

GRADUATE POLICY #

College of Criminal Justice
Sam Houston State University

Policy Concern

Grading of Doctoral Comprehensive Examinations
Under the New (2005-2007) Format

Policy:

The respective examination committees will assign three (3) graders to each question. At least one grader shall be directly involved in the construction of the question. The graders should be faculty either individually or collectively competent to grade the question.

The two graders will determine if students pass or fail a question. If graders cannot agree, the chair of their committee will assign a third grader. And a 2/3 majority will determine the outcome.

The three (3) graders will determine if students pass or fail a question. A two-thirds (2/3) majority will determine the outcome. When the grading of individual questions is completed, the committee chairs will convene a meeting of their respective committees at which time the grades awarded to individual questions will be reported to the committee. The committee will discuss the results and certify the outcome in writing to the Associate Dean of Graduate Programs

November 11, 2005

Dr. Vincent Webb
Dean, College of Criminal Justice

Comprehensive exam procedures for students matriculating under the 1999-2001 graduate catalog

The graduate Committee met on August 9, 1999 to further delineate comprehensive exam procedures for students matriculating under the 1999-2001 graduate catalog. The Committee concluded:

- that there will be a morning comprehensive exam session from 8:00 a.m. to 12:00 p.m. and an afternoon comprehensive exam session, from 1:00 p.m. each day of the exam.
- The exam is designed to be comprehensive in nature.
- Students are required to answer two of the three questions during each half-day session.
- Questions focusing on the general area of criminology will be addressed on the first day of exam and questions focusing on the general area of criminal justice will be addressed on the second day of the exam.
- Students should be prepared to incorporate information regarding research methods and statistics into their answers for questions proposed in each of the two subsections, criminology and criminal justice.
- Questions regarding criminology will be drawn from, but not limited by, the information covered in courses designated as criminology courses in the 1999-2001 graduate catalog.
- Questions regarding criminal justice will be drawn from, but not limited by, the information covered in courses designated as criminal justice courses in the 1999-2001 graduate catalog.
- In addition, questions related to the subject matter covered in CJ 788 – Social Control and CJ 533 Seminar in Law will be addressed in the criminology section of the exam. Questions related to the subject matter covered in CJ 593 – Legal Aspects of the Criminal Justice System and CJ 7780 Seminar on the Legal Aspects of the Criminal Justice System will be addressed in the criminal justice section of the exam.

- The criminology comprehensive exam committee will be composed of Professors Brewer, Cuvelier, Farnworth, Friel, Gerber, Kercher, Lonmire, Marquart and Teske.
- The criminal justice comprehensive exam committee will be composed of Professors del Carmen, Garner, Horton, Hoover, Johnson, Lyons, Myers, Roth, Shearer, and Souryal

If there are any questions please do not hesitate to contact me or a member of the Graduate Committee.

New Graduate Student Orientation

(Posted 5/26/99)

There will be a new student orientation for incoming Graduate Students on August 24. The day starts with a luncheon at 12:00 in the Blackwood room with Graduate faculty in attendance. At 1:00 the incoming students should report to the Bates room for the remainder of orientation.

Posted date 5/26/99 (Graduate Studies Bulletin Board)

Comprehensive Examination Dates to Remember:

(Posted 5/25/99)

“Old Comps” for students matriculating under the 1997-1999 or earlier catalog:

Registration due by August 13, 1999

Fall 1999 test dates: September 13th, 15th, and 17th

Spring 2000 test dates: February 14th, 16th, and 18th

“New Comps” for students matriculating under the 1999-2001 catalog:

Registration due by July 16, 1999

Fall 1999 test dates: September 14th and 16th

Spring 2000 test dates: February 15th and 17th

Posted date 5/26/99 (Graduate Studies Bulletin Board)

Doctoral Comprehensive Examination Procedures for Computer Based Testing

All students currently matriculating under the 1997-1999 catalog or an earlier version will be given the option of taking their comprehensive exams on computers. Students matriculating under the new 1999-2001 catalog will be required to take their comprehensive exams on computers. The Graduate Office will develop and implement plans to administer comprehensive exams using computers, including necessary adaptations for students with certified disabilities that hinder their efficient use of computers.

Posted date 5/25/99 (Graduate Studies Bulletin Board)

GRADUATE POLICY

**College of Criminal Justice
Sam Houston State University**

Policy Concern

Doctoral Comprehensive Examination Procedures 1999-2001

Policy

These policies apply to all doctoral students matriculating under the curriculum included in the AY 1999-2001 Graduate Catalog. Students entering the doctoral program prior to the Fall 1999 semester who have not attempted any of their doctoral exams may elect to take their comprehensive examinations under this format. Students who have already begun taking their comprehensive exams must continue through to the conclusion of their initial examination process. At the time of their initial application to take comprehensive exams, eligible students must identify the examination process in which they are proceeding.

Eligibility and Application to Take Comprehensive Exams

Students become eligible to take comprehensive exams after the lapse of at least one semester or two summer sessions following the completion of all “required substantive courses” included in the doctoral curriculum. Formal application to take the exams must be made in writing to the Office of the Assistant Dean for Graduate Programs at least 60 days prior to the scheduled exams. Formal approval will depend upon the completion of all required substantive (28 hours) coursework and the maintenance of at least a 3.0 overall grade point average for all doctoral courses that have been completed. Once students have received formal approval to take their exams, they may withdraw from the process by formally notifying the Graduate Office no later than 30 days prior to the scheduled exams.

Students who receive formal approval to take their exams, but do not formally withdraw within the 30-day time frame, must take their exams on the scheduled dates. Failure to do so reflects poorly on one's level of academic responsibility and will be taken onto consideration during subsequent deliberations concerning the distribution of research and teaching assistantships.

Scheduling of Comprehensive Examinations

Comprehensive Exams will be offered twice each academic year, once during the fall semester and once during the spring semester. During the spring semester of each year, the office of Graduate Studies will announce the dates of the examination for the forthcoming academic year. The exams will be offered over a two-day period with one day separating each exam.

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Substance and General Format of Comprehensive Examinations

One day of the comprehensive exams will focus on the material within the general domain of "criminology" and one day will focus on the material within the general domain of "criminal justice."

Students are required to take both days of exams during their initial attempt. In the event that a student fails any one-day of the exam, they will be eligible to retake the single day at a later time. During each session, students will be required to select two questions from a list of options and write exams in response to questions designed to assess their comprehensive knowledge of both "classic" and the "current" material within the general domain of the exams. Accordingly, students will be required to write eight essays, four of which will measure competency in the area of "criminology" and four which measure competency in the area of "criminal justice."

Construction and Grading of Examination

All members of the graduate faculty will be eligible to participate in the construction and grading of the comprehensive exams. Each essay will be graded as "High pas," "Pass," or "Fail." Students who receive a grade of "Fail" on two of the essays on any given day must repeat that day's exams at a later date. Students will be given one opportunity to retake the exams.

Posted date 5/26/99 (Graduate Studies Bulletin Board)

Date: 05/07/99

Continuous Enrollment Policy

Ph.D.

All students are required to be continuously enrolled in at least 3 credit hours for each long semester. Students can enroll in dissertation courses CJ 896-899 more than one semester. In those semesters after students have taken their course work and are preparing for their final defense, they need to enroll in either CJ 896, 897, or 899. Students will need administrative approval from the Assistant Dean of Graduate Studies to enroll in CJ 899. Once a student is enrolled in CJ 899 – Dissertation IV, per university policy, they are required to enroll in every long semester and every summer session until they graduate. Students must be enrolled in CJ 899 the semester they defend their dissertation. Furthermore, any student using any university-related resource during a long semester or summer session (i.e. faculty, staff, office space, library services, parking, theatre, gym, etc.) should be enrolled in at least 3 credit hours. Students matriculating under the 1993-1995 catalog or earlier are not bound by the president continuous enrollment policy.

Master of Arts

All students are required to be continuously enrolled in at least 3 credit hours for each long semester. Students can enroll in dissertation courses CJ 698 and CJ 699 more than one semester. In those semesters after students have taken their course work and are preparing for their final defense, they need to enroll in CJ 698 – Thesis practicum. Students will need administrative approval from the Assistant Dean of Graduate Studies to enroll in CJ 699-Thesis. Once a student is enrolled in CJ 699 – Thesis, per university policy, they are required to enroll in every long semester and every summer session until they graduate. Students must be enrolled in CJ 699 the semester they defend their dissertation. Furthermore, any student using any university-related resource during a long semester or summer session (i.e. faculty, staff, office space, library services, parking, theatre, gym, etc.) should be enrolled in at least 3 credit hours. Students matriculating under the 1993-1995 catalog or earlier are not bound by the president continuous enrollment policy.

Date: June 21, 1999

Selection of the Dissertation or Thesis Committee

The dissertation Committee shall consist of at least four faculty members, plus a reader assigned by the Dean. The Thesis Committee shall consist of three faculty members, plus a reader assigned by the Dean. The chair must have expertise in the area of the proposed study and must be knowledgeable in the required methodology. The student should confer with the Assistant Dean for Graduate Program concerning a possible dissertation chair before making his/her choice.

Unless otherwise agreed upon by the committee, each member of the committee is to be given a copy of each chapter as the dissertation is being written.

Committee members must be on the graduate faculty of the College of Criminal Justice. For doctoral students, the fourth member of the committee must be a member of the graduate faculty from a department outside the College of Criminal Justice. The outside member shall be selected upon consultation with the student and the chair. The Assistant Dean for Graduate Programs shall be an ex-officio member of all dissertation and thesis committees. When the student, working with his/her committee chair has achieved clarity about the nature of the problem, the student, upon prior consultation with the Assistant Dean for Graduate Programs, selects the prospective committee members. The student then proposes these committee members to the chair for review and approval. Upon approval by the student's chair, the student then consults with each prospective committee member, obtaining expressions of interest from them. The Dean must approve the composition of the dissertation and thesis committees. Such approval must be obtained prior to the submission of a written prospectus to the proposed committee. This request for approval must be submitted in writing to the Dean and should include the names of the committee members as well as the topic of the dissertation. The Assistant Dean for Graduate Program provides a form for this purpose.

The dissertation committee may be expanded to a maximum of six members, not counting the ex-officio members. If these additional persons are full-time members of the graduate faculty of Sam Houston State University, they will have voting privileges. Members not meeting this criterion may serve as members of the committee but will not have voting privileges. If one of the four may serve as members of the dissertation committee terminated his/her affiliation with Sam Houston State University, he/ she may be allowed to continue as a non-voting member of the committee, but the student and

chair must identify a member of the College who can be added to the committee chair and the Assistant Dean for Graduate Programs. The selection of dissertation committee members from outside of the College is subject to the approval of the chair of the dissertation committee and the Dean.

A student, for justifiable reasons, may change the chair or any member of the committee with approval from the Dean. To change the committee membership, the student must petition the Dean in writing.

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To be eligible to serve as a Chairperson of a doctoral dissertation or thesis, a faculty member must hold full graduate faculty status. Only one member of the committee may hold associate graduate faculty status. A list of full and associate graduate faculty is available for review in the Graduate Programs Office.

Oral Defense of the Dissertation or Thesis Procedure

When approval of the draft of the dissertation or thesis is forthcoming, the student and the committee chair jointly request the formal oral defense. It is the student's responsibility to arrange a mutually convenient time. In no case shall a final oral defense be held unless all Committee members are present.

Only after each individual committee member has approved the manuscript should the student schedule a date for the oral defense. The last day to defend a dissertation or thesis is 21 days prior to the scheduled commencement date for that semester.

Under no circumstance should a defense be conducted without the final draft of the dissertation having been presented to the members of the committee and their having read the manuscript in detail. The student must give the committee at least two weeks prior to the scheduled date of the oral defense.

The oral defense of the dissertation should be scheduled with the Assistant Dean for Graduate Programs at least one week prior to the defense date. The Assistant Dean for Graduate Programs will notify members of the faculty of the defense date. The oral defense is a public ceremony open to any student or faculty member. The committee is to meet in advance of the oral defense and discuss the range of questions to be put to the student. The committee will discuss the work and an opportunity for questions and answers will be afforded those in the audience. After this discussion, the committee will evaluate the dissertation or theses. The committee has the responsibility to accept, recommend changes and/or revisions, or reject the document, subject to the Dean's review. Changes proposed, if any, must be made; otherwise, a student's graduation may be barred.

Date 06/02/99

GRADUATE POLICY

**College of Criminal Justice
Sam Houston State University**

Policy Concern

Doctoral Comprehensive Examination Procedures for Computer-Based Testing

Policy:

All Students currently matriculating under the 1997- 1999 catalog or an earlier version will be given the option of taking their comprehensive exams on computers. Students matriculating under the new 1999-2001 catalog will be required to take their comprehensive exams on computers. The Graduate Office will develop and implement plans to administer comprehensive exams using computers, including necessary adaptations for students with certified disabilities that hinder their efficient use of computers.

Date: 05/12/99

DRAFT

Doctoral Comprehensive Examination 1999-2001

These policies apply to all doctoral students matriculating under the curriculum included in the AY 1999-2001 Graduate Catalog. Students entering the doctoral program prior to the Fall, 1999 semester who have not attempted any of their doctoral exams may elect to take their comprehensive examinations under this format. Students who have already begun taking their comprehensive exams must continue through to the conclusion of their initial examination process. At the time of their initial application to take comprehensive exams, eligible students must identify the examination process in which they are proceeding.

Eligibility and Application to Take Comprehensive Exams

Students become eligible to take comprehensive exams no sooner than one semester following the completion of all “required courses” included in the doctoral curriculum. Formal application to take the exams must be made in writing to the Office of the Assistant Dean for Graduate Programs at least 60 days prior to the scheduled exams. Formal approval will depend upon the completion of all required substantive (28 hours) coursework and the maintenance of at least a 3.0 overall grade point average for all doctoral courses that have been completed. Once students have received formal approval to take their exams, they may withdraw from the process by formally notifying the Graduate Office of their decision to withdraw no later than 30 days prior to the scheduled exams.

Students who receive formal approval to take their exams, but do not formally withdraw within the 30 day time frame, must take their exams on the scheduled dates. Failure to do so reflects poorly on one’s level of academic responsibility and will be taken into consideration during subsequent deliberations concerning the distribution of research and teaching assistantships.

Scheduling of Comprehensive Examinations

Comprehensive Exams will be offered twice each academic year, once during the fall semester and once during the spring semester. During the spring semester of each year, the office of Graduate Studies will announce the dates of the examination for the forthcoming academic year. The exams will be offered over a two-day period with one day separating each exam.

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Substance and General Format of Comprehensive Examinations

One day of the comprehensive exams will focus on the material within the general domain of “criminology” and one day will focus on the material within the general domain of “criminal justice.”

Students are required to take both days of exams during their initial attempt. In the event that a student fails any one day of the exam, they will be eligible to re-take the single day at a later time. During each session, students will be required to select two questions from a list of options and write essays in response to questions designed to assess their comprehensive knowledge of both “classic” as well as the “current” material within the general domain of the exams. Accordingly, students will be required to write eight essays, four of which will measure competency in the area of “criminology” and “criminal justice.”

Construction and Grading of Examination

All members of the graduate faculty will be eligible to participate in the construction and grading of the comprehensive exams. Each essay will be graded as “High pas,” “Pass,” or “Fail.” Students who receive a grade of “Fail” on two of the essays on any given day must repeat that day’s exams at a later date. Students will be given one opportunity to retake the exams.

Date 4/28/1999

DRAFT
(November 4, 1998)

Doctoral Comprehensive Examinations

These policies apply to all doctoral students matriculating under the curriculum included in the AY 1999-2000 Doctoral (?? Graduate ??) Handbook. Students entering the doctoral program prior to the Fall, 1999 semester who have not attempted any of their doctoral exams may elect to take their comprehensive examinations under this format. Students who have already begun taking their comprehensive exams must continue through to the conclusion of their initial examination process. Eligible students must identify which examination process at the time of their initial application to take comprehensive exams.

Eligibility and Application to Take Comprehensive Exams

Students become eligible to take comprehensive exams no sooner than one semester following the completion of all “required courses” included in the doctoral curriculum. Formal application to take the exams must be made in writing to the Office of the Assistant Dean for Graduate Programs at least 60 days prior to the scheduled exams. Formal approval will depend upon the completion of all required substantive (28 hours) coursework and the maintenance of at least a 3.0 overall grade point average for all doctoral courses that have been completed. Once students have received formal approval to take their exams, they may withdraw from the process by formally notifying the Graduate Office of their decision to withdraw no later than 30 days prior to the scheduled exams. Students who receive formal approval to take their exams, but do not formally withdraw within this time frame must take their exams on the scheduled dates. Failure to do so will result in a formal record of “fail” on each day’s questions.

Scheduling of Comprehensive Examinations

Comprehensive Exams will be offered twice each academic year, once during the fall semester and once during the spring semester. During the spring semester of each year, the office of Graduate Studies will announce the dates of the examination for the forthcoming academic year. The exams will be offered over a two-day period with one day separating each exam.

Substance and General Format of Comprehensive Examinations

One day of the comprehensive exams will focus on the material within the general domain of “criminology” and one day will focus on the material within the general domain of “criminal justice.” Each day of exams, will be divided into a “morning session” and an “afternoon session.” Students are required to take both days of exams during their initial attempt. In the event that a student fails any one day of the exam, they will be eligible to re-take the single day at a later time. During each session, students will be required to select two questions from a list of options and write essays in response to questions designed to assess their comprehensive knowledge of both “classic” and the “current” material within the general domain of the exams. Accordingly, students will be required to write four essays, two of which will measure competency in the area of “criminology” and two of which will measure competency in the area of “criminal justice.” During both days, questions will be designed to test both substantive as well as methodological and statistical competencies.

The substantive material to be covered on the “criminology” exam will focus on the areas commonly discussed under the auspices of “criminological theory,” “patterns and distribution of crime,” and “law and social control.” The substantive material to be covered on the “criminal justice” exam will focus on the areas commonly discussed under the auspices of “administration,” “social policy,” and legal aspects.” On both days, student will be expected to demonstrate competence in body of literature covering the areas as well as being able to demonstrate their familiarity with methodological and statistical issues related to each of the general areas.

Construction and Grading of Examination

All members of the graduate faculty will be eligible to participate in the construction and grading of the comprehensive exams. Each essay will be graded as “High pas,” “Pass,” or “Fail.” Students who receive a grade of “Fail” on two of the essays on any given day must repeat that day’s exams at a later date. Students will be given one opportunity to retake the exams. Students who fail to receive a grade of “Pass” or “High Pass” during the second attempt must make written request for permission to take their exams a third time. Such requests must be made in writing to the Office of Graduate Studies. Students seeking permission to take the exam a third time must make an affirmative case supporting their request which includes a specific discussion of how they plan to improve upon their deficiencies. Prior to granting such permission, the Assistant Dean of Graduate Programs will call a special meeting of the members of the graduate faculty who will consider the merits of such petitions.

Date: 12/04/00

GRADUATE POLICY

**College of Criminal Justice
Sam Houston State University**

Policy Concern

Eligibility Criteria for Comprehensive Exams

Policy:

In order to be eligible to sit for the comprehensive exams, a graduate student

- 1) must have completed all of the necessary graduate hours and courses as specified in the Graduate Handbook;
- 2) must be enrolled for a minimum of three hours in the semester in which the exam will be taken as required by the University's continuous enrollment policy;
- 3) must have no incomplete grades that are past due (i.e. more than one semester old).

Date 04/03/96

(memorandum)

GRADUATE POLICY

**College of Criminal Justice
Sam Houston State University**

Policy Concern

Clarification of procedure to request permission to retake comprehensive exams

Policy:

The Graduate Policy dated 12/5/93 (Graduate Student Handbook, revised 1/96) spells out criteria for deciding when to grant a student permission to take Masters or Doctoral comprehensive exams more than twice. Please be advised of the following:

- The Graduate Committee advises the dean of the College of Criminal Justice concerning requests under this policy.
- All such requests must be directed to the Dean, who may refer the matter to the Graduate Committee for advice.
- Students will be notified by the Dean of the College's decision in this matter.
- Please be advised that the presumption is that students will NOT be permitted to take a comprehensive exam more than twice. To overcome that presumption, the burden of proof is on the student to demonstrate "extenuating circumstances" and the "reasonable assumption of success" described in the policy.

Date 03/08/96

GRADUATE POLICY #

College of Criminal Justice
Sam Houston State University

Policy Concern

Requesting an extension of the six year limit on the completion of a graduate degree.

Policy:

It may happen that a student does not finish the relevant graduate degree he/she was admitted within the six year time frame specified by the University. In situations where the six year limit is about to be reached, where the six year limit has been reached and the time in the degree program does not exceed 8 years, the Graduate Committee, at its discretion, may grant an extension of the six year limit. In order to request an extension, the student must petition the Graduate Committee in writing. The petition should include an explanation of why additional time is needed along with a detailed timetable for the completion of the degree. The petition should be accompanied by a letter from the student's thesis or dissertation chair affirming that the student's plan to complete the degree is realistic.

In situations where more than eight years has passed since admission to a degree program, the student must reapply for admission following all contemporary procedures (e.g., submitting letters of recommendation, transcripts of undergraduate and graduate work, GRE test scores no more than five years old), and the application will be evaluated in light of contemporary admission standard. If readmitted to the program, the student may then petition to have credit hours from the old program credited to the new one. The petition should be made in writing to the Graduate Committee and will be evaluated in light of the curriculum extant at the time of the petition.

Passed faculty vote on 5/6/03 at faculty meeting.

Approved:

Richard H. Ward, D.Crim.
Dean, College of Criminal Justice

Date

GRADUATE POLICY

**College of Criminal Justice
Sam Houston State University**

Policy Concern

Awarding of teaching assistantship to M.A. students.

Policy:

The Admissions and Awards Committee will make recommendations to the Associate Dean for Academic Affairs about which M.A. students should be awarded a teaching assistantship. Preference will be given to incoming students, in as much as assistantships are a major recruiting device for attracting new students to the program. Awards are normally made for three semesters, which is the amount of time needed to complete the M.A. coursework, contingent on the availability of funds. In the event that there are surplus funds after awards have been given to incoming students, the Award Committee will review the qualifications of all students enrolled in the M.A. program to determine if an award should be given to a continuing student. The general criteria for awarding M.A. assistantships shall include prior academic performance, potential for success in the M.A. program, potential contributions to the profession of criminal justice and perceived benefits to the graduate program. For continuing students, progress in the academic program shall be an additional criterion. Awards shall be made after detailed consideration of each student's credentials and shall depend on the considered judgments of the Awards Committee with regard to the previously stated criteria.

Date 11/28/94

GRADUATE POLICY

**College of Criminal Justice
Sam Houston State University**

Policy Concern

Awarding of fellowships to Ph.D. students.

Policy:

The admissions and Awards Committee will make recommendations to the Associate Dean for Academic Affairs about which Ph.D. students should be awarded a fellowship. Preference will be given to incoming students, in as much as doctoral fellowships are a major recruiting device for attracting new students to the program. Awards are normally made for four semesters, which is the amount of time needed to complete the Ph.D. coursework, contingent on the availability of funds. In the event that there are surplus funds after awards have been given to incoming students, the Awards Committee will review the qualifications of all students enrolled in the Ph.D. program to determine if an award should be given to a continuing student. The general criteria for awarding doctoral fellowships shall include prior academic performance, potential for success in the doctoral program, potential for scholarly contributions to the field of criminal justice and perceived benefits to the graduate program. For continuing students, progress in the academic program shall be an additional criterion. Awards shall be made after detailed consideration of each student's credentials and shall depend on the considered judgments of the Awards Committee with regard to the previously stated criteria.

Date 11/28/94

GRADUATE POLICY

**College of Criminal Justice
Sam Houston State University**

Policy Concern

Policy on taking Graduate Courses outside the College of Criminal Justice.

Policy:

Students in the M.A. program may take up to six credit hours and students in the Ph.D. program may take up to nine credit hours of graduate-level courses in departments outside the College of Criminal Justice as electives to be applied towards the M.A. or Ph.D. Degree respectively. Students must seek prior permission of the Assistant Dean for Graduate Programs and must submit a written statement on how these elective courses fit into the student's plan of study.

Date 11/28/94

GRADUATE POLICY

College of Criminal Justice Sam Houston State University

Policy Concern

Policy on CJ 693-Special Topics in Criminal Justice and CJ 770- Specialized Readings.

Policy:

Students in the M.A. and Ph.D. programs may take one CJ 693 (for M.A. students) or one CJ 770 (for Ph.D. students) as an elective to be applied towards the degree. Organized classroom sections of CJ 693 and CJ 770 that carry a subtitle are not counted towards this limit.

Given that the purpose of special topics and specialized readings courses is to allow a student to develop interests that are not covered in-depth in regular course offerings, CJ 693 and CJ 770 cannot be used to substitute for a regularly offered classroom course.

Students who are interested in taking CJ 693 or CJ 770, must contact the Graduate Programs Office for permission in advance. Students must also complete in a timely manner the necessary paperwork to document the course topic and requirements.

The Assistant Dean for Graduate Programs may refuse to approve a proposal for CJ 693 or CJ 770 if the proposal does not meet the College's standards for graduate level work or the proposal is not in keeping with the purpose of CJ 693 and CJ 770.

The Assistant Dean for Graduate Programs may, at his or her discretion, approve a second CJ 693 or CJ 770 as part of the student's degree plan. However, in no case shall more than two such courses be credited towards a degree.

Date 11/28/94

GRADUATE POLICY

**College of Criminal Justice
Sam Houston State University**

Policy Concern

Students submitting concerns to the Graduate Committee.

Policy:

Students may submit concerns to the Graduate Committee in two ways:

- (1) By submitting the concern in writing to the student representative on the Committee who shall forward the request to the Committee Chair, or;
- (2) By submitting the concern in writing to the Chair of the Committee.

Normally, the Committee meets within one week of receipt of a written request and advises the student in writing of its decision within one week following its decision. A Student wishing to appeal a decision of the Committee should submit the appeal in writing to the Dean of the College of Criminal Justice.

Date 11/28/94

GRADUATE POLICY

**College of Criminal Justice
Sam Houston State University**

Policy Concern

Minimum number of doctoral hours which must be successfully completed before a doctoral student may register to take a comprehensive examination.

Policy:

In order to register to take a doctoral comprehensive examination, the student must have successfully completed a minimum of 33 semester hours of approved doctoral courses including all required courses.

Date 04/03/96

GRADUATE POLICY

**College of Criminal Justice
Sam Houston State University**

Policy Concern

A student may be required to take “stemwork” or courses intended to prepare the student for graduate study.

Policy:

Students seeking graduate education in criminal justice may lack sufficient academic preparation in some substantive area. In such cases, the student may be required to take “stemwork” or courses intended to prepare the student for graduate study. The admissions Committee will make the decision as to whether stem work is required after reviewing the applicant’s credentials, and the student will be notified in writing of the stemwork requirements. Stemwork will not count towards the graduate degree but will be subject to University and College requirements on graduate academic performance. If a student is conditionally admitted to a graduate program pending the completion of stemwork, the student’s performance in stemwork courses may be a consideration in the subsequent admission decision. Students with stemwork requirements will not enroll in any other courses, graduate or undergraduate, until the stemwork has been completed and the student is unconditionally admitted to a graduate program. Exception to this limitation on enrollment may be made by the Assistant Dean for Graduate Programs.

Date: Feb 15, 1994

GRADUATE POLICY

**College of Criminal Justice
Sam Houston State University**

Policy Concern

On granting a student permission to take the Masters or Doctoral Comprehensive Examination more than twice.

Policy:

At the discretion of the Dean of the College, or such committee that the Dean may designate, a student may be granted permission to take the Masters or Doctoral Comprehensive Examination more than twice, if, and only if:

1. An extenuating circumstance, clearly beyond the student's control, substantially contributed to the student's failure of his/her most recent examination, and;
2. In light of the student's cumulative academic performance in the graduate program, it is reasonable to assume that he/she will pass the Comprehensive Examination if granted permission to take it once again.

Date: 12/05/93

GRADUATE POLICY

College of Criminal Justice Sam Houston State University

Policy Concern

On procedures for scheduling a defense of a prospectus, thesis or dissertation.

Policy:

The following procedures shall be followed for the defense of a prospectus, thesis or dissertation:

- (1) The student and his/her committee should agree on an appropriate defense date. The Chair of the Committee will notify the Graduate Programs Office in writing of the proposed defense date at least seven days in advance. The Chair also will confirm in writing that the Committee members have received a copy of the final document.
- (2) The Graduate Programs Office will approve the proposed date. Defenses will not be scheduled during the following times: intersession, holidays, final exam week and 21 days before commencement in the semester in which the student intends to graduate. Defenses may be scheduled during summer session, subject to the availability of committee members.
- (3) At least seven days before the proposed defense date, the student will submit to the Graduate Programs Office two copies of the final document to be defended. Upon receipt of the copies, the Graduate Programs Office will notify the faculty of the time and place of the defense and indicate that a copy of the document is available for review.
- (4) Without prior written approval of the Dean of the College, the defense of a prospectus, thesis or dissertation shall not be convened unless all the committee members are available and in attendance at the defense.
- (5) The Chair of the Committee shall inform the student of the procedures for scheduling a defense.

Date: 12/01/93

GRADUATE POLICY

**College of Criminal Justice
Sam Houston State University**

Policy Concern

Payroll Schedule for Students Receiving Financial Awards.

Policy:

- (1) Students who receive financial awards in the form of teaching assistantships, teaching fellowships or research assistantships will be paid in accordance with the University's payroll schedule.
- (2) If a student holds a one semester appointment, he/ she will be paid from the first payroll period after the start of the semester (generally September 1 or January 15) through the last payroll period before commencement (generally December 15 or May 15).
- (3) If a student holds a two semester appointment across the academic year (i.e. Fall and Spring semester), he/ she will be paid from the first payroll period after the start of the Fall semester (generally September 1) through the last payroll period before commencement (generally May 15).
- (4) Students who are assigned to work on projects at the Institute or on research grants also will be paid in accordance with the University's payroll schedule. The beginning and ending dates of the student's employment period will be decided by the project's coordinator or the grant's principal investigator in relation to the work needs of the project or grant. These beginning and ending dates will be included in a letter sent to the student informing him/her of the terms of employment.

Date: 11/23/93

GRADUATE POLICY

**College of Criminal Justice
Sam Houston State University**

Policy Concern

Enrollment Requirements for Students Who Receive Financial Awards.

Policy:

- (1) Students who receive a financial award that carries no work obligation (i.e. Scholarship or Fellowship) must be enrolled as a full-time student (i.e. 9 hours for Ph.D. and M.A. students, 6 hours for M.S. students) throughout the long semester or semesters that they receive funds.
- (2) Students who receive a financial award that carries a work obligation (i.e. Teaching Assistants, Teaching Fellows, Research Assistants, Research Fellows, Research Associates) must be enrolled for a minimum of 6 credit hours throughout the long semester or semesters in which they receive funds.
- (3) Exceptions may be granted upon petition to the Graduate Committee. If a student drops below the minimum credit hour requirement, this situation may be a consideration in decisions regarding the continuation of financial award.

Date: 11/23/93

GRADUATE POLICY #

College of Criminal Justice
Sam Houston State University

COMPREHENSIVE EXAMINATION POLICY

College of Criminal Justice
Sam Houston State University

Adopted Spring 2003

Examination Oversight

A standing Ph.D. Committee of three graduate faculty has the following functions: (a) review the academic record of Ph. D. students after completion of their first 15 credit hours; (b) serve as the Comprehensives Committee that addresses issues related to the comprehensives, and (c) perform other functions related to the Ph.D. program, other than admissions (which is done by the Graduate Committee).

The graduate faculty shall be assigned to four standing Comprehensives Concentration Committees: Research Methods and Statistics, Criminological Theory, Criminal Justice Administration, and Law And Judicial Process. The Comprehensives Concentration Committees shall compose and grade examinations. Each Comprehensives Concentration Committee shall elect a chair to be responsible for coordination;

Scope of Doctoral Comprehensive Examinations

Format: One day of testing, composed of two sections, four hours each.

Section 1—Morning: Research Methods and Statistics

Section 2—Afternoon: Concentration Area, Student Selects Either
Criminological Theory, or
Criminal Justice Administration, or
Law and Judicial Process

Fall Exam Administration: To be announced by the appropriate Dean the Spring semester of the preceding academic year.

Spring Exam Administration: To be announced by the appropriate Dean the Spring semester of the preceding academic year.

Procedures

Students must take both sections of the examination the first time they are attempted. Each section is graded independently, and may be passed independently. The section(s) failed must be retaken. Students failing both sections will be required to retake both sections concurrently.

Format of Responses

All student swill have the option of taking the comprehensive examination on computer or hand-written.

Construction

Choose two of three questions in the morning and two of three questions in the afternoon, for a total of four questions. All four questions need to pass.

Grading

Each question will be graded by a minimum of three faculty members from the respective concentration area. Potential grades are High Pass, Pass, and Fail. To pass each section, students must receive at a least a grade of "Pass" on both questions by two of the three graders. Grades are certified by the Comprehensives Concentration Committee in each area.

Students who fail any sections of the examination after a second attempt will be required to appear for consultation with the Graduate Standards Committee. During the consultation the student may choose to either retake failed written sections a third time, or to take an oral examination. If an oral examination is chosen, the Graduate Standards Committee will appoint an oral examination committee. After the oral examination, the oral examination committee will recommend to the Graduate Standards Committee one of three options: Pass, Conditional Pass, or Fail. The Graduate Standards Committee will make a final determination. A Conditional Pass means that specified coursework, completed with a grade of an A or B, will be required. In conditional pass cases, a student will not be judged to have passed the comprehensive examination until the conditions are met, as certified by the appropriate Dean. Certification of failure of the oral examination by the Graduate Standards Committee will result in the student's termination from the program, subject to appeal to the Dean.

Eligibility

Students become eligible to take comprehensive exams during the long semester following the completion of all “required substantive courses” included in the doctoral curriculum. Formal application to take the exams must be made in writing to the Office of the Associate Dean for Graduate Programs at least 60-calendar days prior to the

scheduled examination. Formal approval will depend upon the completion of all required substantive coursework, the maintenance of at least 3.0 overall graduate point average for all doctoral courses that have been completed, and certification that the student has conferred with his/her faculty mentor regarding preparedness to take the examination. Once student have received formal approval to take their exams, they may withdraw from the process by formally notifying the Graduate office within 30 days of the test date.

Funding

All University support for a student will be suspended at the close of the semester if any section of comprehensive examinations is failed a second time. Funding shall not be restored until the student is certified to have passed the comprehensive examination by the appropriate associate Dean. Exceptions to this policy may be granted at the discretion of the Dean.

Approved:

Dr. Vincent Webb
Dean, College of Criminal Justice

Date

GRADUATE POLICY

College of Criminal Justice Sam Houston State University

Policy Concern

Doctoral Comprehensive Examination- Guidelines for an Oral Examination
Under the New (2005-2007 Catalog) Format

Policy

Students who fail any sections of the examination after a second attempt will be required to appear for consultation with the Graduate Standards Committee. During the consultation the student may choose to either retake failed sections a third time in written format at a future regularly scheduled administration of comprehensives, or to take an oral examination. If an oral examination is chosen, the Graduate Standards Committee will appoint an oral examination committee. An Oral Examination Committee consists of three members of the regular faculty; one of whom is designated as the Chair. The members are drawn from the concentration area of the comprehensives being tested.

An oral examination date and time will be chosen through consultation between the Committee Chair and the Student at a time mutually agreeable to both. There are no deadline stipulations save those relevant to the timelines for completion of the degree.

The duration of an oral examination is expected to range between 1.5 and 3.0 hours. Any questions pertaining to the area examined may be asked by the Committee. Questions are not constrained by previous questions included on the written examinations given to the student. The oral examination is provided at the student's request, and a supposition is that the student believes that he/she is competent in an area, but could not demonstrate that competence in written format for whatever reason. Thus, the purpose of the oral examination is to test general competence in the area examined. The boundaries of such knowledge are not defined by previous written questions. All three Committee members are expected to pose multiple questions. Follow-up questions are expected to be routinely asked. At the sole discretion of the Examining Committee, the examination may be scheduled concurrent to the administration of written comprehensives, and include questions from that semester's written version.

The session will terminate at the conclusion of the examination. After the student has departed, the Examining Committee will make a recommendation decision: pass, conditional pass, or fail. The student will be notified in writing of the final determination and exam results within seven (7) business days.

A Conditional Pass means that additional specified coursework, completed with a grade of an 'A' or 'B', will be required. In conditional pass cases, a student will not be judged

to have passed the comprehensive examination until the conditions are met, as certified by the appropriate Dean. Certification of failure of the oral examination by the Graduate Standards Committee will result in the student's termination from the program, subject to appeal to the Dean.

GRADUATE POLICY #

College of Criminal Justice
Sam Houston State University

Student Travel and Reimbursement Policy

1. Complete the approval for presentation form 14 business days in advance of conference. This form is located in the Graduate Studies Office, Room A212. Form must be completed and signed by faculty research sponsor.
2. Provide copy of approval presentation form to Doris Powell and Janie Burwick. Janie will prepare a travel application for student to receive reimbursement. Student **must** have travel application on file in order to receive reimbursement from University for travel expenses.
3. Provide itemized breakdown of expenses for the trip including: meals, parking, lodging, transportation, etc. to Dr. Janet Mullings 14 business days before conference begins.
4. Student **must** attend dry run presentation to be eligible for travel reimbursement. Dry run presentations are normally held two weeks in advance of conference date. Please check with Renee Rehmert (294-4735) for dry run dates.
5. Student funding is contingent upon grade point average and availability of funds. Students may receive \$100-\$750 depending on availability. Funds are limited so students are encouraged to apply as soon as possible.