoral degree from the University of Florida. Her skills include Interviewing actors of and people experiencing involvement in the criminal justice system; survey creation, administration, and analyses; administrative & original data collection, management, entry, and analyses; mixed methods research design; quantitative data analysis using Stata; qualitative observation data collection and analyses.

Dr. Shaina Herman sxh169@SHSU.EDU

- Assistant Professor
- Crime decision-making; Morality and criminal choice; Context and criminal choice; Criminological theory; Guardianship and Bystander Intervention; Survey research methods; Novel methodologies for testing criminological theory
- Dr. Herman received her doctoral degree in Criminal Justice from University of Albany, State university of New York. Her research focuses on crime decision making, morality and criminal choice, and use of novel methodologies for testing criminological theory.

Dr. Jason Ingram jri004@shsu.edu

- Professor, Criminal Justice & Criminology Department Chair
- Police Culture, Use of Force, Supervision
- Dr. Ingram received his doctoral degree in Criminal Justice from Michigan State University. His primary research interest focuses on police culture. Specifically, his work examines how cultural attitudes are shaped by officers' work environments, and how culture influences police practices. Other research interests include police use of force, and the role of first line supervisors in agencies.

Dr. Laura Iesue liti002@shsu.edu

- Assistant Professor
- International/Comparative Criminology; Democratic Policing; Law and Society; Migration, Displacement, Refugee Studies; Conflict and Violence; Criminal Justice; Project Evaluation and Implementation
- Dr. Iesue received her Ph.D. from the University of Miami. Her specialization is in comparative criminology, race, ethnicity, and immigration studies. She incorporates criminological and sociological theories to research violence in communities and assess how individuals cope with violence. This line of research also includes evaluating global criminal justice policy responses that are aimed at reducing violence.

Dr. Bitna Kim bitna.kim@shsu.edu

- Professor and Director of International Initiatives
- Evidence-Based Crime Prevention Practice, Program, And Policy and Meta-Analysis; International And Comparative Criminology; Partnerships In Criminal Justice Systems: Police, Community Corrections, Mental Health Professionals, Researchers; Rape; Intimate Partner Homicide; Domestic Homicide/Violence; Prison Rape; Campus Carry Gun And School Violence; Social Inequality: Gender, Race, And Class.
- Dr. Bitna Kim received her Ph.D. in Criminal Justice from Sam Houston State University (SHSU). Her scholarship covers various criminological areas, including evidence-based program/policy evaluations, multi-agency partnerships, and international/comparative criminology and criminal justice. She was named a *Beto Chair Resident Scholar* in 2016 by SHSU. She was a recipient of

a *Minority Mentorship Grant Award* and the *Outstanding Mentor Award* from the Academy of Criminal Justice Sciences (ACJS). In 2017, she was officially approved as the national expert in the Crime & Justice Research Alliance (CJRA) and in 2022, she was appointed as one of eight CJRA board members. Dr. Bitna Kim was elected as the incoming 2nd vice president of ACJS – she is the first female Asian president of an international organization in criminal justice and criminology discipline.

Dr. Alexander Kinney abk017@shsu.edu

- Assistant Professor
- Criminal Justice Policy and Reform, Drugs and Crime, International Political Violence, Semi-Legal Industries and Markets, Narrative Analysis, Automated Text Analysis
- Dr. Kinney received his doctoral degree from the University of Arizona. He is a sociologist that utilizes mixed methods to study gray markets and the dynamics of politically motivated violence. Broadly, he works at the theoretical intersection of crime, law, and deviance, political sociology, and economic sociology. Specifically, he has two current research programs: 1. Studying how semi-legality is a professional asset and liability for commercial cannabis businesses in the United States, and 2. Utilizing innovative computational text analysis techniques to study the motivations for, and consequences of, terrorism, mass shootings, and human rights violations.

Dr. Stuti Kokkalera sxk078@shsu.edu

- Assistant Professor
- Decision-Making in the Criminal Justice System, Parole, Juvenile Offending, Juvenile Justice Policies, Mixed Research Methods
- Dr. Kokkalera received her doctoral degree in Criminology and Criminal Justice from Northeastern University. She also has a Master of Laws (LLM) from Georgetown University Law Center and a law degree from India. Her research examines different aspects of state discretionary release practices as they impact juveniles sentenced to life. She is also interested in cross-country comparative research on juvenile offending.

Dr. Wanda Leal wel004@shsu.edu

- Assistant Professor and Criminal Justice & Criminology Graduate Program Director
- Substance Use and Abuse; Drug Policy; Sports and Crime; Life-Course Criminology; Criminological Theory
- Dr. Leal received her Ph.D. from Florida State University in Criminology & Criminal Justice. Her main areas of research include drug use and drug policies, sports and crime, life-course criminology, and criminological theory.

Dr. Heejin Lee hxl040@shsu.edu

- Assistant Professor
- Developmental/Life-Course Criminology—Offender Identity And Desistance; Testing Criminological Theories; Cognitive/Perceptual Criminology—Including Use Of Virtual Reality Technology; Corrections—Offender Redemption And Reentry; Quantitative Research
- Dr. Lee received her Ph.D. degree from the University of Cincinnati. Her main interests include the impact of narrative identities on offender desistance, criminal decision-making, perceptual deterrence, criminology theory, and the relationship of generational membership to support for progressive correctional policies.

Dr. Peter Lehmann psl003@shsu.edu

- Assistant Professor
- Juvenile Justice and Delinquency, Social Threat and Social Control, Race, Ethnicity, and Punishment and School Safety and School Discipline.
- Dr. Lehmann received his doctoral degree in Criminology and Criminal Justice from Florida State University. His research interests include juvenile justice and delinquency, race, ethnicity and punishment, and public opinion on crime and criminal justice policy. His current research focuses on criminal sentencing disparities and the effects of various forms of social control on reoffending.

Dr. Holly Miller hmillier@shsu.edu

- Professor
- Clinical Psychology Assessment/Training, Cultural Diversity Assessment and Training, Law Enforcement Administration/Leadership, Malingered Mental Illness, Offender Risk Needs Assessment, Psychopathy, Sex Offenders and Treatment, Special Needs/Assessment of Offenders
- Dr. Miller received her doctoral degree in Clinical Psychology (Forensic Emphasis) from Florida State University. Her teaching, research, and consulting interests include psychological assessment, malingered mental illness, psychopathy; offender risk/need assessment, sexual offenders, law enforcement leadership assessment and human diversity training. Dr. Miller's current research focus examines offender risk and treatment need, human diversity training within criminal justice education/settings and sexual offenders.

Dr. Chelsey Narvey cxn042@shsu.edu

- Assistant Professor
- Corrections, Theory, Developmental Psychopathy
- Dr. Narvey received her doctoral degree in Criminology and Criminal Justice from the University of Texas at Dallas. Her research interests include telemedicine and the ways it can be used in correctional settings, as well as the role of empathy in life-course development.

Dr. John Navarro jxn044@shsu.edu

- Associate Professor
- Victimology, Corrections, Public Policy, Communities & Social Ecology, Methodologies, Spatial Analyses
- Dr. Navarro received his doctoral degree in Criminal Justice from the University of Louisville. His research focuses on identifying techniques for reducing and/or preventing emerging forms of victimization. His current research projects include the socioeconomic implications of registered sex offenders in communities and attitudes of rape myth among various subcultures of university students.

Dr. Brooke Nodeland ben012@SHSU.EDU

- Associate Professor
- Cyber-crime; Cyber security; Victimization; Contemporary Criminal Justice
- Dr. Nodeland received her doctoral degree in Criminology from University of Texas at Dallas. Her research interests include cyber offending/victimization and contemporary issues in criminal justice.

Dr. Willard Oliver woliver@shsu.edu

- Professor

- Historical Perspectives of Criminal Justice, Policing, Public Policy of Crime and Criminal Justice
- Dr. Oliver received his doctoral degree in Political Science from West Virginia University. His areas of expertise include policing (e.g., police stress, small-town and rural policing, community policing, and Homeland Security & policing), public policy of crime and criminal justice, and the history of criminal justice. Dr. Oliver's current research includes an analysis of the presidents' use of symbolic rhetoric in their crime speeches and their use (and misuse) of signing statements.

Dr. Erin Orrick eorrick@shsu.edu

- Professor and Associate Dean for Programs and Assessment
- Corrections, Prisoner Reentry and Recidivism, Criminal Careers, Criminal Justice Policy, Research Methods
- Dr. Orrick earned her doctoral degree in Criminology from the University of Texas at Dallas. Her research specializes in the field of corrections, including contemporary issues, prisoner reentry and recidivism, as well as, criminal careers and criminal justice policy.

Dr. Javier Ramos jxr248@shsu.edu

- Assistant Professor
- Immigration and crime, Communities and crime, Research and public policy
- Dr. Ramos received his doctoral degree in Criminology and Criminal Justice from Florida State University. His research interests include immigration and crime, communities and crime, prisoner reentry, and research and public policy.

Dr. Ryan Randa ryan.randa@shsu.edu

- Associate Professor
- Fear of Crime and Behavioral Adaptation, Environmental Criminology and Crime Prevention through Environmental Design
- Dr. Randa received his doctoral degree in Criminal Justice from the University of Cincinnati. He has been involved in a wide range of criminal justice and criminological research projects including juvenile and adult probation, inmate risk and needs assessment, student fear of victimization and crime prevention through environmental design and change. Dr. Randa's current research interests include fear of crime, adaptive behaviors, and opportunity-based theories of crime.

Dr. Mitchel Roth icc_mpr@shsu.edu

- Professor
- Historical Perspectives of Criminal Justice, History of Crime and Crime Control, History of Policing and Corrections, History of Terrorism, Organized Crime, Pre-Teen Homicide
- Dr. Roth received his doctoral degree in History from the University of California, Santa Barbara. His areas of interest include terrorism, organized crime, comparative policing, history of criminal justice and related issues

Dr. Danielle Rudes dsr035@shsu.edu

- Professor
- Organizational change, community corrections (probation/parole), prisons, law & society, reentry, problem-solving courts, implementation studies, street-level bureaucrats, and qualitative methods
- Dr. Danielle Rudes received her Ph.D. from George Mason University. She is an expert qualitative researcher whose methods include ethnographic observation, interviews, and focus groups with nearly two decades of experience working with corrections agencies at the federal,

state and local county levels including prisons, jails, probation/parole agencies and problem-solving courts. She is recognized for her work examining how social control organizations and their middle management and street-level workers understand, negotiate, and at times, resist change.

Dr. Michael Vaughn mvaughn@shsu.edu

- Professor
- Constitutional Law, Correctional Law/Prison Law, Criminal Law, Criminal Procedure, Legal Liabilities of Criminal Justice Personnel, Prison Health Care, State Tort Law
- Dr. Vaughn received his doctoral degree in Criminal Justice from Sam Houston State University. Dr. Vaughn's research interests are primarily related to legal issues in criminal justice, specializing in the area of legal liabilities of criminal justice personnel. He has served as Book Review Editor of the *Journal of Criminal Justice Education* (1993-1996), Editor of *Police Forum* (1997-2001), Editor of the *Criminal Justice Review* (2001-2005), and Editor of the *International Criminal Justice Review* (2001-2005).

Dr. William (Bill) Wells william.wells@shsu.edu

- Professor, Research Director of the Law Enforcement Management Institute of Texas (LEMIT), Director for the Center for Intelligence and Crime Analysis
- Guns/Gun Policy, Policing and Law Enforcement, Research Methods/Statistics
- Dr. Wells received his doctoral degree in Criminal Justice from the University of Nebraska at Omaha. His research interests include police practices to prevent and reduce crime, police use of forensic evidence, criminal justice responses to gun crimes.

Dr. Yan Zhang zhangyan@shsu.edu

- Professor
- Crime Mapping and Crime Analysis, Crime and Victimization, Policing Intervention Program Evaluation, Sentencing Policies and Outcomes, Social Ecological Contexts of Delinquency, Spatial Temporal Interaction of Crime
- Dr. Zhang received her doctoral degree in Criminal Justice from Michigan State University. She specializes in crime mapping and crime analysis, sentencing policies and outcomes, and quantitative research methods.

Dr. Jihong (Solomon) Zhao jzhao@shsu.edu

- Professor
- Community Policing, Contemporary Issues
- Dr. Zhao received his doctoral degree in Political Science from Washington State University. He taught previously at the University of Nebraska-Omaha, Washington State University, and Shanghai College of Police and served as Senior Research Analyst for the Bureau of Research, Ohio Department of Correction.

Registration

Once accepted to Sam Houston State University, students may register for classes during the scheduled registration periods. Registration schedules may be found here:

<https://www.shsu.edu/dept/registrar/calendars/advance-registration.html>.

The Office of the Registrar can facilitate the registration process for graduate students. The registration process involves students selecting courses from the online schedule and add/drop periods in order to create a schedule. Registration is done online through MySam. Registration how-to's are located at <http://www.shsu.edu/dept/registrar/students/registration/how-to.html>. For more information, please contact the Office of the Registrar at 936-294-1040 or at registrar@shsu.edu. The CJC Graduate Program Coordinator can also help with registration questions.

Normal Load

The normal load for a full-time graduate student is nine to twelve hours per Fall or Spring semester and six hours in the Summer. Students enrolled in master's and doctoral degree programs should enroll in a minimum of nine graduate hours in the Fall and Spring semesters and six hours in the Summer to be considered a full-time graduate student.

Master's degree students desiring to enroll in more than twelve graduate hours in any one semester must obtain approval from the dean of the college in which they are enrolled. Doctoral students, desiring to enroll in more than nine graduate hours, must obtain approval from the dean of the college in which they are enrolled.

It is important to note that the University requirements for full-time status and requirements of various financial aid programs may differ. It is recommended that students consult with the [University Student Financial Aid Office](#) to determine how assistantships and fellowships may impact their financial aid.

Course Load for Graduate Assistants

Graduate students employed by the University at least half time as assistant instructors, research assistants or teaching assistants should enroll in a minimum of six graduate hours per semester to be considered a full-time graduate student. The maximum course enrollment load for graduate assistants on one-half time employment is nine hours per semester or three hours per summer session. Graduate assistants on less than a half-time assistantship may have their maximum course load authorization increased proportionately by the appropriate department/school chair. For more information on the employment of graduate assistants, refer to [Academic Policy Statement 890303](#).

Advising

Academic advising, mentoring and career advising, and placement services occur at two levels.

University-Level Student Support

[The Student Advising and Mentoring Center \(SAM Center\)](#) at Sam Houston State University offers academic counseling and enrichment services to graduate students.

The SAM Center is a resource dedicated to helping students adjust to academic life and services available including career testing, aid with time management and/or study skills.

The SAM Center is located on the first floor of The College of Humanities and Social Sciences Building (CHSS) in rooms 170 & 190.

Department-Level Student Support

Academic advising also takes place within the Criminal Justice and Criminology Department to ensure that students are making adequate progress in the program. The department houses a full-time Graduate Coordinator, who assists students with admissions, registration, course scheduling, thesis/portfolio/dissertation, scholarships, and assistantships.

The Director of CJC Graduate Programs also provides assistance to students on a regular basis to ensure that all students meet degree plan requirements, are aware of professional development opportunities (practice presentations, conferences, brown bags) and assistantship/fellowship availability. The Director of CJC Graduate Programs seeks to meet individually with each student at strategic points during the program to discuss student research interests, selection of electives, assistantships, teaching performance, thesis/dissertation progress, job applications, references, interview strategies, career goals, etc.

The Graduate Development and Assessment Committee (GDAC) is a committee formed by the Department of Criminal Justice & Criminology at Sam Houston State University within the College of Criminal Justice. GDAC's main charge is to assist MA and PhD graduate students in their professional development and to provide opportunities and resources for development.

The Criminal Justice and Criminology faculty may also provide informal advising and career advice on an ongoing basis.

Peer Mentoring

Peer mentoring in the Department of Criminal Justice and Criminology partners a senior graduate student and incoming graduate student in order to foster professional growth, and to provide guidance and assistance to the new student. Peer mentors-mentees are matched, whenever possible, on the basis of common research interests and backgrounds, as well as, overlapping faculty assignments.

Initially, the mentorship program should be used as a building block to make connections and develop relationships with other graduate students and faculty members. The philosophy behind mentoring is that it should be mutually beneficial. The mentee gains knowledge, support, and information, while the mentor develops professional skills that will be continuously relied upon in academic and professional careers.

Mentorship Objectives

- Increase knowledge of the Department of Criminal Justice and Criminology and the surrounding communities
- Facilitate a sense of community between mentee and Criminal Justice and Criminology Graduate Student Organization (GSO) and other graduate students
- Decrease feelings of isolation during the new student adjustment process
- Introduce supportive tools, teaching/studying skills, and available resources to help achieve a personal and professional balance

Strategies for Success

- Identify the mentee's needs, and help to address student concerns
- Define excellence, and what is expected of graduate students from a student's perspective
- Ask reflective, open-ended questions to guide the mentee toward a comparison of their current methods versus effective practices for graduate school success
- Guide the mentee toward setting a goal for improvement through open-ended questions regarding future plans and timelines
- Provide a low-risk, positive, and supportive environment
- Provide encouragement and support for the mentee's growth effort, and celebrate milestones attained. (Think of things that you wish someone would have celebrated your first year!)

Examples and Suggestions

- Discussing time management strategies
- Encouraging professional development through involvement in department events
- Offering insights on class/work support through shared personal experiences
- Attending social events together to increase feelings of acceptance and comfort

Ten Guidelines for Mentors & Mentees

MENTORS

1. Remember your 1st year in grad school
2. Maintain confidences and build trust
3. Know your limitations
4. Keep your promises
5. Listen and ask questions
6. Reach out to newer students
7. Be open and honest with advice
8. Maintain professionalism
9. Commit to continuous learning
10. **Be yourself!**

MENTEES

1. Clarify your needs and expectations
2. Maintain confidences and build trust
3. Learn from your mistakes
4. Be receptive to feedback
5. Keep your promises
6. Bring more than just your problems
7. Appreciate your mentor's time
8. Maintain professionalism
9. Commit to continuous learning
10. **Be yourself!**

Suggested Mentorship Checklist

Peer mentoring helps new students in their transition to SHSU and graduate school with added support, insight regarding courses and workloads and facilitation of professional relationships and friendships that are necessary for success. As part of this commitment, there are a number of tasks, events, and conversations that could be covered throughout the course of the first semester.

Campus

- Library/Website Access Info
- Bookstore/Student Services
- Health Services
- Dining Locations
- Parking

Social

- Contact mentee over the summer
- Assist with housing/moving questions or needs
- Attend mentor luncheon with mentee
- Attend CJ GSO BBQ with mentee
- Introduce mentee to other graduate students with similar interests
- Introduce mentee to faculty members
- Attend CJ GSO events
- Discuss Huntsville (and surrounding areas) hotspots/ resources

CJ Building

- Tour of building
- Mailboxes
- Office spaces
- Rising Roll
- Introductions to Administrative Staff
- IT: IT@ SAM (936) 294-1950

Coursework/Assistantship

- Discuss first year courses
- Discuss strategies for effective time management
- Discuss the meaning of an assistantship compared with personal research projects

Relationship Building

- Check in with them the first week of school
- Periodically meet/check in with your mentee regarding courses, research interests, and continued questions
- HAVE FUN!**

Information Sources:

Melanson, Mark Dr.: Mentors & Mentees. Rules for Success

Sweeny, Barry: The International Mentoring Association (mentoringassociation.org)

Academic Expectations

Grading System

Four grades are given in graduate courses at the University:

Grade	Denotation
A	Academic Excellence
B	Acceptable Performance
C	Passing, but Insufficient Performance
F	Failure

The mark "IP" denotes "in progress" and is given in thesis/dissertation and other courses, which cannot be completed within one semester.

The mark "CR" denotes "credit."

The mark of "W" denotes "withdrew" and is given for resignations.

The mark "X" denotes "incomplete." If the student meets the prescribed requirements of the course before the end of the next long academic semester (fall or spring; the summer term is not considered a long semester for X grade submissions) after the "X" is given, the student will receive the grade earned; otherwise, the mark "X" will automatically be changed to an "F."

The mark of "Q" is assigned to courses dropped from the thirteenth class day, for a Fall or Spring semester, or from the fifth class day, for a summer session, through the last class day but prior to any final exams being taken or course completion specified in the [Academic Calendar](#). Courses with the mark of "Q" will not be counted as courses attempted and will not be included in determining grade point averages. No schedule changes may be made after the deadlines specified in the [Academic Calendar](#). A course dropped after the stated deadline is entered on the student's permanent record with a grade of "F."

Academic Honesty

The University expects students to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experience both in and out of the classroom. Accusations of academic dishonesty, proceedings and subsequent disciplinary actions are addressed in The Texas State University System, Board of Regents policy on Academic Honesty, [Chapter VI, Subsection 5.3, "Academic Honesty"](#) and in the University's Academic Policy Statement [810213, "Procedures in Cases of Academic Dishonesty."](#)

The Graduate Faculty expect students to conduct academic work with integrity and honesty. Acts of academic dishonesty will not be tolerated and can result in the failure of a course and dismissal from the program and/or University. Academic dishonesty includes, but is not limited to, cheating on a test, plagiarism, collusion, the abuse of resource materials and misrepresentation of credentials or accomplishments. If you have any questions/concerns about academic dishonesty, contact the Graduate Program Director.

Scholastic Expectations

A minimum grade point average of 3.0 (on a 4.0 scale) is required in all graduate course work. All grades earned in courses listed for graduate credit on the student's official Degree Plan will be utilized in computing the grade point average. A grade earned at another institution may not be used to remove a grade deficiency earned at SHSU. Semester hours of credit earned at another institution shall be recorded as received but not utilized in computing the student's SHSU overall grade point average. Only those transferred courses from accredited institutions in which a grade of A or B was earned, and which are accepted toward an official degree program, may be applied toward a degree (see Transferred Credit).

Academic Probation and Suspension

A minimum grade point average of 3.0 is required in all graduate course work. All grades earned at SHSU (A, B, C, F) in courses listed for graduate credit on the student's official Degree Plan will be included in computing the grade point average. The marks of Q, W, CR, NC, IP, and X are not counted as hours attempted in computing the SHSU grade point average.

A graduate student who falls below a 3.0 SHSU grade point average at the close of any semester or summer semester during which one or more semester hours are attempted will be placed on probation. Two summer sessions are equivalent to one long semester. If an enrolled student on probation fails to achieve a minimum of a 3.0 SHSU grade point average at the close of the next semester following the start of the probation, the student will be terminated from graduate studies.

A graduate student who earns a grade of F in any graduate course at SHSU will be terminated from graduate studies.

A student who earns a grade of C in any course at SHSU (repeated or distinct course) within the academic program may have their graduate status reviewed by a committee of the department or college graduate faculty. The committee will recommend an appropriate remediation for the student.

A student who fails to meet any approved program-specific standards for academic performance, including professionalism standards, in consonance with section 7.04 of [Academic Policy Statement 910312](#) may be dismissed from the program and not permitted to register for courses in the program.

Any appeal for a review of the termination of graduate status should be directed in writing through the graduate advisor of the program, then to the chair of the department, then to the academic dean of the college, and finally to the Provost and Vice President for Academic Affairs.

If a student wishes to pursue a different program after being terminated from the original program, the student must complete the admissions process and be accepted into the new program. A student must be in Academic Good Standing in order to change to a new program **or** receive a release from the academic program, academic dean of the college, and Dean of The Graduate School. Once accepted to the new program, the previous program must release the termination block in the Registrar's Office before the student can register in the new program.

Scholarships and Assistantships

All students, who apply to the M.A. and Ph.D. Criminal Justice and Criminology Graduate Programs, are automatically considered for Financial Assistantships. The department offers an array of scholarships, fellowships, teaching assistantships, research assistantships, and teaching instructorships to assist graduate students in pursuing their degrees. The awards are made on the basis of academic merit as evidenced by a student's score on the Graduate Record Examination, grade point average during both undergraduate and graduate level coursework, and the nature of courses completed at all academic levels.

Funding is awarded on a competitive basis. Funding in subsequent semesters is contingent upon sufficient academic progress and quality of student work on their assistantship.

University Employment Policy

Per [Academic Policy 890303](#): Employment of Graduate Assistants (section 2.03):

Graduate students on an assistantship may not hold other salaried positions from the University. An exception to this rule may be made with the written approval of the appropriate academic dean. A graduate student on an assistantship may not be employed more than a combined total of a 0.70 full-time equivalent (FTE) from all sources of funding.

Dr. Larry Hoover Summer Research Fellowship

The Larry Hoover Summer Research Fellowship provides summer funding to support selected SHSU-CJC graduate students in using existing data to answer research questions and publishing peer-reviewed journal articles. The fellowship is named in honor of Dr. Larry T. Hoover, Distinguished Professor Emeritus at SHSU, who played a leading role in establishing this summer funding program in 2009. For nearly 45 years on the SHSU-CJC faculty, Dr. Hoover led an exemplary career as a prolific scholar, a beloved mentor, and a resolute champion of research-community partnerships.

The Graduate Program Director will send out an application for this fellowship along with the due date (which is generally in January or February). An example of a previous application for the Department of Criminal Justice and Criminology Summer Research Fellowship can be found at <http://www.shsu.edu/academics/criminal-justice/resources/grad-fellowship.pdf>.

A Criminal Justice and Criminology Ph.D. or M.A. student and a full-time Criminal Justice and Criminology faculty member will collaborate during the summer on this project. Upon completion, a co-authored manuscript will be submitted for peer-review to a scholarly journal by January 15 of the following year. Additionally, a letter/email of receipt from the journal documenting the manuscript has been submitted, and is under peer-review, will be presented to the Director of Criminal Justice and Criminology Graduate Programs. Additional authors may be involved in the project; however, multiple students will not receive funding for the same paper. Summer enrollment is not required. Students awarded fellowships may not receive funding from other departmental sources. As per University Policy, students may not be paid for more than 20 hours (50%) during the summer months. An award of up to \$6,000 for Ph.D. students and up to \$3,000 for M.A. students is anticipated, but contingent upon funding availability. Preference will be given to 1st and 2nd year Ph.D. students.

To apply, submit the following:

- The proposal should include a title page with abstract, brief literature review, complete methods section (including a description of existing data to be analyzed, variable list and hypotheses) and research design. Include a list of several illustrative sources in APA citation format. The proposal should be double-spaced, Times New Roman, 12-point font with one-inch margins. Research proposals should be no more than eight pages (does not include title page & references).
- A tentative timeline that outlines when each component of your project will be completed (e.g., literature review, data analysis, results/discussion, submission to journal).
- An updated curriculum vitae
- Fellowship applications, not following these guidelines, will not be considered. Fellowship applications will be reviewed by the Graduate Standards and Admissions Committee and ranked on contribution and merit.

Financial Aid

The Student Financial Aid Office at Sam Houston State University is available to assist students in achieving educational goals, even when their personal or family finances are limited. While the student and/or their immediate family are primarily responsible for financing an education, the University recognizes its role in making a maximum effort to acquire additional funds for qualified students through a variety of aid programs. Specific financial aid programs, the University administers, are listed below.

Grants

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Texas Public Educational Grant (TPEG)
- Toward **EX**cellence, **A**ccess and **S**uccess Grant (TEXAS grant)
- Teacher Education Assistance for College and Higher Education Grant (TEACH)
- Bearkat Grant

Employment

- Federal College Work-Study Program
- Texas College Work-Study Program

Loans

- College Access Loan
- Parent Loan for Undergraduate Students (PLUS)
- Federal Direct Student Loan (Unsubsidized)
- Federal Direct PLUS Loan for Graduate Students

Information on programs, eligibility requirements, student budgets, deadlines, and the method of aid processing is available online at <https://www.shsu.edu/dept/financial-aid/>. Links to the Free Application for Federal Student Aid (FAFSA) and all forms necessary to complete the application process are available at <https://www.shsu.edu/dept/financial-aid/>.

Semester Loans

- Emergency Tuition and Fees Loan
- Short-term Loan for Books

Applications for Semester Loans may be completed on-line through the Sam Menu. Semester Loan instructions are available by going to the Financial Aid web page, <https://www.shsu.edu/dept/financial-aid/>, and clicking on “Semester Loans.”

Scholarships

The Scholarship Team in the Financial Aid & Scholarships Office coordinates and administers Sam Houston State University scholarship programs for all student classification levels. SHSU utilizes a streamlined application, Scholarships4Kats. This application dramatically simplifies the process for students by importing key information from their student data record and allowing them to be automatically considered for all relevant scholarships. Using a competitive process, awards are based on either merit or financial need. Some awards are competitively selected on the basis of both merit and financial need.

- Academic Scholarships

- Departmental Scholarships
- Designated Scholarships
- Elliott T. Bowers Honors Scholarship
- Legislative Scholarships
- Transfer Scholarships

To apply for academic scholarships, the scholarship application Scholarship4Kats is available at (<http://www.shsu.edu/dept/financial-aid/scholarships/>). The application period begins **early September** for each upcoming academic year. Scholarship application priority deadline is November 1st. Students must be admitted to SHSU and have an active computer services account.

Students may contact their departments for additional scholarship opportunities.

To review a more comprehensive list, please visit <http://www.shsu.edu/dept/financial-aid/scholarships/>.

Resignations/Withdrawals

Students who receive Title IV financial aid and withdraw or drop all courses during the semester must be aware of the impact on their financial aid. Federal Title IV aid includes Pell Grant, Supplemental Educational Opportunity Grant, and Subsidized/Unsubsidized Stafford Loans. It is recommended that students visit with their Financial Aid Counselor prior to withdrawing or dropping courses.

Title IV aid recipients must be continuously enrolled for at least 60% of the semester for which aid is disbursed to retain all of the financial assistance issued for that semester. After the 60% point, students are considered to have earned 100% of the Title IV funds disbursed. Any student who resigns prior to completing 60% of a semester must repay any unearned portion of their federal financial aid.

The amount of the repayment depends on the number of days attended during the semester, the type and amount of financial aid received and the total amount of institutional charges.

Earned federal financial aid is prorated according to the percentage of the semester completed. The earned aid is determined by the amount of total aid received minus the amount of unearned aid.

Unearned aid is allocated and/or returned in the following order:

- Direct Unsubsidized Loan
- Direct Subsidized Loan
- Perkins Loan
- Direct PLUS Loan (Graduate Student)
- Direct PLUS Loan (Parent)
- Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- TEACH Grant
- Other State Aid
- Scholarships will be returned at the discretion of the individual donors/departments.

Different requirements apply to maintain Satisfactory Academic Progress (SAP).

Minimum requirements for graduate students are:

- A minimum SHSU grade point average (GPA) of 3.0.
- 67% completion rate of all attempted graduate hours.
- Completion of program within 150% of the degree requirements.

- Deficiencies in GPA and/or hours may be made up during the summer enrollment at SHSU. Students are not eligible for financial aid while resolving deficiencies.

The complete SAP Policy is available online at <https://www.shsu.edu/dept/financial-aid/sap>.

Veteran's Benefits Assistance

For information relating to Veteran's Benefits Assistance, visit with the VA representative in the Veteran's Resource Center, located in the Estill Building, Room 104. Assistance is available for those seeking to use the following:

- Montgomery GI Bill (MGIB)
- Chapter 30 - Veteran status
- Chapter 31 - Veteran Readiness and Employment
- Chapter 33 - Post 9/11 GI Bill
- Chapter 35 - Dependent
- Chapter 1606 - Reservist
- Chapter 1607 - Activated Reservist
- Hazelwood Act

American Opportunity Tax Credit and Lifetime Learning Tax Credit

Taxpayers may be eligible to claim the American Opportunity Tax Credit against their federal income taxes. Depending on the family and student financial situation, the credit that may be claimed varies. It may be as much as \$2,500 (100% of first \$2,000 and 25% of second \$2,000 of qualified tuition and related expenses such as tuition, fees, and course materials).

In addition, the Lifetime Learning Credit may be available for up to \$2,000 per family for qualified tuition and related expenses. Congress has established that the Lifetime Learning Tax Credit begins for payments made after July 1, 1998.

These tax credits may reduce the amount of federal income tax one is required to pay.

Professional Organizations

Graduate students are encouraged to pursue memberships in professional organizations.

The Department of Criminal Justice and Criminology does not reimburse students for membership dues. It is the student's responsibility to pay for all costs associated with membership dues or subscriptions.

Southwestern Association of Criminal Justice (SWACJ)

Southwestern Association of Criminal Justice, representing Arkansas, Arizona, Colorado, New Mexico, Oklahoma, and Texas, is organized exclusively for educational and scientific purposes.

The objectives of the Association are:

- To provide communication among individual members, among other organizations and associations of higher education and among components and agencies of the criminal justice system
- To promote a high standard of education in the administration of justice
- To encourage progress in criminal justice planning and research

Each year, SWACJ sponsors an annual meeting providing a rewarding forum for a productive exchange of ideas on the latest development in criminal justice education, research, and policy.

For more information, visit www.swacj.org.

American Society of Criminology (ASC)

The American Society of Criminology is an international organization whose members pursue scholarly, scientific, and professional knowledge concerning the measurement, etiology, consequences, prevention, control and treatment of crime and delinquency.

The Society's objectives are to encourage the exchange, in a multidisciplinary setting, of those engaged in research, teaching and practice so as to foster criminological scholarship, and to serve as a forum for the dissemination of criminological knowledge. ASC members include students, practitioners, and academicians from the many fields of criminal justice and criminology.

The Society recognizes superior academic and professional achievement and grants a number of awards to both Society members and non-members on an annual basis.

For information, visit <https://asc41.org/>.

Academy of Criminal Justice Sciences (ACJS)

The Academy of Criminal Justice Sciences (ACJS) is an international association established in 1963 to foster professional and scholarly activities in the field of criminal justice. ACJS promotes criminal justice education, research, and policy analysis within the discipline of criminal justice for both educators and practitioners.

Providing a forum for disseminating ideas related to issues in research, policy, education, and practice within the field, ACJS attributes its success in creating this dynamic professional association to the composition of its membership. As change expands the existing boundaries of the criminal justice field, ACJS is comprised of members from a variety of diversified backgrounds including:

- Scholars who are international in scope and multidisciplinary in orientation
- Professionals from all sectors of the criminal justice system
- Students seeking to explore the criminal justice field as future scholars or practitioners

Through the vital interchange of ideas among these groups, ACJS members develop and share knowledge about critical issues regarding crime and criminal and social justice. ACJS is comprised of an amalgam of scholars (international in scope and multidisciplinary in orientation), professionals (from all segments of the justice system) and students.

For more information, visit <https://www.acjs.org/page/AboutACJS>

Graduate Student Travel

Eligibility

To be considered, the student must be a degree-seeking graduate student in good standing currently enrolled at SHSU. Furthermore, the graduate student must be traveling to an event sponsored by a professional organization to present papers, posters, research, etc.

Graduate students will be eligible for out of state travel funds with a maximum of \$1,000, in state travel funds with a maximum of \$500, and/or research funds with a maximum of \$1,000.

Deadlines

The Graduate Student Travel Funds Request Form is due to The Graduate School two weeks prior to a domestic conference and four weeks prior for any international travel.

Forms and Procedures

Students must complete the [Graduate Student Travel Funds Request Form](#) located on The Graduate School's website. In addition to the travel request form, students must submit the following items:

- Statement for the purpose of travel, and how it relates to your degree program (no more than 250 words)
- Resume and/or Curriculum Vitae
- Optional: Letters of Recommendation/Support

The travel funds request form should be submitted to the Graduate Program Coordinator for the Department Chair/Assistant Chair and Dean's approval and signature. The Graduate Program Coordinator will forward the application to The Graduate School for their review and final approval.

Travel Expense and Reimbursement

A travel expense report, [Travel Reimbursement Form](#), is to be submitted after your travel. Please submit your expense report within a week after your travel.

Travel Expense Report Tips and Information:

1. Please note starting FY 2018 (August 1st), meals will no longer be part of the travel reimbursement for The Graduate School.
2. The items that may be reimbursed are: itemized hotel bills or lodging bills, car rental, registration fee, airfare with ticket number, baggage fees, taxi and shuttle, parking, and tolls. Fuel is only allowed with a rental car. Mileage is reimbursable when driving a personal vehicle. All other items are not reimbursed.
3. Registration fees (for conferences) are reimbursed through a travel expense report. Memberships fees are not.
4. You may submit the travel expense report in person or via e-mail.
5. Please do not staple anything, if you decide to tape over the receipt on the paper be careful of the ink fading. Please try not to tape over the information.
6. Please know that after The Graduate School submits your travel expense report to the Travel Office for review, the reimbursement timing is usually in 2-3 weeks.
7. Your reimbursement is either direct deposit, or a check will be mailed to your current mailing address that is on banner.

If you have any questions when preparing your travel expense report after your return trip, please contact Yolanda Jamison at ynj003@shsu.edu or at 936-294-2359.

Department Practice Presentations

Students presenting at either ASC or ACJS must participate (with faculty sponsor present) during the assigned practice presentation dates each fall and spring semester.

- Students may be requested to revise and re-present based on faculty feedback.

Graduate Student Research Funds

The Graduate School provides funding for students to conduct a supervised research project. To be considered, the student must be a degree-seeking graduate student in good standing currently enrolled at SHSU working on a thesis, dissertation, or capstone. In addition to the application form, the student must also submit the supporting documentation listed below:

- Statement for the purpose of research and how it relates to your degree program (no more than 250 words)
- Resume and/or Curriculum Vitae
- Optional: Letters of Recommendation/Support

Qualifying expenses: Funds can be used to support a research project through the purchase of necessary equipment, software, or datasets needed to complete said project.

Award: Maximum award is \$1,000 per academic year. **Awardees may receive up to \$1,000 in graduate student funding per academic year; it can be a combination of travel or research funds.**

Students may complete the request for graduate student research funds at [Graduate Student Research Funds](#).

Library

Newton Gresham Library faculty and staff envision a library that supports and enhances the development of critically thinking, educated, and informed lifelong learners. The Library is integral to the University's learning and research mission and endeavors to create physical and virtual environments that promote discovery of new knowledge and the transfer of existing knowledge. The Library fulfills this mission by providing organized access to a diverse array of quality print, electronic, and other resources and by continuously improving the effectiveness of its bibliographic, instructional, and reference services.

Regular Semester Hours (Fall/Spring)

	Main Library	Special Collections	Music Listening Room	Interlibrary Services
Sun	2:00 pm - 10:00 pm	Closed	2:00 pm - 10:00 pm	Closed
Mon	7:30 am - 10:00 pm	8:00 am - 5:00 pm	8:30 am - 10:00 pm	8:00 am - 5:00 pm
Tue	7:30 am - 10:00 pm	8:00 am - 5:00 pm	8:30 am - 10:00 pm	8:00 am - 5:00 pm
Wed	7:30 am - 10:00 pm	8:00 am - 5:00 pm	8:30 am - 10:00 pm	8:00 am - 5:00 pm
Thu	7:30 am - 10:00 pm	8:00 am - 5:00 pm	8:30 am - 10:00 pm	8:00 am - 5:00 pm
Fri	7:30 am - 6:00 pm	8:00 am - 5:00 pm	8:30 am - 6:00 pm	8:00 am - 5:00 pm
Sat	10:00 am - 2:00 pm	Closed	10:00 am - 2:00 pm	Closed

Library assistance can be acquired via several methods:

- CHAT LIVE: <http://library.shsu.edu/askalibrarian/>
- Text: Just text your question to (936)-229-3764 (Standard messaging rates apply)
- Email: Contact the Reference Desk at lib_ref@shsu.edu
- Call: (936)-294-1614

Reference Desk

The Library Reference Desk is staffed during all Library hours. Librarians will assist you in finding sources of information, articles, books, and other documents. In addition, Librarians can demonstrate how to search the Library catalog and databases, and help you design research strategies. Each of the Librarians provides general reference assistance, but also specializes in specific subject areas. For questions, contact the Library Reference Desk at (936) 294-1599 or 1-866-NGL-INFO (toll-free).

Individual Consultations

Individual Consultations can provide personal research assistance to SHSU graduate students. Individual Consultations with a Reference Librarian can be scheduled in advance with the individual Librarian or scheduled through the Reference Desk for a subject specialist Librarian. Call the Reference Desk at (936) 294-1599 or 1-866-NGL-INFO (toll-free), and a subject specialist will return your call.

Reference Collection

Over 28,000 books including encyclopedias, handbooks, almanacs, dictionaries, and guides make up the Reference Collection. These materials are an excellent starting point for research and contain background information for many subjects. Reference materials do not circulate, but you may make copies for your own use in the Copy Center located on the first floor of the Library.

Inter-Library Services

Newton Gresham Library's Interlibrary Services allows users to request materials from other libraries through [Interlibrary Loan](#).

If the Interlibrary Services office is closed when you come to pick up a book, you can ask for assistance in Copy Services, which is part of the Interlibrary Services department. Copy Services is located in Room 141, just opposite from the Interlibrary Services office. Read more about the [available Copy Room services and pricing](#).

**All patrons picking up items in Interlibrary Services will be required to show University ID (Bearkat OneCard).

Newton Gresham Library patrons can use the [ILLiad](#) website to request items from other libraries. If you have never used [ILLiad](#) before, please click on the "[First Time Users](#)" link on the website and fill out the form.

Before you request materials, please check our [Library catalog](#) to see if the resource you are looking for is available here in print, online or on Reserve. Please note that the following types of resources are usually *not* available through Interlibrary Loan:

- Course-related textbooks
- Reference books
- Recently published or acquired books
- Very old or rare books
- Bound volumes of periodicals

Frequently Asked Questions about Interlibrary Services

How much does it cost?

If the Newton Gresham Library does not own a book or journal article you need, Interlibrary Services will make every attempt to provide that item through another source, usually another library. Most of the time there is no charge for an interlibrary loan. However, there is a place in the [ILLiad](#) request form for you to choose a fee limit, including free, in the event that the lending source does charge a fee.

What is the procedure for requesting books or articles via Interlibrary Loan?

Through [ILLiad](#), the Interlibrary Loan system used by Newton Gresham Library, place a request for each item that you need. If help is needed, Library personnel at Reference can assist in locating the information needed to complete a request and/or determining if the material may already be available in or accessed through the Library.

How long does it take, and how will I know when the materials arrive?

Please allow 1-3 weeks for the materials to arrive. Normally, requests received from Newton Gresham Library patrons are processed within 24 hours of receipt. The time it takes for an item to arrive depends on the lending library, so it is wise to plan ahead and allow sufficient time when considering an Interlibrary Loan request. Interlibrary Services staff will send you an e-mail notification when a request has arrived.

How can I renew a book obtained via Interlibrary Loan?

Since the lending library sets the due date, books received through Interlibrary Loan cannot be renewed without the consent of the lending library. If you need an extension, use your [ILLiad](#) account to request a renewal at least 48 hours before the due date. Generally, the longest renewal time granted is for 2 weeks.

Writing Center

The Sam Houston Writing Center serves the students, staff, and faculty of SHSU. Their goal is to help people become better writers, and to develop more confidence in their writing abilities. Writing Center tutors provide one-on-one and small group writing instruction. They help writers on assignments ranging from English composition essays to science lab reports, resumes, scholarship, and job application letters, even M.A. theses and Ph.D. dissertations. They help students learn prewriting, revising, and editing skills by working with them on the writing tasks they bring in.

Hours:

Sam Houston State University

Mon.-Thur. 9:00 a.m. - 9:00 p.m.

Fri. 9:00 a.m. - 3:00 p.m.

Sun. 2:00 p.m. - 9:00 p.m.

Farrington 111

Skype

Mon.-Thur. 8:00 a.m. - 7:00 p.m.

Fri. 8:00 a.m. - 3:00 p.m.

Sun. 2:00 p.m. - 7:00 p.m.

The Writing Center can also be contacted via phone at (936)-294-3680 or email at wctr@shsu.edu.

The Graduate and Professional School

The Graduate and Professional School provides a full-time academic support coach to assist students with thesis/initiation sheets, dissertation boot camp, one-on-one writing consultations and other writing support events. A writing lab is also available to assist students in their development as writers.

Students may contact The Graduate School at (936) 294-2464 or at lxq004@shsu.edu for more information.

Graduate Writing Lab

The Graduate Writing Lab is a space that provides resources for research, exam review, presentation or project prep and general community. The lab is available to all current SHSU graduate students, regardless of program or research project, Monday through Friday from 9:30 AM to 4:30 PM. The lab is equipped with two computer stations and can accommodate up to four students for group sessions. Basic supplies and printing are available, with advanced amenities such as statistical data software, a large whiteboard, resume and cover letter materials and more. Students may bring their own supplies if they choose. Appointments are not necessary at this time but may be required in the future. The Graduate

Writing Lab is located in the Arleigh B. Templeton Building – Room 106. Questions can be addressed to thegraduateschool@shsu.edu or 936-294-2408.

Counseling Center

The SHSU Counseling Center provides individual, couples, and group therapy to students who are currently enrolled. Their mission is to provide service within the university environment that contributes to the academic success, personal growth, and positive social contribution of Sam Houston State University students. They embrace a student-oriented philosophy that is respectful of diversity and is committed to the development of the student as a whole person.

Up to 12 individual sessions per academic year are allowed per individual client, and up to 12 couples counseling sessions per academic year are allowed per couple. There are no limits on group therapy sessions.

If you would like to learn more about counseling at the Counseling Center, call or stop by to make an appointment to talk with a counselor. Counseling services are available during normal business hours throughout the year (including breaks between semesters) except on University designated holidays. The Counseling Center is located next to Old Main Market. The telephone number is (936) 294-1720. More information about the counseling center is available online at www.shsu.edu/dept/counseling.

Services for Students with Disabilities

The mission of the [Services for Students with Disabilities \(SSD\)](#) is to promote full and equal access on the part of students with disabilities to educational and extracurricular programs and activities at SHSU.

SSD affords students with disabilities the opportunity to reach their full potential by:

- Providing academic adjustments and auxiliary aids and services
- Promoting independence and self-advocacy
- Making referrals to support services on campus and in the community

SSD seeks to foster a supportive and inclusive environment for students with disabilities by:

- Building and maintaining partnerships with faculty and staff
- Promoting disability awareness on campus
- Providing consultation services and outreach programming on student disability issues for the SHSU community

Procedures to Request Services

Step 1: The student contacts the Services for Students with Disabilities (SSD) at the SHSU Counseling Center to schedule a disability intake appointment. SSD recommends that new students schedule their intake appointments at least two (2) months prior to the start of their first semester at SHSU. Untimely requests may result in delays in the receipt of services, if approved. Students needing accommodations or auxiliary aids and services, such as sign language interpreting, for the purpose of the intake appointment should notify SSD of their need for such arrangements at least two (2) weeks prior to the intake appointment.

Step 2: The student submits documentation of their impairment to SSD in advance of the intake appointment. The documentation must be consistent with the [SSD General Documentation Guidelines](#). The SSD Director will review the documentation submitted by the student in order to determine their eligibility for services. SSD reserves the right to request additional and/or updated documentation of the student's impairment, in the event that the documentation initially submitted is deemed insufficient and/or out of date. The student will assume the cost of any additional evaluations that may be required for the purpose of documentation. SSD may require up to one (1) month to review documentation, once received. Students may fax or mail documentation to SSD, or present documentation in person to SSD support staff at the Counseling Center.

Step 3: The student meets with the SSD Director for the intake appointment at the Counseling Center. In the course of this appointment, the student completes a Confidential Intake Form and reviews and signs the Rights and Responsibilities Regarding Students with Disabilities. The student discusses accommodation requests with the Coordinator. In the event that the student is approved for services, the Coordinator develops an accommodation plan in consultation with the student. The plan indicates the specific classroom accommodations and related services to which the student is entitled. In some cases, the intake process may entail follow-up appointment(s) to allow for the review of additional documentation and/or further consideration of the student's requests.

Step 4: If approved for accommodations, the student notifies SSD support staff of their need for Classroom Accommodation Request Forms (CARF's) prior to each semester for which accommodations are sought. The CARF's indicate the specific accommodations to which the student is entitled in their academic courses. The student is responsible for obtaining their CARF's at the Counseling Center.

Step 5: The student schedules an appointment with each of their course instructors to present the CARF and discuss the arrangements for accommodations. The student obtains each instructor's signature on the pertinent CARF. Both student and instructor detach their respective copies of the CARF, and the student then returns the original to SSD. Instructors are afforded up to ten (10) working days upon receipt of the CARF to facilitate the necessary arrangements for the student's accommodations.

Step 6: The student completes an updated Confidential Intake Form at the start of each academic year. Students with impairments of a dynamic nature may be required to submit documentation updates.

Contact Services for Students with Disabilities:

Hours: Monday through Friday, 8am - 5pm (excluding university holidays)
Telephone: (936) 294-3512
Email: disability@shsu.edu

Institutional Review Board (IRB)

In conjunction with the federally mandated Institutional Review Board (IRB), the Protection of Human Subjects Committee (PHSC) works to assure the protection of human research participants, and to ensure SHSU's compliance with the laws and regulations governing human subject research. Any human subject research conducted by SHSU faculty, staff or students must be reviewed and approved prior to being initiated. Also, any other party wishing to conduct research using SHSU employees or students as subjects must secure authorization prior to recruiting participants.

The IRB review schedule for regular and expedited applications, Continuing Review/Amendment requests and requests for exemptions follows the academic semester schedule. In most cases, review of applications **starts the first week of each semester** and **ends on the last day of classes**. Applications can be submitted at any time during the semester and will be reviewed in the order received. However, do not submit an application that may trigger a full-board review during the last month of a semester, and expect to receive prompt review/approval.

The time required for review and approval of an average IRB application (an application that is carefully prepared in accordance with the [required instructions](#) and submitted by an applicant who has completed the [required CITI training](#) in the protection of human subjects) is **approximately 2-3 weeks but may take longer**. Those who have not followed instructions, have not used the correct templates, or have not completed the required training will experience delays because they will be required to correct those errors and omissions. **For applications that are submitted between semesters, there is no guarantee they will be processed and reviewed in the usual 2-3-week time frame.**

Applications for research, involving children or prisoners as participants, are reviewed by the full committee, which typically meets every two to three weeks during Fall and Spring semesters and once per Summer session during the summer.

Please note that in all cases, it is in your best interest to submit applications *as far in advance as possible*. If your graduation is dependent on research that requires an IRB approval during the current session, ideally your application should be submitted at the beginning of the semester, and no later than one month prior to the start date of your research.

The [SHSU IRB Application Walkthrough](#) is available to applicants 24 hours a day, seven days a week, and you may access it from any computer.

If you are unsure whether you need to submit your research to IRB or whether your study meets the criteria for human subjects research, you can complete the IRB Determination Request Form which is available on the [IRB website](#). If your study does not require IRB review, then you will receive an email explaining the decision. Note, all theses and dissertations require IRB approval even if they do not meet the criteria for human subjects research.

For questions, issues, concerns regarding the protection of human subjects, contact irb@shsu.edu or 936-294-3621

Collaborative Institutional Training Initiative (CITI)

All research projects need to be approved by SHSU's IRB. Your faculty mentors can (and will) help you with the IRB application process when the time comes, but be aware that before an IRB application can be submitted, you **have to** complete the ethics training in [Collaborative Institutional Training Initiative \(CITI\)](#).

The CITI training is completely web-based and self-paced. It consists of a number of course modules followed by short multiple-choice quizzes. Modules do not have to be completed in one sitting. Applicants register themselves, can access their records at any time, request new passwords and print out their own completion report.

Course curriculum for SHSU students is Social and Behavioral Research Students and takes about 3-4 hours to complete. Since you will be new to CITI, you will need to register (registration is free) for a learner account. The [New Learner Account Registration](#) will walk you through the registration process.

All graduate students should complete the CITI training in their first year of the program. Please note that your certificate of completion does not expire for 5 years.

Media, Press and Publications

Any media coverage or interviews with the media must be approved by your supervising professor and the Chair of the Department of Criminal Justice and Criminology. Interviews should not be conducted without your supervising professor or an official SHSU representative being present, without express permission from the Chair of the Department of Criminal Justice and Criminology.

All publications, abstracts for scientific meetings, poster presentations, platform presentations and the like must be approved by your supervising professor. If you are being reimbursed, or if you are receiving a travel stipend from the College of Criminal Justice, conference papers and proceedings must also be approved by the Director of CJC Graduate Programs and the Chair of the Department of Criminal Justice and Criminology.

Papers or abstracts for journal articles or conference proceedings must not be submitted without approval from the faculty advisor supervising the research. Grant or scholarship submissions are also subject to review by the supervising faculty advisor and the Associate Dean for Research and Program Development.

Professional Development

Professional development is an important component to graduate student life. It is **expected** that graduate students will attend all organized professional development events hosted by the Department of Criminal Justice & Criminology. This includes, but not limited to, all Beto lectures, Brown Bag events, ASC and ACJS practice presentations, job talks by potential faculty members, workshops, etc. These events will be announced to students via email throughout the academic year.

Beto Lecture Series

The Beto Chair was established in 1979 as an endowed chair in honor of Dr. George J. Beto. It has enriched the College of Criminal Justice, and since 1981, has made possible a lecture series by top scholars from the field of criminology and criminal justice. The presence of a distinguished person, who has gained national eminence in criminal justice, brings new vitality to learning experiences of students and faculty alike.

Videos of past Beto lectures are available online:

<https://www.youtube.com/playlist?list=PLnW990EvcZmluvhUewKFuLcNSrnL03lNH>

Graduate Student Organization (GSO)

Mission Statement

The mission of the GSO is to bring together graduate students in the Department of Criminal Justice and Criminology; to facilitate and encourage research and theory development related to criminal justice; to encourage appropriate and effective teaching techniques and practices for criminal justice courses; and to serve as a resource network in order to encourage interaction among various entities within the Department of Criminal Justice and Criminology.

Sub-Committees include:

- Service
- Teaching and Research Development
- Social Networking
- Fundraising

For more information, like us on Facebook: www.facebook.com/groups/shsucjgso

Institutes

Bill Blackwood Law Enforcement Management Institute of Texas ([LEMIT](#))

The largest and most sophisticated statewide preparation program for police management in the United States, LEMIT provides training to develop the administrative, analytical, and executive skills of current and future Texas law enforcement officials at no cost to either the participant or their agency. LEMIT also houses Incident Command Simulation Training (INCOSIT), a state-of-the-art facility that offers specialized crisis management training to stakeholders from various administrative entities at tribal, local, state, and national levels.

Center for Intelligence and Crime Analysis ([CICA](#))

The Center for Intelligence and Crime Analysis (CICA)'s mission is to assist public safety agencies and critical infrastructure organizations to increase their analytical capabilities through professional development, education, and research. The public and private sectors operate in an environment fraught with threats and opportunities. The interconnected nature of American society increases the severity of manmade and natural threats facing public and private organizations. Building organizational resiliency and improving performance is predicated on an understanding of external and internal risk factors. CICA's goal is to enhance public safety through expanded and improved data analytics.

Correctional Management Institute of Texas ([CMIT](#))

Delivering professional development training programs to personnel in juvenile and adult institutional and community corrections agencies, CMIT has trained over 85,000 corrections professionals in topics ranging from juvenile detention and sex offender management to leadership ethics and crisis negotiation. CMIT also provides technical assistance to criminal justice agencies and serves as a host to a number of conferences, training initiatives and meetings of agencies and professional organizations.

Crime Victims' Institute ([CVI](#))

Created in 1995 to study the impact of crime on victims and their relatives and on society as a whole. CVI also evaluates the effectiveness of criminal justice policy and juvenile justice policy in preventing the victimization of society by criminal acts and helps develop policies to assist the criminal justice system and the juvenile justice system in preventing the criminal victimization of society.

Institute for Legal Studies in Criminal Justice ([ILSCJ](#))

Sponsored by the SHSU College of Criminal Justice, ILSCJ aims to increase faculty mentorship on legal research and publication, identify and discuss pedagogical issues in the teaching of law in criminal justice programs, and to bridge the gap between academia and the field of criminal justice on issues related to law. ILSCJ also serves as an umbrella unit for coordinating the legal research and publications of faculty and students, as well as for exploring additional opportunities for legally oriented collaborative research.

Police Research Center ([PRC](#))

Created in 1993 as a part of the College of Criminal Justice, the PRC undertakes many research endeavors. One of the largest is the [Criminal Research, Information Management, and Evaluation System \(CRIMES\)](#), a state-of-the-art police information management system.

Useful SHSU Websites

Sam Houston Home Page: www.shsu.edu/

College of Criminal Justice: www.shsu.edu/academics/criminal-justice/

Academic Calendar: www.shsu.edu/~reg_www/academic_calendar/

Bearkat OneCard: www.shsu.edu/onecard/

Career Success Center: <https://www.shsu.edu/dept/career-success-center/>

Cashier/Bursar Office: <https://www.shsu.edu/dept/cashiers/>

IT@SAM: <https://www.shsu.edu/dept/it@sam/>

Dean of Students: www.shsu.edu/dept/dean-of-students/

Financial Aid and Scholarships: <https://www.shsu.edu/dept/financial-aid/>

Graduate Catalog: www.shsu.edu/home/catalog.html

Legal and Mediation Services: www.shsu.edu/dept/student-affairs/legal/

Lowman Student Center: www.shsu.edu/dept/lowman-student-center/

Registrar's Office: www.shsu.edu/dept/registrar/index.html

Student Activities: www.shsu.edu/dept/student-activities/

Student Affairs: <https://www.shsu.edu/dept/student-affairs>

University Policies: <https://www.shsu.edu/dept/dean-of-students/university-policies.html>

Frequently Asked Questions

When do I apply for graduation?

[The Application for Degree](#) is required in order to have a degree posted to your academic transcript, and for you to participate in the commencement ceremony. The application and the application fee should be submitted in the term you plan to graduate. The application must be on file with the Office of the Registrar at least one week prior to the commencement ceremony for that term in order to have a degree posted to your academic transcript.

- Students seeking their master's or doctorate degree will pay a fee of \$50.00.

The deadline to apply for graduation is the 12th class day of each term for Spring and Fall and the 4th class day for summer (please see the [Academic Calendar](#)).

Students submitting Applications for Degree after the set deadline date will be subject to pay the late fee (\$80 effective Fall 2021).

Please note that applying after the published Application for Degree deadline dates might hinder your name from appearing in the commencement program. It is best to apply by the published deadline dates. The commencement program is sent to press approximately six weeks prior to the commencement ceremony.

Students, who do not meet degree requirements in the term for which their application is filed, will be required to re-apply for the next available graduation date, and will be required to pay another application fee. For more information, please visit the Registrar's website at www.shsu.edu/dept/registrar/graduation/apply-to-graduate/index.html.

Information concerning regalia for graduation is listed at <http://www.shsu.edu/dept/registrar/graduation/commencement/graduation-regalia.html>

How long do I have to complete the program?

M.A. and Ph.D. students are required to complete graduate work within a six- and eight-year period, respectively, measured from the date of initial enrollment for graduate credit in a particular degree program. Any extension of the six- or eight-year deadline must be approved in writing by the Dean of the College.

Do I have to be continuously enrolled?

(Refer to [Academic Policy 930129](#))

A graduate student at Sam Houston State University writing a thesis or dissertation must enroll in the appropriate thesis or dissertation courses. Master's students are required to take at least six hours of thesis courses. Doctoral students are required to take at least twelve hours of dissertation courses. Once a student enrolls in a thesis or dissertation course, the student must continuously enroll in such a course every Fall, Spring (**and Summer, if graduating**) until the signed thesis/dissertation route sheet is received by the Registrar's Office.

A student who is unable to work on the thesis or dissertation for a period of time may present, to the appropriate academic dean, a written request for a leave of absence of up to one year. The dean's approval of such a request must be in writing. A student granted a leave of absence may not be enrolled in any coursework during this period. A student, on a leave of absence, will lose access to University services, and must submit an Application for Re-admission to re-enter the program.

Can I request a leave of absence?

A student who is unable to work on their thesis or dissertation for a period of time may present, to the appropriate academic, dean a written request for a leave of absence of up to one year. The dean's approval, of such a request, must also be in writing. An approved request must be submitted to the Office of the Registrar through the Dean of Graduate Studies. Additional requests for leaves of absence may be approved, but they must be resubmitted after the previous leave has lapsed.

A student is required to complete graduate work within the stated timeline (i.e., 6 years for M.A. students and 8 years for Ph.D. students). The period of time a student is on an approved leave of absence will not be counted as time accumulated towards that deadline for completion of the degree.

Any extension of deadline must be approved in writing by the Dean of the College. A student on a leave of absence will be considered an active student for purposes of official records but will lose access to University services.

How do I appeal a grade?

Grade appeals follow the procedures outlined in [Academic Policy 900823](#).

How do I get a student identification card?

The Bearkat OneCard is the official ID of Sam Houston State University. All SHSU students, faculty, and staff are required to have a Bearkat OneCard. For more information on how to obtain, and activate your card, please contact the [Bearkat OneCard Office](#) at 936-294-CARD (2273).

Where do I park?

Individuals operating a motor vehicle on university property are required to register the vehicle with the University Police Department. Parking permits can be purchased during the registration process or by visiting the [SHSU Parking Management Office](#), located at 2424 Sam Houston Avenue in the Sam South Complex.

All parking permits are sold on an annual basis and expire August 15 regardless of the date purchased.

What do I do if I need to see a health care provider?

The SHSU Student Health Center provides health services and health education to all enrolled students. The Health Center strives to provide quality care in a timely manner and at significant economic savings.

The Health Center is located at 1528 Ave. J (corner of Avenue J and Bearkat Blvd). Designated parking is located on the King Hall side of the Health Center. Patients can also park on the adjacent streets.

Fall and Spring Semesters

8:00 a.m. - 6:00 p.m. (Monday - Thursday) & 8:00 a.m. - 5:00 p.m. (Friday)

All Other Times that the University is Open

8:00 a.m. - 5:00 p.m. (Monday - Friday)

LABORATORY

8:00 a.m. - 5:00 p.m. (Monday - Friday)

PHARMACY

8:30 a.m. - 5:30 p.m. (Monday - Thursday) & 8:00 a.m. - 5:00 p.m. (Friday)

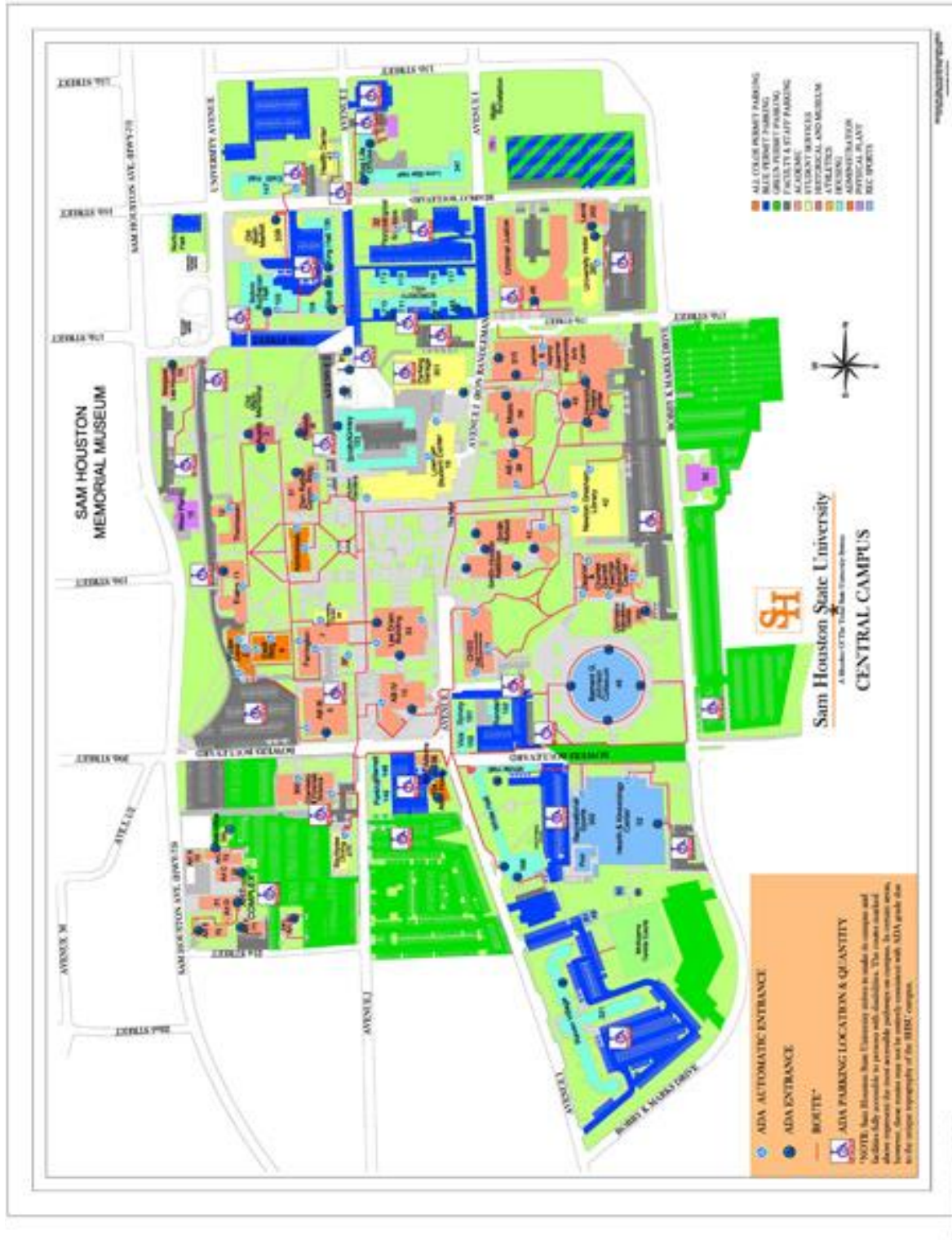
For more information on healthcare services, please visit <https://www.shsu.edu/dept/student-health-center/>

Can I get graduate student insurance?

For more information on graduate student insurance, please visit:
<https://www.shsu.edu/dept/hr/benefits/insurance.html> .

Most major insurance carriers are accepted. For more information or to make an appointment, call 936-207-8472.

Can I see a map of the campus?



Printable pdf campus map – <https://www.shsu.edu/dotAsset/594b50c1-2e9c-4ad2-a74a-5e7a0d2f89fc?id=m>

Where do I get my mail and supplies?

Graduate student mailboxes are assigned to each student at the time of enrollment. Mailboxes are located in Room C-201. Students also have access to the faculty workroom (C-204) and receive two free reams of paper each semester. Visit A-202 if further assistance is required.

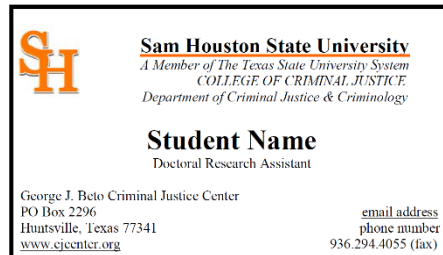
Where do I get a key to my office?

Graduate students are typically assigned office space in the CJ Building. Please pick up your office keys from the College of Criminal Justice Conference Center Coordinator.

Can I get an SHSU business card?

Graduate students are encouraged to purchase business cards at their own expense (250 cost \$14.00 and 500 cost \$18.00). If interested, email Lori Proctor (lkp001@shsu.edu), with the Sam Houston Press, the following information regarding your business card:

1. Name
2. Title – (Doctoral Teaching Fellow, Doctoral Research Assistant, Graduate Research Assistant, etc.)
3. Email address
4. Phone Number (please note that your office number may change)
5. Quantity ordered



Are computers available for graduate students?

Each graduate assistant office has computer workstations. The Graduate Student Lounge is located in the basement of Criminal Justice Building and is open to graduate students enrolled in the Criminal Justice M.A. or Ph.D. program. The lounge has a computer workstation and a printer.

Program Contact Information

Dr. Phillip Lyons (A-254) icc_pml@shsu.edu

Dean of the College of Criminal Justice

Dr. Danielle Boisvert (A-255) dx014@shsu.edu

Senior Associate Dean of the College of Criminal Justice

Dr. Jason Ingram (A-204) jri004@shsu.edu

Chair, Department of Criminal Justice and Criminology

Dr. Wanda Leal (A-206) wel004@shsu.edu

Director of CJC Graduate Programs

- Graduate Schedule and Classes
- Assistantship and Scholarships
- Dissertation/Thesis/Portfolio Questions
- GSO Adviser
- General Questions/Concerns

TBD (A-210)

Director of CJC Academic Programs

- Coordinate with CJ GSO
- Graduate student recruitment, retention, and onboarding
- Graduate program assessments
- General questions/concerns

Aarianna Longino (A-212) abl033@shsu.edu

Graduate Program Coordinator

- Scholarships and assistantships
- Registration
- Admissions
- Advisement
- CJ Orientation
- Ph.D. preview weekend
- CPOS (Curriculum Plan of Study)

Angelia Toliver arg012@shsu.edu

Pleshette Ruiz pnr011@shsu.edu

Administrative Associates (A-202)

- Practice presentations
- Summer research fellowships
- Ph.D. preview weekend
- Publications database
- Ph.D. annual reviews
- Make appointments with Department Chair, Dr. Orrick
- Doctoral teaching fellowship questions

Information Technology Services

IT@ SAM: (936)-294-1950

Building Coordinator/Conference Center Support

Sabrina Rowley: (936) 294-1701

Appendices: Forms & Policies

Doctoral Portfolio

- [Checklist](#)
- [Committee Establishment Form](#)
- [Continuous Enrollment Policy](#)
- [Declaration of Portfolio Defense](#)
- [Expectations Initial Committee Meeting](#)
- [Policy](#)
- [Presentation Guidelines](#)
- [Process](#)

Thesis/Dissertation

- [Declaration of Thesis/Dissertation Defense](#)
- [Dissertation Committee Form](#)
- [Outstanding Dissertation Award Information and Rubric](#)
- [Thesis Committee Form](#)
- [Thesis and Dissertation Initiation Sheet](#)
- [Thesis/Dissertation Guidelines](#)
- [Thesis/Dissertation Timeline](#)
- [Dissertation Route Sheet](#)
- [Thesis Route Sheet](#)

Graduate Student Travel

- [Graduate Student Travel Request Form](#)
- [Travel Reimbursement Form \(save for fillable PDF form\)](#)
- [Travel Expense Report tips and information](#)

Graduate Programs Misc.

- [Application for Early Participation in Commencement Ceremony](#)
- [Doctoral Program Ideal Student Schedule](#)
- [M.A. Program Ideal Student Schedule](#)
- [Outside Employment Guidelines](#)
- [Summer Research Fellowships](#)