

School of Applied Studies
Washburn University

MASTER OF CRIMINAL JUSTICE
Graduate Program Handbook
2020 - 2021



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Table of Contents

1. Welcome	5
2. Master of Criminal Justice Program	5
2.1 Mission	6
2.2 Program goals	6
2.3 Program student learning outcomes	6
3. Admission	7
3.1 Current members of admission committee	8
4. Funding	8
5. Degree Requirements.....	9
6. Departmental and University Policies	13
7. Communication & Technology	16
8. Program Options	17
8.1 Thesis Option.	17
8.2 Capstone Option	20
9. Fast Track Students	22
Appendix A: Grade Appeal	23
Appendix B: Thesis Class Schedule	27
Appendix C: Capstone Class Schedule	29
Appendix D: Thesis Proposal Form.....	31

Disclaimer

This document is for general information purposes only; it does not create a contract between Washburn University or the Criminal Justice Department and any person. The Criminal Justice Faculty reserve the right to make any changes deemed necessary at any time without notice in its policies, practices, and programs, including courses and schedules. Matriculation at the University and in the Department of Criminal Justice is a privilege, not a right, and faculty reserve the right to remove any student who does not meet academic requirements.

Statement of Non Discrimination

Washburn University prohibits discrimination based on race, color, religion, age, national origin, ancestry, disability, sex, sexual orientation, gender identity, genetic information, veteran status, marital, or parental status. If you believe you have been discriminated against, please contact the Equal Opportunity Director/Title IX Coordinator, Dr. Pamela Foster at 785-670-1509 or eodirector@washburn.edu.

1. Welcome

Welcome to the Master of Criminal Justice (MCJ) online program at Washburn University. We are excited to have you in the program and are committed to ensuring that you receive a rigorous, well-rounded, student-centered education to help you advance in the criminal justice field. As the first MCJ program in the country certified by the Academy of Criminal Justice Sciences and to successfully undergo recertification in the fall of 2017, our program is dedicated to engaging in the best practices in criminal justice education. All courses are taught by highly-qualified faculty who hold terminal degrees, are actively involved in scholarship, and have practical experience in the field. Our curriculum provides students with the academic and practical knowledge necessary to be leaders in the criminal justice field.

The Master of Criminal Justice (MCJ) Handbook will acquaint you with policies and procedures of this program and facilitate your progress toward applying for the program and earning the MCJ degree. Read this MCJ handbook carefully and consult a program director if you have questions.

Be aware that the policies and procedures described herein are subject to change and can be affected by changes in the policies of Washburn University. University-wide policies take priority over the policies of the department and the School of Applied Studies (SAS). Check the campus catalog, which can be found at <https://washburn.edu/academics/academic-catalog/files/graduate-catalog-master.pdf> (note, this is the 2019-2020 catalog).

2. Master of Criminal Justice Program

The MCJ degree seeks to meet the needs of advancing criminal justice professionals looking to advance their career, as well as pre-professionals who desire to enhance their knowledge of the field prior to entering. The program can open the door for those interested in teaching positions at community colleges and training academies. The degree can also prepare students for doctoral programs in criminal justice and related fields.

Our courses emphasize theory application and research related to modern law enforcement, court, and corrections practices. Course work is offered entirely online in eight and sixteen-week formats, with one elective offered each summer. All MCJ faculty members are seasoned educators who hold the highest academic credentials in the discipline and have practitioner experience.

2.1 Mission statement

The Master of Criminal Justice (MCJ) degree is designed to meet the needs of criminal justice professionals and pre-professionals who desire to enhance their understanding of the criminal justice field. The program is dedicated to informing professional practices, advancing scholarship, and promoting responsible leadership through a wide range of courses. As such, students are provided the academic and administrative skills needed for designing policies, managing programs, conducting scholarly research, preparing for teaching, and leading with integrity. The program fosters an inclusive community of students and faculty who possess a breadth of practical experiences and academic knowledge to advocate for justice and equity.

2.2 Program goals

1. To prepare students to make ongoing contributions to the interdisciplinary fields in criminal justice,
2. To prepare students to provide competent, ethical services and leadership in criminal justice arenas,
3. To provide comprehensive, relevant, and diverse educational opportunities to a wide range of students,
4. To foster an educational environment that combines theory and practice for both scholar and practitioner, and
5. To provide a program integrated with the community.

2.3 Program student learning outcomes

MCJ students will complete a variety of courses and engage in many learning experiences. Program Student Learning Outcomes (PSLOs) are in place to ensure student success while in the program, as well as in the future. Students meet each PSLO as they progress through the program. We included them in this handbook so you can get an idea what these outcomes are, and what this degree is meant to accomplish.

Upon completion of the MCJ program, students will be able to:

1. Formulate administrative principles and practices like those used in criminal justice agencies,
2. Assess theories relating to crime causation and criminality,
3. Explain the interdisciplinary nature of the criminal justice system,
4. Produce scholarly criminal justice related research,

5. Evaluate criminal justice operational problems that affect the delivery of criminal justice related services,
6. Employ critical thinking, advanced writing, and verbal communication skills, and
7. Apply ethical concepts to current issues in the criminal justice field.

3. Admissions

Students who wish to apply for admission to the MCJ program should visit the [Masters of Criminal Justice \(MCJ\) program](#) website. To be admitted into program, you must:

- Complete the online [Washburn Graduate Admission application](#),
- Submit official transcripts of all undergraduate and graduate course work to the Registrar's Office,
- Have earned a bachelor's degree in Criminal Justice or a closely related field, with a 3.0 grade point average on the last 60 credit-hours,
- Submit a statement explaining your (a) personal philosophy of the criminal justice system and (b) reasons for entering the program,
- Receive three letters of recommendation from previous teachers, mentors, and colleagues, and
- And submit a \$40 non-refundable application fee (separate from the \$70 university application fee for international applicants) is required at the time of application. ** Fees for Washburn graduates are waived; application fees for all students are waived until 2021 **

Those without a 3.0 GPA for the last 60 undergraduate hours will be required to take the GRE and earn a cumulative score of 290 or better.

The Graduate Committee, comprised of the coordinator and two faculty members will review your materials and admit you to the program. This is on the basis of regular or provisional admission status. Regular status means you are a full, degree seeking student. Provisional status means there are some deficiencies that need fulfilled prior to be fully admitted. Once these are met, you will be considered a regular degree seeking student. Deficiencies will be outlined in an advising plan.

The MCJ Coordinator may consider graduate applications at any time, which means files may be reviewed as soon as they are completed. Students are notified by letter of the admission decision.

3.1 Current Members of the MCJ Graduate Committee

Ryan Alexander

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Patricia Dahl

Patricia.Dahl@washburn.edu

Erin Grant

Erin.grant@washburn.edu

4 Funding

Funding may be available to graduate students. Contact the financial aid and scholarship office to learn what programs may be available.

<https://washburn.edu/admissions/paying-for-college/financial-aid/index.html>

Currently there are no scholarships offered directly from the Criminal Justice and Legal Studies Department. The School of Applied Studies (SAS) in which the department is housed does offer a yearly scholarship opportunity in February.

<https://washburn.edu/academics/college-schools/applied-studies/index.html>

Money is available for individuals who would like to complete original research, with the opportunity to travel to present the project at a conference. This is offered in the Washburn Transformational Experience program.

<https://washburn.edu/academics/wte/index.html>

5 Degree Requirements

The MCJ requires completion of 30 hours of course work and six hours of thesis, or 33 hours of course work and three hours of capstone. A core of five courses are required:

CJ600 Seminar in Criminal Justice Systems

CJ602 Research Methods

CJ603 Issues in Criminal Procedure

CJ610 Corrections / CJ620 Law Enforcement in the U.S.

CJ625 Criminology

The remaining hours will be taken via a number of electives (courses outlined later in this section). Up to six hours of electives may be taken outside the MCJ program; ask advisor for more details. Those who wish to conduct a thesis will enroll at the discretion of their advisor. Most courses will not have a prerequisite.

There are few which will require an override, including thesis, capstone, statistics, continual enrollment, and directed readings.

CJ 600 Seminar in Criminal Justice Systems / Core Course

Professional graduate seminar designed to engage the first-semester criminal justice graduate student in the analysis of the array of issues in criminal justice. Students review criminal justice system operations as well as key issues affecting criminal justice theory and practice. *Prerequisite: Graduate status or permission of the instructor for senior level and fast track undergraduates.*

CJ 602 Criminal Justice Research Methods / Core Course

Students learn methods of applying basic research designs to criminal justice data and interpret findings - both qualitative and quantitative methods. Instruction and application will focus upon criminal justice issues and the impact of criminal justice research on the profession. *Prerequisite: Graduate status or permission of the instructor for senior level and fast track undergraduates.*

CJ 603 Issues in Criminal Procedure / Core Course

Students address current significant issues in criminal procedure. Emphasis is on the impact of recent judicial decisions on both enforcement and corrections. In addition, students examine the relationship between the judiciary and the other segments of the criminal justice system. Students learn methods of conducting legal research.-*Prerequisite: Graduate status or permission of the instructor for senior level and fast track undergraduates.*

CJ 604 Seminar in Criminal Justice Organization and Management

The course focus is organizational, administrative, and management principles in law enforcement, courts and corrections. Issues in organizational structure, management, and problem solving, and methods of applying research to criminal justice management are explored and practiced. *Prerequisite: Graduate status or permission of the instructor for senior level and fast track undergraduates.*

CJ 605 Ethics in Criminal Justice Practice

Examination of issues of professionalism and ethical behavior within the criminal justice system. Key issues examined include professional behavior of the individual and the agency. Students discuss current topics such as sexual harassment, accreditation and maintenance standards, and community relations. *Prerequisite: Graduate status or permission of the instructor for senior level and fast track undergraduates.*

CJ 610 Corrections in the United States / Core Course

A study of the issues and policies that affect modern correctional agencies in the U.S. Students examine the field of corrections from an historical, current, and future perspective. *Prerequisite: Graduate status or permission of the instructor for senior level and fast track undergraduates.*

CJ 620 The Role of Law Enforcement in the United States / Core Course

A study of the policies and human issues affecting police agencies in the United States. The course examines policing and law enforcement from historical and current perspectives, as well as expected future trends. *Prerequisite: Graduate status or permission of the instructor for senior level and fast track undergraduates.*

CJ 625 Seminar in Criminological Theory / Core Course

The course focus is theories of crime causation and criminal behavior. Students learn the history of theories from the 1700's through modern times. *Prerequisite: Graduate status or permission of the instructor for senior level and fast track undergraduates.*

CJ 630 Seminar in Correctional Administration

An analysis of administration and management of correctional agencies. Emphasis is on evaluation of the impact of various policies, procedures, and judicial decisions upon management and operation of correctional agencies. *Prerequisite: Graduate status or permission of the instructor for senior level and fast track undergraduates.*

CJ 635 Organized and White Collar Crime

Examination of organized crime, white collar crimes, and gang activity in the United States. Focus is on the historical development of these criminal patterns with an examination of current activities and proposed intervention theories. *Prerequisite: Graduate status or permission of the instructor for senior level and fast track undergraduates.*

CJ 640 Seminar in Legal Issues in Law Enforcement

Current significant issues in enforcement administration will be address. Emphasis is upon significance to federal, state, and local enforcement administrators, their agencies, and their communities. *Prerequisite: Graduate status or permission of the instructor for senior level and fast track undergraduates.*

CJ 645 Comparative Criminal Justice Systems

Study of the criminal justice systems of four major countries. Students examine and compare each country's different philosophical and practical approaches to criminal

justice. *Prerequisite: Graduate status or permission of the instructor for senior level and fast track undergraduates.*

CJ 650 Seminar in Community Corrections

The course reviews the traditional practices of probation and parole, as well as newer community corrections methods and techniques. Focus is on the organization and integration of community based programs into the modern criminal justice system. *Prerequisite: Graduate status or permission of the instructor for senior level and fast track undergraduates.*

CJ 655 Seminar in Juvenile Justice and Delinquency

A study of delinquency prevention, investigation of juvenile crime, disposition of offenders and juvenile courts. Students examine roles and interaction of juvenile justice agencies and the impact of due process considerations mandated by the courts. *Prerequisite: Graduate status or permission of the instructor for senior level and fast track undergraduates.*

CJ 660 Seminar in Operational and Staff Planning

Examination of the principles and practical application of operational and staff planning as applied to criminal justice agencies. Emphasis is on the development and implementation of organizational goals and objectives, strategic and tactical planning, operational needs assessment, and problem solving. *Prerequisite: Graduate status or permission of the instructor for senior level and fast track undergraduates.*

CJ 670 Seminar in Correctional Law

The seminar provides and analysis of correctional law as it affects institutional and field corrections. Emphasis is on legal liabilities and legal research. *Prerequisite: Graduate status or permission of the instructor for senior level and fast track undergraduates.*

CJ 675 Problems and Practices in Judicial Administration

Examination of the problems that face judicial administration and how those problems affect other elements of the criminal justice system. *Prerequisite: Graduate status or permission of the instructor for senior level and fast track undergraduates.*

CJ 680 Seminar in Staff Development

A study of the role of staff development in the acquisition and management of human resources in criminal justice, and effective staff development methods and techniques. Emphasis is on the identification of education and training needs of

criminal justice practitioners, and the development of courses and programs to meet those needs. Students discuss course development and delivery methods.

Prerequisite: Graduate status or permission of the instructor for senior level and fast track undergraduates.

CJ 685 Special Topics in Criminal Justice

This course offers an opportunity for students and faculty to explore topics of contemporary or historical interest that are not covered in regular course offerings.

Prerequisite: Graduate status or permission of the instructor for senior level and fast track undergraduates.

CJ 690 Directed Readings

Provides students with an opportunity to conduct an in-depth exploration of literature related to a particular criminal justice topic. Consent from the supervising professor is required. *Prerequisite: Graduate status.*

CJ 692 Analytical Research and Statistics

Analyzes research strategies and methods for research in criminal justice. Includes analysis of links between theories and methods, including advanced research design, sampling, measurement, data collection, ethical concerns and policy decisions. *Graduate status and successful completion of CJ 602 CJ Research Methods.*

CJ 693 Capstone Experience

The Capstone course is a self-directed, integrated, learning opportunity involving work with a community partner. Students synthesize coursework in the criminal justice graduate program and related areas, to demonstrate a broad conceptual and practical understanding of the criminal justice career field.

Prerequisite: Graduate status, 24 hours of coursework completed, all core courses completed, and consent of the Instructor.

CJ 699 Criminal Justice Thesis

The student normally conducts original empirical research, which involves the collection and analysis of new data or reanalyzing existing data to arrive at certain conclusions. The thesis can include projects utilizing a range of methodologies from ethnographic models to laboratory experiments. It is possible to develop a theoretical thesis if the student's analysis is creative or unique and makes a significant contribution to the criminal justice knowledge base. A faculty advisor who serves as the committee chairperson pre-approves the thesis topic. Students submit the final report their committee for evaluation and approval, and an oral defense of

the report is required. *Prerequisite: Graduate status and permission of the Graduate Program Coordinator; student must have 24 hours of MCJ coursework completed (including all core coursework).*

6 Department and University Policies

Academic Impropriety: Students must conduct themselves appropriately and ethically in their academic work. Inappropriate and unethical behavior includes (but is not limited to) giving or receiving unauthorized aid on examinations or in the preparation of papers or other assignments, or knowingly misrepresenting the source of academic work. Washburn University's Academic Impropriety Policy describes academically unethical behavior in detail and explains the actions taken when such behavior occurs. Review the following link for additional information regarding the Academic Impropriety Policy: <http://www.washburn.edu/academic-impropriety>.

Advising: The Graduate Program Coordinator serves as the faculty advisor for all graduate students. The Coordinator can advise students about degree plans, electives, capstone and thesis options, as well as other program-related issues. New students are required to engage with materials on the MCJ resource platform their first semester of the program to become acquainted with the department and program. MCJ students are required to consult with the Coordinator every semester to decide the student's class schedule for the coming semester. Students must inform Washburn University and the Program Coordinator of any changes to their contact information.

Continuous Enrollment: Students must maintain progress toward degree completion, engage in continuous enrollment, and complete all degree requirements within seven years. Continuous enrollment is no less than one hour of academic credit during the spring and fall semesters in a graduate level course from WU. If all other course work is completed, students will be required to enroll in a one-credit hour class (CJ 777) each semester until the program is completed. This requirement applies to the summer term for students graduating at the end of the summer term. Interruption of continuous registration due to a failure to follow this requirement will result in a need for readmission to the MCJ program. Credit hours completed through CJ 777 do not count toward credit hours required for graduation; the hours appear on transcripts as a Pass.

Course Withdrawal: A student may withdraw from an academic course any semester with a grade of "W" up to and including the date of the last day to withdraw as specified in the Washburn University Academic Advising Calendar by completing and submitting a Change of Enrollment form.

Grading: Only one course with a score of a C will count towards the completion of the degree. All other courses will need retaken. Student may need to create a probation plan to increase GPA in coordination with the MCJ coordinator. Students are required to maintain a cumulative grade point average of 3.0.

If a student falls below standards and is administratively withdrawn from the program, the student can petition the Master of Criminal Justice Graduate Committee for re-admittance under the current catalog. If readmitted, the student will be required to retake the failed courses to maintain the program standards.

Please see Appendix A of this handbook for guidance on the Grade Appeal Procedure as well as the necessary forms to complete.

Graduation: Students planning to complete a Master of Criminal Justice degree must file an Application for Degree form in the Office of the University Registrar in order to initiate a graduation check. Students must complete the application in September for the fall semester and in February for the spring and summer semesters (see the Washburn academic calendar for the exact dates).

A student is not a Candidate for Degree until the University Registrar's Office has the form on file. Students who do not graduate in the semester specified on the Application for Degree must file another application for the subsequent semester/term in which they plan to graduate. Forms are available in the University Registrar's Office and online at <http://www.washburn.edu/a-z-index/registrar/index.html>.

MCJ Graduate students who intend to graduate during the summer semester may "walk" in a graduation ceremony prior to completion of all degree requirements. For more details, ask the MCJ coordinator.

Incomplete Grades: Students who receive a grade of "I" (incomplete) must complete all required course work on the date specified by the instructor or receive an "F" for the course. Students must complete all "I" grades in order to graduate from the University.

International Students: International students applying to the Washburn MCJ program must:

- Already have a university credential equivalent to a U.S. bachelor's degree.
- Satisfy admission requirements for the Washburn University MCJ program. Among the requirements is a minimum undergraduate grade point average of 3.0

(on a 4.0 scale), three professional letters of reference, transcripts, and narrative statement.

- A \$40 non-refundable application fee (separate from the \$70 university application fee for international applicants) is required at the time of application. This fee should accompany the completed MCJ Application for Admission form. ** the application fee is waived for all students until 2021 **
- International student applicants who will be attending Washburn on an F-1 or J-1 visa must first complete the university admissions process through the Office of International Programs. For more information, contact the office directly at international@washburn.edu or 785-670-1051.

Life Experience: Life experiences do not count for course credit under any circumstance.

Non-Degree Students: Non-degree seeking students wishing to enroll in graduate criminal justice courses may do so with permission of the Department Chair

Plagiarism: Graduate students will complete their coursework in an honest and ethical manner. Individual assignments should reflect a student's own work. Cheating, data falsification, and plagiarism are very serious offenses. If it is discovered that a graduate student has plagiarized in a course assignment, the professor will evaluate and determine the extent and severity of the plagiarism offense. Penalties for an act of academic dishonesty in a class will range from receiving a failing grade for a particular assignment to receiving a failing grade for the entire course. In addition, a student may be referred to the Associate Vice President for Student Life for disciplinary action that can result in either a suspension or permanent dismissal from the University. If a student has plagiarized or falsified data in their capstone project, or thesis, the student's committee will meet to determine the appropriate course of action. [The Academic Impropriety Policy](http://www.washburn.edu/faculty-staff/faculty-resources/faculty-handbook/faculty-handbook-section-7.html#VIII) is included in the faculty handbook, which is available via the following link www.washburn.edu/faculty-staff/faculty-resources/faculty-handbook/faculty-handbook-section-7.html#VIII. This policy contains detailed definitions of what constitutes academic impropriety; Graduate Faculty, including professors and the Coordinator can clarify if there are additional questions regarding whether an act is academic dishonesty.

Probation: Students who earn less than a 3.0 during any semester will be placed on probation for the program. Students will work to restore their GPA to over 3.0 cumulatively over the following two semesters. If they do not, they will no longer be able to enroll in the program.

Transfer Credit: Individuals admitted as a full-standing student may transfer a maximum of six semester hours of relevant graduate course work from another university or another Washburn department. If you are interested in taking a course outside the department, please see the Masters Coordinator for approval. The applicant must have received a grade of “B” or better in the course(s) considered for transfer.

Withdrawal from the Program: Any student who intends to withdraw permanently from the program should send a letter to the MCJ Program Coordinator informing them of such intentions. If one withdraws from the program for any reason without submitting written notification to the MCJ Program Coordinator, the student must reapply for admission to the program.

7 Communication and Technology

The Criminal Justice and Legal Studies Department telephone number is 785-670-1411. Faculty phone numbers and email addresses are available in the university campus directory. Faculty will post their contact information and office hours in their course syllabi each semester.

Communicating with Faculty: Communication with faculty can aid in understanding the course materials and create expanded learning opportunities. MCJ Faculty are available for office and telephone appointment to aid students. Email is good for short, quick questions and conversations; real time conversations, in person or by telephone, are best for asking questions, seeking clarity, and resolving conflicts. Notify the Criminal Justice and Legal Studies Department at 785-670-1411 when a professor is chronically unavailable.

Computers: The MCJ Program consists of online courses only, thus students must maintain continual and unrestricted access to a computer that meets the technical requirements for the course work. If a student does not possess a personal computer, the computers provided on the WU campus are available for use. Additionally, most public libraries have computers that are accessible to the public.

Desire2Learn (D2L) Learning Platform: To access D2L, log into the MyWashburn website and select the appropriate course number under MyCourses. Students can also access their courses directly through D2L (d2l.washburn.edu) by logging in with MyWashburn credentials. WU Online Education Support information is available via <http://www.washburn.edu/a-z-index/its/online-education/index.html>.

E-Mail: The Washburn email is the official communication channel for the MCJ program. Students should check their Washburn email even when not currently enrolled in a course, as important information may be disseminated throughout the semester.

8 Program Options

Graduate students must choose between two paths leading to the completion of their MCJ: the capstone course or thesis. A student makes this decision before or during the first year of graduate school.

- For the thesis option, the student conducts original research, which involves the collection and analysis of new or existing data to arrive at certain conclusions. The thesis process involves guidance from a faculty advisor and the student's thesis committee. The thesis culminates in a written product and an oral defense. A suggested outline for course completion can be found in Appendix B.
- A capstone course is a graduate course that serves as a comprehensive assessment of the knowledge and skills in the major field of study. The Capstone course is a self-directed, integrated, learning opportunity involving work with a community partner. It synthesizes coursework in the criminal justice graduate program and related areas, so the student has a broad conceptual and practical understanding of the criminal justice career field. A suggested outline for course completion can be found in Appendix C.

8.1 Thesis Option

This project includes the completion of original research that involves a problem-solving method and approach: identifying a problem; reviewing literature; collecting data; analyzing data; and arriving at a conclusion. It is a scholarly inquiry into a topic chosen by the student and approved by the Thesis Committee. An oral defense of the thesis is required for graduation. The thesis may take one to two years, so students selecting this option must make plans early in the MCJ program.

A research plan approved by the Thesis Committee is required before the student can collect data for a thesis. All students who choose the thesis option are required to complete 15 hours of core courses, 15 hours of elective course work, and six hours for the thesis – for 36 credit hours.

The Process: Prior to registering for hours, you must create a proposal that must be approved by your chair and committee. The proposal must be a well written essay of ten or more pages which details the topic, including why it is important,

describes the research that has been previously completed in this area, and presents a research question to guide the project. An overview of the methodology, including whether an IRB application will need completed, and potential results are also required.

The proposal does not need defended publicly, but should be approved by the committee chair and proposed members (see Appendix D for the proposal form). The chair should be a master's faculty member in the criminal justice department with other members, at least one of which is MCJ faculty. Once the proposal is approved, the student can enroll in thesis hours.

A thesis student must complete six hours of thesis credit to qualify for an MCJ degree. Once the student enrolls in a thesis course, they must continue to enroll in a thesis course during any semester the student receives thesis supervision or guidance. Students should enroll for a directed readings course in the semester prior to beginning their thesis to collect literature, narrow down the topic, and select committee members. This course counts as a program elective.

A note on faculty: it may be that those on your committee may have differing expectations of what the student will be responsible for. They may also have different styles of providing feedback or getting in touch. Ensure that if you choose this option, you have a solid relationship with your committee chair so that if needed, they may be an advocate for you.

Writing the Thesis: All papers will be different and depend on the subject, existing research data available, and schedules. Below is an outline of what a thesis will include. In addition, here are some tips to ensure your success in the process:

Self-imposed guidelines are important. Some faculty will push and prod you along, while others will be more laid back, expecting for you to tell them what your timeline looks like. It is important that you ensure you have a handle on what you will be able to complete and how long each section will take to complete.

When turning in your work, it is standard that the chair will first note suggested edits. Once their edits have been completed, the rest of the committee will provide feedback, copying the chair on these communications. Check to ensure the process that your committee would like to follow.

While the thesis is only six credits, you should be working on the materials for your thesis much longer than this. You should determine the topic of interest early on so that you can be collecting and reading materials on the subject. Some people will take an independent study in addition to the six hours to ensure there is plenty of material to work with. Ask the master's coordinator about this.

Process Timeline: The following is a very general schedule of guidelines for pursuing the thesis on a full time schedule – adjust as necessary. This assumes the student will be self-motivated and in communication with their advisor and other faculty mentors while enrolled.

Semester one: Student starts the program and enrolls in six to nine hours of coursework.

Semester two: Student continues with six to nine hours of coursework. Around the eighth week, student should speak with faculty member regarding completion of a thesis, with defined ideas they have and some readings for the faculty to examine. Faculty interests are listed on the MCJ resource page for students. You might look at the vita of members to see what they have studied and where their strengths lie. Over the last half of the semester, student and faculty member work together to draft a thesis proposal. Other members are identified and a committee is formed.

Depending on the starting semester, the break that follows, summer or winter, student will finalize the proposal. Once the proposal is approved, the student may enroll for thesis hours.

Third semester: Upon approval of the thesis proposal, student enrolls in six to nine hours of coursework, three of these hours in the thesis course. Student will likely need to spend up to 12 hours per week working on these materials. Committee chair will provide guidance.

Fourth semester: Student enrolls in six to nine hours of coursework, including three hours of thesis credit. Again, the work should take up to 12 hours a week. A final draft of the thesis should be available to the committee by week eight of the final semester. The chair will indicate whether the format is acceptable and review other features to help make adjustments early in the process.

Thesis students must defend their thesis in an oral presentation during their final semester of the program, while enrolled in a thesis course. The student may have edits to make after successfully defending their thesis. All edits are due prior to graduation. This defense must be scheduled six weeks before graduation, with a defense taking place three weeks prior to graduation.

Recommended Publication: The thesis should make a constructive and potentially publishable contribution to the field. The MCJ program recommends graduate students publish their abstract and thesis in Masters Abstracts International, obtain a copyright, and submit their thesis to the Library of Congress. It is also recommended that you discuss the potential submission to a scholarly journal.

Chapter	Purpose
One: Introduction	Introduce subject matter, overview of the research in the field, explanation of why the current work is important (4 – 7 pages)
Two: Literature review	A detailed review of the past and current research in the field, demonstrating the student has a thorough understanding of this work (20 – 40 pages)
Three: Methods	Tell the reader what you are going to be doing in regards to original research (5 – 7 pages)
Four: Results	Present the results of the research and analysis (10 – 30 pages)
Five: Discussion	Explain the importance of the research, as well as any potential shortcomings and future research (10 – 30 pages)
Six: Conclusion	Summarize the work done, integrating the literature review with the findings of the study (4 – 5 pages)

8.2 Capstone Option

A Capstone course is a graduate course that typically serves as a comprehensive assessment of the knowledge and skills of a graduate student in the major field of study. Students complete a capstone at the end of the degree program.

The Capstone course is a self-directed, integrated, learning opportunity involving work with a community partner. Students synthesize coursework in the criminal justice graduate program and related areas, to demonstrate a broad conceptual and practical understanding of the criminal justice career field.

The Capstone course is similar to an independent study course in that it requires individual self-direction. Students independently, but with support and advice from the Capstone instructor and the organizational client overseeing your Capstone project. The Capstone instructor aids in the definition of scope and nature of the final project, recommending areas of improvement on your drafts. The client serves as an organizational advisor/mentor.

All students who choose the Capstone option are required to complete 15 hours of core courses, 18 hours of elective course work, and 3 hours for the Capstone course.

Capstone Goals: Students will complete a graduate-level project that demonstrates their ability to integrate the knowledge and skills they gained from the MCJ program. All projects demonstrate students' skills in research, writing, and working with others. The specific goals of this advanced course are to:

- Think critically
- Write effectively
- Bridge courses of study to a client-oriented project
- Demonstrate knowledge, concepts, and principles associated with the study of the criminal justice system
- Produce a written product of what has been learned about the topic of interest in the field and the results of conducting evaluative (or other types of) research
- Give an effective written oral presentation summarizing the Capstone experience
- Use the Capstone project to leverage career and/or professional goals as they relate to the MCJ degree, as needed/when possible
- Work independently and in collaboration with others, in a timely and professional manner

Capstone Process: Briefly, the Capstone process involves the following tasks over the course of a semester, with a few initial tasks completed (ideally) in the semester before the start of the Capstone course:

- Identify your potential client (approval required from Capstone instructor)
- Define your potential project based on the client's needs (approval required from Capstone instructor)
- Begin to conduct some initial library research on topic
- Detail the scope of the project
- Complete the IRB process (video certification and application)
- Complete the project proposal (template provided for this course assignment)
- Begin to collect data (requires IRB approval first)
- Begin to work on Capstone paper sections (guidelines provided for these assignments)
- Complete Capstone project for client (this will vary from project to project)
- Complete Capstone paper for course
- Complete oral presentation to client

9 Fast Track Students

The Criminal Justice Fast Track (CJFT) Program allows Washburn undergraduates the opportunity to complete their Bachelor of Criminal Justice (BCJ) and Master of Criminal Justice (MCJ) in five years. Those who participate will be eligible to take up to 12 hours of MCJ classes that will count toward the requirements of the BCJ and MCJ programs. Students may enroll in the program even if they do not plan to take all 12 hours. This, will, however, affect the ability to graduate in five years.

CJFT is primarily designed for incoming freshmen, as the program requires careful consideration of courses taken via consultation with the MCJ graduate coordinator. Note, however, interested students will not officially apply for the program until they have completed 90 hours of coursework. However, any BCJ student may choose this option, with the understanding that it may take longer than five years.

APPENDIX A: GRADE APPEAL

Part III: Please indicate what you would consider a fair resolution of the appeal, with supporting reason(s).

Part IV: Result of Instructor/Student Consultation

- Re-affirm the original grade submitted by the instructor.
- Agree to submit a Change of Grade Form.

Part V: Dispute Resolution completed by the student. (Check the appropriate box.)

- I accept the current grade and withdraw my appeal.
- I understand that the Instructor will change my grade and withdraw my appeal.
- I request to appeal the instructor's decision to the Department of Criminal Justice Chair.

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

**Department of Criminal Justice Grade Appeal Form
Step two – Chair mediation**

Part I: Student's Name: _____ WIN: _____

Email: _____

Course name: _____ CRN: _____ Section: _____

Semester/Year Course Taken: _____ Instructor: _____

Grade received _____

Part II: The decision of the instructor to not change the grade is unreasonable for the following reason(s).

Part III: Result of Chair's Mediation

- Re-affirm the original grade submitted by the instructor.
- Agree to submit a Change of Grade Form.

Part IV: Dispute Resolution completed by the student. (Check the appropriate box.)

- I accept the Chair's mediation decision and withdraw my appeal.
- I request to appeal the Chair's decision to the Dean of the School of Applied Studies.

Student's Signature: _____ Date: _____

Chair's Signature: _____ Date: _____

APPENDIX B: THESIS COURSE SCHEDULE

**Course Schedule for those starting fall 2020
(Subject to change as necessary)**

Required Courses		Full Time	Part Time
600	Seminar in Criminal Justice Systems	Fall 2020	Fall 2020
602	Research Methods	Fall 2021	Fall 2021
603	Issues in Criminal Procedure	Fall 2021	Fall 2021
620	Role of Law Enforcement in the U.S.	Spring 2022	Spring 2022
625	Seminar in Criminological Theory	Fall 2020	Fall 2020
6XX	Elective	Fall 2020	Spring 2021
6XX	Elective	Spring 2022	Spring 2022
6XX	Elective	Spring 2022	Spring 2022
6XX	Elective	Spring 2021	Fall 2022
6XX	Elective	Spring 2021	Spring 2023
699	Thesis	Spring 2021	Fall 2022
699	Thesis	Spring 2022	Spring 2023

APPENDIX C: CAPSTONE COURSE SCHEDULE

**Course Schedule for those starting fall 2020
(Subject to change as necessary)**

Required Courses		Full Time	Part Time
600	Seminar in Criminal Justice Systems	Fall 2020	Fall 2020
602	Research Methods	Fall 2021	Fall 2021
603	Issues in Criminal Procedure	Fall 2021	Fall 2021
610	Role of Corrections in the U.S.	Spring 2022	Spring 2022
625	Seminar in Criminological Theory	Fall 2020	Fall 2020
6XX	Elective	Fall 2020	Spring 2021
6XX	Elective	Spring 2022	Spring 2021
6XX	Elective	Spring 2022	Spring 2022
6XX	Elective	Spring 2021	Fall 2022
6XX	Elective	Spring 2021	Fall 2022
6XX	Elective	Fall 2021	Spring 2023
693	Capstone	Spring 2022	Spring 2023

APPENDIX D: THESIS PROPOSAL FORM

Washburn University
Criminal Justice Graduate Program
Thesis Proposal Form

Student Name: _____

Student Email: _____

Tentative Thesis Title: _____

Is the proposed project attached to this form? Yes No

Does this research involve human subjects? Yes No

If so, has the IRB training been completed? Yes No

By signing this form, the faculty member and students agree to complete the proposed project and timeline attached to this form.

Printed name of Student _____

Student signature: _____

Printed name of Committee Chair _____

Chair signature: _____

Signatures below indicate the departmental approval of the above recommendation.

MCJ Coordinator: _____

Department chair: _____