
Master of Criminal Justice Degree Program
2016-2017

Information Booklet & Application Packet

- Flexible Course Offerings
- Small Classes
- Experienced Faculty

Department of Criminal Justice & Legal Studies
Washburn University
Topeka, Kansas
785-670-1411
PROGRAM DESCRIPTION

The Master of Criminal Justice (MCJ) Degree Program at Washburn University was established in the Fall semester of 1996, and is accredited by the North Central Association of Colleges and Schools. This graduate degree program is designed to meet the needs of criminal justice professionals and pre-professionals who desire to enhance their knowledge, skills, and talents in the field of criminal justice. For the professional currently employed in the field, advanced knowledge and skills acquired in the program can enhance opportunities for career advancement. The degree program can prepare the pre-professional graduate for a variety of criminal justice positions. The MCJ degree program can also prepare students for teaching positions in community colleges and training academies, and for admission to doctoral programs in criminal justice and related fields. Course work emphasizes the application of theory and research to contemporary practices in law enforcement, courts, and corrections administration. Washburn University is located in the state capitol of Kansas, and within minutes of several state, federal, and local criminal justice agencies.

Course scheduling and delivery methods are flexible and designed to meet the scheduling needs of in-service and pre-service students. During the regular fall and spring semesters, courses are offered during daytime hours, in the evenings, online, and on weekends. Some courses are offered during the summer semesters.

MISSION STATEMENT

Education for excellence in criminal justice practice is the guiding mission of the Department of Criminal Justice at Washburn University. The faculty who teach in the MCJ program are committed to providing high quality education that will prepare students to provide criminal justice services that are ethical, impartial, and effective in a rapidly changing and increasingly diverse society.

EXPECTED STUDENT LEARNING OUTCOMES

Upon completion of the MCJ program, student learners should generally possess:

1. An advanced understanding of administrative principles and practices found in criminal justice agencies.

2. Advanced knowledge of theories relating to crime causation and criminality.

3. In-depth knowledge of the interdisciplinary nature of the criminal justice system.

4. Knowledge of contemporary technologies used to manage criminal justice information.
5. Skills that enable the learner to conduct and evaluate criminal justice related research.

6. Advanced problem-solving skills that enable the learner to identify, analyze, and solve criminal justice operational problems that affect the delivery of criminal justice-related services.

7. Advanced reading, writing, and verbal communication skills.
THE FACULTY

The Criminal Justice faculty possess doctoral degrees in relevant disciplines and a wide range of criminal justice field experience. The faculty are experienced in police and corrections administration and management, the practice of law, and criminal justice education and training.

PROGRAM/CURRICULUM

<table>
<thead>
<tr>
<th>Thesis Option (36 hours)</th>
<th>Non-Thesis Option (42 hours)</th>
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</thead>
<tbody>
<tr>
<td>Students pursuing the Thesis option must complete 21 hours of core curriculum, 9 hours of elective curriculum, and 6 hours of thesis.</td>
<td>Students pursuing the Non-Thesis option must complete 18 hours of core curriculum, 21 hours of elective curriculum, and 3 hours of capstone.</td>
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<tr>
<td>All courses are 3 hours except where noted.</td>
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<tr>
<td>Core (21 hours)</td>
<td>Core (18 hours)</td>
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<tr>
<td>CJ 600: Seminar in Criminal Justice Systems</td>
<td>CJ 600: Seminar in Criminal Justice Systems</td>
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<tr>
<td>CJ 601: Program Introduction Seminar</td>
<td>CJ 601: Program Introduction Seminar</td>
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<tr>
<td>CJ 602: Criminal Justice Research</td>
<td>CJ 602: Criminal Justice Research</td>
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<tr>
<td>CJ 603: Issues in Criminal Procedure</td>
<td>CJ 603: Issues in Criminal Procedure</td>
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<tr>
<td>CJ 610: Corrections in the U.S. or CJ 620: Role of Law Enforcement in the U.S.</td>
<td>CJ 610: Corrections in the U.S. or CJ 620: Role of Law Enforcement in the U.S.</td>
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<tr>
<td>CJ 625: Seminar in Criminological Theory</td>
<td>CJ 625: Seminar in Criminological Theory</td>
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<tr>
<td>CJ 692: Analytical Research &amp; Statistics</td>
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<tr>
<td>Electives (9 hours)</td>
<td>Electives (21 hours)</td>
</tr>
<tr>
<td>CJ 605: Ethics in Criminal Justice Practice</td>
<td>CJ 605: Ethics in Criminal Justice Practice</td>
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<tr>
<td>CJ 635: Organized &amp; White Collar Crime</td>
<td>CJ 635: Organized &amp; White Collar Crime</td>
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<tr>
<td>CJ 645: Comparative Criminal Justice</td>
<td>CJ 645: Comparative Criminal Justice</td>
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<tr>
<td>CJ 650: Seminar in Community Corrections</td>
<td>CJ 650: Seminar in Community Corrections</td>
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<td>CJ 660: Seminar in Oper. &amp; Staff Planning</td>
<td>CJ 660: Seminar in Oper. &amp; Staff Planning</td>
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<td>CJ 670: Seminar in Correctional Law</td>
<td>CJ 670: Seminar in Correctional Law</td>
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<td>CJ 680: Seminar in Staff Development</td>
<td>CJ 680: Seminar in Staff Development</td>
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<tr>
<td>CJ 685: Special Topics in Criminal Justice</td>
<td>CJ 685: Special Topics in Criminal Justice</td>
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<tr>
<td>CJ 690: Directed Readings (1-3 hours)</td>
<td>CJ 690: Directed Readings (1-3 hours)</td>
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<tr>
<td>Thesis (6 hours)</td>
<td>Capstone (3 hours)</td>
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<tr>
<td>CJ 699: Criminal Justice Thesis</td>
<td>CJ 693: Capstone</td>
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</table>

Note: Course offerings in the MCJ program are subject to change.
Rotation of Course Offerings in the MCJ Program
(The availability and/or rotation of all MCJ courses is subject to change.)

(The average length of time for completing the Master of Criminal Justice program is 2-3 years.)

Recommended course load for fall & spring is 6 credit hours, but no more than 9 credit hours.

<table>
<thead>
<tr>
<th>Fall (even-numbered years)</th>
<th>Hrs.</th>
<th>Spring (odd-numbered years)</th>
<th>Hrs.</th>
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</thead>
<tbody>
<tr>
<td>CJ 600 Seminar in CJ Systems</td>
<td>3</td>
<td>CJ 602 CJ Research Methods</td>
<td>3</td>
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<tr>
<td>CJ 601 Intro to MCJ Program Seminar</td>
<td>3</td>
<td>CJ 610 Corrections in the U.S.</td>
<td>3</td>
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<tr>
<td>CJ 620 The Role of LE in the U.S.</td>
<td>3</td>
<td>CJ xxx CJ Elective*</td>
<td>3</td>
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<tr>
<td>CJ xxx CJ Elective*</td>
<td>3</td>
<td>CJ 690 Directed Readings</td>
<td>1-3</td>
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<tr>
<td>CJ 690 Directed Readings</td>
<td>1-3</td>
<td>CJ 693 Capstone</td>
<td>3</td>
</tr>
<tr>
<td>CJ 693 Capstone</td>
<td>3</td>
<td>CJ 692 Analytical Research &amp; Statistics will be offered every other spring semester.</td>
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</tbody>
</table>

Summer (odd-numbered years)

| CJ xxx CJ Elective* (summer course offerings are tentative) | 3 |

Recommended course load for fall & spring is 6 credit hours, but no more than 9 credit hours.

<table>
<thead>
<tr>
<th>Fall (odd-numbered years)</th>
<th>Hrs.</th>
<th>Spring (even-numbered years)</th>
<th>Hrs.</th>
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</thead>
<tbody>
<tr>
<td>CJ 600 Seminar in CJ Systems</td>
<td>3</td>
<td>CJ 625 Criminological Theory</td>
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<tr>
<td>CJ 601 Intro to MCJ Program Seminar</td>
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<td>CJ xxx CJ Elective*</td>
<td>3</td>
</tr>
<tr>
<td>CJ 603 Issues in Criminal Procedure</td>
<td>3</td>
<td>CJ 690 Directed Readings</td>
<td>1-3</td>
</tr>
<tr>
<td>CJ xxx CJ Elective*</td>
<td>3</td>
<td>CJ 693 Capstone</td>
<td>3</td>
</tr>
<tr>
<td>CJ 690 Directed Readings</td>
<td>1-3</td>
<td>CJ 699 Thesis (continued)</td>
<td>3</td>
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<tr>
<td>CJ 693 Capstone</td>
<td>3</td>
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</tr>
<tr>
<td>CJ 699 Thesis</td>
<td>3</td>
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</tbody>
</table>

Summer (even-numbered years)

| CJ xxx CJ Elective* (summer course offerings are tentative) | 3 |

*Electives must be chosen from the following courses:
CJ 604 Seminar in CJ Organization & Management
CJ 605 Ethics in CJ Practice
CJ 630 Seminar in Correctional Administration
CJ 635 Organized & White Collar Crime
CJ 640 Seminar in Legal Issues in Enforcement
CJ 645 Comparative Criminal Justice Systems
CJ 650 Seminar in Community Corrections
CJ 655 Seminar in Juvenile Justice & Delinquency
CJ 660 Seminar in Operational & Staff Planning
CJ 670 Seminar in Correctional Law
CJ 675 Problems & Practices in Judicial Administration
CJ 680 Seminar in Staff Development/Criminal Justice
CJ 685 Special Topics in Criminal Justice
CJ 690 Directed Readings (1-3 credit hours)
CJ 692 Analytical Research & Statistics (Prerequisite: CJ 602)
COURSE DESCRIPTIONS

CJ 600 Seminar in Criminal Justice Systems
Professional graduate seminar designed to engage the first-semester criminal justice graduate student in the analysis of the array of issues in criminal justice. Criminal Justice system operations are reviewed, and key issues impacting criminal justice theory and practice are explored. Prerequisite: Graduate status or permission of the instructor for senior level undergraduates.

CJ 601 Seminar in Introduction to the MCJ Program
This course will expose students to graduate level study expectations prior or in conjunction with their first year in the MCJ program at Washburn University. Students will be exposed to or gain a better understanding of appropriate graduate level writing such as research paper composition, citing sources, and avoiding plagiarism. Students will be exposed to all the Criminal Justice faculty at Washburn in the class as well as allowing students to examine their best path forward with an MCJ degree earned at Washburn. Prerequisite: Graduate status or permission of the instructor for senior level undergraduates.

CJ 602 Criminal Justice Research
Methods of applying basic research designs to criminal justice and interpreting findings are examined. Both qualitative and quantitative methods are examined. 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 undergraduates.

CJ 603 Issues in Criminal Procedure
Current significant issues in criminal procedure are addressed. Emphasis is on the impact of recent judicial decisions on both enforcement and corrections. In addition, the relationship between the judiciary and the other segments of the criminal justice system is examined. Methods of conducting legal research will be examined. Prerequisite: Graduate status or permission of the instructor for senior level undergraduates.

CJ 604 Seminar in Criminal Justice Organization and Management
Application of organizational, administrative, and management principles in law enforcement, courts and corrections. Issues in organizational structure, management, and problem solving are examined, and methods of applying research to criminal justice management are explored and practiced. Prerequisite: Graduate status or permission of the instructor for senior level 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. Current topics such as sexual harassment, accreditation and maintenance standards, and community relations are discussed. Prerequisite: Graduate status or permission of the instructor for senior level undergraduates.
CJ 610 Corrections in the United States
A study of the issues and policies which affect modern correctional agencies in the U.S. The field of corrections is examined from an historical, current, and future perspective. *Prerequisite: Graduate status or permission of the instructor for senior level undergraduates.*

CJ 620 The Role of Law Enforcement in the United States
A study of the policies and human issues affecting police agencies in the United States. Policing and law enforcement will be examined from historical and current perspectives, as well as expected future trends. *Prerequisite: Graduate status or permission of the instructor for senior level undergraduates.*

CJ 625 Seminar in Criminological Theory
Theories of crime causation and criminal behavior are discussed and researched. Theories are traced from the 1700's through modern times. *Prerequisite: Graduate status or permission of the instructor for senior level 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 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 undergraduates.*

CJ 640 Seminar in Legal Issues in Law Enforcement
Current significant issues in enforcement administration will be address. Emphasis will be placed 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 undergraduates.*

CJ 645 Comparative Criminal Justice Systems
Study of the criminal justice systems of four major countries. Each country's different philosophical and practical approaches to criminal justice are studied and compared. *Prerequisite: Graduate status or permission of the instructor for senior level undergraduates.*

CJ 650 Seminar in Community Corrections
The traditional practices of probation and parole are examined, 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 undergraduates.*
CJ 655 Seminar in Juvenile Justice and Delinquency
A study of delinquency prevention, investigation of juvenile crime, disposition of offenders and juvenile courts. Included is an examination of the 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 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 undergraduates.

CJ 670 Seminar in Correctional Law
An examination of correctional law as it impacts institutional and field corrections. Emphasis is on legal liabilities and legal research. Prerequisite: Graduate status or permission of the instructor for senior level 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 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. Course development and delivery methods are discussed and practiced. This course is recommended for students who plan to teach in community colleges, universities, or training academies. Prerequisite: Graduate status or permission of the instructor for senior level 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 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 or permission of the instructor for senior level undergraduates.
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 or permission of the instructor for senior level undergraduates and successful completion of CJ 602 Research Methods.

CJ 693 Capstone Experience
   The course is designed to integrate and synthesize all 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. Prerequisite: Graduate status, 24 hours of coursework completed, all core courses completed, or consent of the Graduate Program Director.

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. The thesis topic must be pre-approved by the faculty advisor who serves as the student's thesis committee chairperson. The written thesis report is submitted to the student's thesis committee for evaluation and approval, and an oral defense of the report is required. Prerequisite: Graduate status AND permission of the Graduate Program Director; student must have 24 hours of MCJ coursework completed (including all core coursework).

ADMISSION
   The admissions process is straight-forward. You submit information for your application file. When the file is complete it is reviewed by the Criminal Justice Graduate Program Director and the Admissions and Retention Committee. If you qualify for “full-standing” admission, the Committee can recommend admission. If not, admission may be granted on a “probationary” basis with requirements stated to qualify for regular admission. The Department of Criminal Justice can, and on occasion will, deny admission of applicants. This indicates that, in the opinion of the faculty, the applicant currently lacks the skills needed to complete the degree program successfully at the time.

   Admission forms can be downloaded from the Criminal Justice Department website or by contacting the Criminal Justice Department at 785-670-1411.

A. General Requirements for Admission
   1. Applicants must submit an official transcript that shows they have earned a Bachelor Degree from an accredited four-year college or university. Washburn graduates are not required
to submit transcripts of their Washburn undergraduate course work, but a Bachelor Degree must be posted on their transcript before they can be admitted to the MCJ program.

2. Applicants must complete and submit an Application for Formal Admission to Washburn University. In addition, the Application for Admission to the Master of Criminal Justice Program packet must be completed and submitted to the Criminal Justice Department Office.

3. Applicants must have all official transcripts of all undergraduate and graduate course work sent directly to the Washburn Admissions Office from the institution(s) where the credit was earned, and the applicant must send copies of the official transcripts to the Master of Criminal Justice Program Director in the Department of Criminal Justice Office. NOTE: If all of the applicant's undergraduate course work was completed at Washburn, he/she is not required to submit a transcript.

4. Have three persons who are in a position to attest to the applicant's academic abilities and potential for graduate study complete the three reference forms attached to the program application. References from former professors are preferred, but must not be from the MCJ Program Director, Criminal Justice Department Chairperson, or members of the Admissions Committee.

5. Applicants must submit a 2-page personal biographical statement explaining their (a) personal philosophy of the criminal justice system and (b) reasons for entering the program.

6. Applicants who do not have a 3.0 undergraduate GPA must submit evidence to the Criminal Justice Department that they have achieved an acceptable score on the Graduate Record Examinations (GRE).

7. A $40 non-refundable application fee ($70 for international applicants) is required at the time of application and should accompany the completed Application for Admission form. The check should be made out to Washburn University with the notation at the bottom of the check “for MCJ Application Fee.”

8. Obtain the recommendation of the Criminal Justice Graduate Admissions and Retention Committee and the Graduate Program Director.

NOTE: All of the information/materials in 1 through 7 (above) must be submitted to the Graduate Program Director before applicants can be considered for admission. Students who want to be admitted in the Fall semester must have all application materials submitted by April 1st. For admission in the Spring semester, all application materials must be submitted by November 1st. Send the completed admission packet to the Graduate Program Director, Department of Criminal Justice & Legal Studies, Washburn University, 1700 SW College Ave, Benton Hall, Topeka, KS 66621.
B. Admission Levels

1. "Full-Standing" Admission:

To be considered for "full-standing" admission, applicants must have achieved a cumulative grade point average (GPA) of 3.0 or better in their bachelor’s degree course work from an accredited institution, and must have met all the other general requirements for admission.

2. "Probationary" Admission:

Applicants who have not achieved a cumulative GPA of 3.0 in their undergraduate program, and do not earn the above minimum test scores on the GRE, may be considered for "probationary" admission. Applicants admitted on a probationary basis will not be permitted to enroll in and complete more than a total of 12 semester hours of graduate course work, and must maintain a 3.0 GPA in that 12 hours to be considered for full-standing admission. Probationary students who exceed this 12-hour limit will be administratively withdrawn. The program is not obligated to admit any applicants to probationary status, and is not obligated to admit any probationary students to full-standing status.

C. Special Student Status

Graduating seniors who are criminal justice majors in the last semester of their undergraduate program and have achieved a cumulative GPA of 3.0, may enroll in six semester hours of MCJ course work as a “special” student. These hours must be in addition to the hours required for completion of the bachelor degree. The six hours may be used toward completion of the MCJ degree if the student is admitted to the MCJ graduate degree program, and if the student earned at least a 3.0 GPA in the six hours of MCJ course work.

D. Notification

When a decision has been made regarding your application for study in the Master of Criminal Justice Program, you will receive a letter from the Criminal Justice Graduate Program Director which indicates your admission status. If admitted, you will be instructed to contact the department for advising purposes. NOTE: Notification from the Admissions office that all transcripts have been received, and that you have been admitted to Washburn, does not necessarily mean that you have been admitted to the MCJ program.

E. Transfer of Academic Credits

Students who are admitted as a "full-standing" student may transfer a maximum of 6 semester hours of relevant graduate course work from another university or another Washburn department. These will be considered on a case-by-case basis. The applicant must have received a grade of “B” or better in the course(s) being considered for transfer.
F. Life Experience

The Washburn Master of Criminal Justice Program does not award college credit for life experiences.

TUITION

Tuition and fees are established by the Board of Regents and are subject to change at any time. All payments are made to the University business office. The tuition charge is applicable to all terms of work such as regular semester, evening program, etc., whether taken for credit or as an auditor. Information regarding tuition, student activity fees, parking, etc., can be found in the Washburn University catalog.

ADVISING AND REGISTRATION

Upon admission to the Master of Criminal Justice program, all students will participate in at least one (1) student orientation session. Likewise, all students will be advised by the MCJ Graduate Program Director who will assist students with selecting and scheduling courses.

Students must contact the MCJ Graduate Program Director at least once each semester prior to enrolling in the next semester. In cooperation with the advisor, students are expected to complete a plan of study as soon as possible after entering the program. NOTE: MCJ students are not permitted to enroll in any undergraduate course work without written permission from the MCJ Program Director. Students who violate this rule may be administratively withdrawn.

All students are advised to take advantage of advanced registration. Advanced registration gives you an opportunity to review your overall plan for graduation while you have time to reflect and to plan.

DEGREE REQUIREMENTS

A. All students are required to maintain at least a “B” (3.0) grade point average in their MCJ course work. Moreover, students are allowed only two letter grades of “C” during their studies. Students who receive a letter grade below “C” will be administratively withdrawn from the program.

B. Students choosing the Thesis Option will be required to complete 21 hours of course work in the core area, 9 hours of electives, and 6 hours of thesis. Students choosing the Non-Thesis Option will be required to complete 18 hours of course work in the core area, 21 hours of electives, and 3 hours of capstone.

C. Students must maintain steady progress toward completion of the degree, be continuously enrolled, and complete all degree requirements within 7 years. Continuous enrollment is defined as not less than one graduate credit hour per fall and spring semester. If
continuous enrollment is not maintained, the student will be required to reapply for admission to Washburn.

D. Students must complete all of the required university and program requirements before “walking” (participating) in the graduation commencement ceremonies.

E. Any grade of Incomplete (“I”) should be rectified as early as possible. Any Incomplete grade not made up by the start of the subsequent semester will revert to a grade of “F”.

THESIS OPTION – GUIDELINES FOR COMPLETION

A. The thesis is a major written project. Most theses report original empirical research (new data is collected and analyzed or an existing data set is analyzed) and can include projects using a wide range of methodologies from ethnographic models to laboratory experiments. It is possible to do a theoretical thesis if your analysis is creative or unique and contributes to the knowledge base (it is generally assumed that any empirical thesis meets this standard). In both types of theses your thesis committee determines the value of your proposal in regards to this issue.

B. Thesis committees are comprised of three faculty including: one criminal justice graduate faculty member who agrees to chair the committee and supervise the thesis (students should identify the area in which they wish to research and then choose a chair who is interested in this area), one additional faculty member from criminal justice, and one faculty from outside your specialty area or a faculty member outside the criminal justice department. The committee member from outside the criminal justice department need not be from the Washburn campus if he/she is degree qualified, or has special expertise in the subject area, and has been approved by the Chair of the Thesis Committee.

C. Students must have completed at least 24 hours including all required core course work (except CJ 699) prior to enrolling in the Thesis. Eligible students must complete and submit the Thesis Committee Form to the Graduate Program Director prior to enrolling (forms are available by contacting the MCJ Graduate Program Director).

NOTE: The accepted manuscript style for the Thesis is APA (American Psychological Association). Your Chairperson will provide you with verbal and/or written guidelines for proper completion of the final written product. Prepared guides are also available in the MCJ Graduate Program Director's office.

DEADLINES

A. Receipt of applications for admission: To be considered for admission in the Summer or Fall semester, all application materials must be received by April 1. To be considered for admission in the Spring semester, all application materials must be received by November 1.
B. There are several deadlines that must be met in regards to graduation. Even when stated otherwise, it is the student's responsibility to see that all forms are filed and all deadlines are met. You can get a copy of graduation deadlines for the semester in which you will graduate from the University Registrar’s Office.

FINANCIAL AID

Most degree-seeking (unconditionally admitted) students qualify for some type of financial aid. For information about financial aid, contact the Financial Aid Office located on the first floor of Morgan Hall or call their office at (785) 670-1151.

WASHBURN UNIVERSITY EQUAL EDUCATIONAL OPPORTUNITY POLICY

Washburn University is committed to providing an environment for individuals to pursue educational and employment opportunities free from discrimination and/or harassment. The University prohibits discrimination on the basis of race, color, religion, age, national origin, ancestry, disability, sex, sexual orientation, gender identity, genetic information, veteran status, or marital or parental status. Each unit within the University is charged with conducting its programs and activities in accordance with the University commitment to equal opportunity for all.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Pamela Foster, Equal Opportunity Director/Title IX Coordinator, Washburn University, 1700 SW College Ave, Topeka, Kansas 66621, 785.670.1509, eodirector@washburn.edu.
APPLICATION FOR ADMISSION TO
THE MASTER OF CRIMINAL JUSTICE PROGRAM
WASHBURN UNIVERSITY

Return Completed Application to:

Graduate Program Director
Department of Criminal Justice
Washburn University
1700 SW College Ave.
Benton Hall
Topeka, KS 66621
INSTRUCTIONS FOR COMPLETION OF THE APPLICATION FOR ADMISSION TO THE MASTER OF CRIMINAL JUSTICE PROGRAM

1. Apply to Washburn University at http://www.washburn.edu/admissions/apply.html.

2. Complete all required pages of the enclosed Application for Admission to the Master of Criminal Justice Program.

3. Distribute the three reference forms to individuals whom you believe can attest to your ability to successfully complete a graduate program in criminal justice (former professors are preferred). The forms may be returned to the Graduate Coordinator by the applicant or by the person giving the reference.

4. Attach a typewritten 2-page biographical statement which briefly discusses your interests related to criminal justice, related experience, and why you want to pursue a Master’s degree in criminal justice.

5. Attach copies of transcripts of all undergraduate course work to the application. Original transcripts must be sent from the schools in which the course work was completed to the Washburn University Admissions office. If all of your course work is from Washburn, submission of transcripts is not required.

6. If applicable, attach a copy of test scores from the Graduate Record Examinations (GRE) or have copies sent to the Master of Criminal Justice Program Director. The Washburn University Testing Center located in Mabee Library, (785) 670-1227 can provide detailed information regarding the costs of these tests and test scheduling.

7. Attach a $40.00 check ($70 for international students) for the non-refundable application fee. Make check payable to Washburn University, with a notation that it is for MCJ application fee.

PLEASE NOTE:

1. Applicants will not be considered for admission to the Master of Criminal Justice Program until all required application materials are received.

2. To be considered for Summer or Fall semester admission, all application materials must be received by April 1st. To be considered for Spring semester admission, all application materials must be received by November 1st. This includes all materials listed above.
APPLICATION FOR ADMISSION TO
THE MASTER OF CRIMINAL JUSTICE PROGRAM

NAME:_______________________________________________________________________
(First) (Middle) (Last)

CURRENT
ADDRESS:___________________________________________________________________
(Street) (City) (State) (Zip Code)

PERMANENT
ADDRESS:_____________________________________________________________
(Street) (City) (State) (Zip Code)

TELEPHONE: ( )_________ ( )_________
Home Work E-mail address

COUNTRY OF CITIZENSHIP:_________

COLLEGES AND UNIVERSITIES ATTENDED:
College/University Major Year Graduated Degree G.P.A.
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

NOTE: Official transcripts of all previous college and university course work must be sent
directly from each college/university to the Washburn Admissions Office, and copies of all
transcripts must be attached to this application.

IF APPLICABLE, YOUR TEST SCORES FROM THE GRE:

GRE: Verb____, Quant____, Analy____
     (A copy of your original test score report should accompany this application or
     should be sent from the GRE to the MCJ Program Director)
THE THREE PERSONS WHO ARE SENDING REFERENCE FORMS FOR YOU:

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<thead>
<tr>
<th>Name</th>
<th>Title/Position</th>
<th>Department/Agency/Institution</th>
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EMPLOYMENT HISTORY (Last position first. If more space is needed, attach a resume):

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<tr>
<th>Position/Title</th>
<th>Dates of Employment</th>
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Brief Description of Duties:

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Brief Description of Duties:
LIST SCHOLASTIC AND PROFESSIONAL AWARDS AND HONORS RECEIVED:

______________________________________________

______________________________________________

LIST PROFESSIONAL AFFILIATIONS (including elected or appointed offices held):

______________________________________________

______________________________________________

BRIEFLY DESCRIBE ANY VOLUNTEER EXPERIENCES AND/OR INVOLVEMENT IN COMMUNITY PROJECTS AND SERVICES:

______________________________________________

______________________________________________

DO YOU PLAN TO BE A FULL-TIME STUDENT? (9 hours or more each semester)
YES ____ NO ____

A PART-TIME STUDENT (6 hours or less each semester) YES ____ NO ____

SEMESTER AND YEAR YOU WISH TO BE ADMITTED:________________________

AUTOBIOGRAPHICAL STATEMENT:

Please attach a 2- page typewritten autobiographical statement. This statement should focus on a description of your experiences as they relate to your decision to pursue a graduate degree in criminal justice. You may choose to include information related to your work or educational experiences, your volunteer or extra-curricular activities, or your personal experiences. You should provide enough detail to help the admissions committee determine your readiness for entering the MCJ Program at this time.

A NON-REFUNDABLE APPLICATION FEE OF $40.00 MUST ACCOMPANY THIS APPLICATION. Make checks payable to Washburn University.
THIS APPLICATION INFORMATION IS COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

________________________________________  __________________
Signature                                Date

PLEASE MAIL COMPLETED APPLICATION MATERIALS TO:
  MCJ Graduate Program Director
  Department of Criminal Justice & Legal Studies
  Washburn University, Benton Hall
  1700 S.W. College Ave
  Topeka, KS 66621
This section is optional. It will be separated from your application form prior to review by the admissions committee.

Name: _________________________________________   Gender: ______________

Ethnic Group (check one):
( ) Asian/Pacific Islander             ( ) Mexican American
( ) Black or African American         ( ) Other Hispanic
( ) Caucasian or Euro-American        ( ) Native American
( ) Other ____________________________
This page is intentionally left blank.
Reference Form for
Prospective Master of Criminal Justice Students

This section is to be completed by the applicant prior to sending to the individual selected to provide the reference.

Name of person providing the reference: _________________________________________

The Family Educational Rights and Privacy Act and its amendments guarantee students access to their educational records. Students may, however, waive their right of access to references. The choice of the applicant regarding this reference is to be indicated below. Failure to sign will indicate acceptance of limited access.

( ) I do waive my right to inspect the contents of the following reference.
( ) I do not waive my right to inspect the contents of the following reference.

Signed: _________________________________________ Date: ______________________

Statement concerning: __________________________________________________________

(First Name)                   (Middle)                          (Last Name)

Who is applying for admission to the Master of Criminal Justice program for the ________ semester of _________ (year).

---------------------------------------------------------------------------------------------------------------------------------

The following sections are to be completed by the person providing the reference.

How long and in what capacity have you known the applicant?

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Please comment on any specific talents you have seen demonstrated by this applicant in working with people such as completing tasks, dependability, and other work related skills. Attach additional pages, if needed.

(over)
What is your estimate of the applicant’s promise as a graduate student (intellectual independence, capacity for analytical thinking, ability to organize and express ideas clearly, scholarly and professional potential, etc.)? Attach additional pages, if needed.

In the table below, please rank the applicant’s ability and professional competence in comparison to other individuals whom you have known at similar stages in their careers.

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Please indicate your overall endorsement of the applicant:

( ) Highly Recommend  ( ) Recommend  ( ) Recommend with Reservation

Name: ____________________________ Position/Title: ____________________________

(print)

Address: ______________________________________________________________________

(department/institution)

Date: ___________________ Signature: ____________________________________________

If the applicant has waived the right to inspect this reference, please return it to the applicant in a sealed envelope with your signature over the seal.
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Statement concerning: __________________________________________________________

(First Name)                   (Middle)                   (Last Name)

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