Note: The content of this handbook does not constitute nor should it be construed as a contract between any graduate student and the University, the College of Health and Human Services, or the School of Criminology, Criminal Justice, and Emergency Management. The School of Criminology, Criminal Justice, and Emergency Management, at its option, may change, delete, suspend, or discontinue parts or the policy in its entirety, at any time without prior notice subject to the limitations of any formal academic policy enacted by CSULB.
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1 INTRODUCTION

This document has been developed by the Graduate Committee of the School of Criminology, Criminal Justice, and Emergency Management in order to familiarize graduate students with our School and its key policies and procedures as they affect graduate students.

1.1 Welcome

Welcome to the School of Criminology, Criminal Justice, and Emergency Management at California State University, Long Beach (“CSULB”)! We are happy to have you as a new member of our community of scholars. We want to take this opportunity to express our thanks to you for choosing our School as the place for your graduate education. We are honored that you have placed your trust and confidence in us. There is no more important role that we as University faculty play than educating the scholars and professionals of tomorrow. We will do everything in our power to provide you with a world-class education and to create a professional and intellectual environment within which you can fulfill your ambitions and exercise your talents to their fullest.

1.2 Mission

The School of Criminology, Criminal Justice, and Emergency Management evaluates, researches, and serves the justice professions through the interdisciplinary and comparative study of crime and criminal behavior, as well as the policies and systems designed to control criminality. The School promotes life-long learning among students who develop into justice professionals prepared to ethically lead public and private efforts that make communities safer and that promote the equitable application of the law across all boundaries, both perceived and real. Our curricular offerings provide both a substantive and practical knowledge base that links multidisciplinary social-scientific theories and methods with effective and responsible public policy and the ethical practice of the justice professions within a free, multicultural, constitutional democracy.

1.3 School Goals

The School offers interdisciplinary and comparative educational opportunities for students at the certificate, minor, baccalaureate, and master's levels. These curricula rigorously prepare students for entry into the justice professions and/or for admission to graduate programs in criminal justice, criminology, law, and other related fields. Additionally, these curricula are designed to achieve the following goals:

1. **Subject Mastery** – Through the in-depth exploration of social scientific and legal research, the School's students shall learn about the causes of crime; the tools and methods used to study, prevent, and control crime; the institutions, principles, and actors involved in the apprehension, prosecution, punishment, and reintegration of offenders; and the legal and political framework under which the justice system and its primary actors operate.

2. **Cogent and Persuasive Communication** – In addition to fostering the development of substantive and practical knowledge, the major in criminology & criminal justice should hone students’ effective speaking and writing skills, thereby helping them communicate more cogently and persuasively.
3. **Critical Thinking and Problem Solving** – Graduates should be able to raise relevant and critical questions concerning crime and its control and be prepared to meaningfully address such issues from a variety of perspectives. In doing so, students should demonstrate their comprehension of relevant criminological theories and justice structures as well as their ability to practically apply such knowledge to contemporary justice issues, particularly as they relate to the dynamics of inequality in social relations.

4. **Effective Evaluation** – Graduates should be able to read, understand, analyze, and synthesize relevant information, including qualitative and quantitative social scientific data and substantive and procedural legal doctrines relevant to criminal justice, and evaluate the public policy implications of such information.

5. **Professionalism and Ethics** – Graduates must understand the ethical implications of the work of justice professionals and be prepared to act with honesty and integrity as leaders who become agents of positive change in the justice system.

### 1.4 Program-Level Learning Objectives

The master's degree program offered by the School of Criminology, Criminal Justice, and Emergency Management is designed to empower students as critical thinkers, ethical actors, and competent communicators concerning matters of crime and justice at the local, state, national, and international levels, to include, at degree-appropriate levels, the abilities to:

1. assess the philosophy, theories, policies, practices, processes, and reforms of the major institutions of social control;

2. explain the inter-dependent operations of the major components of the criminal justice system (i.e., police, courts, correctional agencies) and the political, legal, ethical, and socioeconomic environments in which they operate, as well as the implications of these relationships for victims, offenders, justice professionals, and society;

3. analyze the major historical and contemporary issues facing the criminal justice system, including events, information, programs, policies, and concepts that affect the operation of criminal justice agencies and actors, as well as issues affecting contemporary urban society and respect for racial, ethnic, cultural, and gender diversity;

4. evaluate the nature, extent, causation, and prevention of crime, including the ability to apply and critique the major theories relevant to those causes;

5. apply the skills and methods in criminology & criminal justice research, including the acquisition, analysis, interpretation, dissemination, and policy implications of both quantitative and qualitative data, and, where appropriate, various skills and methods for conducting basic forensic investigations or crime analysis;

6. apply the philosophy, theories, and principles of substantive, procedural, and evidentiary criminal law that regulate and guide the criminal justice system and its primary actors; and
7. communicate effectively, both orally and in writing, and demonstrate basic knowledge of information technology as applied to criminology & criminal justice research and practice.

1.5 Changes in Policy

This handbook supersedes all previous graduate student handbooks, manuals, and memos. While every effort is made to keep the contents of this document current, The School of Criminology, Criminal Justice, and Emergency Management reserves the right to change, delete, suspend, or discontinue parts or the policy in its entirety, at any time without prior notice subject to the limitations of any formal academic policy enacted by CSULB.
2 DEFINITION AND STATUS

2.1 Graduate Student

As used in this Handbook, a “graduate student” is a person who: has applied to a master's program offered by the School of Criminology, Criminal Justice, and Emergency Management; has been accepted for admission into such a master's program; and has duly matriculated into a master's program offered by the School by registering for courses after having been formally accepted.

2.2 Conditional Graduate Student

As used in this Handbook, a “conditional graduate student” is a person who has applied to a master's program offered by the School of Criminology, Criminal Justice, and Emergency Management; has been conditionally accepted for admission into such a master's program contingent upon the completion of prerequisite courses or upon the achievement of a particular grade point average by a time certain (e.g., after one or two semesters); and who registered for and has taken courses after a conditional acceptance as part of a plan to become a duly-admitted (non-conditional) graduate student.
3 ADMISSIONS

The School of Criminology, Criminal Justice, and Emergency Management offers the Master of Science degree in two venues, both of which require 36 semester units of course work. One option is a traditional program designed to be completed over the course of two academic years (four semesters); it is referred to as the “M.S.” program. The other option is a part-time program offered online for students whose work and/or family schedules prevent them from attending graduate school on a full-time basis. It is referred to as the “M.S.-Online” program and is designed to be completed in 24 months of classes offered exclusively online.

Please note transferring from the MS Online program to the Traditional MS program and vice versa AND enrollment in the MS Online program and taking classes in the Traditional MS program and vice versa are NOT permitted.

3.1 Course Prerequisites

Some of our graduate courses have undergraduate prerequisites that must be taken before graduate students may enroll in them.

A. The four (4) prerequisites are:

1. CRJU 101. Graduate students must have taken CRJU 101: Introduction to Criminal Justice in Society or an equivalent introductory criminology/criminal justice course during their undergraduate careers that exposed them to the primary components of the criminal justice system. Alternatively, students may take a qualifying exam demonstrating their understanding of the criminal justice system at a sufficient level to waive this requirement.

2. CRJU 304. In order to register for CRJU 504: Advanced Criminological Theory, graduate students must have taken CRJU 304: Criminological Theory or an equivalent undergraduate course in theoretical criminology. Alternatively, students may take a qualifying exam demonstrating their understanding of basic criminological theory at a sufficient level to waive this requirement.

3. CRJU 320. In order to register for CRJU 520: Research Methods, graduate students must have taken CRJU 320 or an equivalent undergraduate-level social scientific research methods course (in psychology, sociology, political science, or the like).

4. CRJU 325. In order to register for CRJU 525: Advanced Statistics, graduate students must have taken CRJU 325 or equivalent undergraduate-level social scientific applied statistics course (in psychology, sociology, political science, or the like).

B. Some substitutions for prerequisites are permissible (e.g., a course in theoretical juvenile delinquency or the psychology of criminal conduct may be substituted for criminological theory; applied statistics courses in mathematics may be substituted in lieu of a social scientific statistics course). Contact the Graduate Advisor for details.

C. Prospective graduate students are strongly encouraged to complete the four prerequisite courses before applying to our master’s programs since the completion of
these courses is taken into consideration when making admissions decisions. However, prospective students who have not completed one or more of these prerequisites may still be considered for conditional admission. After successfully completing the prerequisite courses, conditional admitted students will have their status changed to be a duly-admitted graduate student. Conditionally admitted students are advised, though, that any courses taken at CSULB to satisfy prerequisite requirements will be computed into their graduate GPA.

3.2 Application Process

Applying to the master's program in criminology & criminal justice at CSULB requires the application to be electronically submitted to Cal State Apply, transcripts and test scores either sent electronically or emailed to the university (see below; please DO NOT manually complete the transcript information in Cal State Apply), and all supporting documents (essay, recommendation letters, résumé, and evidence of research potential) must be mailed to the School of Criminology, Criminal Justice, and Emergency Management or emailed to the Graduate Advisor of your program (see below).

Please be advised that CSU does not offer application fee waivers for graduate applicants.

Completing the online application and being accepted to the University is only the first step; prospective students must also be admitted to the master's program in criminology & criminal justice.

3.3 Application Materials

All of the following materials must be mailed before the application deadline:

A. University Applications – A complete University Application must be submitted electronically via Cal State Apply. Please note that if you are applying for the M.S.-Online, please indicate this where it asks for “Program of Study.”

B. Additional Evidence of Suitability for Graduate Study – Applicants must select one of the following three options to demonstrate their aptitude for graduate study:

Option 1: The GRE -- We do not require applicants to take the GRE, but applicants who are considering pursuing a master's degree and a PhD are encouraged to submit GRE scores to CSULB directly from Educational Testing Service (ETS) as evidence of their aptitude for graduate study. University Code: 4389; Department Code: 2202.

A score of 4.0 or higher (out of a maximum possible score of 6.0) on the GRE writing test is strongly preferred for unconditional admission to our master's program. Prospective applicants scoring 3.5 or lower on the analytic writing section of the GRE may nonetheless be conditionally admitted to the master's program if, in the sound discretion of the Graduate Committee, the balance of the application strongly evidences that the applicant will succeed in our graduate program.

The School of Criminology, Criminal Justice, and Emergency Management does not require any minimum scores on the verbal or quantitative sections of the GRE General Test.
The GRE General Test is offered year-round at computer-based test centers in the U.S., Canada, and many other countries. To see where you may take the computerized test, visit the ETS Test Center Listing web site.

**Option 2: The LSAT** -- We do not require applicants to take the LSAT, but applicants who are considering pursuing a master’s degree and a law degree are encouraged to submit LSAT scores to CSULB directly from Educational Testing Service (ETS) as evidence of their aptitude for graduate study. University Code: 4389; Department Code: 2202.

**Option 3: Writing Sample** -- Applicants who prefer not to take any standardized tests may submit one (15-25 page) or two (each 7-13 pages) writing samples that evidence their research, writing, and critical thinking abilities. We are particularly interested in writing samples in which applicants synthesized scholarly research in a formal literature review and analyzed actual data, either quantitatively or qualitatively. Papers between 15 and 25 pages in length are encouraged. Papers written for undergraduate or other coursework are permitted.

C. **Letters of Recommendation** – We must receive two (2) current letters of recommendation. Letters from college professors who can address an applicant’s research, writing, and analytical skills are strongly preferred. If, however, an applicant is unable to obtain letters from former professors, then letters from work supervisors who can similarly address research, writing, and analytical skills may be submitted. Please be sure to let references know that their letters of recommendation must be received by CSULB no later than the February application deadline. Letters may be emailed from the recommender to Dr. Dina Perrone (Dina.Perrone@csulb.edu) for the Traditional program or Dr. Alii Malm (Alii.Malm@csulb.edu) for the Online program OR mailed to:

**MS in CCJ Admissions**

School of Criminology, Criminal Justice, and Emergency Management
California State University, Long Beach
1250 Bellflower Blvd., ET-232
Long Beach, CA 90840

D. **Transcripts** – Applicants must submit one set of official transcripts from each and every college and university attended, including those from community colleges. Official transcripts must be sent from those institutions via email to ES-IDPTrans@csulb.edu or snail mail to:

Enrollment Services/Admissions
California State University, Long Beach
1250 Bellflower Blvd.
Long Beach, CA 90840-0106

Please request transcripts in January to avoid delays in reviewing your application. **DO NOT manually complete the transcript information in Cal State Apply.**

Please note: A minimum GPA of 2.5 overall is required for admission into CSULB’s graduate programs. However, the School of Criminology, Criminal Justice, and Emergency Management typically only accepts students who earned a cumulative GPA of 3.0 or higher. Applicants with GPAs between 2.5 and 3.0 will be considered for admission but must present a strong application which helps to compensate for the low GPA (e.g., unusually strong letters of recommendation; high GRE scores; years of experience in criminal justice field; etc.).

E. **Résumé** – Applicants must submit a résumé, which describes the applicant’s educational background, academic achievements (including honors and awards),
extracurricular activities, leadership positions, conference attendances, and relevant work, internship, and volunteer experiences.

F. Essay – Applicants must submit a letter of intent (a formal application essay) between 3 and 5 double-spaced pages in length (i.e., 750 word minimum; 1,250 word maximum). This essay should address all of the following:

- What motivates you to apply for a graduate degree?
- What are your relevant research and practical experiences that qualify you for admission?
- What are your specific areas of interest in criminology or criminal justice practice, policy, and/or research?
- With whom on our faculty you would like to work and why?
- What are your personal goals and objectives for earning a master’s degree in criminology & criminal justice?

Please be sure not to restate the information on your résumé. Rather, you should explain the underlying reasons why you seek a master’s degree in criminology & criminal justice from CSULB (as opposed to earning a different graduate degree or a master’s in criminology & criminal justice at another university offering the degree).

G. International (Foreign) Admission Requirements – International Students are subject to the same admission criteria as non-international students (presented above) plus a minimum TOEFL Score of 100 for the Internet-based or 600 for the paper-based exam.

H. Writing sample(s), résumé, and essay may be emailed under one cover (i.e., one email) to Dr. Dina Perrone (Dina.Perrone@csulb.edu) for the Traditional program or Dr. Aili Malm (Aili.Malm@csulb.edu) for the Online program OR mailed to:

> MS in CCJ Admissions  
> School of Criminology, Criminal Justice, and Emergency Management  
> California State University, Long Beach  
> 1250 Bellflower Blvd., ET-232  
> Long Beach, CA 90840

*Please note:* Any writing sample, résumé, essay, and recommendation letters uploaded via Cal State Apply are neither viewable by nor accessible to the application review committee for the MS in CCJ. You MUST mail or email these documents directly to the corresponding recipient listed above.

### 3.4 Application Deadline

The School of Criminology, Criminal Justice, and Emergency Management admits students once per year for Fall start dates. The Cal State Apply application, transcripts, and test scores, if applicable, must be uploaded to Cal State Apply by February 15th for the traditional program and June 1st for the online program. All supporting documents (essay, recommendation letters, résumé, and evidence of research potential) must be received (NOT postmarked) by February 15th for the traditional program and June 1st for the online program.
3.5 **No Review of Incomplete Applications**

The deadlines listed above in Section 3.5 are the dates on which application files *must be complete*. Applications that are incomplete by the due date will not be reviewed. Applicants are, therefore, strongly encouraged to submit their application materials early.

3.6 **Review of Complete Applications**

The Graduate Committee of the School of Criminology, Criminal Justice, and Emergency Management reviews all complete applications shortly after the application deadline. Applicants to either master’s program should expect to be notified of the Committee’s decision no later than April 15th.

3.7 **Financial Assistance**

For information about financial aid and/or scholarships, students should refer to the following resources:

A. The [Cal State Apply](https://calstateapply.com) website has general financial aid information, links to scholarship databases, and other valuable campus information;

B. The website for information on Federal Aid Programs: [https://www2.ed.gov/about/offices/list/ope/index.html](https://www2.ed.gov/about/offices/list/ope/index.html)

C. The websites [http://www.fastweb.com](http://www.fastweb.com) and [http://www.finaid.org](http://www.finaid.org) for additional scholarship information;

D. The Office of Financial Aid (562-985-4641) for information about available scholarships and/or loans;

E. The website [www.fafsa.ed.gov](https://www.fafsa.ed.gov) to obtain a FAFSA application to complete and submit to determine eligibility and availability of federal and/or state financial support;

F. The following website, [http://web.csulb.edu/divisions/aa/grad/](http://web.csulb.edu/divisions/aa/grad/), has regional, state, and federal scholarships and CSULB scholarships.

G. The website, [www.fastweb.com](https://www.fastweb.com), offers students the opportunity to construct a personal financial aid profile. From this information, these organizations determine which scholarships, loans, grants, etc. are appropriate for the student. They also email students periodically when new and appropriate scholarships are introduced into their databases.

3.8 **Out-Of-State Tuition Waivers**

Students who are U.S. citizens but whose domicile (permanent reside) is located outside the state of California may apply for an Out-Of-State Tuition Waiver. Waivers are given on a limited basis and only to students whose undergraduate GPA and GRE scores are exemplary. Students interested in applying for such a waiver should contact the Graduate Advisor – Dr. Dina Perrone ([dina.perrone@csulb.edu](mailto:dina.perrone@csulb.edu)) of the School of Criminology, Criminal Justice, and Emergency Management.
4 WHAT TO DO AFTER YOU HAVE BEEN ACCEPTED

4.1 Notification of Intent to Matriculate

Students are notified of their acceptance into one of the master's programs in the School of Criminology, Criminal Justice, and Emergency Management by our Graduate Advisor. Upon receiving an offer of admission, a student must contact the Graduate Advisor with his/her decision whether the student will accept or decline the offer of admission.

4.2 Registration Using MyCSULB

A. Your CSULB ID Number – Upon your admission to the University, you were assigned a CSULB identification number. It should have been sent to your mailing address. When you receive it, make sure that you keep that number because you will need it to register for your classes.

B. Registration – After you have your CSULB ID number, you may register for classes using MyCSULB.

1. All graduate students in the traditional M.S. program must register for the following three classes in their first semester of study:
   a. CRJU 501: Proseminar and Professional Writing
   b. CRJU 504: Advanced Criminological Theory
   c. CRJU 520: Advanced Criminal Justice Research Methods

2. If you experience problems registering for any course, contact the School of Criminology, Criminal Justice, and Emergency Management’s Graduate Advisor. He/she/they can help you troubleshoot registration issues, usually by issuing electronic permits for you to register for specific courses that may have prerequisites.

C. Check the online CSULB Schedule of Classes (or look online at MyCSULB) to determine when and where each of yours courses will meet. Make a note of the meeting times and locations so that you know where you will need to go for your first class. Students should download a map of CSULB’s campus in order to help them locate campus buildings. Maps are available online at this link: http://daf.csulb.edu/maps/

4.3 CSULB Student ID Card

Go to the ID Card Services Office located on the southwest end of The University Bookstore building (facing the Psychology Building). Present a photo ID (driver's license, state ID card, passport, etc.); proof of registration; and a completed agreement form. You will need your CSULB ID Card to check-out books from library services, computer lab access, copier and print services, access to school entertainment, sporting events, obtain software, and use various other facilities on-campus.
4.4 CSULB Email

A. **Official CSULB Account Required** – All graduate students in the School of Criminology, Criminal Justice, and Emergency Management are **required** to have an official CSULB email account and use it as their primary means of electronic communication for all university-related business and activities. While the CSULB computer systems allow students to designate other non-official email accounts as their primary mode of contact (e.g., an account through Yahoo, Gmail, Hotmail, or your home internet service provider), the School requires that its graduate students register their official CSULB email account as their primary method of communication with the university and, therefore, the School. Email messages from the School Director and Graduate Advisor will only be sent to official CSULB email addresses. Thus, failing to use your official CSULB email address will mean you will miss important information about meetings, conferences, upcoming deadlines, scholarships, research opportunities, changes in the schedule of classes, course cancellations, registration, and both the qualifying and comprehensive examinations.

B. **Creating an Account** – After you have a CSULB student identification number, you may create your email account online.

If you have any problems, or if the system will not allow you to create an email account online, e-mail the CSULB Help Desk at helpdesk@csulb.edu or call the Help Desk at 562-985-4959 for assistance establishing an official CSULB email account.

C. **Setting Your CSULB Account as Your Default Email Account** – After your @student.csulb.edu e-mail account is set up, you still need to configure your e-mail account at My.CSULB.edu.

1. Go to [http://my.csulb.edu](http://my.csulb.edu) and sign-in using your CSULB ID number and password.

2. Under "My Menu," click on either "Personal Portfolio Home" or "My Personal Information" (whichever options appears for you).

3. Under "Contact Information," click on "E-mail Addresses."

4. Change your default e-mail address to the @student.csulb.edu address; then check the "preferred" box. This will activate your @student.csulb.edu as the default e-mail address for all electronic communications that CSULB and its employees send to you. If you need help, experience problems, or are simply unsure if you have done everything correctly, call the Computer Help Desk at: (562) 985-4959.

D. Once your email is setup and finalized, please email the CCJEM administrator to be placed on the CRJU-Grad listserv. The Graduate Advisor will regularly send important emails to the grad students via this listserv.

E. **Checking Email Regularly** – Because email is the official means by which the School will communicate with its graduate students, it is your responsibility to check your CSULB e-mail account regularly. We highly recommend that you check your e-mail at least once per day.

F. **E-mail Etiquette** – All email correspondence with faculty members should comply with the following guidelines:
1. **Subject Line** – Please reference a relevant subject in the subject line of the e-mail (e.g., “Mid-Term in CRJU 504”; “Thesis Progress”; “Need an Appointment for Help with Assigned Reading”; etc.) so that your message does not get “lost” among the dozens (sometimes even hundreds) of e-mail messages that faculty members receive each day.

2. **Salutation** – It is considered good form to begin any correspondence with a polite greeting such as, “Dear Dr. _______” or “Dear Professor ______.” This displays respect and modesty, both of which are simply good etiquette as well as good strategy. If you are trying to elicit a response that may require some effort on the part of the respondent, certainly it makes good sense to present yourself as intelligent and polite. It is never a good idea to address an email to “Professor” (without more); after all, you probably would not appreciate being referred to as “student” by your professors.

3. **Identify Yourself** – Any and all e-mail messages you send to me must be “signed” with both your first and last name; failure to comply with this directive will result in your e-mail message being discarded.

4. **Compose Thoughtfully** – While your friends and relatives may not care if you use proper grammar, spell correctly, use slang, or punctuate, the same is not true of formal correspondence. Ignoring the most basic rules of grammar or failing to take the time to proofread correspondence directed to faculty or staff will only serve to make you appear uneducated and unconcerned. This means that you ought not use “instant messaging” shorthand in email correspondence. Messages that are written with e-jargon such as “I M going 2 B L8 2day” will be ignored. Worse yet, you may make such a negative impression in your email correspondence with faculty members that they will remember that when you ask them to serve on a thesis committee or write you a letter of recommendation. So, be professional!

5. **Timing** – It is unwise to send an email message late at night when the question needs to be answered before class the next morning. So plan ahead! As a rule, any properly-labeled and signed e-mail message that you send to a faculty member will usually receive a response within 24 hours to 48 hours, although longer response times may occur over weekends, holidays, furloughs, or vacation periods.

### 4.5 Parking

In order to park on the CSULB campus, a valid virtual parking permit is required. To obtain your virtual parking permit, please visit: [https://csulb.t2hosted.com/cmn/auth_ext.aspx](https://csulb.t2hosted.com/cmn/auth_ext.aspx). You can purchase parking for the entire academic or calendar year. For information on the virtual parking permit, please visit: [https://www.csulb.edu/parking-and-transportation-services/permit-information](https://www.csulb.edu/parking-and-transportation-services/permit-information)

### 4.6 Academic Load

Nine (9) units of graduate coursework per semester is the normal academic load for a full-time graduate student. If a candidate wishes to exceed this limit, it should be discussed with the Graduate Advisor. Under no circumstances should full-time graduate
students exceed twelve (12) units in a semester. Students who are employed full-time are advised not to exceed six (6) units per semester.

4.7 Graduate Student Orientation Session

Each fall, the School of Criminology, Criminal Justice, and Emergency Management hosts a mandatory orientation session the first week of the Fall semester for students who are matriculating into the master’s program in criminology & criminal justice. It lasts between 60 to 90 minutes and is followed by a mixer. The session provides an overview of the School, its programs, its faculty, and this Handbook. Academic advising and assessment of entering students’ knowledge base also occur. When that information session concludes, we will convene for a mixer that other faculty members in the School of Criminology, Criminal Justice, and Emergency Management, as well as many of our current graduate students attend. Thus, your attendance at this session will not only orient you as a new master’s student in our School but will also allow you to make new social connections with your professors and peers.
5 DEGREE REQUIREMENTS

The master’s degree in criminology & criminal justice requires 36 semester units of course work. The program consists of six core courses and between four and six elective courses.

Please note transferring from the MS Online program to the Traditional MS program and vice versa AND enrollment in the MS Online program and taking classes in the Traditional MS program and vice versa are NOT permitted.

5.1 18 Units of Required Core Courses

All graduate students must complete the following core courses with a grade of A or B. Graduate students earning a C or below in a core course will be required to retake the course for a passing grade. The core courses are:

- CRJU 501: Proseminar and Professional Writing (3 units)
- CRJU 504: Criminological Theory (3 units)
- CRJU 520: Advanced Criminal Justice Research Methods (3 units)
- CRJU 525: Advanced Statistics for Criminal Justice (3 units)
- CRJU 535: Justice Policy (3 units)
- CRJU 555: Law and Social Control (3 units)

5.2 Other Courses

All graduate students must have adequate knowledge of criminal justice ethics. If a similar course was not completed during previous studies (undergraduate or graduate), students must complete the following:

- CRJU 530: Criminal Justice Ethics, Values, & Diversity (3 units)

This course will apply to your elective units. Accepted students are notified in their acceptance letter if the class is needed. However, if a student received notification that this class is needed but thinks this requirement was satisfied, the student shall bring their transcripts to the Graduate Advisor for a meeting.

5.3 Successful Completion of the Qualifying Examination

Regardless of whether a student plans to write a thesis or take the comprehensive examination as his/her/their capstone experience, all students must take and pass the qualifying examination (also known as the “qualifier”) in order to advance to candidacy.

A. Qualifying Exam Eligibility – To be eligible to take the Qualifying Examination, the student must:

   i. Be duly-enrolled at CSULB in the Master of Science program in Criminology and Criminal Justice;
   ii. Not be academically disqualified or on academic probation;
   iii. Not currently be on an educational leave;
   iv. Have passed or is passing with a B or higher, CRJU 504, CRJU 520, and CRJU 525; and
i. “Advanced to candidacy” prior to taking this exam, but their cumulative grade point average fell below a 3.00
Or
ii. Failed to maintain continuous enrollment in courses or in GS 700;
Or
iii. Completed the coursework required to “advance to candidacy” with a GPA of 3.00 or higher and successful completion of this exam will enable them to “advance to candidacy.”

v. Register for the Qualifying Exam by your Graduate Advisor (Traditional: Dr. Dina Perrone Dina.Perrone@csulb.edu; Online: Dr. Aili Malm: Aili.Malm@csulb.edu)

B. Structure and Composition of the Exam – The qualifier is comprised of between 120 and 150 multiple-choice questions. It tests three subjects: criminological theory (CRJU 504), criminal justice research methods (CRJU 520), and applied statistics in criminal justice (CRJU 525). The qualifying exam is administered over the course of three hours. Here is the approximate breakdown of questions:

Table 1: Structure of Multiple-Choice Qualifying Examination

<table>
<thead>
<tr>
<th>Criminological Theory</th>
<th>Research Methods</th>
<th>Statistics</th>
</tr>
</thead>
<tbody>
<tr>
<td>70-75 Questions</td>
<td>30-35 Questions</td>
<td>20-25 Questions</td>
</tr>
<tr>
<td>Approximately 57% of Exam</td>
<td>Approximately 25% of Exam</td>
<td>Approximately 18% of Exam</td>
</tr>
</tbody>
</table>

Everything tested on the multiple-choice qualifying examination should have been covered in CRJU 504, CRJU 520, and CRJU 525. In fact, the textbooks used in those three courses should be all most students need in order to prepare for the qualifier.

C. Timing of the Exam – The qualifying examination is administered at different times depending upon whether students are in the traditional M.S. program or the M.S.-Online program.

1. Traditional M.S. Students – Because all traditional graduate students take CRJU 504 and CRJU 520 in the fall semester of their first year of graduate study, and then take CRJU 525 in the spring semester of their first year of graduate study, all traditional graduate students are expected to take the qualifying examination at the end of their first year in the master’s program (usually in May).

Students who pass the qualifying examination and who have also successfully completed CRJU 501 during their first year of traditional study (see roadmap on page 27) will then “advance to candidacy” (see Part 6). Students who fail the qualifier will be permitted to continue taking courses and have the opportunity to take all areas of the qualifier a second time. If passed the second time around, students will then advance to candidacy (provided they have also successfully completed CRJU 501 and have a 3.0 GPA). Any student who fails the qualifier on the second attempt, however, will be disqualified from the M.S. program.

2. Online M.S. Students – Students in the M.S.-Online program will take the qualifier as soon as practicable after completing CRJU 504, CRJU 520, and CRJU 525. That should be approximately one year after the start of a new cohort. Students who pass the qualifying examination will be advanced to candidacy after they successfully complete CRJU 530 (unless waived). Students
who fail the qualifier will be permitted to continue taking courses in the M.S.- Online program while studying to retake the qualifier. If the student passes the qualifying exam the second time around, he/she/they will then advance to candidacy (after completing CRJU 501 and CRJU 530). If, however, a student fails the qualifier on the second attempt, he/she/they will be disqualified from the M.S.-Online program.

D. Grading – The qualifier is graded on a pass/fail basis. We expect students to be able to earn a 70% in each of the areas and overall the exam. We may, however, adjust for exam difficulty by converting raw scores on an exam to standardized Z scores. (If you do not know what a Z score is, you need to study your statistics before taking the qualifying exam.) Thus, we may “curve” the test to a certain degree if it appears one version of the test was considerably more difficult than another. In most instances, students who score within a standard deviation of the mean generally pass the test. Students who score more than one standard deviation below the mean usually fail the exam.

E. Pass Rate – To date, our pass rates have been quite high. As illustrated in Table 2, over 75.0% of all students who have taken the qualifier have passed it since we first administered the exam in the spring of 2008. Moreover, the pass rate increases when retests are taken into account. Specifically, of the people who failed the qualifying exam the first time and then retook the exam for a second time, only 14 students of 212 (6.6%) failed the exam a second time. That, of course, means that 93.4% of master’s students pass the qualifier within the two attempts they are permitted.

F. Table 2: Qualifying Exam Pass Rates on First Attempt

<table>
<thead>
<tr>
<th>Date</th>
<th>Students Passing Qualifying Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 2008</td>
<td>41 of 49 (84%)</td>
</tr>
<tr>
<td>December 2008</td>
<td>27 of 29 (93%)</td>
</tr>
<tr>
<td>February 2009</td>
<td>18 of 19 (95%)</td>
</tr>
<tr>
<td>May 2009</td>
<td>11 of 22 (50%)</td>
</tr>
<tr>
<td>December 2009</td>
<td>12 of 23 (52%)</td>
</tr>
<tr>
<td>May 2010</td>
<td>28 of 35 (80%)</td>
</tr>
<tr>
<td>December 2010</td>
<td>4 of 11 (36.4%)</td>
</tr>
<tr>
<td>May 2011</td>
<td>5 of 11 (45.5%)</td>
</tr>
<tr>
<td>May 2012</td>
<td>6 of 6 (100%)</td>
</tr>
<tr>
<td>May 2013</td>
<td>7 of 7 (100%)</td>
</tr>
<tr>
<td>May 2014</td>
<td>6 of 7 (86%)</td>
</tr>
<tr>
<td>May 2015</td>
<td>3 of 5 (60%)</td>
</tr>
<tr>
<td>December 2015</td>
<td>1 of 2 (50%)</td>
</tr>
<tr>
<td>May 2016</td>
<td>9 of 12 (75%)</td>
</tr>
<tr>
<td>December 2016</td>
<td>1 of 1 (100%)</td>
</tr>
<tr>
<td>May 2017</td>
<td>8 of 10 (80%)</td>
</tr>
<tr>
<td>August 2017</td>
<td>1 of 1 (100%)</td>
</tr>
<tr>
<td>May 2018</td>
<td>10/11 (91%)</td>
</tr>
<tr>
<td>Totals</td>
<td>199 of 261 (76%)</td>
</tr>
</tbody>
</table>

5.4 15 Units of Elective Courses and a Capstone Experience

A. Traditional M.S. Students – Graduate students in the traditional master’s program have two options to complete the master’s in criminology & criminal justice.
1. **Thesis Option** – Graduate students may elect to take three (3) elective courses totaling at least nine (9) credit units and take both CRJU 694: Thesis I (3 units), and CRJU 698: Thesis II (3 units).

2. **Comprehensive Examination Option** – Graduate students taking the comprehensive exam must take four (4) elective courses, totaling at least 12 credit units, enroll in CRJU 695 the semester they are taking the exam, and pass the comprehensive examination.

Details about both capstone experiences are contained in Parts 7 and 8 of this Handbook.

**B. Online M.S. Students** – Graduate students in the Online program are strongly encouraged to complete the master’s degree by taking and passing the comprehensive examination. Details about the exam are contained in Part 7 of this Handbook.

### 5.5 Authorized Graduate Elective Courses

Any of the following courses may be used to satisfy the elective requirements for the master’s degree.

- CRJU 601: Victimology (3 units)
- CRJU 604: Terrorism, Homeland Security, & Criminal Justice (3 units)
- CRJU 605: Crime Analysis (4 units)
- CRJU 606: Delinquency and the Juvenile Justice System (3 units)
- CRJU 608: Serial Killers & Psychopaths: The Psychology of the Criminal Mind (3 units)
- CRJU 609: Drugs and the Drug War (3 units)
- CRJU 621: Administration & Management of CJ Organizations (3 units)
- CRJU 623: Correctional Environments (3 units)
- CRJU 631: Legal Issues in Criminal Justice (3 units)
- CRJU 640: Criminalistics: Forensic Science in the Crime Laboratory (3 units)
- CRJU 641: Investigating High-Tech Crimes (3 units)
- CRJU 642: Forensic Psychology & the Criminal Justice System (3 units)
- CRJU 643: Forensic Pathology & the Medical-Legal Investigation of Death (3 units)
- CRJU 661: Sex, Sexuality, Crime, and Punishment (3 units)
- CRJU 670: Qualitative Approaches to Criminal Justice Research (3 units)
- CRJU 690: Advanced Special Topics in Criminology & Criminal Justice (3 units)
- CRJU 691: Instructional Strategies for Criminal Justice Professionals (3 units)
- CRJU 695: Directed Readings/Independent Study in Criminal Justice (3 units)
- CRJU 697: Directed Research in Criminology & Criminal Justice (3 units)

With the written consent of the Graduate Advisor, graduate-level courses in related disciplines (e.g., psychology, public policy, social work, sociology, political science, law) may also be used to satisfy the elective requirements for the master’s degree in criminology & criminal justice.

### 5.6 Restrictions on Specific Graduate Elective Courses

**A. CRJU 690: Advanced Special Topics in Criminology & Criminal Justice** – Students may take up to a maximum of three (3) different special topics courses, totaling a maximum of nine (9) units.
B. **CRJU 691: Instructional Strategies for Criminal Justice Professionals** – Graduate students interested in enrolling in CRJU 691 and serving as a teaching assistant ("TA") must complete the *CRJU 691 Instructional Strategies Intent to Enroll Form*, have it signed by their first choice faculty member, and submit it to the Graduate Advisor. The Graduate Advisor, in consultation with the School Director and Graduate Committee, will consider preferences, School and course need, and professor willingness to supervise, when matching graduate students with professors and courses. To enroll, the *CRJU 691 Teaching Assistant and Supervising Professor Contract* must be signed and submitted to the Graduate Advisor. Students may take this course twice (over two different semesters) earning a maximum of six (6) units for serving as a TA. Students may TA for different courses and/or professors per semester. Students are not permitted to enroll in CRJU 691 in the spring semester if they have not completed the fall seminar section of the course.

C. **CRJU 695: Directed Readings/Independent Study in Criminology & Criminal Justice** – Students who are interested in studying a topic that is not offered in our curriculum may seek permission from the Graduate Advisor to engage in independent study on the topic. If approved, a student doing an independent study will be assigned a faculty supervisor with whom the student must develop a plan of study and the assessments on which the student’s performance will be based. As a rule, students taking an independent study are expected to write a comprehensive 25-30 page term paper evidencing their mastery of the self-studied material. If approved, students may take CRJU 695 twice (over two different semesters), thereby earning a maximum of six (6) units towards their master’s degree through independent studies. CRJU 695 is required for those students completing the comprehensive exam. Students must enroll in CRJU 695 the semester they are taking the exam. A grade for CRJU 695 is not received until the student passes the comprehensive exam. In the interim, a grade of RP will be listed on the transcript.

D. **CRJU 697: Directed Research in Criminology & Criminal Justice** – This course is by invitation only. Faculty members who seek to mentor graduate students in research will invite students to work with them on research projects. Students may earn up to six (6) units of academic credit toward their master’s degree for working with a full-time faculty member on his/her/their research.

### 5.7 Transfer Credit

A. A maximum of six (6) units of *graduate credit* may be transferred from another accredited university provided that a grade of “B” or higher was earned. Any course(s) with a grade of “C” or lower will not be accepted as transfer credit toward the master’s degree in criminology & criminal justice.

B. No graduate credit shall be awarded for any undergraduate course work taken to complete the requirements of an undergraduate degree.

C. No graduate credit shall be awarded for any undergraduate course taken to fulfill the prerequisites for the master’s degree in criminology & criminal justice listed in Section 3.1 of this Handbook, regardless of whether the courses were taken as part of the requirements of an undergraduate degree or if they were taken after the completion of a baccalaureate degree.
5.8 Limitations on Credit by Examination

A. No “credit by examination” may be used to satisfy master’s degree requirements. Master’s students may, however, seek “credit by examination” for prerequisite courses or to demonstrate competency in ethical foundations of criminal justice. Requests for such examinations must be made to Graduate Advisor and approved by the School Director. Credit by examination is restricted to courses published in the current CSULB Catalog.

B. All course credit by examination will be recorded as CR (Credit) and will not be included in calculation of grade-point averages. Such credit may not be used to remove a grade of “D” or “F” in a course already attempted, nor may course credit by examination be granted for any course which is a prerequisite to one for which credit has already been received.

5.9 Limitation on Credit Units Earned While Not Matriculated

Students who are conditionally admitted to a master’s program in criminology & criminal justice may take graduate courses as a non-matriculated student though Open University, a program run through CSULB’s College of Continuing and Professional Education. If units are earned in this manner and a student subsequently applies to and is accepted into a graduate program at CSULB, a maximum of nine (9) units may be counted toward a master’s degree. Thus, any credit earned while on non-matriculated status in excess of nine (9) units may not be used to satisfy any of the unit requirements for the master’s degree in criminology & criminal justice.

5.10 Limitations on Taking Undergraduate Courses for Elective Credit

Graduate students are expected to complete their elective courses using the classes listed above in Section 5.4. Under limited circumstances, though, the Graduate Advisor may approve a maximum of two (2) undergraduate courses to satisfy graduate elective course requirements, provided such courses are taken for graduate-level credit. This means additional graduate-level expectations apply, which generally include writing and research requirements beyond those listed in the undergraduate syllabus for the course. Graduate students electing to take undergraduate courses for graduate credit must clarify such requirements with the course instructor, Graduate Advisor, or School Director. Only the following undergraduate courses may be taken for graduate credit with the approval of the Graduate Advisor:

- CRJU 402: Crime and Inequality (3 units)
- CRJU 403: Comparative Criminal Justice and Transnational Crimes (3 units)
- CRJU 407: White Collar Crime (3 units)
- CRJU 410: Police Administration (3 units)
- CRJU 412: Criminal Investigation (3 units)
- CRJU 420: Legal Aspects of Corrections (3 units)
- CRJU 421: Probation, Parole, and Community Corrections (3 units)
- CRJU 422: Correctional Counseling (3 units)
- CRJU 430: Criminal Evidence and Trials [Mock Trial] (3 units)
- CRJU 450: Domestic Violence and the Criminal Justice System (3 units)
- CRJU 491: Internship (3 units)
- CRJU 492: Internship (6 units)

With the written consent of the Graduate Advisor, 400-level courses in related disciplines (e.g., psychology, public policy, social work, sociology, political science, law) may also be used to satisfy the elective requirements for the master’s degree in criminology & criminal justice.
## First Year of Traditional Study for All M.S. Students

<table>
<thead>
<tr>
<th>Fall (Semester 1)</th>
<th>Spring (Semester 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course</strong></td>
<td><strong>Units</strong></td>
</tr>
<tr>
<td>1. CRJU 501: Proseminar and Professional Writing*</td>
<td>3</td>
</tr>
<tr>
<td>2. CRJU 504: Criminological Theory*</td>
<td>3</td>
</tr>
<tr>
<td>3. CRJU 520: Advanced CJ Research Methods*</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

*All of these courses must be completed with a grade of "B" or higher.

Note: CRJU 501, 504 and CRJU 520 are only offered the fall semester. CRJU 525 and CRJU 555 are only offered in the spring semester. Students MUST take these five required courses in the semesters indicated above.

## Second Year of Traditional Study for Students Completing the Degree via Comprehensive Examination

<table>
<thead>
<tr>
<th>Fall (Semester 3)</th>
<th>Spring (Semester 4)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course</strong></td>
<td><strong>Units</strong></td>
</tr>
<tr>
<td>1. CRJU 535: Justice Policy</td>
<td>3</td>
</tr>
<tr>
<td>2. Any CRJU Elective Approved for Graduate Credit</td>
<td>3</td>
</tr>
<tr>
<td>3. Any CRJU Elective Approved for Graduate Credit</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

CRJU 535: Justice Policy must be completed with a grade of "B" or higher.

At the end of the second year of study, students who opt to complete the M.S. degree by examination must take and pass the comprehensive examination.

## Second Year of Traditional Study for Students Completing the Degree by Writing a Thesis

<table>
<thead>
<tr>
<th>Fall (Semester 3)</th>
<th>Spring (Semester 4)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course</strong></td>
<td><strong>Units</strong></td>
</tr>
<tr>
<td>1. CRJU 535: Justice Policy</td>
<td>3</td>
</tr>
<tr>
<td>2. CRJU 694: Thesis I</td>
<td>3</td>
</tr>
<tr>
<td>3. Any CRJU Elective Approved for Graduate Credit</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

CRJU 535: Justice Policy must be completed with a grade of "B" or higher.

At the end of the second year of study, students who opt to complete the M.S. degree by thesis must submit a thesis approved by all committee members to the School Director at least four weeks in advance of the library’s thesis-submission deadline.

Notes:
- Elective courses must be selected from CRJU 540, 550, 561, 601, 604, 606, 608, 609, 621, 623, 631, 640, 641, 642, 643, 661, 670, 690, 691, and 697. In addition, students may take a maximum of six (6) units of undergraduate-level elective courses from 402, 403, 407, 410, 412, 420, 422, 430, 450; 491, 492.
- Students may take a maximum of six (6) units of CRJU 623. Students may take a maximum of nine (9) units of CRJU 690. Students may take a maximum of six (6) units of CRJU 695. Students may take a maximum (6) of six units of CRJU 697. Students may take a maximum of six (6) units of CRJU 691 during the second year of graduate study.
- Students who do not meet all four of the prerequisite courses at the start of their graduate program must complete them during the first year of study. Students who lack one or more of the prerequisite courses need to design a plan for degree-completion in consultation with the Graduate Advisor.
- Students who TA during their second year of graduate study are required to enroll in CRJU 691 during the semester in which they are TAing. Students may not TA in subsequent semesters if they did not complete CRJU 691 with a grade of “B” or higher.
5.11 Course Sequence Considerations

The traditional M.S. degree program in criminology & criminal justice is designed to be completed in two academic years (four semesters). To facilitate students completing their degrees within this timeframe, we strongly suggest that students follow the degree-completion roadmap contained on page 26 of this Handbook.

If students need to vary from the sequence of courses as listed on the roadmap for any reason (the most common of which is completion of prerequisite courses), they should make an appointment with the Graduate Advisor to develop an alternate roadmap.

5.12 Grades

Students must earn a grade of “B” or higher in all required core curriculum courses (i.e., CRJU 501, CRJU 504, CRJU 520, CRJU 525, CRJU 535 and CRJU 555). Students who earn below a “B” shall repeat the course. Students may earn grades of “C” or higher in all other graduate coursework. However, MS students must maintain a minimum of a 3.0 GPA.

A. Definitions – The following definitions apply to grades assigned in graduate courses:

“A” Performance of the student has been at the highest level, showing sustained excellence in meeting all course requirements and exhibiting an unusual degree of intellectual initiative.

“B” Performance of the student has been at a high level, showing consistent and effective achievement in meeting course requirements.

“C” Performance of the student has been at an adequate level, meeting the basic requirements of the course, but performing at a level below that expected of graduate work.

“D” Performance of the student has been less than adequate, meeting only the minimum course requirements.

“F” Performance of the student has been such that minimal course requirements have not been met.

“RP” Report in Progress. The “RP” symbol is used in connection with courses with requirements that may take more than one academic term to complete (e.g., CRJU 694: Thesis I, CRJU 698: Thesis II). The “RP” symbol indicates that work is in progress, but the assignment of a final course grade must await completion of additional work. Re-enrollment is permitted prior to assignment of a final course grade provided the cumulative units attempted do not exceed the total number applicable to the student’s educational objective. Work is to be completed within one (1) calendar year immediately following the end of the term during which it was assigned, except for graduate degree theses. If the “RP” symbol is not replaced by a final course grade within the specified time period or prior to the student’s declared graduation date, it will be changed to a “W.” An “RP” symbol cannot be replaced by an “I” (Incomplete) symbol; an “I” is not a final course grade.

“I” Incomplete. Indicates that a portion of the required course work has not been completed and evaluated in the prescribed time period due to unforeseen, but
fully justified, reasons and that there is still a possibility of earning credit. This grade must be made up within one calendar year immediately following the end of the term during which it was assigned, regardless of whether or not the student maintains continuous enrollment. Failure to complete the assigned work automatically results in an “I” being converted to an “F” for the course in question.

“W” Withdrawal. Indicates that a student formally withdrew from the course. It carries no connotation of quality of student performance and is not used in calculating grade point average. See Section 5.11 for more information about how the School of Criminology, Criminal Justice, and Emergency Management interprets and applies the University’s policies on course withdrawals.

“WU” Unauthorized Withdrawal. The symbol “WU” indicates that an enrolled student did not complete course requirements but did not withdraw from the course. It is used when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible (letter grades “A” - “F” or an “Incomplete”). For purposes of grade point average this symbol is equivalent to an “F.” A student who receives a “WU” may not complete additional work and have the “WU” changed to a letter grade.

B. Minimum Passing Grade of “B” in Required Courses – Students must earn grades of “A” or “B” in all of their required, core curriculum courses (CRJU 501, CRJU 504, CRJU 520, CRJU 525, CRJU 530, CRJU 535, CRJU 555). Thus, any student earning a “C” or lower in any of these core curriculum courses must repeat the course. Please note that there is no grade forgiveness (“repeat/delete”) policy in effect for graduate students. Thus, if a student needs to repeat a course, the grades earned the first time the student took the course will continue to be counted in the student’s graduate grade point average.

C. Minimum Passing Grade of “C” in Elective Courses – No course in which a letter grade lower than a “C” has been earned may be used to fulfill the requirements of the master’s degree in criminology & criminal justice, although both “D” and “F” grades are computed in students’ cumulative grade point average. Graduate students are warned, however, that a maximum of two grades of “C” may be earned while matriculated in a master’s degree program in criminology & criminal justice. Students who earn three (3) or more grades of “C” will be dismissed from the program.

D. “CR/NC” – Graduate students may enroll in undergraduate courses on a “Credit/No Credit” basis. However, no course in which a grade of “CR” has been assigned may be used to fulfill the requirements for the master’s degree. Thus, such courses are only for students’ edification.

E. Minimum GPA for Graduation – No student will be awarded the master’s degree in criminology & criminal justice without a cumulative GPA of 3.0 or higher.

5.13 Withdrawal Policy

A. Withdrawal in the First Two Weeks of a Semester – Students may withdraw during this period and the course will not appear on their permanent transcripts. To do this, a student must file a Complete Withdrawal Application to drop all classes or a Petition to Withdraw from a specific class or classes. Fees are not refundable after the second week of classes.
B. **Withdrawal between the Second and Twelfth Week of a Semester** – Withdrawals during this period of a semester are permissible only for “serious and compelling reasons.”

1. To withdraw from a course during this period, students must file a “Petition to Withdraw from a Class.” The form is available online at this link:


2. When completing the form, the student must state the “serious and compelling” reason(s) why he/she/they is seeking the withdrawal. Students are well-advised that the “W” is not intended to be used as a mechanism to avoid receiving the grade one has duly earned. Thus, poor performance in a course never constitutes a “serious and compelling reason,” and no course withdrawals will be authorized on the basis of a student earning low grades in a course.

3. The withdrawal must first be authorized by the professor teaching the course from which the student seeks to withdraw.

4. If the professor agrees to authorize the withdrawal by signing the Petition, the student must then obtain the permission of the School Director to withdraw. Students are forewarned that that the School Director may use more stringent criteria to assess whether a student has a “serious and compelling reason for withdrawing from a course than the criteria used by individual professors. Indeed, students should be aware that the definition of “serious and compelling reasons” as applied by faculty and administrators becomes narrower as the semester progresses. As a rule, the School Director will authorize withdrawals from courses only if: (a) the student consistently made serious attempts to succeed in the course; and (b) the student is able to explain serious and compelling reasons for his/her/their need to withdraw from the course. If these criteria are not met, the School Director will not authorize your withdrawal from any course unless there is an emergency situation necessitating withdrawal, such as accident or serious illness.

C. **Withdrawal During the Final Three Weeks of a Semester** – Withdrawals in the final three weeks of a semester are not granted absent the most serious and compelling of reasons, such as the documented death of an immediate (not extended) family member; a documented, serious medical condition that requires withdrawal from all courses; a call from reserve to active military service; etc. The procedure for withdrawal during this period are the same as in subsection B (above) with the addition that the Dean or Associate Dean of the College of Health and Human Services must also approve the student's request for withdrawal.

5.14 **Academic Probation**

Graduate students, including those conditionally admitted, must maintain an overall GPA of 3.0 at all times and in all units attempted subsequent to admission to the degree program. This requirement includes any undergraduate prerequisite coursework that a conditionally-admitted graduate student must complete. Students who fail to maintain a GPA of 3.0 or higher will be placed on academic probation.
5.15 Academic Disqualification Based on Grades

Once placed on academic probation, a student is given two semesters to bring his/her GPA to a minimum of 3.0. Only grades earned in major courses can offset a GPA deficiency in the major, and only grades earned at CSULB can offset a GPA deficiency at CSULB. Students unable to achieve the 3.0 GPA minimum will be disqualified from the graduate program. Disqualification will prevent the student from any further enrollment at CSULB.

5.16 Academic Disqualification Based on Academic Dishonesty

Section 13.13 contains the Academic Integrity Policy of the School of Criminology, Criminal Justice, and Emergency Management. Any student who violates that policy by engaging in an act of academic dishonesty may be disqualified from the graduate program on that basis alone, regardless of the student's grade point average. As with disqualification based on low grades, academic disqualification for acts of academic dishonesty also prevents the student from any further enrollment at CSULB.

5.17 Administrative Academic Probation

A graduate student may be placed on administrative academic probation by action of appropriate campus officials for any of the following reasons:

A. Withdrawal from all or a substantial portion of a program of study in two successive semesters or in any three semesters;
B. Repeated failure to progress toward the stated degree objective or other program objective (when such failure appears to be due to circumstances within the control of the student);
C. Failure of either the qualifying examination or comprehensive examination the first time the student takes either test; and/or
D. Failure to comply, after due notice, with an academic requirement or regulation which is routine for all students or a defined group of students (example: failure to take placement tests, the qualifying examination, or the comprehensive examination; failure to complete an internship, practicum, or experiential learning requirement; failure to fulfill prerequisite classes, if applicable).

5.18 Administrative Academic Disqualification

A student who has been placed on administrative academic probation may be disqualified from further attendance if:

A. The conditions for removal of administrative academic probation are not met within the period specified;
B. The student becomes subject to academic probation while on administrative academic probation;
C. The student becomes subject to administrative academic probation for the same or similar reason for which they have been placed on administrative academic probation previously, although not currently on such status;
D. The student fails the qualifying examination twice; and/or
E. The student fails the comprehensive examination twice.
5.19 Residency Requirements

No fewer than 24 semester units shall be completed in residence at the University. Students must be continuously enrolled in the program or take an educational leave. If not, students must reapply to the University.

5.20 Educational Leaves

A. An approved Educational Leave of Absence permits a student to be absent from the University for a specified number of semesters (one semester minimum; one calendar year maximum) while authorizing the student to return and continue to study under catalog requirements that applied prior to the absence. Any student in good academic standing may request an Educational Leave. Newly admitted graduate students have no current record with which to evaluate academic standing; thus, new students are ineligible for an Educational Leave in their first semester of study.

B. Students requesting an Educational Leave must complete an Educational Leave Form, in advance, including an explanation of their reasons for seeking the leave and a statement of when they intend to resume academic work. The completed form is to be submitted for approval to the student's Graduate Advisor and should be submitted to Enrollment Services (along with the applicable fee) at the end of the semester prior to the leave of absence. The minimum initial leave will be one full semester; the maximum will be one calendar year. A student may request, in writing, in advance, an extension of leave. Under no circumstance will the total number of approved educational leaves exceed two, nor will the duration of approved educational leaves extend beyond two calendar years. The completed Educational Leave form must be submitted for approval to the School of Criminology, Criminal Justice, and Emergency Management Graduate Advisor.

C. While an approved Educational Leave permits a student to be absent from the University for a specified period of time, it does not grant permission for international students to remain in the U.S. during that time. Immigration regulations do not allow persons to stay in the U.S. on F-1 status if they are not enrolled in school. Thus, immigration rules make it necessary for international students to return home or be overseas during their Educational Leave. They may, however, re-enter the U.S. on F-1 status to resume study as long as their entry visa is not expired, and they have a valid I-20 endorsement for travel.

D. If a student does not officially apply for an Educational Leave from the University and does not enroll for a semester, student status with the University is terminated. If a student does not return to the University by the specified semester on his/her/their approved Educational Leave, enrollment will also be terminated. In both cases, students must re-apply for admission to the University without any guarantee of readmission. Furthermore, without an approved Educational Leave of Absence, graduation requirements may have changed during the intervening time; the program of study may have been closed to non-residents; or other significant changes may have occurred. Any and all new restrictions and/or requirements will be imposed on the student if he/she/they re-applies and is re-admitted to the University after termination of enrollment.

E. Students who plan to enroll for credit at another college/university during the leave period must obtain prior approval for the transfer of course credit to the student’s program from the Graduate Advisor, School Director, and the College Dean.
F. The period of an Educational Leave is counted in the calculation of elapsed time under the regulations governing the maximum period (i.e., 7 years) for completion of degree requirements.

5.21 Time Limitations:

CSULB mandates that all requirements for all master's degrees must be completed within seven years of the date the student's program of study was initiated (i.e., the semester when the earliest course appearing on the student's program was completed). An extension of time beyond the limit may be granted by the Vice Provost for Academic Affairs/Dean of Graduate Studies if warranted by individual circumstances on the condition that outdated work is validated by a comprehensive examination in the relevant course or such other demonstration of competence as may be prescribed by the School. Students are well advised, however, that the School of Criminology, Criminal Justice, and Emergency Management has regulations that are more stringent than the University's seven-year rule, as explained in the next paragraph.

Both the traditional and online M.S. programs in criminology & criminal justice are designed to be completed in less than two years. Sometimes, an additional year may be necessary to complete a particularly complex thesis or to health or family issues. Students who fail to complete their degrees within a two- or three-year period (depending on the circumstances) may find themselves placed on Administrative Academic Probation for failing to make timely progress toward the completion of the master’s degree (see Section 5.17, above). Moreover, failure to complete the master’s degree in accordance with the time frames established under the terms of one's Administrative Academic Probation will result in the student being disqualified (see Section 15.18, above).

5.22 GS700

G S 700 is intended to be taken when a student believes he/she/they will be graduating at the end of that semester and does not need or desire to take additional courses. G S 700 is a cost-effective means by which to extend enrollment by one semester while completing the thesis or comprehensive exam.

A. Every semester, graduate students must be registered in a course, or in G S 700, or must have an approved Educational Leave. Students may only enroll in G S 700 after they have Advanced to Candidacy (see Part 6 of this Handbook) and have completed all coursework for their master’s degree program, yet still have to complete their capstone experience (i.e., a thesis or the comprehensive exam). Accordingly, if a graduate student wishes to take a semester off before resuming coursework toward the master’s degree, s/he must take a planned Educational Leave, not enroll G S 700.

B. Students must enroll in G S 700 during:

1. Each semester they use any of the University's resources (including, but not limited to, faculty, staff, library, and/or other facilities/services) but are not enrolled in any courses; and/or

2. The semester they are taking the comprehensive examination, submitting their thesis the University's Thesis Office, or graduating, if they are not enrolled in any other courses at the University.
In other words, students *must* be enrolled in a course or G S 700 during the semester in which they intend to graduate. Although G S 700 is a zero-unit course, the fee is based on one unit of credit for payment purposes; no unit credit is added to the student’s program or transcript.

C. Students enrolling in G S 700 must first obtain a permit via their Graduate Advisor. The Graduate Advisor will only issue a permit to register for G S 700 for the intended purpose of completing a master’s capstone experience. Before the Graduate Advisor will issue a permit to register for G S 700, the requesting student must meet with the Graduate Advisor for an advising appointment. During this appointment, the Graduate Advisor will check the student’s degree progress and verify compliance with all applicable policies and procedures. *Criminology & Criminal Justice MS students must enroll in G S 700A via MyCSULB.*

1. Unless compelling circumstances exist, students are permitted to register for G S 700 for a maximum of two (2) semesters.

2. Students who have enrolled in G S 700 twice or more will have a registration hold. These students will be notified of the hold via email and referred to their Graduate Advisor.

D. Graduate students do not need to register for G S 700 during the winter or summer sessions, unless the student is graduating during that term. Winter session deadline is the last day to add deadline (this occurs during the first week of instruction). During the summer session, the deadline to add is the final day of the 3rd week of the summer session.

E. Graduate students enrolled in G S 700 are *neither* considered full-time students for financial aid purposes *nor* half-time students for student loan purposes. Thus, students enrolled in G S 700 do not qualify for financial aid and cannot defer loan payments.

F. International graduate students enrolled in G S 700 *must* obtain a Full Course Exception from the Center for International Education. CIE discourages traveling outside of the U.S. during this time.
6 ADVANCING TO CANDIDACY

Advancement to Candidacy is the next milestone students should complete after achieving classified status. Advancement to Candidacy confers the equivalent of catalog rights on graduate students. Advancement to candidacy also signifies approval of a finalized plan of graduate study.

6.1 Requirements for Advancing to Candidacy

Students earning a master's degree in criminology & criminal justice are required to complete all of the requirements listed in this section in order to advance to candidacy.

A. The student must have completed the following 15 units of required, core curriculum courses with grade of "B" or higher in each course:

1. CRJU 501: Proseminar and Professional Writing in Criminology and Criminal Justice
2. CRJU 504: Advanced Criminological Theory
3. CRJU 520: Advanced Criminal Justice Research Methods
4. CRJU 525: Advanced Statistics for Criminal Justice Research
5. CRJU 530: Criminal Justice Ethics, Values, and Diversity or Elective, if waived

B. The student must have passed the qualifying exam.

C. The student must be enrolled at CSULB during the semester in which the advancement is to take place.

D. The student must have at least a 3.0 cumulative grade point average. Please note that once a student advances to candidacy, he/she/they must continue to maintain at least a 3.0 cumulative GPA; otherwise, candidacy may be revoked.

E. The student must have fulfilled the Graduation Writing Assessment Requirement ("GWAR"). This requirement is met by receiving a degree from (1) an accredited college or university in the United States or (2) an accredited non-US institution located in a country where English is a primary language of communication (see country listing here: http://www.ccpe.csulb.edu/International/about.aspx?pID=10 OR (3) by receiving a score of 4 or higher on the analytical writing portion of the GRE.

1. Those students who have not met the GWAR requirement, must do so prior to the Qualifying Exam.
2. We advise GWAR-needling students to enroll ($25 fee) to take the Writing Proficiency Exam (WPE) in September or November of their first Fall semester. Students must earn an 11 or higher on the WPE to satisfy GWAR. Students are notified of their score in January. During Spring enrollment in the Fall semester, students must ALSO enroll in a GWAR-approved course to take in their first Spring semester (see list of courses here: http://web.csulb.edu/divisions/aa/gwar/courses/index.html. If the student earns an 11 or higher on the WPE, the student must drop the Spring GWAR-approved course from his/her/their schedule. Failure to enroll in the course for the Spring semester could cause all GWAR-approved courses to fill by the time WPE scores are received, impeding the students' ability to enroll and delaying advancement to candidacy.
Additional information about GWAR is provided here: http://web.csulb.edu/divisions/aa/catalog/current/graduate_information/gwar_graduate.html

6.2 Advancing to Candidacy

A. **Timing** – Advancement to Candidacy must take place at least one semester before graduation. It is recommended that students Advance to Candidacy before the beginning of their second year of graduate school, if possible, to avoid a delay in graduation. Following the graduation roadmap on page 26 will help to ensure that you will be able to advance to candidacy after the completion of your second semester of full-time graduate study (assuming that you pass the qualifying exam).

B. **Approval** – Once you have Advanced to Candidacy, this will be reflected in your MYCSULB. All coursework for the MS degree must then be completed within a seven year period.

6.3 Program Changes after Advancing to Candidacy

If a student wishes to take any course outside of the electives offered in Criminology & Criminal Justice at CSULB, the student must receive approval from the Graduate Advisor.

6.4 Advancing to Candidacy Is Required Before Starting Capstones

Students must Advance to Candidacy before they arrange to take the comprehensive exam or initiate research for a thesis.
7 THE COMPREHENSIVE EXAM AS CAPSTONE EXPERIENCE

As stated above in Section 5.4, all criminology & criminal justice graduate students must complete a capstone experience in order to earn the master's degree in criminology & criminal justice. The two capstone experiences offered by the School of Criminology, Criminal Justice, and Emergency Management are a comprehensive examination option and a thesis option. This section of the Handbook is devoted to the examination option.

7.1 Who Should Take the Comprehensive Examination?

The comprehensive examination (also known as “the comp”) is the default capstone experience for all graduate students. In other words, the overwhelming majority of master's candidates will complete their degrees by taking and passing the comprehensive exam, not by writing a thesis. In fact, given the nature of the online master’s program, all M.S.-Online students are strongly encouraged to take and pass the comprehensive exam as the culminating experience for their degrees. Traditional students in the on-campus M.S. program are also expected to complete their degrees by taking and passing the comprehensive exam unless they secure a committee of three faculty members (one of whom must agree to serve as a thesis committee chair) who are willing to spend a year supervising them in researching and writing a thesis (see Section 8.5).

Students must enroll in CRJU 695 in preparation for the comprehensive examination. Students may not take the comprehensive examination unless they have been advanced to candidacy for the master's degree or unless advancement to candidacy will occur in the semester prior to semester in which the exam takes place.

Students must register for the Comprehensive Exam by contacting their Graduate Advisor (Traditional: Dr. Dina Perrone Dina.Perrone@csulb.edu; Online: Dr. Aili Malm: Aili.Malm@csulb.edu)

7.2 Content and Format of the Comprehensive Exam

A. Faculty Design and Score Exam – The comprehensive examination provides an opportunity for the master's degree candidate to demonstrate analytic ability and knowledge of the discipline. With this purpose in mind, and per University Policy 12-04, School of Criminology, Criminal Justice, and Emergency Management faculty members prepare the comprehensive examination questions and score the results.

B. Evolving Nature of the Exam – The comprehensive examination may be written or oral or both. The specific parameters of the exam often evolve to meet student needs, program learning goals, or pedagogical advancements. Thus, the substance and structure of the exam may vary from that which is provided in this section of the Graduate Student Handbook. Nothing contained in Section 7.2 of this Handbook is meant to concretize the format of the exam in a manner which binds the School of Criminology, Criminal Justice, and Emergency Management in any way. In other words, the actual exam content, format, and timeline may vary from the guidelines specified herein.
C. **Sample Format** – With the disclaimer specified above in Section 7.2(B) in mind, we offer the following example to illustrate the typical format of the comprehensive examination in criminology & criminal justice. Typically, the exam is an all-essay test comprised of three questions—two on justice policy matters (of which each student selects one question) and one on the student’s substantive area of specialization (to which each student must respond).

1. **Justice Policy Questions** – Students will be presented two questions concerning criminal justice policy related to the materials covered in CRJU 535: Justice Policy. The CRJU 535 syllabus and assigned readings act as a reading list for the questions. Often, the questions will be related to news-related topics. Students must write an essay response to one of the two questions. In other words, students have the option to select whichever question on which they feel most comfortable writing.

2. **Area of Specialization Question** – Students have seven areas from which to choose: (1) policing, (2) corrections and reentry, (3) crime and inequality (race, gender, and sexual orientation issues), (4) law and social control, (5) drugs and crime, (6) crime and mental illness, and (7) juvenile delinquency and juvenile justice.

<table>
<thead>
<tr>
<th>Question #1 &amp; Question # 2</th>
<th>Answer either one of the two questions</th>
<th>Drawn from readings in CRJU 535: Justice Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Question #3</td>
<td>Mandatory</td>
<td>Question focuses on students’ self-selected topic based on the customized reading list approved by the Graduate Committee</td>
</tr>
</tbody>
</table>

D. **Typical Timeline** – The comprehensive examination format and timelines may change in response to student feedback and pedagogical needs identified by the Graduate Committee. In this case, students will be notified of such changes as early as possible. The following, however, should serve as a rough estimate of the sequence and timing of both student and faculty responsibilities.

1. **Topic Selection and Approval** – One month prior to the last day of classes in the semester prior to the comprehensive exam, students must select one of the seven areas on which to write the second comprehensive examination essay. Students must submit the topic in MSWord in APA format with the scope of study (any subarea within the topic or specific question), two peer-reviewed journal articles, and one newspaper or magazine article relevant to the area selected to the Graduate Advisor. Students are advised to steer clear of topics that are overly theoretical. Rather, students should select discrete topics with “real world” application, such as evaluation research on evidence-based best practices, policy critiques, clinical studies with implications for the practice of the justice professions, criminal justice problem-solving, and similar applied topics. Students intending to write the comprehensive exam in the same broad topic area are encouraged to work together to select a topic within that area on which all students feel reasonably comfortable.
2. **Before the final day of classes in the semester prior to the comprehensive exam**, the Graduate Advisor will contact each student intending to take the comprehensive examination and place all students intending to take the comprehensive examination in the same area together in a working group. If student topics do not overlap, then no working group will be created. The student and/or working group must develop a customized reading list in MSWord in APA format containing a minimum of 15 peer-reviewed sources and at least two sources from popular culture (e.g., newspapers or magazine articles) relevant to the topic selected and approved by the Graduate Advisor. The sources must be credible, include both seminal and current works, and cover legal issues, findings, theory, and policy implications, as is relevant to the topic. The reading lists should demonstrate both breadth and depth of the topic. Students are strongly encouraged to develop the customized reading list over the semester break. Students must submit a finalized draft of the reading list in APA format to the Graduate Advisor and topic readers no later than the first Friday of the semester they are taking the comprehensive exam. The student must be enrolled in CRJU 695 the semester they are taking the comprehensive exam.

2. **Finalization of Reading lists** – Within the first two or three weeks of the semester the student is taking the comprehensive exam, the faculty member(s) specialized in the area will review all proposed reading lists and make any modifications deemed necessary. Finalized reading lists approved will be emailed to all graduate students no later than the end of the fourth week of the semester the student is taking the comprehensive exam, thereby giving students approximately three months to study for the comprehensive examination using the finalized reading lists.

E. **Exam Day** – The exam will be taken in a designated room on computers either provided by the Graduate Advisor or in a computer lab. The Graduate Advisor will notify students with one week advanced notice of the exam location. In no less than 72 hours prior to the date and time of the exam, students shall email their finalized and complete reference lists (one for the policy and one for the specialization question) to the Graduate Advisor. Students do not need to memorize sources. Individualized exam questions and the submitted reference list will be on a flash drive provided by the Graduate Advisor. Students will save their exam responses on that flash drive. Students have four hours to complete the exam.

### 7.3 Timing of the Comprehensive Exam

The comprehensive examination is administered at different times depending upon whether students are in the traditional M.S. program or the M.S.-Online program.

A. **Traditional M.S. Students** – All traditional graduate students are expected to take the comprehensive examination at the end of their second year in the master's program (usually in May).

Students who pass the comprehensive examination and also successfully complete the course requirements (see roadmap on page 26) are eligible to graduate (see Part 9). Students who fail the comprehensive examination will be permitted to enroll in G S 700 while preparing to retake the exam a second time (see Sections 5.21 and 7.7). If passed the second time around, students are eligible to graduate (provided they have also successfully completed their coursework). Any student who
fails the comprehensive exam on the second attempt, however, will be disqualified from the M.S. program.

B. M.S.-Online Students – Students in the M.S.-Online program will take the comprehensive exam as soon as practicable after completing the requisite courses. That should be at the end of their sixth semester of study. Students who pass the comprehensive examination and who also successfully complete the course requirements are eligible to graduate. Students who fail the comprehensive examination will be permitted to enroll in GS 700 while preparing to retake the exam. If the student passes the comprehensive exam on the second attempt, he/she/they is eligible to graduate (after completing all coursework). If, however, a student fails the comprehensive exam on the second attempt, he/she/they will be disqualified from the M.S.-Online program.

7.4 Grading of the Comprehensive Exam

The essay portion of the comprehensive exam is graded on a pass/fail basis. Two members of the faculty read and score each essay response. The faculty members who grade the essays have expertise in the relevant substantive (e.g., corrections questions are graded by faculty members with expertise in corrections; policing essays are graded by faculty members with expertise in policing, etc.). If both graders determine that a student’s essays warrant a “pass,” then the student passes the exam. Conversely, if both graders determine that the student’s essays warrant a “fail,” then the student fails the exam. If there is a split decision (i.e., one grader passes the student and the other grader fails the student), then a third faculty member reads the responses and casts the tie-breaking vote.

7.5 Pass Rate for the Comprehensive Exam

To date, our pass rates have been quite high. As illustrated in Table 4, 70.9% of all students who have taken the comprehensive exam have passed it. Moreover, the pass rate increases when retests are taken into account. Specifically, of the people who failed the comprehensive exam the first time and then retook the exam for a second time, only 15 students (7.5%) failed the comprehensive exam a second time. That, of course, means that 92.5% of master’s students pass the comprehensive examination within the two attempts they are permitted.

<table>
<thead>
<tr>
<th>Date</th>
<th>Students Passing Essay</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 2008</td>
<td>37 of 49 (76%)</td>
</tr>
<tr>
<td>December 2008</td>
<td>25 of 28 (89%)</td>
</tr>
<tr>
<td>February 2009</td>
<td>14 of 19 (74%)</td>
</tr>
<tr>
<td>May 2009</td>
<td>8 of 14 (57%)</td>
</tr>
<tr>
<td>May 2010</td>
<td>33 of 49 (67%)</td>
</tr>
<tr>
<td>December 2010</td>
<td>2 of 13 (15.4%)</td>
</tr>
<tr>
<td>May 2011</td>
<td>7 of 8 (87.5%)</td>
</tr>
<tr>
<td>May 2012</td>
<td>6 of 7 (85.7%)</td>
</tr>
<tr>
<td>May 2013</td>
<td>1 of 2 (50.0%)</td>
</tr>
<tr>
<td>December 2013</td>
<td>1 of 2 (50%)</td>
</tr>
<tr>
<td>May 2014</td>
<td>3 of 3 (100%)</td>
</tr>
<tr>
<td>July 2015</td>
<td>0 of 1 (0%)</td>
</tr>
</tbody>
</table>
7.6 Tips for Passing the Comprehensive Exam

After studying the essay responses of the students who have failed the comprehensive exam over all test administrations, the members of the Graduate Committee have discerned a pattern. Nearly every person who failed the comprehensive exam shared one or more of the following four major shortcomings:

A. They failed to respond to all parts of the question. For example, a question may have two or three subparts, all of which must be addressed in students’ essay responses. Omitting responses to even just one of the subparts of a question is a sure-fire way to fail the exam.

B. They failed to integrate the literature in a meaningful way. For example, several students wrote full responses to all subparts of an essay question, but they did so without integrating most of the literature on the reading list. Indeed, some used only three to five of the assigned articles, while others who failed did not cite any literature whatsoever! Alternatively, others relied only on a single textbook and/or some classic citations from leading studies that were old without regard to integrating a sufficient amount of recent literature contained on the applicable reading lists. Nearly three-quarters of the students who have failed the essay exam fall into this category. The members of the Graduate Committee devote considerable time and care into preparing the reading lists. We expect that students will actually do the assigned reading and integrate most of the assigned articles on the reading lists into their essay responses. Failing to do so by synthesizing the relevant literature into your essay answers is yet another sure-fire way to fail the comprehensive exam.

C. They failed to explain their responses in reasonable detail. Some students have, for inexplicable reasons, written a page or two and nothing more. The types of questions that we ask on the essay portion of the comprehensive exam call for more in-depth answers than a paragraph or two in response to each subpart of an essay question. Students have roughly four hours to write responses to two essay questions. While quality of the responses is certainly more important than the length of essay responses, it is safe to say that high-quality responses will consist of several pages of writing, perhaps six to ten double-spaced pages per essay. Students who write only two, three, or four pages per essay are unlikely to have evidenced significant breadth and depth in their responses to warrant a “pass” on a master’s level comprehensive exam.

D. They failed to structure their responses into a well-organized and well-written essay. To be clear, we do not expect our master’s students to write flawless essays under stressful testing conditions. We do expect, however, that the essays will be written well enough that they evidence a reasonable command of the English language. We have failed a very small percentage of students whose essays were nearly incomprehensible. We are not talking about dangling participles, split infinitives, or grammar errors such as confusing “who” and “whom.” Rather, we have failed people who wrote run-on “sentences” that ran a page or more; who wrote essays full of “sentences” that lacked subjects and verbs; or whose essays lacked any semblance of a paragraph and/or organizational structure. We cannot, in good
conscience, graduate people with master’s degrees who cannot write a few pages clearly enough so that readers of their work understand what they are trying to communicate.

In short, if you do the reading and integrate it into essays that are fully responsive to all parts of the questions posed, and you run a grammar and spell-check on your essays before submitting them, there is really no reason why you should not pass the comprehensive exam.

7.7 Consequence of Failing the Comprehensive Exam

A. **Failing on the First Attempt** – Students, who fail the comprehensive exam the first time they take it, are permitted to take the next round of comprehensive exams. In other words, students who fail on their initial attempt are given the opportunity to try passing the exam a second time. However, failing the exam will delay graduation for at least one semester during which the processes and timelines outlined above in Section 7.2 will be adapted for administration of a second comprehensive exam.

B. **Failing on the Second Attempt** – If a student fails the comprehensive exam a second time, he/she/they will be dismissed from the program. Such students neither may attempt the comprehensive exam a third time nor switch to writing a thesis.
8 THE THESIS AS CAPSTONE EXPERIENCE

As stated above in Section 5.2, all criminology & criminal justice graduate students must complete a capstone experience in order to earn the master’s degree in criminology & criminal justice. The two capstone experiences offered by the School of Criminology, Criminal Justice, and Emergency Management are a comprehensive examination option and a thesis option. This section of the Handbook is devoted to the thesis option.

8.1 What Is a Thesis?

The thesis is a written product of the systematic study of a significant problem. It clearly identifies the problem, articulates major assumptions, explains the significance of the undertaking, reviews the relevant literature, sets forth the sources for and methods of gathering information, analyzes the data, and offers a conclusion or recommendation. The finished product evidences originality, critical and independent thinking, appropriate organization and format, and thorough documentation.

8.2 Who Should Write a Thesis?

The thesis is a supervised research experience in the application of theory and analytical tools to an issue in criminology or criminal justice. The thesis experience is primarily designed to prepare students for graduate work at the doctoral level. The thesis experience will be useful for students who intend to enter research positions in any justice-related field. It is not, however, designed to be a master’s capstone experience for those who are or plan to be practitioners in law enforcement or corrections (including probation and parole).

8.3 Thoughts to Consider

The thesis is usually far more time-consuming than studying for a comprehensive exam. Moreover, the thesis typically takes longer to complete than originally planned by the student. Delays can occur in deciding on a topic, establishing a Committee, gaining approval from the Institutional Review Board (“IRB”), recruiting subjects, experiencing equipment failures and subject mortality, and finding blocks of time to gather and analyze data and to write. The student may struggle with the conceptual and writing demands of the thesis, particularly those who have poorly developed skills in these areas. As a result, students should expect that the thesis will take them at least a full year to complete; sometimes, it takes even longer.

8.4 Thesis Supervision

The thesis is supervised by a Thesis Committee. Thesis Committees must be comprised of at least three members; a student may elect to have up to five committee members, but only three are required, including a Thesis Committee Chair. Thesis students must submit the Thesis Topic and Committee form and the Publication Agreement to the Graduate Advisor prior to beginning a thesis and/or enrolling in CRJU 694 Thesis I.

A. The Thesis Committee Chair – The Thesis Committee Chair must be a full-time, tenure-track or tenured faculty member in the School of Criminology, Criminal Justice, and Emergency Management. The Thesis Committee Chair must hold an earned doctorate.
B. Other Committee Members – If a student elects to have a three-person committee, then one of the two other Thesis Committee members must be a full-time member of the faculty in criminology & criminal justice or a related discipline; the other may be either a full-time or part-time member of the CSULB faculty, or, in special circumstances, a uniquely qualified justice practitioner holding at least one graduate degree from a regionally-accredited university. If the student elects to have four or five Thesis Committee members, the additional members of the Thesis Committee may be practitioners of the justice professions so long as they hold an earned graduate degree from a regionally-accredited university.

8.5 Selecting Thesis Committee Members

Students are not assigned Thesis Committee members. Rather, each student in consultation with their thesis chair shall select potential committee members. However, the student is responsible for initiating contact with faculty members and asking them if they would be willing to work with the student on a thesis. Students are well advised to begin focusing on a thesis topic and a Thesis Committee Chair as they complete their coursework during the first-year of graduate study. Students are cautioned, however, that faculty members may decline to serve on a Thesis Committee for any number of reasons (lack of interest in the proposed topic; lack of time to work with any additional students beyond those they may already be supervising in thesis research; personality conflicts; etc.). To be clear, no student has the right to write a thesis and force faculty members to supervise their research. Rather, students are granted permission to write a thesis by faculty members who are willing to mentor them in the research process for a year, sometimes longer. If a student is unable to assemble a Thesis Committee of three or more faculty members, one of whom is willing to serve as the Thesis Committee Chair, then the student must take the comprehensive examination to complete his/her/their master’s degree.

8.6 Publication Agreement

The School of Criminology, Criminal Justice, and Emergency Management requires all students electing to research and write a thesis to execute a Thesis Publication Agreement. These agreements are required to preserve the rights of both students and faculty members in light of the work they collectively contribute to the production of master’s theses of such quality that they can yield refereed publications. Thesis students must submit the Publication Agreement to the Graduate Advisor prior to beginning a thesis and/or enrolling in CRJU 694 Thesis I.

8.7 Starting Your Thesis Research

Your Thesis Committee Chair is the person who will direct you in your thesis research. Students should not do any preliminary work on a thesis until after a topic and plan for research has been approved by the Thesis Committee Chair. Some students have written thesis “proposals” or parts of a thesis without ever having met with anyone to direct their work. This is not advisable, as you may have to throw out all your work and start over. Moreover, as Section 8.8 states, you may need to obtain IRB approval before you start conducting any research on human subjects.
8.8 Institutional Review Board (IRB)

At CSULB, the Office of University Research houses the Institutional Review Board (IRB). The IRB must approve all research before human subjects can be used in data collection. Please review the CSULB IRB website for information on the approval process.

Be advised, the IRB does not review applications over the summer. Thus, you will need to complete your IRB proposal in the semester, prior to enrolling in CRJU 694.

8.9 Registering for CRJU 694: Thesis I

After securing a Thesis Committee Chair, receiving approval to move forward with a thesis topic, and submitting the thesis forms to the Graduate Advisor, students shall register for CRJU 694: Thesis I (with their Thesis Committee Chair). In CRJU 694, students will be guided through writing the “front matter” of their thesis, formulating their methods and/or instruments, and beginning to gather data. For more information on the content and structure of the “front matter,” literature review, and methods chapters of a thesis, see Sections 8.13 to 8.15 below.

8.10 Registering for CRJU 698: Thesis II

After completing the “front matter” of one’s thesis, the student will receive a grade in CRJU 694: Thesis I. Then, the student proceeds to CRJU 698: Thesis II. In this course, the student will gather data (if not completed in CRJU 694), analyze the data, write-up the findings, and conclude the thesis with policy recommendations and recommendations for future research. For more information about these portions of the thesis, see Section 8.16 to 8.18 below. A grade for CRJU 698 Thesis II is not received until the thesis is submitted to the library. In the interim, a grade of RP will be listed on the transcript.

8.11 Thesis Style

A. The thesis should be written in a scholarly voice. As a rule, the first person should not be used unless it is part of a direct quote.

B. Appropriate APA and library thesis formats must be used. Please review the CSULB Library Thesis Guidelines on their webpage. For example, quotations of 39 or fewer words should be enclosed in double quotation marks and should be incorporated into the formal structure of the sentence. In contrast, quotation of 40 or more words should appear (without quotation marks) apart from the surrounding text, in block format, with each line indented from the left and right margins.

C. The thesis should be structured into discrete parts using appropriate headings and subheadings. The APA style guide requires that headings, subheadings, and sub-subheadings, and so-on be formatted in accordance with the levels presented in Table 5.

<table>
<thead>
<tr>
<th>Level</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Centered, Boldface, Uppercase and Lowercase Headings</td>
</tr>
<tr>
<td>2</td>
<td>Left-aligned, Boldface, Uppercase and Lowercase Headings</td>
</tr>
<tr>
<td>3</td>
<td>Indented, boldface, lowercase heading with period.</td>
</tr>
<tr>
<td>4</td>
<td>Indented, boldface, italicized, lowercase heading with period.</td>
</tr>
</tbody>
</table>
D. University style and format guidelines are available at the University Library Thesis website.

8.12 Thesis Chapters

Below are suggestions for the titles and numbers of thesis chapters and their contents. You may have different titles and add or remove components as is appropriate for your topic. However, each thesis must have a chapter that introduces the thesis, a chapter that reviews the literature, a chapter that discusses how the data were collected and analyzed, a chapter on the results or findings, a discussion chapter that links your findings to the broader literature on the topic and identifies policy implications, and a concluding chapter.

8.13 Chapter 1: Thesis “Front Matter”

A. Contents of the Introductory Chapter—The introduction should introduce the reader the topic of the thesis. Writing the introduction is difficult and time consuming because it requires the researcher (i.e., you) to refine a topic into a researchable question. One needs to ask, “What makes the issue a problem? Why is it important enough to be studied? In what form is the question researchable?”

1. Following the statement of the basic research question, the goals of the proposed research should be identified. These goals may take the form of possible answers to your research question, along with the analytic and substantive steps that will be necessary to reach those answers. For example, if you wish to demonstrate that “X” is true, what else will you have to demonstrate along the way?

2. The significance of the problem and its historical background is also important. Therefore, the author should explain how his/her/their research helps to advance the field.

3. Finally, specific purposes of the study are described; all important terms are defined; assumptions and limitations are identified; and a plan of presentation is presented (an outline of how the thesis will unfold for the reader).

B. Proposed Outline of the Introduction:

I. Introduction
   A. Statement of the Problem
   B. Hypotheses or Research Questions
   C. Significance of the Problem
      1. Definition of Important Terms
      2. Assumptions and Limitations
   D. Plan of Presentation

C. Writing Tip—Your initial formulation of the research question in your thesis proposal will not represent your final thoughts on the subject. There is always a temptation to want to read everything before writing anything. The only practical approach, however, is to write while you are reading, allowing additional insights to be incorporated into later drafts of the proposal and into the thesis itself.
8.14 Chapter 2: Literature Review

A review of the theoretical and empirical literature relevant to the research question should be presented in the second chapter of a thesis. The purpose of this review is to indicate what is known about the topic. This literature review should not be simply a bibliographical listing or annotated bibliography. Rather, this chapter should be a thematic essay that shows the reader how the thesis builds upon prior studies, as well as pointing out how prior work relates to the current thesis.

A. In the quest for scientific objectivity, researchers should make every effort to present articles (particularly in controversial areas) that represent a balanced position. Discussing articles favorable to one viewpoint while ignoring those favoring the opposing view reflects researcher bias.

B. The great majority of the literature reviewed should come from peer-reviewed journal articles and scholarly books and monographs published by university presses. In some cases, the use of official data sources (e.g., the Bureau of Justice Statistics), methodologically-sound public opinion polls (e.g., Gallup reports), and information disseminated in mainstream media (e.g., The New York Times) may also be necessary given a thesis topic which explores, for example, changing crime rates or public perceptions about law. Reliance of textbooks, however, is generally not appropriate.

C. While a literature review should include citation to and discussion of the “classic,” foundational, or landmark pieces of scholarly research relevant to the topic of the thesis, current research must also be discussed. As a rule, research published within five (5) years from the date of the writing of the thesis should form the core of the literature review.

D. When reporting descriptive statistics as part of a literature review (usually so that readers may properly contextualize the incidence or frequency of a phenomenon), the most current statistics available must be reported.

E. The literature review should have an effective summary, highlighting the important findings that bear directly upon the problem to be studied. This helps the reader to understand the relationships between the various sources presented. Of course, it is assumed that the researcher has presented the articles reviewed in a coherent fashion and has woven them together meaningfully in the main presentation. A summary following their presentation will be of great assistance and value to readers as well as to the researcher.

8.15 Chapter 3: Research Methodology

Research methods are the means used to answer the research questions set forth in a study. In lay terms, the research methodology section of a thesis explains how the research was conducted.

A. Purpose – The methodology section is the blueprint for researcher activity and specifies how the investigator intends to test the hypotheses, study the people, research subjects, or describe the social settings. It must be sufficiently detailed so that other researchers could replicate the study by following the same research methods described in the methodology chapter.
B. **Components** – The methods chapter of a thesis must include an explicit discussion of the research design. At minimum, this should include:

1. the characteristics of the population to be studied;
2. the type of sampling plan utilized (e.g., simple random, stratified random, purposeful sample, snowball sample, convenience sample, etc.);
3. the size of sample drawn and the rationale for this sample size in relation to the population size;
4. whether the analysis will track changes longitudinally (i.e., over time) or examine difference between samples cross-sectionally (i.e., at a single point in time);
5. whether there will be a set of contrasting cases used as a comparison or control group and, if so, details of case selection and exclusion;
6. the type of instrumentation and/or data collection procedures used (e.g., surveys/questionnaires; experiments or quasi-experiments [i.e., pre-test/post-test evaluations]; archival searches; content analyses; structured or unstructured interviews; participant observations or other forms of ethnographic field study; analyses of secondary sources such as statistical records, letters, autobiographies, and so forth); and
7. the statistics to be used (e.g., nonparametric tests like chi-square, gamma, lambda; difference of means tests like t-tests and analyses of variance [ANOVA]; correlations such as Pearson’s r; multivariate analysis, the, etc.) and the rationale for selecting these procedures.

C. **Limitations** – Keep in mind that many studies face potential problems of access to relevant data or information. Far from attempting to gloss over these problems, students should address them fully, pointing out the methodological limitations of the study. This will help students work through or around particular obstacles; it may also enable students to formulate alternative plans of analysis should it become necessary.

D. **Proposed Outline of the Methods Chapter:**

III. Methodology
   A. Design of the Study
   B. Sample or Study Population
   C. Data Sources and Measures
   D. Data Collection Procedures
   E. Data Analyses

**8.16 Chapter 4: Results**

The purpose of a results section is to present and illustrate research findings. Make this section a completely objective report of the results, and save all interpretation for the discussion.

A. **Contents of Results Section**
1. Summarize the findings in text and illustrate them, if appropriate, with figures and tables.

2. In text, describe each of the results, pointing the reader to observations that are most relevant.

3. Describe results of control experiments and include observations that are not presented in a formal figure or table, if appropriate.

4. Analyze the data, then prepare the analyzed (converted) data in the form of a figure (graph), table, or in text form.

B. What Not to Include in the Results Section

1. Do not discuss or interpret results, report background information, or attempt to explain anything.

2. Never include raw data or intermediate calculations.

3. Do not present the same data more than once.

4. Do not confuse figures with tables; there is a difference. Tables present lists of numbers or text in columns, each column having a title or label. Do not use a table when you wish to show a trend or a pattern of relationship between sets of values; these are better presented in a figure, which are visual presentations of results, including graphs, diagrams, photos, drawings, schematics, maps, etc.

C. Proposed Outline of the Results Chapter:

IV. Results
   A. Descriptive Statistics (including demographic information)
   B. Bivariate Analyses
   C. Multivariate Analyses

Consult a qualitative methods text for assistance with outlining the results of qualitative research.

8.17 Chapter 5: Discussion

The objective of this chapter is to provide an interpretation of research results and support for all conclusions, using evidence from the results, the literature, and generally accepted knowledge, if appropriate. The significance of findings should be clearly described.

A. Contents of Discussion Section

1. The discussion should begin with a statement of the major findings of the study. This should be the very first paragraph in the discussion. It should be a direct, declarative, and succinct proclamation of the study results. However, it should not include data or reference to the study design.

2. Explain the results so that the reader understands the major findings. While students may cross-reference statistical analyses, the discussion session is not the appropriate place for any extended discussion of statistical information.
Rather, students should be interpreting the statistical analyses in a manner that makes the results clear to a reader who may have only a basic understanding of quantitative methods. Indeed, researchers want the reader to think, “Yes; that makes perfect sense. Why hadn’t I thought of that?”

3. Explain the importance of the findings by relating them to those of similar studies. Describe the ways in which this study’s findings fit into the preexisting literature by comparing and contrasting thesis findings with those of others.

4. Be sure to consider alternative explanations of the findings.

5. If possible, state the relevance of the findings to theory, practice, and/or policy.

B. Things to Avoid in the Discussion Section

1. Do not overstate or over-represent the results. Be careful that the interpretation of the results does not go beyond what is supported by the data. Similarly, do not attribute unwarranted importance to the study’s findings.

2. Do not engage in unwarranted speculation. Focus on the data and findings. Limit generalizing to other populations that are not supported by the research methodology. If you feel compelled to speculate, be certain that you clearly identify your comments as speculation: “In light of the findings, this researcher speculates that...”

3. Avoid injecting tangential issues into the discussion since doing so will likely distract and confuse the reader, and may dilute or even confound the important findings of the study. Rather, stay focused on the hypotheses and how the data support or fail to support them.

4. Do not use the discussion section to criticize other studies. Although students should contrast thesis findings to other published studies, this should be done professionally. Do not use the discussion to attack other investigators.

8.18 Chapter 6: Conclusion

The conclusion of the thesis is arguably the most valuable part of it. All the material gathered and discussed needs to be summarized for the reader in a manner that clearly and concisely present the conclusions reached as a result of the research.

A. Acknowledge Limitations – All studies have limitations. Unfortunately, the limitations of some studies are fatal flaws that preclude publication. Working closely with the members of your Thesis Committee should prevent your thesis from suffering from major methodological flaws. However, even the best studies in the most prestigious journals have limitations. Students must identify and acknowledge their study’s limitations. Indeed, students may even use a limitation of their study to make a suggestion for further research – one that manages to overcome the limitation identified in the thesis.

B. Discussion Implications for Theory, Policy, and/or Practice – Criminologists engage in the process of social research to investigate and, ideally, solve issues concerning crime and delinquency. Your conclusion should state (but not overstate) how your study advances the knowledge-base in the field. What are the theoretical implications of the study (i.e., do your findings lend support or undercut a particular
theory)? What are the policy and practical implications of the findings (i.e., should we continue, discontinue, or change the ways in which we are doing something in the justice system)\

C. **Make Suggestions for Future Research** – Although a study may answer important questions, other questions related to the subject may remain unanswered. Moreover, some unanswered questions may become more focused because of your study. Discuss these questions within the context of how your study advanced the knowledge base in the discipline and how others may follow in your footsteps. Of course, when you do this, be modest; humility about one’s work is a hallmark of scholarly professionalism.

### 8.19 References and Appendices

After the conclusion section, a full list of references, properly cited in APA format, must be presented. Appendices, if any, follow. Appendices should contain the data collection instruments; any long tables; the IRB application and letter of approval (if applicable); and other materials that are relevant to the study, but that do not fit in the body of the thesis.

### 8.20 Completing the Thesis

A. **Thesis Committee Approval** – When a student has completed a written version of his/her/their thesis that is satisfactory to his/her/their Thesis Committee Chair, the student must then distribute the thesis to the other members of his/her/their Thesis Committee. These faculty members may require the student to make additions or changes to the thesis. Students must be responsive to the feedback of all their Thesis Committee members.

B. **School Director Approval** – After all Thesis Committee members are satisfied with a student’s thesis, the student must submit the committee-approved thesis to the Director of the School of Criminology, Criminal Justice, and Emergency Management no later than one month before the thesis submission deadline prescribed by the CSULB Thesis and Dissertation Office on its website. The School Director shall review the thesis to ensure that it meets all university requirements in terms of style, format, and, most importantly, quality of content. The School Director may require the student to make additions or changes to the thesis before he/she/they is willing to accept the thesis on behalf of the University. Once the School Director is willing to approve the thesis, it is the student’s responsibility to gather all of the signatures of his/her/their Thesis Committee members and the School Director and then submit the finalized thesis to the Thesis Office in the CSULB Library before the prescribed deadline.

C. **Thesis Office Approval** – After a thesis is approved by the Thesis Committee Members and the Director of the School of Criminology, Criminal Justice, and Emergency Management, it must be submitted and approved by the University Thesis Review Office. Reviewers in this office can reject a thesis if it does not conform to University’s requirements. For example, the references and citations must be APA citation style, and certain fonts must be used. To make sure that the format of your thesis complies with all applicable University requirements (including specific submission deadlines), contact the University Thesis Review Office, which is located in room 104W in the Library. The office can also be reached by phone at (562) 985-4013. The Bookstore has a Thesis Handbook that can be purchased which provides the guidelines for citation and references and formatting. This information can also be accessed at the Thesis Office website.
8.21 Registering Your Claim of Copyright

Copyright privileges reside with the author of all theses immediately upon creation of the work. If the author wishes to register his/her/their copyright, but prefers not to handle the details on his/her/their own, ProQuest/UMI will act as the agent with the Library of Congress Copyright Office for a fee. You may also copyright your thesis through the federal government: https://www.copyright.gov/help/faq/faq-register.html
9 GRADUATION

9.1 Request to Graduate

Students who expect to receive their master’s degree at the end of any semester or session must be enrolled during that semester or session and must complete the Request to Graduate Form well in advance of their desired graduation date (forms are obtained in the Office of Enrollment Services).

A. Approved Advancement to Candidacy Form – Before filing a Request to Graduate Form, a student must submit an approved Advancement to Candidacy Form. Students must also check with the Graduate Advisor to assess and update their student records to ensure that Enrollment Services has all necessary documents, including transcripts from other institutions, petitions, and waivers.

B. Request to Graduate – Please request to Graduate and pay the Commencement and Diploma Fee via MyCSULB. Once filed, your application will be evaluated to assess eligibility for graduation and produce a degree audit, summarizing the student’s progress and indicating all remaining requirements to be met. If the Request to Graduate is filed by the deadline, the student will receive the degree audit prior to registration for the final semester. Students should carefully check the audit and make sure that any errors are corrected.

C. Deadlines

1. To graduate at the end of the fall semester or winter intercession, the Request to Graduate Form must be filed between December 1 and March 1 of the previous school year.

2. To graduate at the end of the spring semester or in summer session, the Request to Graduate Form must be filed between May 1 and October 1 of the previous school year.

D. Late Filing – If a student misses the filing deadline, he/she/they must file an “Exception After the Deadline Petition” along with the Request to Graduate Form. A missed-deadline fee will be charged. Filing this petition does not guarantee graduation at the time requested.

9.2 Degree Clearing

Degree clearing is the final review of student records verifying that the student has satisfied all of the graduation requirements indicated on the degree audit.

A. This review begins three weeks after completion of final exams of the student’s final semester or session and takes up to three months to complete. Students should check with the Graduate Advisor to make sure their records are complete.

B. If graduation depends upon any classes that the student has taken outside CSULB during the final semester or session, transcripts must be received from those institutions by July 1 for Spring, October 1 for Summer, February 1 for Fall, and March 1 for Winter graduation.
C. If all program requirements have not been completed, the Request to Graduate will be canceled, and a new graduation date must be selected.

D. A student may not register for the semester following intended graduation unless graduation has been rescheduled.

9.3 Receiving the Degree

If all degree requirements are met, the degree and any additional honors will be added to the transcript upon completion of degree clearing. A transcript is an official verification of completion of the degree. Diplomas are typically ready within two to three months after the degree is recorded (approximately six months after completion of coursework). Degree recipients will receive a postcard with instructions regarding receipt of the diploma.

9.4 Commencement

Students may participate in the commencement ceremony immediately preceding or following their graduation date. One graduation ceremony is held per year at the conclusion of the spring semester. The official graduation date will depend on when the student actually fulfills all requirements and has officially been cleared. Attending a commencement ceremony does not constitute graduation. Cap and gowns may be rented or purchased at the University Bookstore, usually beginning in late April or early May.
10 SCHOLARLY CONFERENCES

10.1 Conference Information

The School encourages students to join many national professional associations, such as the American Society of Criminology (ASC), the Academy of Criminal Justice Sciences (ACJS), the Society for the Study of Social Problems (SSSP), and Law and Society Association (LSA). These professional organizations hold conferences in November and March of each year, respectively. There is also a regional professional association comprised of criminology and criminal justice scholars from the western part of the United States: the Western Society of Criminology. Its annual conference is held in February. For student membership information, visit the following websites:

- For ASC: [http://www.asc41.com](http://www.asc41.com)
- For ACJS: [http://www.acjs.org](http://www.acjs.org)
- For WSC: [http://www.westerncriminology.org](http://www.westerncriminology.org)
- For SSSP: [https://www.sssp1.org/](https://www.sssp1.org/)
- For LSA: [http://www.lawandsociety.org/](http://www.lawandsociety.org/)

10.2 Travel Assistance from the School

A. In any given year, a limited amount of money may be available from the School of Criminology, Criminal Justice, and Emergency Management to assist students in paying for travel to scholarly conferences. See the School Director for more information.

B. Each year, Conference/Travel Award stipends (the amount varies but is generally between $500 and $1000) may be available through a competitive process. For more information, ask the Graduate Advisor.

10.3 Travel Assistance from the University

Students may receive limited funding from the University to enhance their educational experience by traveling to professional conferences and events. It is the intent that travel funds support student growth in a discipline. Students must meet the following eligibility requirements:

A. They must be currently matriculated graduate students enrolled in a minimum of six (6) units of coursework at CSULB.

B. Graduate students must have a minimum 3.0 cumulative GPA.

C. In order to be considered for funding, a student must provide:

1. a summary of his/her/their presentation proposal;
2. information regarding the professional conference to be attended;
3. proof of the acceptance of his/her/their paper or presentations by the society sponsoring the conference or event; and
4. a completed Student Travel Fund Request that includes all anticipated travel expenses.

D. Travel request application packets are available via ASI and HOGAR. Please contact the Graduate Advisor and review the ASI website for more information.
11 HONORS AND AWARDS

11.1 Graduate Dean’s List

The Graduate Dean’s List provides for recognition of the University’s most outstanding graduate students. The annual list is limited to one percent of the University’s graduate enrollment. Only two students can be nominated by the faculty from each School, and final selection of candidates is made through a recommendation of the Associate Dean of the College of Health and Human Services to the Associate Vice President of Academic Affairs. Those selected will be named in the Commencement Program and will receive a certificate from the Graduate Dean. Criteria for the Graduate Dean’s List of Scholars and Artist include:

A. minimum GPA of 3.75;
B. willingness to pursue advanced study beyond the master’s degree;
C. contributions to the School, the University, the professional field, and/or the community;
D. approval of Advancement to Candidacy.

Eligible students graduating in the previous December, May, or the preceding summer session are encouraged to submit an application at the beginning of Spring semester for nomination to the Graduate Dean’s List. Nominations should be made through the Graduate Advisor.

11.2 School Graduate Student Honors

In recognition of outstanding graduate student achievements, the School of Criminology, Criminal Justice, and Emergency Management may honor graduating master’s degree students by special recognition in the annual commencement ceremonies. This honor is reserved for one student from a School/Department. Departmental honors are noted on the student’s transcripts. Departmental honors are usually restricted to students not otherwise recognized by University or College awards. These honors are normally conferred for excellence in and contributions to the discipline, including outstanding seminar papers, special achievements in fieldwork, service to University committees and functions, as well as participation in scholarly and professional organizations resulting from student research. Departmental Graduate Student Honors are also based on overall GPA. Recipients are selected from among those who graduated in the previous August, the previous December, or are in the Spring Commencement.

11.3 School Outstanding Thesis Award

This award is presented to the student whose thesis has been selected as being the outstanding thesis within the School of Criminology, Criminal Justice, and Emergency Management completed during the year prior to the commencement ceremony in which it is awarded. Recognition is given at commencement, and a certificate is presented by the Associate Dean in the College of Health and Human Services.
11.4 College Outstanding Thesis Award

This award is presented to a student whose thesis has been selected as being the outstanding thesis from the College of Health and Human Services. The thesis must be completed during the year prior to the commencement ceremony in which it is awarded. Recognition is given at commencement, and a certificate is presented by the Associate Dean of the College of Health and Human Services.

11.5 Alpha Phi Sigma

Alpha Phi Sigma is the National Criminal Justice Honor Society. Graduate students may apply for membership in Alpha Phi Sigma after they have completed at least nine (9) graduate credit units (i.e., at least three courses numbered 501 and higher). Additionally, to be eligible for membership, graduate students must have and maintain a grade point average of 3.4 or higher in both their overall graduate coursework and in all criminology & criminal justice courses.

11.6 Kay Holloway Memorial Scholarship

The Kay Holloway Memorial Scholarship pays a graduate student's fees and tuition for an academic semester. Eligibility is based on the student's current grade point average, evidence of financial need, and an essay. The essay should address the reasons why the student is pursuing a master's degree in criminology & criminal justice, and provide examples of how the student has contributed to the well-being of the local community through law enforcement experience, volunteerism/community service, teaching, service to the School of Criminology, Criminal Justice, and Emergency Management, and/or similar activities. Essays are also evaluated based upon the student's quality of writing.

11.7 Libby Deschenes Memorial Scholarship

The Libby Deschenes Memorial Scholarship is a recruitment scholarship based on the student's current grade point average, evidence of financial need, recommendations, and personal statement/essay.
12 SPECIAL UNIVERSITY RESOURCES

12.1 Career Development

The special employment needs of criminology & criminal justice students can be addressed by using the many justice-related career resources available in the Career Development Center (CDC).

A. The Career Development Center, which is part of the University’s Student Services Division, is free and open to all current CSULB students and alumni who are recent graduates (i.e., graduated no more than 3 months ago). After three months, CSULB alumni can use the services of the Career Development Center for a fee of $75.00 per year.

B. The Career Development Center is committed to teaching skills and techniques to enhance the ability of students and alumni to set and obtain career goals. The Center does not operate as a typical “employment agency” with the sole purpose of securing employment for students. Rather, the staff provides a variety of programs and services, which assist students/alumni in determining and implementing their career and educational choices. The services of the CDC include:

1. career counseling;
2. a career resource library;
3. on-campus interviews with several hundred employers;
4. computer-assisted career guidance;
5. a variety of workshops, including career planning, career change, résumé writing, interviewing techniques, and job search techniques; and
6. a variety of career-related publications.

C. For details about the many services the Career Development Center offers, visit the Center’s website at this link: www.careers.csulb.edu.

12.2 Disabled Student Services and the Americans with Disabilities Act

A. It is the policy of CSULB to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). Accordingly, if you are diagnosed with special learning needs, or if you have either a physical limitation or a mental disability, please be sure to let your professors, the Graduate Advisor, and the School Director know so that we can work with the Office of Disabled Student Services to craft reasonable accommodations for your particular needs.

B. The Office of Disabled Student Services ("DSS") is located in Brotman Hall, room 270 G. The office is open Monday through Friday from 8:00 a.m. to 5:00 p.m. Their telephone number is: (562) 985-5401. According to the DSS website:

1. All DSS services are confidential.
2. DSS attempts to ensure that students’ special educational needs are met. DSS provides support services, resources, and equipment and acts as a liaison with campus and community agencies to assist students with disabilities obtain their degrees.
3. DSS houses the “Stephen Benson Learning Disability Program.” This program provides learning disability assessment, assistance, academic and personal counseling, and support services to students with learning disabilities.

C. For details about the many services DSS offers, visit the DSS website at this link:

http://www.csulb.edu/divisions/students/dss/
13 POLICIES AND STANDARDS OF CONDUCT

13.1 General Guidelines

All students are urged to become familiar with CSULB’s Campus Regulations (i.e., the rules and standards of conduct that students are expected to follow). These rules and regulations can be found on the Dean of Students’ web site at:

http://www.csulb.edu/divisions/students/studentdean/campus_regulations/

13.2 Change of Personal Data

Any change in a student’s name, address, telephone number, or email address needs to be reported without delay to Enrollment Services and to the Graduate Advisor for the School of Criminology, Criminal Justice, and Emergency Management.

13.3 Attendance and Punctuality

The School of Criminology, Criminal Justice, and Emergency Management expects its students to attend all scheduled classes; to come to class on-time; and to complete all assigned work in a timely manner.

13.4 Harassment

A. Policy – CSULB does not tolerate harassment. Harassment can take many forms. It may be, but is not limited to: written communications, such as sending inappropriate jokes or comments in print or electronically; verbal communications, such as making graphic or degrading comments about an individual and/or his/her body or personal characteristics, or using epithets, derogatory comments or slurs; physical acts, such as unwanted touching, physical interference, or even assault; threats of physical violence, intimidation, and/or coercion; visual acts or displays, such as derogatory cartoons, drawings, posters, or inappropriate gestures; making unwelcome sexual advances or propositions, or offering benefits or giving preferential treatment in exchange for sexual favors; and/or making or threatening reprisals after a negative response to unwelcome conduct.

B. Confidentiality – The University is committed to maintaining a safe environment in which individuals can be unafraid to discuss concerns. Any member of the University community may seek general information and guidance about discrimination, harassment, and retaliation issues in confidence and anonymously. However, the University’s obligation is to take appropriate action to stop prohibited behavior and to prevent retaliation. This may preempt any request for anonymity or confidentiality.
13.5 Nondisclosure of Confidential Information

The Family Educational Rights and Privacy Act ("FERPA"), also known as the "Buckley Amendment," was established in 1974 to protect the privacy of students. Students are strongly encouraged to learn of their rights and responsibilities under FERPA by readings about the law on the Enrollment Services web site at:

http://www.csulb.edu/depts/enrollment/student_academic_records/ferpa.html

13.6 Ethical Standards

Consistent with its mission, goals, and objectives, the School of Criminology, Criminal Justice, and Emergency Management insists on the highest ethical standards. Accordingly, students are expected to act with integrity at all times. The specific expectations for acting with academic integrity in graduate coursework are presented in Section 13.13 of this Handbook.

13.7 Use of Internet and University Computers, Phones, and E-Mail

A. CSULB property, including computers, phones, electronic mail, voice mail, and software, should be used only for conducting official University business. Incidental and occasional personal use of company computers, phones, or electronic mail and voice mail systems is permitted, but information and messages stored in these systems will be treated no differently from other business-related information and messages.

B. Students are strongly encouraged to familiarize themselves with CSULB’s "Acceptable Use Policy," the details of which may be found on the Information Security Management and Compliance web site at:

http://daf.csulb.edu/offices/vp/information_security/policies/elec_comm_sys.html

13.8 Smoking Policy

No smoking of any kind is permitted on campus.

13.9 Diversity

In addition to meeting fully its obligations under federal and state law, California State University, Long Beach is committed to maintaining an inclusive learning community that values diversity and fosters mutual respect. All students have the right to participate fully in university programs and activities free from discrimination, harassment, sexual violence, and retaliation. Students who believe they have been subjected to discrimination, harassment, sexual violence, or retaliation on the basis of a protected status, such as age, color, disability, ethnicity, gender, gender identity/expression, national origin, race, religion, sexual orientation, veteran/veteran status or any other status protected by law, should contact the Office of Equity & Diversity at (562) 985-8256, University Student Union (USU) Suite 301.
13.10 Cell Phone Policy

All students are expected to turn off/put on silent all cell phones before class begins. While professors understand that people occasionally forget to do so, it is absolutely unacceptable to use a cell phone during class. Students who talk on their phones, text, or otherwise use their phones for personal reasons during class may be subject to discipline.

13.11 Laptop Policy

Unless instructed otherwise by a particular instructor, students may use laptop computers during class for taking notes and accessing instructional materials related to the class. Surfing the web, sending messages to friends, doing work for another class, or any other use of your laptop for reasons not related to what is transpiring in class are all unacceptable. If an instructor discovers a student using a laptop for something not related to the class, the professor has the right to ban you from using a laptop in his/her/their course. Moreover, if there is widespread abuse of this policy, professors may ban all laptop computers from their classrooms.

13.12 Classroom Etiquette

A. Before you go to class, relieve yourself. Barring real emergencies, you should not be getting up in the middle of class for a restroom break.

B. Please be “on time” to class. Tardiness is disruptive to the lecture or other class activities. There are always going to be days when a previous professor kept you late, or you woke-up late, or it took you too long to find a parking space, but the point here is that you should not be habitually late to class. Regularly arriving late to class signals a level of disrespect (whether you mean to send that signal or not). If you have problems getting to class on time, find a way to solve them. And on those rare days when you do arrive late, remember to enter the room quietly and not make a big scene. Similarly, do not leave class early. You should not schedule your job, appointments, or other activities during the time when you should be in class. If your schedule will not allow you to get to class on time and stay for the full class session, drop it and take one that is more convenient for you. Repeated tardiness to class and/or early departures from class may result in a penalty being applied to the offending student’s final grade.

C. Chatting during lecture, class discussion, or other class activities is inappropriate. Most of your fellow students appreciate a quiet learning environment and resent students who disrupt classroom decorum.

D. Please raise your hand and wait to be called upon before speaking in class unless the professor specifically instructs the class that they may speak-out as part of a debate or other classroom activity.

E. It is neither appropriate for anyone to dominate classroom discussion routinely, nor is it appropriate to interrupt either the professor or a fellow classmate with some point you want to make, no matter how eagerly you want to make the point.
F. You are welcome to disagree with the professor or your classmates, but you must do so respectfully. Students who fail to abide by this rule (i.e., those who engage in personal/ad hominem attacks; use rude, insulting, or disrespectful language or insults; or otherwise behave in a manner unbecoming a junior scholar) may face disciplinary action ranging from ejection from class to formal disciplinary action in the Office of Judicial Affairs.

G. Please do not start putting books away, closing up notebooks, and zipping up bookbags five minutes before the official end of class. This can be disruptive and distracting to both the instructor and your classmates.

H. Neither children nor pets (other than guide dogs) are welcome in class.

13.13 Academic Integrity

In addition to academic performance, students are expected to demonstrate the qualities of honesty and integrity. All submissions by a student are expected to be the original work product of the submitting student. Material that violates this requirement in any way, or that constitutes any form of dishonesty, cheating, fabrication, the facilitation of academic dishonesty, and/or plagiarism, may result in the student receiving a failing grade in the course and in appropriate disciplinary action being initiated.

A. Please see the official CSULB Policy on Cheating and Plagiarism (Policy Statement 08-02) for more details about the consequences of academic dishonesty. It is accessible online at this link:

http://www.csulb.edu/divisions/aa/grad_undergrad/senate/documents/policy/2008/02/

B. Avoiding Plagiarism – Some students truly do not understand what plagiarism is, and they therefore plagiarize unwittingly or unintentionally. But ignorance is not an excuse for unethical academic conduct. Accordingly, here are rules to avoid any problems with academic dishonesty. These rules apply regardless of the citation form you may be using.

1. Direct Quotations – Whenever you directly quote someone else, you must provide a citation to the source of the material from which you are quoting. Moreover, you must put the material in quotation marks or otherwise set it off in an indented quote so the reader knows what words are yours and what words are quoted. It is unacceptable to use the words of others and only partially quote the original source. This is true even if you provide a citation to the source both in text and in your references section!

2. Paraphrasing/Indirect Quotations – Whenever you indirectly quote someone else (i.e., you paraphrase the work of another), you must provide a citation to the source of the material from which you are paraphrasing. Simply changing the structure of a sentence, or modifying a few words in a sentence so that the sentence you write is not an exact quote from the original source, does not mean a citation is not needed. This is because the idea you are expressing is not your own, but rather, someone else's.

3. Using Other's Ideas – Even if you compose an entire paragraph of writing in your own words (i.e., neither quoted nor paraphrased), if the idea you are expressing in that paragraph is not your own, original idea, you must provide a citation to the source from which you obtained this idea.
4. **Collaborative Work** – If you collaborate on any work with someone else and fail to acknowledge that collaboration, you are guilty of plagiarism. If you have received permission from your professor to collaborate on some assignment, be sure that all of the contributor’s names appear on the submission.

5. **Altering or Revising Another’s Work** – If you alter or revise the work done by someone and submit that work as your own, you have plagiarized. Similarly, if you allow someone else to alter or revise work that you have done and then allow that person to submit it as his/her/their own work, you are both guilty of plagiarism. Work that is not entirely your own must be credited by citation, both in text and in your reference page(s).

6. **Altering or Revising Your Own Prior Work** – You should also be aware that altering or revising your own work that was prepared for another class or another professor, and not bringing it to the attention of the professor to whom you are submitting the revised work, is also academic dishonesty. If, for example, you have two classes that require a term paper, and you can write one paper that meets the requirements of both classes, you may not submit that paper to both professors unless you get permission to do so in advance from both professors. Similarly, if you wrote a paper several semesters ago that can be revised and submitted in satisfaction of a paper requirement for a course in which you are currently enrolled, doing so is academic dishonesty unless you get the advanced permission of your professor to do so. The reason this is dishonest is that it is not an original work prepared in satisfaction for the requirements on the course you are currently taking.

C. **Electronic Review Using TurnItIn** – To insure compliance with academic integrity policies, written submissions will be submitted to TurnItIn.com. Submission of a paper to an instructor in the School of Criminology, Criminal Justice, and Emergency Management constitutes consent by the student for the instructor to upload the paper to this anti-plagiarism database.

### 13.14 Grade Appeals

A. **Informal Resolution** – Whenever a student feels a grade he/she/they received in a class was unwarranted or unfair, an informal procedure of consultation between the student and the instructor awarding the grade is the first step towards resolution of the dispute. The student shall contact the instructor within one semester after receiving the disputed grade (whether or not the student is on campus). Ideally, the student and the instructor will set up a meeting to informally discuss the final course grade, but in the event that the instructor is not on campus due to sabbatical leave, personal leave of absence, FERP, separation from employment at CSULB, or other such reasons, the parties may opt to communicate by phone or email. In the unlikely event a student is unable to get the instructor to meet or otherwise communicate with him/her/them, then the reasons for questioning the grade must be put in writing and sent to the instructor and copied to the School Director. The instructor shall have twenty-one (21) class days to set up a meeting with the student to discuss the grade. During the meeting between the student and the instructor, the instructor shall explain the reasons for having assigned the grade in dispute and the student shall explain his/her/their reasons for questioning the grade. If this informal meeting does not resolve the issue from the student's perspective, the student must notify the instructor that he/she/they plans to file a written grade appeal with the School Director.
B. **Mediation by the School Director** – If the grade dispute remains unresolved after the meeting between the student and the instructor, the student shall submit to the School Director a formal written statement representing his/her/their viewpoints.

1. The student's written statement must be submitted along with all relevant supporting materials (e.g., copies of papers, projects, etc.). Students who believe that individual exams and/or assignments demonstrate evidence of prejudicial, capricious, or arbitrary grading and that those grades had direct bearing on the final grade should include them in the grade appeal file as supporting documentation.

2. The statement shall conclude with the student's request that the grade be changed from the grade awarded to the grade that the student believes to be just and the specific reason(s) why the student believes the change of grade is justified.

3. Within ten (10) class days of receiving the written statement, the School Director shall:
   a. meet with the student to go over the entirety of the School’s Grade Appeal Policy to ensure the student understands the grade appeal process;
   b. forward a copy of the student's written complaint to the instructor;
   c. meet with the instructor to discuss the situation, review the complaint, and offer counsel;
   d. organize a joint meeting with both the student and the instructor within an additional ten (10) class days during which time the School Director shall attempt to informally mediate the dispute to a resolution acceptable to both the student and the instructor. If the instructor of record refuses to participate, the School Director shall insert a written statement to that effect in the appeal file and initiate the formal grade appeal mechanisms established in the School of Criminology, Criminal Justice, and Emergency Management Bylaw 107.

4. If an informal resolution cannot be mediated by the School Director, the appeals process shall proceed to a formal hearing before the School Grade Appeal Committee in accordance with School of Criminology, Criminal Justice, and Emergency Management Bylaw 107.

C. In the event that a formal grade appeal hearing before the School of Criminology, Criminal Justice, and Emergency Management’s Grade Appeal Committee is convened, the School Director shall provide the appealing student with a full copy of both School of Criminology, Criminal Justice, and Emergency Management Bylaw 107 and CSULB Policy 99-16.

### 13.15 Graduate Student Grievances

A graduate student may only file a grievance (Policy 95-06) on an alleged violation of specific University regulations, policies, or accepted principles of due process, and only if another specified remedy (such as the University Grade Appeals Policy in the case of all course grades) does not exist. The grievance may not be on basis of a graduate student’s judgment of an instructor’s or administrator’s competence; such judgments are solely the province of the academic department involved or of the administrator’s supervisor and must be initiated within one calendar year of the alleged violation. A copy of the Policies and Procedures for Resolving Graduate Student Grievances may be obtained from the college dean’s office.