



**~ Graduate Student Handbook ~**

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## WELCOME

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The faculty members of the Department of Criminology and Criminal Justice welcome those students entering the graduate program in the 2015-2016 academic year. We look forward to working with you and wish you all the best of success in your academic work and in your career.

The Graduate Handbook is intended to provide helpful information to new graduate students. The handbook compiles information from various University websites as well as presenting information specific to the Department. Please note especially the final section, which lists opportunities for student enrichment. The handbook was prepared by Sarah Pillsbury in 2005 and has been revised by Margaret Vandiver and updated by Victoria Tardugno.

## TABLE OF CONTENTS

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<b>Section</b>	<b>Page</b>
1. First Steps to Complete As a New Graduate Student	4
2. University of Memphis Campus Information	10
Campus Map	11
Campus Information	12
University of Memphis Library	12
Student Health Services	12
Places to Eat (On Campus)	12
3. Academic Information	13
Criminology and Criminal Justice Faculty Information	14
Faculty	14
Faculty Contact Information	15
Academic Calendar	16
Department Academic Information	18
Introduction	18
Program Admission	18
Program Requirements	19
Retention Requirements	20
Graduation Information	21
Comprehensive Examination	21
Steps for Graduation	21
Criminal Justice Course Guide	22
Course Numbering System	22
Course Load Limitations	22
Adding and Dropping Courses	23
Criminal Justice Courses Offered	23
Grade Point System	26
4. Student Enrichment	29
Criminal Justice Student Association	29
Graduate Student Association	29
Graduate Internships	29
Conferences	30
University of Memphis Career Center	30
Graduate Student Resources	30

## SECTION ONE

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### FIRST STEPS TO COMPLETE AS A NEW GRADUATE STUDENT

## FIRST STEPS TO COMPLETE AS A NEW GRADUATE STUDENT

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STEP 1 – Meet with Graduate Advisor

STEP 2 – Obtain a University of Memphis Student ID card

STEP 3 – Get a University of Memphis E-Mail Address

STEP 4 – Obtain a Parking Permit

STEP 5 – Orientation

STEP 6 – Register for Classes

STEP 7 – Pay Fees

STEP 8 – Buy Text Books

STEP 9 – Get Acquainted with the University

STEP 10 – Get Acquainted with Memphis, TN

## **STEP 1 – Meet with Graduate Advisor**

Students must talk with the graduate advisor prior to registering for classes. The graduate advisor will provide students with information on plans of study, departmental requirements, assistantship information, and address any concerns and questions you may have. The graduate advisor will issue permits for classes.

The graduate advisor is:

Bert Burraston, Ph.D.  
319 McCord Hall  
Phone: 901-678-4767  
Email: [brrston@memphis.edu](mailto:brrston@memphis.edu)

## **STEP 2 – Obtain a University of Memphis Student ID card**

The University of Memphis issues each student an identification card that bears his or her name and image. This permanent ID card is used as the primary campus-wide method of determining privileges and accesses. The “ID Office” requires photo identification (such as driver’s license or passport) to make an ID Card.

There is no charge for the initial student ID card. New ID cards and replacements for a lost, stolen, or damaged University ID card may be obtained from the “Ask TOM Answer Center in the Wilder Tower Lobby” between the hours of 8:00AM – 5:00PM Monday – Thursday or 8:00AM – 4:00PM Friday.

For More Information:

Contact the Bursar’s Office: (901)678-2712

Visit Website: <http://bf.memphis.edu/finance/bursar/U-IDinfo.php>

Your Student ID can also be used as a debit card account. TIGER FUND\$ is a unique money management system activated by your University ID Card that is available to all students, faculty, and staff. For more information visit:

<http://bf.memphis.edu/finance/bursar/tigerfund.php>

## **STEP 3 – Get a University of Memphis E-Mail Address**

New students receive an account activation code with their UofM acceptance letter. This can be used to create and manage all accounts using the ID Management system located at <http://iam.memphis.edu> .

You may activate your account by swiping your University ID in one of our Card Swipe Computer Access machines located in several of the TigerLAN Labs, or at the Helpdesk located in the Administration Building Room 124. These machines are also located in several labs around campus

(<http://trl.memphis.edu/computerlabs.php>). The Card Swipe Computer Access machine is used to create or activate Postoffice accounts, TigerLAN Accounts, and VMS accounts. Card Swipe Computer Access machines can also be used to reset passwords. In addition to that, you can use our ID Management web site (<http://iam.memphis.edu>) to create your account (new students), change your password and forward your UofM e-mail account to any email address you want.

NOTE: Your UUID is your user name/email address

To Access your email: <http://ummail.memphis.edu>

The University of Memphis no longer uses social security numbers as student identification numbers. Beginning in 2007, the university assigns students a unique identification beginning with the letter U. This identification should appear on correspondence you have received from the university.

#### **STEP 4 – Obtain a Parking Permit**

A parking permit is required to park on campus. Permit and stickers are usually sent to your primary address in the mail. If not, you must go to the Parking Services Office, located in the Zach Curlin Parking Garage.

To acquire Priority Parking for Garages and Gated lots, you must go to the Parking Services Office and request a priority parking pass and pay the fee (on the date specified).

For more information on dates, parking areas, and fees:  
<http://bf.memphis.edu/parking/> .

#### **STEP 5 – Orientation**

There is a campus wide orientation for new graduate students each fall. For the fall of 2015, the orientation is scheduled for Tuesday, August 18<sup>th</sup>. The Department of Criminology and Criminal Justice may require students to attend a departmental orientation prior to registering for classes. Students should check with the department for more information.

The graduate orientation schedule can be found at the following web site:  
[http://academics.memphis.edu/gradschool/gradschool\\_pdf/Graduate\\_Student\\_Orientation.pdf](http://academics.memphis.edu/gradschool/gradschool_pdf/Graduate_Student_Orientation.pdf)

#### **STEP 6 – Register for Classes**

Access the Registration Quick Guide by following the link below  
<http://academics2.memphis.edu/registrar/student/selfserv/quick.htm>

For comprehensive registration information, access the Registrar at <http://academics2.memphis.edu/registrar/student/register/index.htm>

The Spectrum Portal can be reached at <https://myspectrum.memphis.edu/cp/home/displaylogin>

Spectrum allows you to register for classes at the University of Memphis. It also allows you to view or maintain a variety of records pertaining to your enrollment at the University. Use Spectrum (Student Tab) to:

- View class listings
- Check your registration status
- Register for courses and modify your schedule – add/drop courses
- View/Print your personal class schedule
- Check your grades
- View your unofficial transcript and Degree Audit information
- Change your PIN (Personal Identification Number)
- View/Update your address / phone information

To perform the services listed above: login to Spectrum using your UUID and password (same combination as for e-mail). Click on the Student Tab and then Student Self Service link.

If you are having problem accessing the Spectrum Portal, call the Helpdesk at 901-678-8888.

## **STEP 7 – Pay Fees**

Fee Payment information is located at the following web site: <http://bf.memphis.edu/finance/bursar/fee.php>

## **STEP 8 – Buy Text Books**

The University Bookstore is located across from the University Center and next to the Zach Curlin Parking Garage. Students may purchase books in the store or reserve them for pickup online. For more information, call (901)678-2011 or visit: <http://umemphis.bkstore.com/default.asp?m=0101>



## **STEP 9 – Get Acquainted with the University**

There is a one-stop web site for students with links to numerous University web sites and answers to all questions. The Ask TOM Answer Center is used to increase public awareness of the institution and its programs, services and opportunities through a centralized/One Stop Answer Center, as well as assist all departments by distributing information in a way that is helpful to students, faculty, staff and visitors. Visit them in the Wilder Tower Lobby or online at: <http://answercenter.memphis.edu/index.shtml> .

You should also familiarize yourself with the campus and where your courses are to be held. Attached to this booklet is a map of the University.

## **STEP 10 – Get Acquainted with Memphis, TN**

There are numerous places to see in Memphis and activities that occur throughout the year. For more information on what goes on in and around Memphis, visit The City of Memphis Web site at:

<http://www.cityofmemphis.org>

Other informative Web sites:

<http://www.memphistravel.com/>

<http://www.portalmemphis.com/>

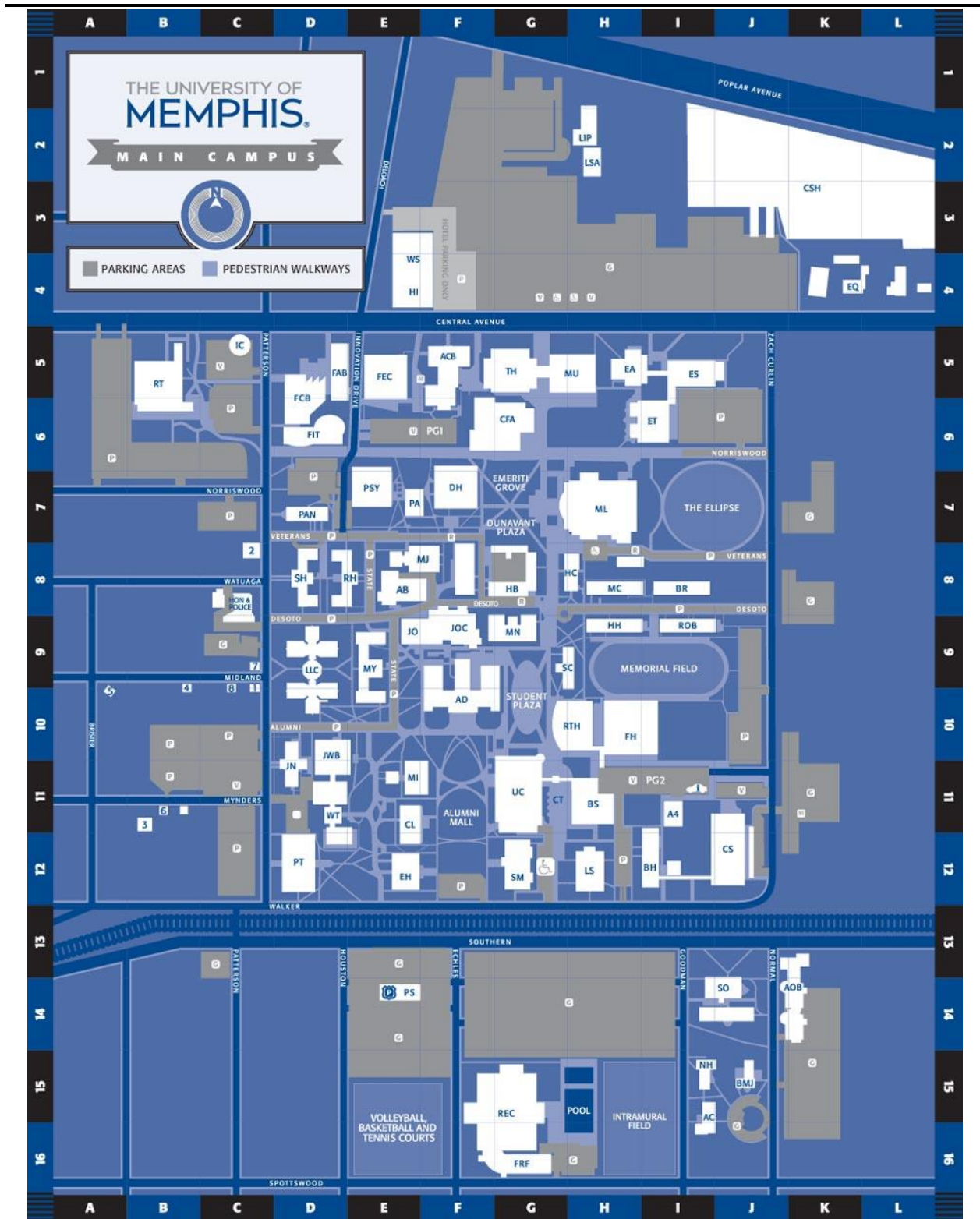
<http://www.memphis.com/>

## SECTION TWO

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### UNIVERSITY OF MEMPHIS CAMPUS INFORMATION

# MAP



For a detailed listing of building abbreviations, please see <http://map.memphis.edu/>

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## CAMPUS INFORMATION

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### UNIVERSITY OF MEMPHIS LIBRARY

<http://www.memphis.edu/libraries/>

Ned R. McWherter

901-678-2201

#### Hours of Operation:

Monday to Thursday 7:30am - midnight

Friday 7:30am - 6:00pm

Saturday 10:00am - 6:00pm

Sunday 1:00pm - 10:00pm

*\*For exceptions and holiday hours, visit:*

<http://www.memphis.edu/libraries/about/hours/>

### STUDENT HEALTH SERVICES

<http://www.memphis.edu/health/>

There are no charges for students at the Student Health Service except for certain specialized lab tests sent off to a local reference lab, elective pregnancy testing, and dispensary medications.

### PLACES TO EAT (ON CAMPUS)

For more information and dining places please see

<https://memphis.campusdish.com/>

Tiger Den ~ located next to Jones Hall Annex

Chick-Fil-A, Subway, Bene Pizza, Grille Works, Home Zone, Grab and Go Salads and Sandwiches, Freshen's Smoothies, Java City, Sushi, Asian Rice Bowls, Zoca, Steak and Shake, Panda Buffet, Taco Bell. (Hours vary according to location)

Monday - Thursday 7:00am - 8:00pm

Friday 7:00am - 3:00pm

Saturday Closed

Sunday 12:00pm - 6:00pm

Blue Zone ~ located in Richardson Towers, 1<sup>st</sup> Floor

All-you can eat buffet, Quiznos

Monday - Friday 7:30am - 10:00pm

Saturday/Sunday Closed

## SECTION THREE

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### ACADEMIC INFORMATION

## CRIMINOLOGY AND CRIMINAL JUSTICE FACULTY INFORMATION

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THE DEPARTMENT OF CRIMINOLOGY AND CRIMINAL JUSTICE  
311 MCCORD HALL  
MEMPHIS, TN 38152-3330  
901.678.2737 FAX 901.678.5279

### FACULTY

K.B. Turner, Associate Professor and Department Chair

Ph.D., University of Nebraska at Lincoln

Crime and Punishment, Courts, Police Administration, Racial Profiling

Bert Burraston, Assistant Professor and Graduate Coordinator

Ph.D., University of Oregon

Research Methods, Criminological Theory, Statistics, Family and Prison Populations

Randolph Dupont, Professor

Ph.D., University of Texas at Austin

Mental Health, Substance Abuse Issues and the Criminal Justice System, Community Psychology

David J. Giacomassi, Professor (Retired)

Ph.D., University of Notre Dame

Law and Society, Substance Abuse, Gambling and Its Effects on Quality of Life

Amaia Iratzoqui, Ph.D., Assistant Professor,

Ph.D., Florida State University

Consequences of Victimization, Gender and Criminological Theory, Intimate Partner Violence

Amanda Johnson, Assistant Professor

Ph.D., Sam Houston State University

Organizational Theory, Deviant Subcultures, Police Issues, Drug-Related Crime

Angela Madden, Associate Professor

Ph.D., Indiana University of Pennsylvania

Policies, School Violence, Program Evaluations, Comparative Policing and Corrections

James McCutcheon, Assistant Professor

Ph.D., University of Central Florida

Crime Mapping, Homicides, Social and Economic Correlates of Crime, Drug Markets, Firearms

Mary Tucker, Instructor and Undergraduate Advisor

J.D., Louisiana State University

Constitutional Law

Margaret Vandiver, Professor (Retired)

Ph.D., Florida State University

Death Penalty, Genocide, History of Crime and Criminal Justice

Stephen Watts, Assistant Professor

Ph.D., University of Georgia

Criminological Theory, Victimization, Substance-Abuse, Gene-Environment Interactions

Lenard Wells, Ph.D., Instructor  
Ph.D. Cardinal Stritch University  
Corrections, Policing, Criminal Justice System

## FACULTY CONTACT INFORMATION

<b>Name</b>	<b>Email</b>	<b>Phone</b>
K.B. Turner, Ph.D.	<a href="mailto:kturner@memphis.edu">kturner@memphis.edu</a>	678-3397
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## ACADEMIC CALENDAR

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Dates may change. Please check web site for additional dates and possible changes:  
<http://www.memphis.edu/registrar/calendars/academic/ay1516.php>

### FALL 2015

#### All POT

Registration Period Begins **Apr 6, 2015 / Mon**  
Commencement [Check Commencement website.](#)

#### Full POT

First Day of Classes **Aug 24, 2015 / Mon**  
Labor Day **Sep 7, 2015 / Mon**  
Fall Break **Oct 10-13, 2015 / Sat-Tue**  
Thanksgiving Holidays **Nov 25-29, 2015 / Wed-Sun**  
Last Day of Classes **Dec 2, 2015 / Wed**  
Study Day **Dec 3, 2015 / Thur**  
Exams **Dec 4-10, 2015 / Fri-Thur**

#### 1st Half POT

First Day of Classes **Aug 24, 2015 / Mon**  
Last Day of Classes/Exams **Oct 9, 2015 / Fri**

#### 2nd Half POT

First Day of Classes **Oct 14, 2015 / Wed**  
Last Day of Classes/Exams **Dec 2, 2015 / Wed**

### SPRING 2016

#### All POT

Registration Period Begins **Nov 9, 2015 / Mon**  
Commencement [Check Commencement website.](#)

#### Full POT

M. L. King, Jr. Holiday **Jan 18, 2016 / Mon**  
First Day of Classes **Jan 19, 2016 / Tue**  
Spring Break **Mar 7-13, 2016 / Mon-Sun**  
Last Day of Classes **Apr 27, 2016 / Wed**  
Study Day **Apr 28, 2016 / Thur**  
Exams **Apr 29 - May 5, 2016 / Fri-Thur**

#### 1st Half POT



First Day of Classes           **Jan 19, 2016 / Tue**  
Last Day of Classes/Exams   **Mar 4, 2016 / Fri**

2nd Half POT

First Day of Classes           **Mar 14, 2016 / Mon**  
Last Day of Classes/Exams   **Apr 27, 2016 / Wed**

**SUMMER 2016**

All POT

Registration Period Begins   **Apr 4, 2016 / Mon**  
Commencement                [Check Commencement website.](#)

Full POT

First Day of Classes           **May 31, 2016 / Tue**  
Break                            **July 2-4, 2016 / Sat-Mon**  
Last Day of Classes           **Aug 4, 2016 / Thur**  
Exams                           **Aug 5, 2016 / Fri**

1st Half POT

First Day of Classes           **May 31, 2016 / Tue**  
Last Day of Classes           **June 30, 2016 / Thur**  
Exams                            **July 1, 2016 / Fri**

1st Teacher POT

First Day of Classes           **May 31, 2016 / Tue**  
Last Day of Classes           **June 16, 2016 / Thur**  
Exams                            **June 17, 2016 / Fri**

2nd Half POT

First Day of Classes           **July 5, 2016 / Tue**  
Last Day of Classes           **Aug 4, 2016 / Thur**  
Exams                            **Aug 5, 2016 / Fri**

2nd Teacher POT

First Day of Classes           **July 5, 2016 / Tue**  
Last Day of Classes           **July 21, 2016 / Thur**  
Exams                            **July 22, 2016 / Fri**

## DEPARTMENT ACADEMIC INFORMATION

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### INTRODUCTION

The graduate program of the Department of Criminology and Criminal Justice, which is part of the School of Urban Affairs and Public Policy, seeks to serve students who are interested in the criminal justice system, with a focus on those who seek careers in this area. Faculty conducts research and participates in program development relevant to the many different facets of criminology and criminal justice. A significant emphasis of the program is on developing partnerships with policymakers, program developers, and other community groups.

The graduate program provides students with a solid foundation of knowledge about criminology and criminal justice. The required course work provides students with the skills necessary for conducting and evaluating research. Graduate students have the opportunity to learn in both classroom and community settings and to work closely with faculty in all facets of research.

Objectives of the program are to provide students with an understanding of criminological principles, theories, and concepts, as well as an appreciation for the significance of social justice in public policy decisions. The program also strives to assist students in the development of critical analytical and research skills to prepare them for professional careers in the field of criminal justice.

### PROGRAM ADMISSION

Students are selected from the pool of qualified applicants who meet departmental admission requirements. The number of students admitted to the program yearly depends on availability of financial aid and adequate faculty supervision. Applicants should have at least a grade point average of 3.0 on a 4.0 scale, satisfactory scores on both the verbal and the quantitative sections of the GRE, and two letters of recommendation. All application material should be received by June 1 for a candidate to be considered for the fall semester and November 1 for the spring semester.

To be considered for admission, the applicant must:

1. Possess a baccalaureate degree from an accredited college or university.
2. Have earned a grade point average of at least 3.00 on a scale of 4.00 and achieved an acceptable score on the GRE. The admissions committee reserves the right to make exceptions for candidates presenting special circumstances.
3. Submit a letter of purpose for graduate study to the Coordinator of Graduate Studies in Criminology and Criminal Justice that is no more than one typed single-spaced page in length.
4. Submit two letters of recommendation.

#### PROGRAM REQUIREMENTS

1. A total of 33 semester hours of graduate work is required.
2. Up to 3 hours of thesis coursework will be counted toward the degree upon the completion and defense of the thesis. Students writing a thesis will have a thesis committee with no fewer than three members.
3. Satisfactory completion of the following core curriculum (15 hours):

SUAP 7100 Public Policy Statistics

CJUS 7100 Criminal Justice Administration: Programs and Policies

CJUS 7128 Research Methods in Criminal Justice

CJUS 7161 Intervention Strategies: Changing Organizations and Communities

CJUS 7541 Criminological Theory: Causes of Crime

4. A minimum of 27 hours of coursework at the 7000 level, including thesis hours.
5. Up to nine hours of coursework may be taken outside the department with prior approval of the graduate coordinator.
6. Students will be allowed no more than six hours of credit toward the degree in non-classroom courses. Thesis hours will not count toward this six hour limit.
7. Satisfactory performance on a comprehensive examination covering the major areas of criminology and criminal justice.

## RETENTION REQUIREMENTS

1. All students are required to maintain a GPA of at least 3.00. Should the student's GPA fall below that mark, a period of one semester will be allowed to correct the deficiency. At the discretion of the chair, the coordinator of graduate studies, and the Assistant Vice Provost for Graduate Studies, this period may be extended one additional semester.
2. Any student receiving a grade of D or F in a required course in the core curriculum will be terminated from the program.

## GRADUATION INFORMATION

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### COMPREHENSIVE EXAMINATION

Before being recommended for graduation, every candidate for the master's degree in Criminal Justice is required to pass a final comprehensive examination. The "Comps Exam" is given after all Core and Foundational courses are completed. The graduate coordinator will invite those students who are eligible to sit for the exam either in the Fall or Spring. Comprehensive examinations are administered only to students in good standing. It is the student's responsibility to confer with the appropriate academic department regarding the time and place of the examination. A student who does not perform satisfactorily on the first comprehensive examination will be given an opportunity to take a second examination at the next regularly scheduled examination period.

Results of comprehensive examinations are not graded in the way that courses are and so can not be appealed, nor can they be changed after the form has been filed with the Graduate School. A second failure results in termination, which can be appealed. The retention appeals process is formalized and must be followed in all cases.

### STEPS FOR GRADUATION

The semester prior to your graduation the following forms must be completed by a certain date:

- Submit and Electronic Intent to Graduate Card with the Graduate School (online, visit link below)
- Submit Master's Degree Candidacy Form to College Director of Graduate Studies (see attached "Master's Degree Candidacy Form")
- Submit Cap and Gown Order to Graduate School (online, visit link below)
- Submit your defended and corrected thesis copy to Graduate School for review (when applicable).
- Academic Departments submit Comprehensive Examination Results to Graduate School

\*\* The above requirements must be completed by the date indicated on the Graduation Information Web site:

<http://www.memphis.edu/gradschool/calendar.php>

## CRIMINAL JUSTICE COURSE GUIDE

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### COURSE NUMBERING SYSTEM

Only non-degree and fully admitted graduate students may enroll in and receive graduate credit for courses numbered according to the following system:

6000-6999 – Courses equivalent to 4000 level senior courses for which a limited amount of graduate credit may be earned. Students will be expected to do more work, such as an additional paper or additional higher level readings, to receive graduate credit.

- Students may not receive credit for a 6000 level course if they have credit at the 4000 level.
- 6000 level courses must be taught by members of the Graduate Faculty

7000-7999 – Courses open primarily to master's students and taught by members of the Graduate Faculty

8000-8999 – Courses open primarily to post-master's students and taught by members of the Graduate Faculty

9000 – Dissertation, directed by a full member of the Graduate Faculty

### COURSE LOAD LIMITATIONS

Fifteen semester hours of coursework is the maximum load for students devoting full time to graduate study during regular sessions. The maximum total number of hours of graduate course work for which a graduate student may enroll during the Summer Session is 12.

Those who register for 9 or more hours per semester in the academic year will be considered full-time students. University-funded graduate assistants must register for no fewer than 12 hours credit per semester (or 6 thesis/dissertation hours) in both the Fall and Spring terms.

Requests for overloads must be approved by the director of graduate studies in the student's college or school.

## ADDING AND DROPPING COURSES

Courses may be added or dropped after initial registration for a limited time only. Refer to the Student Calendar at <http://www.memphis.edu/registrar/calendars/index.php> for appropriate deadlines.

Courses may be added late only upon approval of the instructor and the director of graduate studies in the student's college. Courses may be dropped after the drop date only when circumstances beyond the student's control make it impossible to complete the semester. Late drops must be approved by the director of graduate studies in the student's college. Students enrolled on a non-degree basis must obtain the approval of the Assistant Vice Provost for Graduate Studies or designee. VA benefits and Title IV funds for enrollment fees are subject to cancellation and immediate repayment if the recipient stops attending, whether or not he/she has dropped a course.

### CRIMINAL JUSTICE COURSES OFFERED

*Criminal Justice Courses are usually held in McCord Hall or Mitchell Hall. Elective classes are held elsewhere on campus. See campus map for further assistance.*

**6010-19. Special Topics in Criminal Justice. (1-3).** Topics are varied and announced in online course listings.

**6160. Forensic Sciences. (3).** Forensic specialties will be discussed in terms of their history, the scientific rationale upon which each is based, and the problems that may compromise accuracy or validity; introduction to field techniques and analysis of evidence.

**6180. Corporate and White-Collar Crime. (3).** Organizational and occupational crime in comparison to other types of criminality; emphasis on causes, frequency, control, and social impact.

**6190. Terrorism: Social and Legal Perspectives. (3).** Theoretical and ideological aspects of practice of and response to international and domestic terrorism; terrorism as crime from political, social, economic, historical, and legal perspectives.

**6520. Substantive Criminal Law. (3).** Substance of the crime, including common-law sources and basic principles, types of offenses, responsibility, justification and excuse, and related areas.

**6531. Issues in Constitutional Rights. (3).** Issues in constitutional rights related to criminal defendants, including the exclusionary rule, application of First

Amendment to criminal law, due process, and equal protection; examination of civil and criminal remedies for protecting and vindicating constitutional rights.

**6533. Juvenile Delinquency: Theory and Process. (3).** Theories of juvenile delinquency, gang activities, and status offenses; history, organization, programs, and procedures of agencies charged with control and prevention of juvenile delinquency including police, juvenile units, juvenile courts, and juvenile correctional agencies.

**7100-8100. Criminal Justice Administration: Programs and Policies. (3).** Examination of the structure and interrelationship of the major components of the criminal justice system, with an emphasis on the impact of social and political forces on roles and functions of criminal justice agencies.

†**7110-8110. Individual Directed Study. (1-4).** Individual directed research/readings in special areas of interest in the field of criminal justice. May be repeated for a maximum of 4 credit hours. PREREQUISITE: Permission of Coordinator of Graduate Studies.

**7128. Research Methods in Criminal Justice. (3).** Principles of social science research as applied to the study of the criminal justice system; sampling techniques and research strategies; emphasis on the development of research skills enabling the student to conduct an independent research project.

**7129. Advanced Statistical Methods in Criminal Justice. (3).** Introduction to intermediate and advanced topics related to statistical analysis of data from the National Archive of Criminal Justice Data; emphasis on Bureau of Justice Statistics data describing principal activities of the system and on complex data sets or those showing special promise for informing theoretical issues. PREREQUISITE: Permission of the Graduate Coordinator.

**7130. Crime Analysis and Criminal Behavior. (3).** In-depth study of “normal crimes”; the analysis of the characteristics of the criminal, the victim, and the setting for specified offenses; the typical demographic and ecological elements of each type of crime with the purpose of providing a framework for analysis and comparison.

†**7140. Graduate Colloquium. (3).** Presentations of scholarly activity and examination of classical and contemporary issues in criminology and criminal justice. Required of all graduate assistants. PREREQUISITE: Appointment as a graduate assistant in Criminology and Criminal Justice.



†7141-8141. **Reading for Comprehensives. (1-6).** Arranged on an individual basis for Criminology and Criminal Justice graduate students only and directed by faculty. PREREQUISITES: Student must have completed required course work or be in the last semester of required course work.

†7150-8150. **Internship in Criminal Justice (3-6).** Experience in a criminal justice setting through assignment to an enforcement, judicial, or correctional agency under joint supervision of agency officials and university faculty. PREREQUISITE: Permission of Coordinator of Graduate Studies.

7160. **Seminar in Criminal Justice Administration. (3).** Theories of organization with emphasis on structures, principles, techniques, and processes of criminal justice agencies; factors affecting behavior within such organizations; motivation, leadership, group dynamics, conflict management, unionization, selection, training, performance evaluation, organizational change, and political factors in public agency operation.

7161. **Intervention Strategies: Changing Organizations and Communities. (3).** Development of intervention, prevention, and suppression strategies by criminal justice agencies; role of social and political institutions and forces on design and implementation of strategies; emphasis on how design and implementation impact communities and residents.

7190-99. **Special Topics in Criminal Justice. (3).** Systematic and comprehensive examination of important and timely issues and development in the field of criminal justice. May be repeated for a maximum of 6 hours.

7510. **Law and Society. (3).** Examination of law as a system of control and as a mechanism for the resolution of conflict; relationship of law to political, economic, and social systems critically analyzed; the development of the legal profession.

7523. **The Concept of Criminal Law. (3).** Social foundation and principles on which our system of criminal law is based.

7541. **Criminological Theory: Causes of Crime. (3).** An overview of historical, sociological, biological, and economic theories of crime causation; particular attention will be paid to critically analyzing each of the theories presented in terms of research findings.

7542. **Victimology: Causation, Prevention, and Intervention. (3).** An overview of the study of crime victims and the process, etiology, and consequences of criminal victimization, with focus on the types of crime victims, theories of victimization,

and the victim's treatment within the criminal justice system using national data as well as recent research findings.

**7570-8570. Legal Issues in Criminal Justice Administration. (3).** Relationship between legal and constitutional issues and concepts of ordered liberty and administration of justice; application of legal methodology to analysis of current issues in constitutional rights and remedies.

†7996. Thesis. (1-6).

†Grades of S, U, or IP will be given.

#### GRADE POINT SYSTEM

The table below shows the grades that may be awarded with their quality points:

#### PLUS/MINUS GRADING SCALE

GRADE	QUALITY POINTS	GRADE	QUALITY POINTS
A+	4.00	C+	2.33
A	4.00	C	2.00
A-	3.84	C-	1.67
B+	3.33	D+	1.33
B	3.00	D	1.00
B-	2.67	F	0.00

Grades used to postpone or suspend course completion include "I" (incomplete), "IP" (in progress), and "W" (withdrawn).

Independent studies courses, student teaching, workshops, practica, internships, theses, and dissertations should be graded "A-F, IP" or "S/U, IP." Courses designated with a "single dagger" in the listing of courses are graded "S" (Satisfactory), "U" (Unsatisfactory), or "IP" (In Progress). Those designated with a "double dagger" are graded "A"-F," or "IP." A grade of "S," "U," or "IP," does not carry any quality points and is not included in computing GPA.

*Incomplete:* The grade "I" (Incomplete) may be assigned by the faculty member in any course other than those with "IP" grading in which the student is unable to complete the work due to extraordinary events beyond the individual's control that are acceptable to the faculty member. The "I" may not be used to extend the term for students who complete the course with an unsatisfactory grade. Unless

the student completes the requirements for removal of the "I" within 90 days from the end of the semester or summer session in which it was received (see University Calendar), the "I" will change to an "F," whether or not the student is enrolled. The faculty member may grant up to a 45-day extension if sufficient extenuating circumstances exist. At the end of the extension period, the "I" grade will automatically revert to "F" if the student has not completed the requirements. The student will be certified for graduation only when all requirements are met, including the removal of "I" grades. If a student has an "I" in a course necessary to fulfill degree requirements in the semester in which he or she expects to graduate, the certification process and graduation will automatically be deferred to the next term.

*In Progress:* In courses with "IP" (In Progress) grading, faculty members may assign "IP" to extend the time permitted for the completion of research or course requirements. A student awarded an "IP" grade must re-enroll in the course for the same number of hours to complete the work. Students must re-enroll in thesis or dissertation courses but the hours may vary. The final grade will be submitted by the faculty member at the end of the term in which the work is completed.

*Thesis/Dissertation Grading:* The use of S, U, IP grading for theses and dissertations is different from its use for other courses. The grade of "S" is ONLY awarded when the student successfully defends the thesis or dissertation; the grade of "U" is awarded ONLY when the student fails to defend successfully. Otherwise, the grade of "IP" is awarded to indicate that the student is progressing in a timely manner. Students must enroll for at least 1 thesis or dissertation hour for each semester (except for summer sessions) that they are working on the thesis or dissertation.

*Grade Point Average:* Graduate students must maintain a 3.0 GPA ("B"). Grades of "D" and "F" will not apply toward any graduate degree, but will be computed in the GPA. No more than 7 hours of "C-," "C" or "C+" will be applied towards meeting degree requirements. Grades earned at another university will not be computed in the cumulative GPA. Grades in courses that are older than the time limitation for degree will be shown on the transcript but will not be included in the computation of the GPA used for graduation. Only courses that have been validated will count toward the degree (see below for validation policy).

*Repetition of Courses:* A graduate student may repeat a course to earn a higher grade only if the earned grade was lower than a "B" (3.0). No course may be repeated more than once to improve the grade. Only the grade earned in the second attempt will be included in the computation of the cumulative grade point average. A maximum of two courses may be repeated during the student's total graduate career to improve a grade. However, if a student advances to a doctoral

program and wishes to repeat a third course at the doctoral level, the student must seek approval from the college director of graduate studies. Students should always check with their advisors before enrolling in a course a second time.

*Grade Changes:* Grades properly issued in a course by the faculty member of record will not be altered except when an error was made in computation or reporting or as a result of a formal grade appeal. A grade other than "I" or "IP" may not be changed as a result of additional work after a grade has been submitted to the Office of the Registrar.

SECTION FOUR

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STUDENT ENRICHMENT

## OPPORTUNITIES AND SERVICES AVAILABLE

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### CRIMINAL JUSTICE STUDENT ASSOCIATION

The department has an active Criminal Justice Student Association. Membership is open to graduate and undergraduate students. Activities are scheduled throughout the academic year. Please see the Association's website at:

<https://www.facebook.com/University-of-Memphis-Criminal-Justice-Student-Association-203049423060787/timeline/>

### GRADUATE STUDENT ASSOCIATION

The Graduate Student Association of the University of Memphis

- Provides opportunity for discussion and recommendations on matters of concern to graduate students
- Represents the interests of all graduate students campus-wide
- Is the official liaison for graduate students to communicate as a group with University and Graduate School administrators
- Advocates for support of graduate student research and teaching experience

See the GSA's website for more information:

<http://www.memphis.edu/gsa/>

### GRADUATE INTERNSHIPS

Internships are available to Graduate Students and help them to identify and strengthen their job skills while contributing to the agency whom sponsors them. The internship helps graduate students prepare for a career in Criminal Justice by developing and strengthening career-related skills and experience. It also provides the opportunity to relate academic knowledge to the career setting. For more information, speak to the Graduate Coordinator: Dr. Bert Burraston.

## CONFERENCES

Conferences and Conventions are opportunities in which graduate students can travel to learn about recent innovative research and share their own practical experiences and/or research pertaining to a number of different topics in Criminal Justice. For more information on Convention and Workshop dates and locations visit the following web sites:

American Society of Criminology  
[www.asc41.com](http://www.asc41.com)

Academy of Criminal Justice Sciences  
[www.acjs.org](http://www.acjs.org)

Southern Criminal Justice Association  
<http://www.scja.net/>

## UNIVERSITY OF MEMPHIS CAREER CENTER

The University of Memphis offers students many different opportunities to assist you in your employment search. They offer information on resume writing, interview skills, job search, and internships. Their offices are located at 400 Wilder Tower and they can be reached at 901-678-2239. Visit their web site for additional information: <http://www.memphis.edu/careerservices/>

## GRADUATE STUDENT RESOURCES

Grad Resources is a website designed to provide information and support to graduate students nationwide. Their address is:  
<http://www.gradresources.org>