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Orientation

The Office of Graduate Studies hosts a Graduate Student Orientation event for incoming graduate students. The orientation covers a variety of topics including graduate school expectations, policies and procedures, computer resources, library resources, academic support services and more. The Office of Graduate Studies produces a Graduate Student Orientation Booklet, which serves as a quick reference for new students. This booklet provides information on financial aid, fees and tuition, academic requirements, student support services and the library. More complete information is available in the Student Guidelines document and the Graduate Catalog which is available online [www.shsu.edu/gradcat](http://www.shsu.edu/gradcat).

Orientation for Main Campus (Fall 2015) is Saturday, August 22nd from 8am-1:30pm.

The Department of Criminal Justice & Criminology hosts a CJ Graduate Student Orientation, which covers a wide range of issues including but not limited to program overview, travel reimbursement guidelines, conference information, thesis/dissertation timelines, graduate student expectations, academic honesty & plagiarism, course scheduling, assistantships, payroll and insurance, Blackboard, academic grievance guidelines and policies. The Department of Criminal Justice and Criminology also provides peer mentors for incoming graduate students. Each first year student is paired with a current student in the program to help them make the transition to Sam Houston State University. You will meet your peer mentor at the CJ Graduate Student Orientation. Orientation for the Department of Criminal Justice and Criminology (Fall 2015) is Monday, August 24th from 8:30am-2:30pm.
Program Descriptions

Master of Arts Program
The Master of Arts in Criminal Justice and Criminology is designed to prepare graduate students for conducting research and actively participating in the development of knowledge in the areas of criminological theory and correctional and police administration. The curriculum is broad enough to satisfy these various interests. Students who are planning careers in law enforcement, corrections or rehabilitation, or who wish for a deeper understanding of crime and the criminal justice system should confer with the Graduate Program Advisor to develop a combination of elective courses which will support their particular career interests.

MA Admissions
Admission to the Master of Arts program is based on the Admissions Committee's assessment of the applicant's scores on the Graduate Record Examination, the undergraduate record, letters of recommendation from undergraduate professors, as well as the applicant's personal goals and the perceived fit of their interests with the Department's programs. In some instances a personal interview will also be requested. Please submit all documents to the Office of Graduate Admissions.

Admission considerations include the following:
1. Graduate Application
2. Application Fee
3. Official transcripts of all academic work previously undertaken, including the undergraduate degree granted from an accredited institution in an allied field
4. Test scores from the Graduate Record Examination
5. Three letters of recommendation from undergraduate professors
6. A personal essay of the applicant's career goals and aspirations
7. International students ONLY: Test of English as a Foreign Language (TOEFL)—a minimum score of 550 (paper-based), 213 (computer-based), or 79 (internet-based) is required

A holistic review of each student's application will be completed on a competitive basis.

The deadline for submitting applications to the Master of Arts program is **February 1** for the fall semester and **September 1** for the spring semester. Late applications will be considered but are less likely to be granted admission and/or considered for funding.
MA Degree Requirements
The Master of Arts degree in Criminal Justice and Criminology is a 36-hour degree which requires a thesis. No minor is required.

**M.A. in Criminal Justice and Criminology**
*(Thesis)*

<table>
<thead>
<tr>
<th>Item</th>
<th>Requirement</th>
<th>Options</th>
<th>Hours Required</th>
</tr>
</thead>
</table>
| 1    | Required Courses | *Choose all from:*
CRIJ 5330 <CJ 530> Critical Analysis of Justice Administration  
CRIJ 5332 <CJ 532> Perspectives in Criminology  
CRIJ 5393 <CJ 593> Legal Aspects of the Criminal Justice System  
CRIJ 5392 <CJ 592> Survey of Research Methods  
CRIJ 6385 <CJ 685> Statistics for Criminal Justice Research | 15             |
| 2    | Electives | *Choose five from:*
5000/6000 level graduate courses in CRIJ  
| | | 15             |
| 3    | Thesis | *Choose all from:*
CRIJ 6398 <CJ 698> Thesis Practicum  
CRIJ 6099 <CJ 699> Thesis 2 | 6              |
|      |            | **TOTAL** 36                                                              | 36             |

**Notes:**

1. No more than three hours of CRIJ 6093 <CJ 693> Special Readings in Criminal Justice may be used as elective course work.

2. Once enrolled in CRIJ 6099 <CJ 699> Thesis, students must enroll in this course in every semester until graduation.*

*The completion and defense of the Thesis: The student must be registered in CRIJ 6099 the semester in which he/she receives his/her master’s degree. Students must enroll in CRIJ 6099 every semester (except summer) for at least 1 credit hour until graduation.*
MA Course Descriptions

Master's Degree Core Required Courses

- CRIJ 5332 Perspectives in Criminology
  Survey of the field of criminology emphasizing perspectives regarding the making of law, breaking of law and societal reactions to the breaking of law.

- CRIJ 5392 Survey of Research Methods
  The theory and application of social science research techniques and designs, with a focus on the interpretation and use of research findings. Students who have not completed an introductory course in research methods within the past five years must take CJ 478 as a prerequisite.

- CRIJ 5330 Critical Analysis of Justice Administration
  An analysis of the criminal justice system in the United States; role of justice agencies as part of societal response to crime; the knowledge base of criminal justice; issues, problems, trends.

- CRIJ 6385 Statistics for Criminal Justice Research (Stats I)
  Review of descriptive and graphical techniques; probability and sampling theory; the normal curve and statistical inference; Central Limit Theorem; Chi-square, T and F distributions; analysis of variance and linear regression.

- CRIJ 5393 Legal Aspects of the Criminal Justice System
  Aspects of law which are relevant to and essential for a better understanding of the criminal justice system and its related processes.

- CRIJ 6398 Thesis Practicum
  Overview of research strategies; principles of research writing; and procedures for initiating, executing and completing a Thesis. Preparation and approval of a Prospectus. (Preliminary planning for the Thesis should begin during the first semester of graduate work; the student should enroll in CRIJ 6398 after he/she has completed 12 semester hours of graduate work.)

- CRIJ 6099 Thesis
  The completion and defense of the Thesis. The student must be registered in CRIJ 6099 the semester in which he/she receives his/her master’s degree. Students must enroll in CRIJ 6099 every semester (except summer) for at least 1 credit hour until graduation.

It is strongly recommended that MA students take CRIJ 6394 Regression Analysis (Stats II). Topics cover both linear regression and nonlinear regression models including: simple linear regression, multiple linear regression, regression diagnostics, logistic regression, and multinomial logistic regression.
Department of Criminal Justice
Sam Houston State University
Master of Arts Program Student Schedule

Year One

Fall
Suggested 18 hours
- CRIJ 5332
- CRIJ 5330
- CRIJ 5392
- CRIJ 6385
- elective

Spring
- elective

Year Two

Summer
- elective

Fall
Suggested 15 hours
- CRIJ 5393
- elective
- CRIJ 6398 Thesis

Spring
- CRIJ 6099 Thesis

Required Coursework:
- 5330 Critical Analysis of Justice Administration
- 5332 Perspectives in Criminology
- 5392 Survey of Research Methods
- 5393 Legal Aspects of the Criminal Justice System
- 6385 Statistics for Criminal Justice Research

Thesis Credit Requirements:
- 6398 Thesis Practicum
- 6399 Thesis

Electives (varies, example of recent course offerings):
- 5334 Courts as Organization
- 5363 The Juvenile Offender
- 6339 Police in Society
- 6360 Seminar in Deviant Behavior
- 6372 Corrections
- 6893 Individualized Instruction
- 6394 Special Topics (Recent examples: victimology, Biosocial Criminology)

04/08/2013

Sam Houston
BEARKATS
PhD Program

A doctoral degree through the College of Criminal Justice will sharpen your analytical abilities, expand your expertise, and generate new intellectual skills and theories. We do not simply graduate students; we launch our doctoral graduates into successful criminal justice careers.

First-and second-year Ph.D. students are assigned to individual criminal justice faculty members as research assistants. These assistantships build the critical skills and credentials necessary to obtain a quality academic position upon graduation.

Third year Ph.D. students qualify for a doctoral teaching fellowship. After completing a specialized course in pedagogy, students may take full instructional responsibility of a criminal justice course and teach up to two courses a semester. These students are instructors, not instructional assistants.

Our alumni consistently expand our knowledge of current criminal justice professions and hold leadership positions in numerous academic associations across the field of criminal justice. The academic experience our students receive is enhanced by the quality of our faculty, who hold a variety of interests and expertise amongst numerous career fields in criminal justice. A visiting lecturer program further expands our students' exposure to world-renowned scholars, illustrating the numerous career options with a criminal justice degree.

PhD Admissions

1. Graduate Application
2. Application fee
3. A master’s degree in Criminal Justice or an allied field
4. Official test scores from the Graduate Record Examination
5. Official undergraduate and graduate transcripts for all academic work (Note: Grades must show evidence of the ability to do doctoral level work)
6. Three letters of recommendation, preferably from faculty who are sufficiently acquainted with the student to comment on potential for success in the doctoral program
7. Doctoral Follow-Up Application
8. An original essay as described in the doctoral follow-up application
9. A current resume or vita
10. In some instances a personal interview may be requested
11. International students ONLY: Test of English as a Foreign Language (TOEFL) unless they have completed a degree in the United States (Note: A minimum score of 550 (paper-based) or 213 [computer-based] is required)

A holistic review of each student's application will be completed on a competitive basis.

Applicants to the Ph.D. program are only admitted in the Fall Semester; applications are due February 1. Late applications will be considered but are less likely to be granted admission and/or considered for funding.
PhD Degree Requirements

Students should consult with the criminal justice Graduate Admissions Coordinator to design a course of study beyond the master’s degree that will provide an in-depth knowledge in the areas of research and statistics, criminological theory, criminal justice administration and legal issues in criminal justice.

Students must register full-time, a minimum of 9 credit hours per semester and must maintain a 3.0 grade point average in all courses.

The Doctoral degree requires 58 hours of 7000-level coursework.

Students must pass the doctoral qualifying examination in the form of a Research Assessment Portfolio. Students must also complete and defend a doctoral dissertation, which is the product of original scholarly research and is of such quality as to represent a meaningful contribution to knowledge in the field of criminal justice.

### Ph.D. in Criminal Justice

<table>
<thead>
<tr>
<th>Item</th>
<th>Requirement</th>
<th>Options</th>
<th>Hours Required</th>
</tr>
</thead>
</table>
| 1    | Required Courses | Choose all from:  
CRIJ 7333 <CJ 733> Proseminar in Criminal Justice Issues  
CRIJ 7337 <CJ 737> Criminological Theory  
CRIJ 7442 <CJ 742> Advanced Statistics I  
CRIJ 7387 <CJ 787> Research Design  
CRIJ 7389 <CJ 789> Advanced Statistics II  
CRIJ 7340 Administration of Justice  
Choose two from:  
CRIJ 7375 <CJ 780> Legal Aspects of the Criminal Justice System  
CRIJ 7338 <CJ 738> Seminar in American Courts  
CRIJ 7336 <CJ 736> Seminar in American Corrections  
CRIJ 7334 <CJ 734> Seminar in American Policing | 25 |
| 2    | Electives | Choose seven from:  
7000-level graduate courses in CRIJ | 21 |
| 3    | Dissertation | Choose all from:  
CRIJ 8396 <CJ 896> Dissertation  
CRIJ 8397 <CJ 897> Dissertation II  
CRIJ 8398 <CJ 898> Dissertation III  
CRIJ 8099 <CJ 899> Dissertation IV | 12 |
|      |            | TOTAL | 58 |

**Notes:**

1 Once enrolled in CRIJ 8099 <CJ 899> Dissertation IV, students must enroll in this course in every semester until graduation.*
PhD Course Descriptions

Doctoral Degree Core Required Courses

- **CRIJ 7340 Administration of Justice**
  This required course will focus on the theoretical understanding of individual, organizational, and community behaviors in criminal justice and the research efforts necessary to advance our collective understanding. This course emulates classes offered by top-ranked criminal justice Ph.D. programs in the US.

- **CRIJ 7337 Criminological Theory**
  Overview of the major paradigms focusing on the causes of crime and deviant behavior with special attention given to the social, political and intellectual milieu within which each perspective arose. The course will include a discussion of criminological theories from a philosophy of science perspective focusing upon such issues as theory construction, theoretical integration and the formal evaluation of theory.

- **CRIJ 7442 Advanced Statistics I**
  Introduction to multivariate statistical techniques including multiple regression, logistic regression, discriminate analysis, multivariate analysis of variance, canonical correlation, factor analysis, cluster analysis and multidimensional scaling. Four (4) credit hours. (Prerequisite: CRIJ 6385 or equivalent in past years).

- **CRIJ 7387 Research Design**
  Advanced study of scientific inquiry with an emphasis on the practical aspects of research design and implementation. Topics include the philosophy of science; the relationship of sampling theory to statistical theory; studies in causation; non-experimental research; data systems and modern data processing techniques. Prerequisites: CJ 592 <CRIJ 5392> and consent of instructor.

- **CRIJ 7389 Advanced Statistics II**
  Survey of reliability analysis, loglinear, and logit loglinear analysis, nonlinear, weighted and two stage least-squares regression, probit analysis, survival analysis and Cox regression. (Prerequisite: CRIJ 7442).

- **CRIJ 7333 Proseminar in Criminal Justice Issues**
  The course is designed to give doctoral students a current, thorough, and comprehensive review of the criminal justice system — focusing on how the system functions in theory and practice, current future needs and trends. Students are required to submit extensive critiques and to participate in panel discussions.

- **CRIJ 7375 Legal Aspects of the Criminal Justice System**
  The course is the first legal course in a two course sequence for criminal justice PhD students. It lays the foundation for further study of how the law impacts the entire criminal justice system. It covers legal research, constitutional law, criminal proceq-re, criminal law, juvenile law. Credit 3.

- **CJ 7338 Seminar in American Courts**
  Role and structure of prosecution, public defense, and the courts in the United States jurisprudence with emphasis upon criminal law, and problems in the administration of justice.
• **CJ 7336 Seminar in American Corrections**
  In-depth examination of the various issues and problems in corrections as they relate to administration and management. A variety of problems is explored, including the philosophical justification for prisons, personnel management, sentencing and its implications, community-based corrections, rehabilitation, judicial intervention, and correctional reform.

• **CJ 7334 Seminar in American Policing**
  The course includes the philosophy and role of American policing, politics of policing, managing police organizations, police community relations, police operational and administrative practices, police research, police executive development, emergent issues and problems in policing.

• **CRIJ 8396, 8397, 8398, 8099 - Dissertation**
  Once the 12 hours of required dissertation credits are complete (8396, 8397, 8398, 8099), students must enroll in CRIJ 8099 every semester (except summer) for at least 1 credit hour until graduation.
College of Criminal Justice  
Sam Houston State University  
Doctoral Program Student Schedule

### Year One
- **Fall**
  - Suggested 19 hours
  - CRJ 7340
  - CRJ 7387
  - CRJ 7337
  - CRJ 7389
  - CRJ 7442
- **Spring**
  - elective
  - CRJ 7333

### Year Two
- **Fall**
  - Suggested 18 hours
  - CRJ 8395
  - elective
  - CRJ 8397
  - elective
  - CRJ 8399
  - Portfolio Defense
- **Spring**
  - elective
  - CRJ 8099
  - Dissertation Prospectus

### Year Three
- **Fall**
  - Suggested 15 hours
  - CRJ 8395
  - CRJ 8397
  - elective
  - Portfolio Defense
- **Spring**
  - elective
  - CRJ 8099
  - Dissertation Defense

### Year Four
- **Fall**
  - Suggested 7 hours
  - CRJ 8395
  - CRJ 8397
  - CRJ 8099

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**Required Coursework**
- 7340 Administration of Justice
- 7337 Criminological Theory
- 7442 Advanced Statistics I
- 7387 Research Design
- 7389 Advanced Statistics II
- 7338 Proseminar in Criminal Justice Issues

**Required Electives**
Choose 2 of the following 4 courses:
- 7375 Legal Aspects of the CJ System
- 7338 Seminar in American Courts
- 7336 Seminar in American Corrections
- 7334 Seminar in American Policing

**Dissertation Requirements**
- 8396 Dissertation
- 8397 Dissertation II
- 8398 Dissertation III
- 8099 Dissertation IV

- Students are eligible to defend their Portfolio during the semester they are enrolled for completion of all of their coursework (with the exception of dissertation hours).
- Once the 12 hours of required dissertation credits are complete, students must enroll in 8099 every semester (except summer) for 1 credit hour until graduation.

Effective Fall 2015

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11/03/2014
PhD Portfolio

There are different models of what the Portfolio is meant to measure, and this flexibility is intentional. In fact, each doctoral student’s Portfolio Committee has discretion in shaping the way the Portfolio is organized. According to the Portfolio Policy on page 2, Section 2(d): "Exactly what is required and/or accepted in any given Portfolio will vary from one student to another but all Portfolio Committees must agree that the work being completed for inclusion in the Portfolio is substantially the work of the student and/or that all collaborative projects have been reviewed and accepted. There is no "boilerplate" or "template" for a Portfolio. Each one completed may include considerably different contents depending on the requirements established by the Portfolio Committee."

The first step a student should take is to meet with a faculty member who has expertise in the area of the student’s primary research interest. Once the student identifies a faculty member who is willing to serve as Portfolio Chair, the student should discuss with his/her Chair other potential faculty members to also serve on the Committee. Ascertain if they are willing to serve.

Download the "Portfolio Committee Establishment Form" from the CJ website and submit this form to the CJ Graduate Advising Coordinator. This will get the process underway. The CJ Graduate Director and Department Chair, in consultation with the student and the faculty, makes the ultimate decision regarding faculty assignments for Portfolio Committees.

Next, students should have their initial meeting with their Portfolio Committee to set the parameters of what the Committee expects for a successful Portfolio. During this meeting, the student should bring their vita, articles published, articles in press or forthcoming, papers they are working on for publication, and other items they might want to include in their Portfolio. The Committee has the final decision of the contents in the Portfolio. After agreement is reached, the student downloads from the CJ website the “Portfolio Expectations Initial Committee Meeting Form,” and obtains the required signatures. This form along with a detailed memo outlining the agreed upon Portfolio expectations is then submitted to the CJ Graduate Advising Coordinator.

Then, students must meet the “Collaborative Requirements of the Portfolio Policy,” which are specified in the Policy on page 2, section 2(b). The “Collaborative Requirements” may require a detailed letter from the student explaining their contribution to any collaborative projects in the Portfolio. If papers were started in classes, the student must get an email or a letter from the professor who taught the class, saying the paper is the student’s own work and it is okay for the student to use it in their Portfolio.

Once the Portfolio Committee determines the student is ready to ‘orally defend’ their Portfolio, the student must download from the CJ website the “Declaration of Portfolio Defense” form to get the signature from the Portfolio Chair. The form is then submitted to the CJ Graduate Advising Coordinator. Thereafter, the Portfolio ‘oral defense’ can occur after a 7-day waiting period.

It is recommended that the student’s final Portfolio oral defense be presented via a PowerPoint presentation (see Presentation Guidelines). Students may want to develop themes over their research agenda and present them. On the other hand, students could pick a number of specific items agreed upon by their Committee for discussion during the oral defense of their Portfolio (e.g., two peer reviewed journal articles).
With respect to the Portfolio oral defense, whatever the student includes in the Portfolio would be suitable for questions and feedback from the Portfolio Committee and other audience members. Anyone in attendance can ask questions. Feedback can be oral or in writing or both. The Portfolio Committee makes the final determination on whether the student successfully defends his/her portfolio (high pass/pass/fail).

Finally, the Portfolio Policy (page 1, section 1) articulates five items that the Portfolio should demonstrate, and these would be appropriate for questions during the Portfolio oral defense:

(1) students should know the recent research literature within their Portfolio area and be able to relate it to the broader criminological community an d/or the criminal justice system;

(2) students should be able to develop theoretical and research questions about what needs to be studied and the issues that need further inquiry in their area;

(3) students should know how to apply appropriate methodologies and statistical techniques (if appropriate) to conduct such inquiry in their area;

(4) students should be good writers with an ability "to contribute to the scholarly literature in" their field" (Portfolio Policy, page 1, section 1, paragraph 3); and

(5) it should be clear through the student's presentation via PowerPoint© and their contemporaneous explanations that they possess an in-depth "ability to critically evaluate and integrate knowledge across the significant domains of interest within [the student's] specified area" of research expertise (Portfolio Policy, page 1, section 1, paragraph 2).

Students should be aware of the Continuous Enrollment Policy, which states that students signing up for either the Portfolio Expectations Initial Committee Meeting or the Portfolio Defense are required to be enrolled for at least one class in the relevant semester, including summers. Students simply working on Portfolio compilation, and employing only incidental and non-consequential University resources during the summer, are not required to be enrolled for this reason alone.

Note, however, that it is regarded as use of University resources to consult routinely with Portfolio Committee members, request members to review documents, or otherwise consume non-incidental faculty time. Other University continuous enrollment requirements still apply.
Thesis/Dissertation

Thesis/Dissertation Guidelines

1. Spend some time looking at other theses/dissertations, especially those in your topic area. There is a list of all College of Criminal Justice theses/dissertations in the CJ Graduate Programs Office (A-210).


3. Choose a topic area, research your topic, develop an outline of the literature and methodology you are considering. Remember you want to have a well thought out proposal before you visit with the potential chair of your committee.

4. You may have to discuss your thesis/dissertation idea with several faculty members before selecting a chair. Once you have decided on your chair, speak with him/her about whom should be on the committee as members.

5. Discuss your topic with potential committee members and ask them if they would be willing to serve on your thesis/dissertation committee. The Thesis/Dissertation Committee should be composed of: a faculty member who has substantive expertise and knowledge of the topic and two readers from the College of Criminal Justice – all of whom are voting members. Outside readers may be on committee if appropriate but are not voting members.

6. After speaking with your chair and committee members, arrange an appointment with the chair and present your proposal. Remember they will be more willing to work with you if you provide them with a well-developed topic. Do NOT go to a professor and say, “do you have any data? I want to do a thesis/dissertation.”

7. Develop an abstract and outline of the topic as necessary to complete the committee approval form located on the website http://www.shsu.edu/academics/criminal-justice/resources/thesis-diss_diss-committee.pdf.

8. Arrange a meeting with the Director of Criminal Justice and Criminology Graduate Programs so he/she can approve the committee.

9. Prepare for the prospectus defense. A prospectus is your formal research proposal. The prospectus should follow the style guidelines suggested in the University Thesis/Dissertation Guidelines (APA style).

10. The prospectus defense is a meeting of your committee to formally approve your prospectus. The student should submit the Declaration of Defense at least 7 days in advance along with a copy of the defense to the Graduate Programs Office. The chair of your committee will direct this meeting. During the prospectus defense you will be asked to present your proposal. This is followed by a discussion of your proposal. Generally, suggestions are made at that time to improve the design of the study. The committee will then meet in executive session to determine if you have successfully defended your prospectus. You will then be informed of their decision.

11. Prepare drafts for your chair and committee members (remember to use services of the Writing Center – proof and style, before you give any committee member a draft: don’t waste their time with grammar and style issues). While some chairs require that students “defend” the first three chapters of their thesis/dissertation; others may accept less, while others may require more.


Thesis/dissertation templates have been made available by the Graduate Studies office. These templates are designed to help students meet the formatting requirements for text, tables, figures and other features associated with the style of the thesis/dissertation document.

For more information, please visit:

- **User Guides**
  - The Transfer User Guide if you have already started writing our thesis/dissertation.

- **Thesis/Dissertation Templates**
  - Thesis/Dissertation Template: Annotated (see comments made throughout)
  - Thesis/Dissertation Template: Skeleton (use this file)
Core Faculty

We have a diverse and experienced faculty. Faculty members who teach in the MA and PhD program are listed below along with their research interests:

Dr. Gaylene Armstrong garmstrong@shsu.edu
- Professor and Chair of the Department of Criminal Justice and Criminology
- Corrections, Program Evaluations
- Dr. Gaylene Armstrong’s research focuses on the evaluation of correctional programs and policies in both institutional and community corrections settings. She is a recognized expert on both adult and juvenile offender populations as well as with specialized offender populations such as sex offenders and female offenders. Most recently, Dr. Armstrong is working with Harris County District Court (TX) to develop, implement and evaluate a gender specific treatment track for female offenders with co-occurring disorders within the Harris County Adult Drug Court.

Dr. Todd Armstrong todd.armstrong@shsu.edu
- Professor
- Biosocial Criminology, Criminal Justice Policy and Legislation, Offense Patterns, Program Evaluations
- Dr. Todd Armstrong joined the College in 2007 after teaching at Southern Illinois University and Arizona State University. Dr. Armstrong's research emphasizes the interaction of biology and the environment in the explanation of criminal behavior. Current research projects include work relating genetic variation to variation in criminal behavior within a sample of inmates.

Dr. Brandy Blasko blb083@shsu.edu
- Assistant Professor
- Prisons and Imprisonment; Criminal Justice Decisionmaking; Relational Justice; Psychology and Criminal Justice; Multi-level Modeling
- Dr. Blasko's research focuses broadly on how custodial environments shape interactions and outcomes. She is currently co-principal investigator of The Prison Project, a longitudinal mixed-method study of the prison experience from the viewpoints of prisoners, prison staff, and administrators. Dr. Blasko is also currently involved in research on: (1) the exercise of discretion in decisionmaking by prison staff and wardens; (2) prisoner suicide; (3) procedural and relational justice within prisons; and (4) the therapeutic alliance in the context of sexual offender treatment. As a licensed clinician, her clinical interests and expertise are in the assessment and treatment of individuals convicted of sexual and violent crimes.

Dr. Danielle Boisvert dxb014@shsu.edu
- Associate Professor and Director of Criminal Justice and Criminology Graduate Programs
- Biosocial Criminology, Behavioral Genetics, Life-Course/Developmental Criminology
- Dr. Danielle Boisvert joined the faculty in 2012 after serving as an Assistant Professor at Penn State Harrisburg for three years. Her key research interests include life-course/developmental criminology, biosocial criminology, and behavioral genetics. Her current research focuses mainly on the examination of genetic and environmental influences on a variety of delinquent and criminal behaviors throughout the life course.
Dr. Leanna Bouffard lbouffard@shsu.edu
- Professor and Director of the Crime Victims’ Institute (CVI)
- Criminological Theory, Immigrant Victimization, Quantitative Methods, Violence Against Women
- Dr. Leana Bouffard is the Director of the Crime Victims’ Institute, an agency charged with evaluating the effectiveness of criminal justice policies to prevent the victimization of society. Her research interests focus on violence against women, police response to domestic violence, sexual aggression among college students, and the effects of parenting on criminal behavior.

Dr. Jeffrey Bouffard jbouffard@shsu.edu
- Professor and Director of the Correctional Management Institute of Texas (CMIT)
- Community Corrections, Correctional Rehabilitation, Crime and Delinquency Prevention, Criminological Theory, Program Evaluation
- Dr. Jeffrey Bouffard joined the College in 2009 after serving as Director of the Criminal Justice Program at Washington State University. His research is in the areas of corrections and offender decision making. He has received numerous federal, state and local grants to evaluate the effectiveness of specialty courts and programs for offenders with DUI and drug charges, mental health issues, and serious and violent crimes.

Dr. Mary Breaux mmp019@shsu.edu
- Professor
- Child abuse and neglect, elder abuse, family violence, victimology
- Dr. Breaux worked in the Texas Department of Family and Protective Services for nearly 20 years, both in child and adult protective services. Before joining the faculty, she was the Regional Community Relations Specialist for Adult Protective Services (APS), educating the community and agencies about the services available and fostering community and agency partnerships for research in the field. Additionally, she collaborated with local colleges and universities and placed students in protective services internships. During her career, she also served as a child sexual abuse investigator, as a training instructor, and in Human Resources hiring new recruits. She continues to serve as Associate Director of Education with the Texas Elder Abuse and Mistreatment Institute (TEAM Institute) at the University of Texas Health Science Center at Houston.

Dr. Steven Cuvelier steve@shsu.edu
- Associate Professor
- Corrections, Computer Applications, Distance Learning, Research Methods/Statistics
- Dr. Steven Cuvelier has been a consultant for local, state and federal projects in the study of the use of computer technology to aid in software development, computer simulations, population projects and policy evaluation.

Dr. Cortney Franklin cfranklin@shsu.edu
- Associate Professor
- Custodial Healthcare, Fear of Crime, Gender and Justice, Institutional/Community Corrections, Violence Against Women, Women Inmates and Offenders
- Dr. Cortney Franklin joined the College in 2008 after earning her Ph.D. from Washington State University. She specializes in victimology and specifically, violence against women, sexual assault, and intimate partner violence. Her work also concentrates on gender and justice issues.
Dr. Travis Franklin  tfranklin@shsu.edu
- Associate Professor
- Fear of Crime, Prison Violence, Prosecutorial Discretion, Quantitative Research Methods, Sentencing Decisions
- Dr. Travis Franklin joined the faculty in 2008 after completing his Ph.D. in Criminal Justice from Washington State University. His research interests focus primarily on criminal court decision making and offender punishment. His recent research activities have addressed the influence of race and ethnicity (as well as other extralegal factors) on the prosecution and sentencing of criminal offenders in state and federal courts for the purpose of better understanding disparate outcomes.

Dr. Randy Garner  rgarner@shsu.edu
- Professor
- Applied Social Psychology, Executive Leadership, Interpersonal Conflict, Management, Policing and Law Enforcement
- Dr. Randy Garner is a Professor of Behavioral Sciences and former Associate Dean in the College of Criminal Justice. Dr. Garner also served as founding Director of the Texas Regional Community Policing Institute (TRCPI) and as the Executive Director of the Law Enforcement Management Institute of Texas (LEMIT). Prior to coming to SHSU, Dr. Garner was the Associate Director of Behavioral Medicine at the University of Houston.

Dr. Jurg Gerber  gerber@shsu.edu
- Professor and Chair of Department of Security Studies
- Dr. Gerber has been a member of the College's Faculty since 1990. Formerly the university's Director of International Programs (2001-05), he has held a number of other administrative positions. Gerber's specialty areas of expertise include criminology, white collar crime, drug policy, and comparative criminology. He has co-edited two books on drug policy and has published on white collar crime, comparative criminology, and criminal justice education

Dr. Brittany Hayes  bxh017@shsu.edu
- Assistant Professor
- Intimate partner violence, Post-Separation Abuse, and Quantitative Methods
- Dr. Brittany Hayes joined the faculty in 2014 after completing her doctoral studies at John Jay College, CUNY and was an adjunct professor at Rutgers-Newark. Her research interests include the use of third parties (e.g. children, family) to control abused women during the process of separation and micro/macro effects on behaviors and attitudes. Her current research looks at the intersection of technology and abuse.
Dr. Larry Hoover larryhoover@shsu.edu
- Professor
- Dr. Larry Hoover has been on the criminal justice faculty at Sam Houston State University since 1977 and currently directs its Police Research Center, providing a state-of-the-art police information management system as well as strategy evaluations in major Texas cities. A former police officer in Lansing, Michigan and training coordinator with the Michigan Law Enforcement Officer’s Training Council, he also served on the faculty at Michigan State University from 1972 to 1977.

Dr. William King wrk003@shsu.edu
- Professor and Associate Dean for Research and Program Development
- Ballistics, Crime Lab Performance, Criminal Investigations, The Life Course and Disbanding of Police Agencies, Police Organizational Structure
- Dr. William King joined the faculty in 2009 and serves as the Associate Dean for Research and Program Development. Between 1997 and 2009 he served as a faculty member and as the Director of the Crime and Justice Research Laboratory at Bowling Green State University, in Ohio. His research interests include the quantitative and comparative study of police organizational structure, the process of criminal investigations, and studying forensics systems from an organizational and theoretical perspective.

Dr. Kathy Latz icc_kxl@shsu.edu
- Clinical Faculty
- Violence Against Women, Victimology, and Criminological Theory
- Dr. Kathy Latz joined the faculty in 2013 after previously working as an advocate. Her areas of expertise include stalking, domestic violence, and sexual assault.

Dr. Dennis Longmire longmire@shsu.edu
- Professor
- Capital Punishment, Citizen/Public Attitudes Toward Crime and Justice, Crime Rates and Trends, Insanity/Competency to Stand Trial, Public Opinion on Crime, Substance Abuse/Substance Abuse Treatment
- Dr. Dennis Longmire joined the faculty of the College in 1984 and has served as the Assistant Dean for Graduate Programs (1984-1986) and Associate Dean for Academic Administration (1986-1993) and is currently a member of the Faculty Senate. His academic specialties include the death penalty, public perceptions of crime, criminality, and criminal Justice, the classification of offenders, and criminological theory.
Dr. Scott Menard  swm003@shsu.edu
- Professor
- Criminological Theory Testing, Juvenile Delinquency, Life Course Criminology, Research Methods, Statistical Analysis, Substance Abuse, Victimization
- Dr. Scott Menard joined the faculty of the College of Criminal Justice in 2006. His areas of academic interest include: Statistics (Longitudinal Research, Logistic Regression Analysis, Multilevel Analysis), Research Methods (Survey Research, Evaluation Research), Juvenile Delinquency, and Life Course Criminology (Victimization, Substance Use, Theory Testing). An experienced researcher, Dr. Menard is primarily involved in research on the National Youth Survey/Family Study (NYSFS), a longitudinal, multigenerational, national probability sample.

Dr. Holly Miller  hmliller@shsu.edu
- Professor and Associate Dean for Academic Programs
- Clinical Psychology Assessment/Training, Cultural Diversity Assessment and Training, Law Enforcement Administration/Leadership, Malingered Mental Illness, Offender Risk Needs Assessment, Psychopathy, Sex Offenders and Treatment, Special Needs/Assessment of Offenders
- Dr. Holly Miller joined the faculty in 2001. Her teaching, research, and consulting interests include: psychological assessment; malingered mental illness; psychopathy; offender risk/need assessment; sexual offenders; law enforcement leadership assessment and human diversity training. Dr. Miller's current research focus examines offender risk and treatment need, human diversity training within criminal justice education/settings, and sexual offenders.

Dr. Lisa Muftic  lrn028@shsu.edu
- Associate Professor and Assistant Director of the Crime Victims’ Institute (CVI)
- Victimization, Sex Trafficking, Criminological Theory, Program Evaluation
- Lisa R. Muftić, PhD is an Associate Professor in the Department of Criminal Justice & Criminology. Her current research interests are focused on examining the overlap between offending and victimization within interpersonal violence. Relatedly, Dr. Muftić has extensive experience in the areas of violence against women, human trafficking, and international criminal justice issues, with special expertise regarding the situation in Bosnia and Herzegovina.

Dr. Willard Oliver  woliver@shsu.edu
- Professor
- Historical Perspectives of Criminal Justice, Policing, Public Policy of Crime and Criminal Justice
- Dr. Willard Oliver joined the College Faculty in 2003. His areas of expertise include policing (e.g., Police stress, small-town and rural policing, community policing, Homeland Security & policing, etc.), public policy of crime & criminal justice, and the history of criminal justice. Oliver's current research includes an analysis of the presidents’ use of symbolic rhetoric in their crime speeches and their use (and misuse) of signing statements.

Dr. Erin Orrick  eorrick@shsu.edu
- Assistant Professor
- Corrections, Prisoner Reentry and Recidivism, Criminal Careers, Criminal Justice Policy, Research Methods
- Dr. Erin Orrick, a Ph.D. graduate from the University of Texas at Dallas, specializes in the field of corrections, including contemporary issues, prisoner reentry and recidivism as well as criminal careers and criminal justice policy.
Dr. Ryan Randa ryan.randa@shsu.edu
- Assistant Professor
- Fear of Crime and Behavioral adaptation, Environmental Criminology and Crime Prevention through Environmental Design
- Dr. Ryan Randa received his PhD from the University of Cincinnati in 2009. He has been involved in a wide range of criminal justice and criminological research projects including juvenile and adult probation, inmate risk and needs assessment, student fear of victimization and crime prevention through environmental design and change. Dr. Randa's current research interests include Fear of Crime, Adaptive Behaviors, and Opportunity Based Theories of Crime. His work has appeared in the *Journal of Criminal Justice and Youth Violence and Juvenile Justice*.

Dr. Ling Ren lren@shsu.edu
- Associate Professor
- Policing and Law Enforcement, Research Methods/Statistics
- Dr. Ling Ren joined the College in 2008 after teaching in the Department of Criminal Justice Sciences at Illinois State University. Dr. Ren's primary research interests include policing, comparative criminal justice, and quantitative methodology. Her most recent research projects include the Houston Police Department Citizen Contact/Impression Survey, the Enhanced Action Patrol program in Houston and a Self-Report Juvenile Delinquency Survey in Hangzhou, China.

Dr. Mitchel Roth icc_mpr@shsu.edu
- Professor
- Historical Perspectives of Criminal Justice, History of Crime and Crime Control, History of Policing and Corrections, History of Terrorism, Organized Crime, Pre-Teen Homicide
- Dr. Mitchel Roth joined the faculty in 1995. His areas of interest include terrorism, organized crime, comparative policing, history of criminal justice and related issues

Dr. Melinda Tasca mxt045@shsu.edu
- Assistant Professor
- Collateral Consequences of Incarceration; Correctional Policy; Race/Ethnicity/Gender
- Dr. Melinda Tasca joined the faculty in the fall of 2014 after earning her PhD in Criminology and Criminal Justice at Arizona State University. Her research centers on the collateral consequences of incarceration for prisoners, children and families, correctional policy and the influence of race/ethnicity and gender in criminal justice contexts.

Dr. Raymond Teske teske@shsu.edu
- Professor
- Dr. Raymond Teske, Jr. has been member of the faculty at Sam Houston State University since 1973. His areas of expertise include criminological theory, victimology, family violence and child abuse. In addition to editing and co-authoring two editions of Crime and Justice in Texas, Professor Teske has published more than forty articles and book chapters, 25 monographs/technical reports, and has been awarded more than forty research grants.
Dr. Victoria Titterington  titterington@shsu.edu
- Professor
- Aging and Crime, Homicide, Social Deviance, Victimology
- After positions as a clinical social worker in community mental health and a corporate training director, Dr. Victoria Titterington joined the College in 1995. Her current research focuses upon the intersection of aging and crime, as well as lethal family violence. Research projects include examining right-to-die legislation, eldercide, and intimate partner homicide.

Dr. Michael Vaughn  mvaughn@shsu.edu
- Professor
- Constitutional Law, Correctional Law/Prison Law, Criminal Law, Criminal Procedure, Legal Liabilities of Criminal Justice Personnel, Prison Health Care, State Tort Law

Dr. William (Bill) Wells  william.wells@shsu.edu
- Professor and Director of the Law Enforcement Management Institute of Texas (LEMIT)
- Guns/Gun Policy, Policing and Law Enforcement, Research Methods/Statistics
- Dr. William Wells is a Professor and Research Director for the Law Enforcement Management Institute of Texas. His research interests include police practices to prevent and reduce crime, police use of forensic evidence, criminal justice responses to gun crimes.

Dr. Yan Zhang  zhangyan@shsu.edu
- Associate Professor
- Dr. Yan Zhang joined the College as an Assistant Professor in 2004. She specializes in quantitative research methods. Dr. Zhang has published in such journals as Crime & Delinquency, Journal of Criminal Justice, Policing: an International Journal of Police Strategies & Management, and Violence Against Women.

Dr. Jihong (Solomon) Zhao  jzhao@shsu.edu
- Professor
- Community Policing, Contemporary Issues
- Dr. Zhao joined the faculty as Professor. He earned his Ph.D. in Political Science in 1994 and his M.A. in Criminal Justice in 1990, both from Washington State University. He taught previously at the University of Nebraska-Omaha, Washington State University, and Shanghai College of Police, and served as Senior Research Analyst for the Bureau of Research, Ohio Department of Correction.
Registration

Once accepted to Sam Houston State University, students may register for classes during the scheduled registration periods. Registration schedules may be found in the Schedule of Classes at http://www.shsu.edu/schedule/.

The Office of the Registrar can facilitate the registration process for graduate students. The registration process involves students selecting courses from the online schedule and add/drop periods in order to create a schedule. Registration is done online through MySam. Registration how-to’s are located at http://www.shsu.edu/dept/registrar/students/registration/how-to.html. For more information, please contact the Office of the Registrar at 936-294-1032 or at ask.regstaff@shsu.edu.

Normal Load

The normal load for a full-time graduate student is nine (9) to twelve (12) hours per fall or spring semester and six (6) hours in the summer. Students enrolled in master’s and doctoral degree programs should enroll in a minimum of nine graduate hours in the fall and spring semesters and six hours in the summer to be considered a full-time graduate student.

Master’s degree students desiring to enroll in more than twelve graduate hours in any one semester must obtain approval from the dean of the college in which they are enrolled. Doctoral students desiring to enroll in more than nine graduate hours must obtain approval from the dean of the college in which they are enrolled.

It is important to note that the University requirements for full-time status and requirements of various financial aid programs may differ. It is recommended that students consult with the University Student Financial Aid Office to determine how assistantships and fellowships may impact their financial aid.

Course Load for Graduate Assistants

Graduate students employed by the University at least half-time as assistant instructors, research assistants, or teaching assistants should enroll in a minimum of six graduate hours per semester to be considered a full-time graduate student. The maximum course enrollment load for graduate assistants on one-half time employment is nine hours per semester or three hours per summer session. Graduate assistants on less than a half-time assistantship may have their maximum course load authorization increased proportionately by the appropriate department/school chair. For more information on the employment of graduate assistants refer to Academic Policy Statement 890303 at http://www.shsu.edu/dotAsset/541d3d99-0f5d-4aac-aad5-020cde9e2214.pdf.
Advising

Academic advising, mentoring and career advising and placement services occur at three levels.

University-Level Student Support
The Student Advising and Mentoring Center (SAM Center) at Sam Houston State University offers academic counseling and enrichment services to graduate students.

The SAM Center is a resource dedicated to helping students adjust to academic life and services available including career testing, aid with time management and/or study skills.

The SAM Center is located on the 1st floor of The College of Humanities and Social Sciences Building (CHSS) in rooms 170 & 190.

College-Level Student Support
The College of Criminal Justice houses a full-time Graduate Advisement Coordinator, Mrs. Doris Pratt. Doris assists students with admissions, registration, course scheduling, college scholarships and assistantships. The Graduate Program Director also provides assistance to students on a regular basis to ensure that all students meet degree plan requirements, are aware of professional development opportunities (practice presentations, conferences, brown bags) and assistantship/fellowship availability.

Program-Level Student Support
Academic advising also takes place within the Criminal Justice and Criminology Department to ensure that students are making adequate progress in the program. The CJ & C faculty may provide informal advising and career advice on an ongoing basis. The Program Director seeks to meet individually with each student at strategic points during the program to discuss: student research interests; selection of electives; assistantships, teaching performance, thesis/dissertation progress, job applications, references, interview strategies, career goals, etc. Advising and mentoring at the program level is critical and you are encouraged to seek advice from faculty and the Program Director.
Peer Mentoring

Peer mentoring in the Department of Criminal Justice and Criminology partners a senior graduate student and incoming graduate student in order to foster professional growth and to provide guidance and assistance to the new student. Peer mentors-mentees are matched, whenever possible, on the basis of common research interests and backgrounds as well as overlapping faculty assignments.

Initially, the mentorship program should be used as a building block to make connections and develop relationships with other graduate students and faculty members. The philosophy behind mentoring is mutually beneficial. The mentee gains knowledge, support, and information, while the mentor develops professional skills that will be continuously relied upon in academic and professional careers.

Mentorship Objectives
- Increase knowledge of the College of Criminal Justice and the surrounding communities
- Facilitate a sense of community between mentee and CJ-GSO, and other graduate students
- Decrease feelings of isolation during the new student adjustment process
- Introduce supportive tools, teaching/studying skills, and available resources to help achieve a personal and professional balance

Strategies for Success
- Identify the mentee’s needs and help to address their concerns
- Define excellence and what is expected of graduate students from a student’s perspective
- Ask reflective, open-ended questions to guide the mentee toward a comparison of their current methods versus effective practices for graduate school success
- Guide the mentee toward setting a goal for improvement through open-ended questions regarding future plans and timelines
- Provide a low-risk, positive, and supportive environment
- Provide encouragement and support for the mentee’s growth effort and celebrate milestones attained (think of things that you wish someone would have celebrated your first year!)

Examples and Suggestions
- Discussing time management strategies
- Encouraging professional development through involvement in department events
- Offering insights on class/work support through shared personal experiences
- Attending social events together to increase feelings of acceptance and comfort
## Ten Guidelines for Mentors & Mentees

<table>
<thead>
<tr>
<th>MENTORS</th>
<th>MENTEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Remember your 1st year in grad school</td>
<td>1. Clarify your needs and expectations</td>
</tr>
<tr>
<td>3. Know your limitations</td>
<td>3. Learn from your mistakes</td>
</tr>
<tr>
<td>4. Keep your promises</td>
<td>4. Be receptive to feedback</td>
</tr>
<tr>
<td>5. Listen and ask questions</td>
<td>5. Keep your promises</td>
</tr>
<tr>
<td>6. Reach out to newer students</td>
<td>6. Bring more than just your problems</td>
</tr>
<tr>
<td>7. Be open and honest with advice</td>
<td>7. Appreciate your mentor’s time</td>
</tr>
<tr>
<td>8. Maintain professionalism</td>
<td>8. Maintain professionalism</td>
</tr>
<tr>
<td>9. Commit to continuous learning</td>
<td>9. Commit to continuous learning</td>
</tr>
</tbody>
</table>
Suggested Mentorship Checklist

Peer mentoring helps new students in their transition to SHSU and graduate school with added support, insight regarding courses and workloads, and facilitation of professional relationships and friendships that are necessary for success. As part of this commitment, there are a number of tasks, events, and conversations that could be covered throughout the course of the first semester.

### Campus
- Library/Website Access Info
- Bookstore/Student Services
- Health Services
- Dining Locations
- Parking

### CJ Building
- Tour of building
- Mailboxes
- Office spaces
- Cjava
- Introductions to Administrative Staff
- CJ IT: David Epps (936) 294-1698

### Social
- Contact mentee over the summer
- Assist with housing/moving questions or needs
- Attend mentor luncheon with mentee
- Attend CJ GSO BBQ with mentee
- Introduce mentee to other graduate students with similar interests
- Introduce mentee to faculty members
- Attend CJ GSO events
- Discuss Huntsville (and surrounding areas) hotspots/ resources

### Coursework/Assistantship
- Discuss first year courses
- Discuss strategies for effective time management
- Discuss the meaning of an assistantship compared with personal research projects

### Relationship Building
- Check in with them the first week of school
- Periodically meet/ check in with your mentee regarding courses, research interests, and continued questions
- HAVE FUN!

*Information Sources:*
Melanson, Mark Dr. : Mentors & Mentees. Rules for Success
Sweeny, Barry: The International Mentoring Association (mentoringassociation.org)
Fall 2015 Peer Mentoring Assignments:

### PhD Peer Mentoring

<table>
<thead>
<tr>
<th>Mentor</th>
<th>Mentee</th>
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</thead>
<tbody>
<tr>
<td>Kallee Spooner</td>
<td>Kate Angulski</td>
</tr>
<tr>
<td>Maisha Cooper</td>
<td>Layne Dittman</td>
</tr>
<tr>
<td>Sara Simons</td>
<td>Amanda Goodson</td>
</tr>
<tr>
<td>Patrick Brady</td>
<td>Tri Keah Henry</td>
</tr>
<tr>
<td>Ahram Cho</td>
<td>Michael Johnson</td>
</tr>
<tr>
<td>Helen Jin</td>
<td>Alicia Jurek</td>
</tr>
<tr>
<td>Jessica Wells</td>
<td>Nicole Niebuhr</td>
</tr>
<tr>
<td>Rick Lewis</td>
<td>Matthias Woeckener</td>
</tr>
</tbody>
</table>

### MA Peer Mentoring

<table>
<thead>
<tr>
<th>Mentor</th>
<th>Mentee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lindsay Ashworth</td>
<td>Matthew Bills</td>
</tr>
<tr>
<td>Kiersten Compofelice</td>
<td>Teri Ford</td>
</tr>
<tr>
<td>Trey Cawley</td>
<td>Dalton Glass</td>
</tr>
<tr>
<td>Ethan Marshall</td>
<td>Brianne Kane</td>
</tr>
<tr>
<td>Jolanda vanBaak</td>
<td>Jason Turney</td>
</tr>
<tr>
<td>Eric Cooke</td>
<td>Kayla White</td>
</tr>
</tbody>
</table>
## Academic Expectations

### Grading System

Four grades are given in graduate courses at the University:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Denotation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Academic Excellence</td>
</tr>
<tr>
<td>B</td>
<td>Acceptable Performance</td>
</tr>
<tr>
<td>C</td>
<td>Passing, yet Insufficient Performance</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
</tr>
</tbody>
</table>

The mark “IP” denotes "in progress" and is given in thesis/dissertation and other courses which cannot be completed within one semester.

The mark “CR” denotes “credit.”

The mark of “W” denotes “withdrew” and is given for resignations.

The mark “X” denotes “incomplete.” If the student meets the prescribed requirements of the course before the end of the next academic semester after the “X” is given, the student will receive the grade earned; otherwise, the mark “X” will automatically be changed to an “F.”

The mark of “Q” is assigned to courses dropped from the thirteenth class day, for a fall or spring semester, or from the fifth class day, for a summer session, through deadlines specified in the Academic Calendar. Courses with the mark of “Q” will not be counted as courses attempted and will not be included in determining grade point averages. However, be aware that SHSU students are allowed no more than five “Q” drops during the course of their career at SHSU. Also, no schedule changes may be made after the deadlines specified in the Academic Calendar. A course dropped after the stated deadline is entered on the student's permanent record with a grade of “F.”
Academic Honesty
The University expects students to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experience both in and out of the classroom. Accusations of academic dishonesty, proceedings and subsequent disciplinary actions are addressed in The Texas State University System, Board of Regents policy on Academic Honesty, Chapter VI, Subsection 5.3, "Academic Honesty" and in the University’s Academic Policy Statement 810213, "Procedures in Cases of Academic Dishonesty."

The Graduate Faculty expects students to conduct academic work with integrity and honesty. Acts of academic dishonesty will not be tolerated and can result in the failure of a course and dismissal from the program and/or University. Academic dishonesty includes, but is not limited to, cheating on a test, plagiarism, collusion, the abuse of resource materials, and misrepresentation of credentials or accomplishments. If you have any questions/concerns about academic dishonesty, contact your Program Director.

Scholastic Expectations
A minimum grade point average of 3.0 (on a 4.0 scale) is required in all course work. All grades earned in courses listed for graduate credit on the student’s official Degree Plan will be utilized in computing the grade point average. A grade earned at another institution may not be used to remove a grade deficiency earned at SHSU. Semester hours of credit earned at another institution shall be recorded as received but not utilized in computing the student’s SHSU overall grade point average. Only those transferred courses from accredited institutions in which a grade of A or B was earned and which are accepted toward an official degree program may be applied toward a degree (see Transferred Credit).

Academic Probation and Suspension
In order to achieve and remain in academic good standing at Sam Houston State University, a graduate student must maintain an overall grade point average of at least 3.0 on all graduate coursework attempted.

A 3.0 overall grade point average is the absolute minimum required for graduation. A graduate student who falls below a 3.0 overall grade point average at the close of any semester during which one or more semester credit hours are attempted will be placed on probation. If an enrolled student on probation fails to achieve a minimum 3.0 overall grade point average at the close of the next semester or summer school following the starting of the probation, the student will be suspended.

A committee of the department or college graduate faculty will review the graduate status for any student earning two grades of “C” in any combination of graduate courses. The committee will consider the advisability of the student's continued enrollment in the graduate program. A student who earns three grades of “C” or one grade of “F” will be terminated from graduate studies. A student who earns a third grade of “C” or a grade of “F” during the semester or summer of the anticipated graduation will be terminated from graduate studies and will not be eligible to graduate. The appropriate academic dean may place on probation, retain on probation, or suspend any student deficient in grade points without regard to the regulations previously stated. Any appeal for a review of the termination of graduate status should be directed in writing to the appropriate academic dean.
Scholarships and Assistantships

All students who apply to the MA and PhD Criminal Justice Graduate Programs are automatically considered for Financial Assistantships. The College of Criminal Justice offers an array of scholarships, fellowships, teaching assistantships, research assistantships, and teaching instructorships to assist graduate students in pursuing their degrees. The awards are made on the basis of academic merit as evidenced by a student's score on the Graduate Record Examination, grade point average during both undergraduate and graduate level coursework, and the nature of courses completed at all academic levels.

Funding is awarded on a competitive basis. Funding in subsequent semesters is contingent upon sufficient academic progress and quality of student work on his/her assistantship.

Outside Employment Policy

Graduate students who accept a college/university stipend are not to work for an employer outside or inside the university (i.e., College of Business), unless authorized by the Graduate Program Director.

Graduate student funding may be revoked if a student accepts college/university funding, and accepts outside or inside the university employment (i.e., LEMIT), unless permitted by the Graduate Program Director.

Graduate students are obligated to notify the Graduate Program Director of any outside or inside the university employment. Incidental part-time employment lasting less than a month is usually permitted.

Graduate students can work a maximum of 20 hours per week during fall, spring, and summer semesters.
Summer Research Fellowship

Applications for the Department of Criminal Justice and Criminology Summer Research Fellowship can be found at: [http://www.shsu.edu/academics/criminal-justice/resources/grad-fellowship.pdf](http://www.shsu.edu/academics/criminal-justice/resources/grad-fellowship.pdf)

A Criminal Justice Ph.D. or M.A. student and a full-time CJ faculty member will collaborate during the summer on this project. Upon completion, a co-authored manuscript will be submitted for peer-review to a scholarly journal by October 1 of each year. Additionally, a letter/email of receipt from the journal documenting the manuscript has been submitted and is under peer-review will be presented to the Director of CJC Graduate Programs. Additional authors may be involved in the project; however, multiple students will not receive funding for the same paper. Summer enrollment is not required. Students awarded fellowships may not receive funding from other sources. As per University Policy, students may not be paid for more than 20 hours (50%) during the summer months. An award of up to $6,000 for Ph.D. students and up to $3,000 for M.A. students is anticipated but contingent upon funding availability. Preference will be given to 1st and 2nd year Ph.D. students. Applications are due Friday, January 15, 2016.

To apply, submit the following:

- The proposal should include a title page with abstract, brief literature review, complete methods section (including a description of existing data to be analyzed, variable list, and hypotheses) and research design. Include a list of several illustrative sources in APA citation format. The proposal should be double-spaced, Times New Roman, 12-point font with one-inch margins. Research proposals should be no more than 8 pages (does not include title page & references).
- A tentative timeline that outlines when each component of your project will be completed (e.g., literature review, data analysis, results/discussion, submission to journal).
- An updated curriculum vitae
- Fellowship applications not following these guidelines will not be considered. Fellowship applications will be reviewed by the Graduate Standards and Admissions Committee and ranked on contribution and merit.
Financial Aid

The Student Financial Aid Office at Sam Houston State University is available to assist students in achieving educational goals even when their personal or family finances are limited. While the student and/or his or her immediate family are primarily responsible for financing an education, the University recognizes its role in making a maximum effort to acquire additional funds for qualified students through a variety of aid programs. Specific financial aid programs the University administers are listed below.

Grants
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Texas Public Educational Grant (TPEG)
- Academic Competitiveness Grant (ACG)
- National Science and Mathematics Access to Retain Talent Grant (SMART)
- Leveraging Educational Assistance Partnership (LEAP)
- Special Leveraging Educational Assistance Partnership Grant (SLEAP)
- Toward EXcellence, Access and Success Grant (TEACH)
- Bearkat Grant

Employment
- Federal College Work-Study Program
- Texas College Work-Study Program

Loans
- College Access Loan
- Federal Perkins Loan
- Federal Stafford Student Loan
- Parent Loan for Undergraduate Students (PLUS)
- Texas B-On-Time Loan Program

Information on programs, eligibility requirements, student budgets, deadlines and the method of aid processing is available online at www.shsu.edu/fao. Links to the Free Application for Federal Student Aid (FAFSA) and all forms necessary to complete the application process are available at www.shsu.edu/fao.

Semester Loans
- Emergency Tuition and Fees Loan
- Short-term Loan for Books
- Short-term Loan for Dining
- Short-term Loan for Housing

Applications for Semester Loans may be completed on-line through the Sam Menu. Semester Loan instructions are available by going to the Financial Aid web page, www.shsu.edu/fao, and highlighting “Emergency Loans”.

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Scholarships
Sam Houston State University offers scholarships for students who excel in academic achievement and leadership. Using a competitive process, awards are based on either merit or financial need. Some awards are competitively selected on the basis of both merit and financial need.

- Academic Scholarships
- Departmental Scholarships
- Designated Scholarships
- Elliott T. Bowers Honors Scholarship
- Legislative Scholarships
- Transfer Scholarships

To apply for academic scholarships, the scholarship application ScholarX is available at [https://samweb.shsu.edu/schx01wp/](https://samweb.shsu.edu/schx01wp/). The application period begins **early October** for each upcoming academic year. Students must be admitted to SHSU and have an active computer services account.

Students may contact their departments for additional scholarship opportunities.

To review a more comprehensive list, please visit [www.shsu.edu/fao](http://www.shsu.edu/fao), and highlight “Scholarships”.

Resignations/Withdrawals
Students who receive Title IV financial aid and withdraw or drop all courses during the semester must be aware of the impact on their financial aid. Federal Title IV aid includes Pell Grant, Supplemental Educational Opportunity Grant, and Subsidized/Unsubsidized Stafford Loans. It is recommended that students visit with their Financial Aid Counselor prior to withdrawing or dropping courses.

Title IV aid recipients must be continuously enrolled for at least 60% of the semester for which aid is disbursed to retain all of the financial assistance issued for that semester. After the 60% point, students are considered to have earned 100% of the Title IV funds disbursed. Any student who resigns prior to completing 60% of a semester must repay any unearned portion of their federal financial aid.

The amount of the repayment depends on the number of days attended during the semester, the type and amount of financial aid received and the total amount of institutional charges.

Earned federal financial aid is prorated according to the percentage of the semester completed. The earned aid is determined by the amount of total aid received minus the amount of unearned aid.

**Unearned aid is allocated and/or returned in the following order:**

- Unsubsidized FFEL Stafford Loan
- Subsidized FFEL Stafford Loan
- Perkins Loan
- FFEL PLUS Loan (Graduate Student)
- FFEL PLUS Loan (Parent)
- Pell Grant
- Academic Competitiveness Grant
- National SMART Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- TEACH Grant
- Other Title IV Monies
- The Student
Different requirements apply to maintain Satisfactory Academic Progress (SAP).

**Minimum requirements for graduate students are:**
- A minimum SHSU grade point average (GPA) of 3.0.
- Deficiencies in GPA and/or hours may be made up during the summer enrollment at SHSU. Students are not eligible for financial aid while resolving deficiencies.


**Veteran's Benefits Assistance**
For information relating to Veteran’s Benefits Assistance, visit with the VA representative in the Veteran’s Resource Center, located in the Estill Building, Room 104. Assistance is available for those seeking to use the following:
- Montgomery GI Bill (MGIB)
- Chapter 30 - Veteran status
- Chapter 31 - Vocational Rehabilitation
- Chapter 33 – Post 9/11 GI Bill
- Chapter 35 - Dependent
- Chapter 1606 – Reservist
- Chapter 1607 Activated Reservist
- Hazelwood Act

**American Opportunity Tax Credit and Lifetime Learning Tax Credit**
Tax payers may be eligible to claim the American Opportunity Tax Credit against their federal income taxes. Depending on the family and student financial situation, the credit that may be claimed varies. It may be as much as $2,500 (100% of first $2,000 and 25% of second $2,000 of qualified tuition and related expenses such as tuition, fees and course materials).

In addition, the Lifetime Learning Credit may be available for up to $2,000 per family for qualified tuition and related expenses. Congress has established that the Lifetime Learning Tax Credit begins for payments made after July 1, 1998.

These tax credits may reduce the amount of federal income tax one is required to pay.
Professional Organizations

Graduate students are encouraged to pursue memberships in professional organizations.

The College does not reimburse students for membership dues. It is the student’s responsibility to pay for all costs associated with membership dues or subscriptions.

Southwestern Association of Criminal Justice (SWACJ)

Southwestern Association of Criminal Justice representing Arkansas, Arizona, Colorado, New Mexico, Oklahoma, and Texas. This Association is organized exclusively for educational and scientific purposes.

The objectives of the Association are:

To provide communication among individual members, among other organizations and associations of higher education, and among components and agencies of the criminal justice system;

To promote a high standard of education in the administration of justice;

To encourage progress in criminal justice planning and research

Each year, SWACJ sponsors an annual meeting providing a rewarding forum for a productive exchange of ideas on the latest development in criminal justice education, research, and policy.

For more information, visit www.swacj.org.

American Society of Criminology (ASC)

The American Society of Criminology is an international organization whose members pursue scholarly, scientific, and professional knowledge concerning the measurement, etiology, consequences, prevention, control, and treatment of crime and delinquency.

The Society’s objectives are to encourage the exchange, in a multidisciplinary setting, of those engaged in research, teaching, and practice so as to foster criminological scholarship, and to serve as a forum for the dissemination of criminological knowledge. ASC members include students, practitioners, and academicians from the many fields of criminal justice and criminology.

The Society recognizes superior academic and professional achievement, and grants a number of awards to both Society members and non-members on an annual basis.

For information, visit www.asc41.com.
Academy of Criminal Justice Sciences (ACJS)

The Academy of Criminal Justice Sciences (ACJS) is an international association established in 1963 to foster professional and scholarly activities in the field of criminal justice. ACJS promotes criminal justice education, research, and policy analysis within the discipline of criminal justice for both educators and practitioners.

Providing a forum for disseminating ideas related to issues in research, policy, education, and practice within the field, ACJS attributes its success in creating this dynamic professional association to the composition of its membership. As change expands the existing boundaries of the criminal justice field, ACJS is comprised of members from a variety of diversified backgrounds including:

- Scholars who are international in scope and multidisciplinary in orientation,
- Professionals from all sectors of the criminal justice system, and
- Students seeking to explore the criminal justice field as future scholars or practitioners

Through the vital interchange of ideas among these groups, ACJS members develop and share knowledge about critical issues regarding crime and criminal and social justice. ACJS is comprised of an amalgam of scholars (international in scope and multidisciplinary in orientation), professionals (from all segments of the justice system), and students.

For more information, visit www.acjs.org.
Conference Information

Southwestern Association of Criminal Justice (SWACJ)
October 8-10, 2015 - Schlitterbahn Waterpark & Resort - South Padre Island, TX

Call 856-761-1160 to reserve your room at the Schlitterbahn Waterpark & Resort for the group rate of $80/night.

Wi-fi and parking are free. In addition, the indoor water park will be open during the weekend at a discounted rate of $15 for SWACJ attendees and guests.

Click to register for SWACJ  Registration: $50
Click for more information about SWACJ Annual Conference

American Society of Criminology (ASC)
November 18-21, 2015 - Washington Hilton - Washington, DC

Reserve your room at Washington Hilton with the ASC group rate.

Book with Conference Rate: $225 single & $250 double occupancy

Pre-register by October 1, 2015. Click here to register for ASC.
ASC Student Member: $50  ASC Student Non-Member: $100

*2015 Annual Meeting Call for Papers: Deadline has passed.

*SHSU Practice Presentations for ASC will be held October 29th - 30th, 2015 in the Bates Room.

Academy of Criminal Justice Sciences (ACJS)
March 29 – April 2, 2016 - Sheraton Denver Downtown Hotel - Denver, CO

Reserve your room at Sheraton Denver Downtown Hotel with the ACJS group rate.

Book with Conference Rate: $165 single/double occupancy

Pre-register by January 15, 2016. Click here to register for ACJS.
Registration: $30

*Requested Abstract Submission Deadline: September 15, 2015
  Final Abstract Submission Deadline: September 30, 2015

*SHSU Practice Presentations for ACJS will be held March 14th – 15th, 2016 in the Bates Room.
Graduate Travel

Eligibility

To be eligible for reimbursement, student:
- Must be a 1st - 4th year PhD student or 1st - 2nd year MA student.
- Must have permission to present from their faculty sponsor.
- Must participate and have faculty sponsor present during practice presentations.
- Must present an original paper/poster (no duplicate presentations allowed).
- Must also present their research at the Graduate Research Exchange on Friday, Feb 12th (main campus) or at the Woodlands Research Symposium on Saturday, April 9th (the Woodlands Center).
- Must complete and sign all required travel forms and submit them to the Department of Criminal Justice & Criminology (Room A204) by September 16, 2015.

All requests for SHSU graduate student professional development travel are subject to approval/funding by the Director of Criminal Justice and Criminology Graduate programs.

2015-2016 Deadlines

- **Request to Travel:** ALL Request for Travel forms for the 2015-2016 academic year, must be signed and submitted by September 16, 2015 to Karen Eads (A204).
- **Request for Reimbursement after Travel:** A request for reimbursement must be submitted within 10 business days upon returning from a trip.

Travel Procedures

- All students who plan to attend a conference, regardless of presenting or requesting reimbursement, must submit a Request for Travel form.
- Students who are approved for travel reimbursement must submit a Request for Reimbursement for Travel to the Department of Criminal Justice and Criminology (A204) within 10 business days upon returning from their trip.
- ORSP for IRB approval, if applicable [http://www.shsu.edu/~rgs_www/edit.html](http://www.shsu.edu/~rgs_www/edit.html)

SHSU Practice Presentations

- Student must participate (with faculty sponsor present) during the assigned practice presentation.
  - SHSU Practice Presentations for ASC will be held **October 29 - 30, 2015** in the Bates Room.
  - SHSU Practice Presentations for ACJS will be held **March 14 - 15, 2016** in the Bates Room.
Travel Reimbursement

Registration
- Conference pre-registration fees will be reimbursed.
- Registration receipt must provide your name and cost.
- Membership fees are not reimbursable.

Airfare
- Do NOT book package deals (hotel + airfare + car rental). All airfare, hotel, and car rental receipts must be itemized and separate amounts.
- The preferred airport is George Bush Intercontinental Airport (IAH), due to the proximity from headquarters. Any deviation from this airport will require a justification.
- Must fly economy.
- Airfare receipt must show name, ticket number, itinerary, method of payment, and amount that was paid. (MUST specifically state “Ticket Number”).
- Students should be precise on departure and return to work dates. If travel dates change, you must inform the CJ Department of your change before your travel.

Personal Car Mileage and Parking/Public Transportation
- Carpooling: If carpooling, only one person can claim mileage.
- Parking at Airport: Parking at the airport can only be claimed by one person when carpooling.
- Mileage: Use MapQuest or odometer (see Mileage Log) to claim mileage reimbursement (.575 per mile).
- Rental cars: Rental cars are typically not reimbursable.
- Public Transportation: Please try to use the shuttle from the airport or share a taxi if no shuttle. The university will not pay for transportation around the city.
- University Vehicle: University vehicles may be reserved and students may carpool to a conference if approved by the Director of Criminal Justice and Criminology Graduate Programs. At least two students carpooling must be on the approved drivers’ list. To reserve a college vehicle (after obtaining approval), contact Ann Broussard (icc_cab@shsu.edu), CJC Conference Center Coordinator, in room A-251.

Lodging
- Per Diem rates apply for hotel/meals.
- Hotel Room: Students are expected to share a room – or will be reimbursed at 50%.
- Hotel Receipt: Your name must be on the hotel receipt. When checking in at the hotel, inform the hotel representative that you will need the hotel cost split and a receipt for each occupant.
- Check out Receipt: Hotel receipts must show $0 balance and must show the charged amount. Express checkout is not a paid invoice and is not accepted for reimbursement. A receipt which states, “To be settled to”, is considered Express Checkout and is not acceptable.
- Choice of Hotel: If you choose to stay at a hotel other than the conference hotel the price must be the same or less than the conference rate. Please keep in mind, shuttle fees to the conference hotel from the hotel you are staying are considered additional expenses.

Meals
- Meal Log: Student complete a Meal Log. Please keep copies of receipts in case of an audit (up to two years).
- Per Diem: Meal allowances will be calculated using GSA Per Diem Rate X number of days in travel status. Meal expenses will be limited to 75% of the Per Diem on the first and last day of travel.
• Meal tips/gratuity and service fees related to food delivery are reimbursable and are to be included in the total cost of the meal as part of the per diem rate. Gratuity can be included in Per Diem. Alcohol is non-reimbursable.

Required Travel Forms
You can access these forms, online, at: http://www.shsu.edu/academics/criminal-justice/resources/forms.html

• Prior to travel
  a. Request to Travel: ANY student attending a conference, regardless of requesting reimbursement, is required to submit a Request to Travel form.
  b. Student Release and Indemnification Agreement: All students traveling on SHSU business are required to complete this form.
  c. Direct Deposit for Travel Form: Students who have not signed up for direct deposit for travel will need to complete this form. If you are unsure, please contact the Department of Criminal Justice & Criminology.

• Return from Travel
  a. Request for Reimbursement after Travel: Students who are approved for travel reimbursement must submit a Request for Reimbursement after Travel to the Department of Criminal Justice and Criminology (A204) within ten (10) working days from the date of return from travel.
  b. Cost Comparison: a Cost Comparison for Travel form is required when the following situations arise:
     i. Driving personal vehicle vs airfare for out of state travel
     ii. Personal time included while away on official SHSU business travel.
     iii. Drop off/pick-up vs parking at airport.
  c. Mileage Log: If carpooling, driver can either record their mileage on a Mileage Log or utilize MapQuest.

Meal Log: Students requesting travel reimbursement on meals are required to complete a Meal Log and keep copies of their receipts in case of an audit (up to two years). Meal Logs are submitted with all Return from Travel forms and required supporting doc
Graduate Student Travel- SAMPLES

DEPARTMENT OF CRIMINAL JUSTICE & CRIMINOLOGY AT SAM HOUSTON STATE UNIVERSITY

Graduate Student Travel Request Form

1) Complete Sections 1-6 and click 'Submit'. 2) After you have electronically submitted this form, print a copy and obtain all required signatures.
3) Turn in a hard copy of this form with all required signatures, a copy of your abstract, and Release & Indemnification Agreement Form to Room A204.

SECTION 1: Student Information

Name: ___________________________ Sam ID: ___________________________ Program: Please Select
Cell Phone: ___________________________ SHSU E-mail: ___________________________
Mailing Address: ___________________________ Physical Street Address: ___________________________
City: ___________________________ State TX: ___________________________ Zip: ___________________________

SECTION 2: Event Details

Event Name: ___________________________ Event Location: ___________________________
Event Begin Date: ___________________________ Event End Date: ___________________________
Brief Description/Reason for Travel: ___________________________

Benefit to SHSU:

SECTION 3: Travel Details

*** If travel dates change please inform Department PRIOR to your departure. ***
Travel Begin Date: ___________________________ Travel End Date: ___________________________
Date Returning to SHSU: ___________________________
Mode of Transportation: □ Flying □ Driving in Personal Vehicle □ Carpooling in University Vehicle

If travel dates are outside of event dates, please explain: Cost Comparison is required.

SECTION 4: Proposed Travel Budget

☐ I DO □ I DO NOT request the University to reimburse my travel expenses. (Please check one).
Travel Estimate: This includes early registration fee, mileage, toll fees, parking at airport, ground transportation, airfare, baggage (1 each way), 50% lodging/shared room expense, meals, etc. Total Estimated Travel Expense: $________

SECTION 5: Teaching Arrangements

If you are scheduled to teach during the time you will be away on travel, you are required to have arrangements made for your class. Class cannot be cancelled. Please provide arrangements you will make for each of your classes:

<table>
<thead>
<tr>
<th>CRU Section</th>
<th>Class Day/Time</th>
<th>Arrangements to be made</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

SECTION 6: Presentation Details

☐ I am Presenting Research (Paper) ☐ I am Presenting Research (Poster) ☐ I am NOT Presenting Research

Title of Project: ___________________________

Faculty Sponsor(s): ___________________________

SECTION 7: Faculty Sponsor Agreement

Faculty Sponsor Agreement: The above research has been conducted under my four direction and supervision. The appropriate procedure for presentation format has been discussed with this graduate student, including: introduction, limitations of previous research, research questions, methods, data analysis, findings, limitations, implications, and future research. I support the student's proposal and/or travel for the presentation of this research and I agree to attend his/her practice presentation.

The above research has been approved by SHSU Committee for the Protection of Human Subjects: ☐ Approved ☐ Not Applicable

Faculty Sponsor(s) Signature (agreeing to the above statements):

_________________________ Date: ___________________________ ___________________________ Date: ___________________________

SECTION 8: Student Agreement

I, ___________________________ (name), have read and understand the Travel Reimbursement Guidelines. I also understand that if I have any questions or I am unclear on the University Travel Policy, I should ask BEFORE incurring expenses. All of the information I have provided on this form is correct to my knowledge and I will inform the Department of Criminal Justice & Criminology of any changes PRIOR to my departure.

_________________________ Date: ___________________________

SECTION 8A: Administrative Office Use

Maximum Reimbursement: $________
Fund: ___________________________ Org: ___________________________
Program: ___________________________ Activity Code: ___________________________
Travel Requisition #: ___________________________ Completed by: ___________________________
Request for Reimbursement for Travel

Sam Houston State University
College of Criminal Justice

Name: ___________________________ Email: ___________________________ Sam ID: __________

Mailing Address: ___________________________ Phone: ___________________________

City: ___________________________ State: __________ Zip Code: __________

Conference Attended: ___________________________

Conference Location: ___________________________ Conference Dates: __________

Began Trip: ___________________________ Date __________ Time(am/pm) __________ End Trip: ___________________________ Date __________ Time(am/pm) __________

TRAVEL EXPENSES

Meeting Registration $ _______________ (membership dues are not reimbursable)

Airfare $ _______________

Add any explanation here and attach receipt for fare: ____________________________________________

Personal Car Mileage (round-trip) from______________ to ________________
(must use odometer actual mileage log or official mileage from http://www.mapquest.com/)

______________ miles @ 575 cents per mile = $ _______________

Long-term parking (personal vehicle) ________________ days @ ________________ per day $ ________________

Round-trip tolls (explain) ___________________________ $ ________________

Round-trip ground transportation (shuttle) from airport to hotel ___________________________ $ ________________

(Please use hotel shuttle if available.)

Lodging ________________ X ________________ nights ___________________________ $ ________________

(Receipt must show PAID, express check-out or "To be Settled to" will not qualify)

Meals ___________________________ $ ________________

(You do not need to include meal receipts, just the Overnight Travel Meal Log.)

Total Travel Expenses ___________________________ $ ________________

ALL receipts for registration, airfare, parking, hotel, and tolls must be attached. Please turn in this form
with receipts to Michaelanne Teeters (A204).
Library

Newton Gresham Library faculty and staff envision a library that supports and enhances the development of critically thinking, educated and informed lifelong learners. The Library is integral to the University’s learning and research mission and endeavors to create physical and virtual environments that promote discovery of new knowledge and the transfer of existing knowledge. The Library fulfills this mission by providing organized access to a diverse array of quality print, electronic, and other resources and by continuously improving the effectiveness of its bibliographic, instructional, and reference services.

Regular Semester Hours (Fall/Spring)

<table>
<thead>
<tr>
<th></th>
<th>Main Library</th>
<th>Special Collections</th>
<th>Music Listening Room</th>
<th>Interlibrary Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun</td>
<td>2:00 pm - 1:00 am</td>
<td>Closed</td>
<td>2:00 pm - 11:00 pm</td>
<td>Closed</td>
</tr>
<tr>
<td>Mon</td>
<td>7:30 am - 1:00 am</td>
<td>1:00 pm - 5:00 pm</td>
<td>8:30 am - 11:00 pm</td>
<td>8:00 am - 5:00 pm</td>
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<tr>
<td>Tue</td>
<td>7:30 am - 1:00 am</td>
<td>1:00 pm - 5:00 pm</td>
<td>8:30 am - 11:00 pm</td>
<td>8:00 am - 5:00 pm</td>
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<tr>
<td>Wed</td>
<td>7:30 am - 1:00 am</td>
<td>1:00 pm - 5:00 pm</td>
<td>8:30 am - 11:00 pm</td>
<td>8:00 am - 5:00 pm</td>
</tr>
<tr>
<td>Thu</td>
<td>7:30 am - 12:00 am</td>
<td>1:00 pm - 5:00 pm</td>
<td>8:30 am - 11:00 pm</td>
<td>8:00 am - 5:00 pm</td>
</tr>
<tr>
<td>Fri</td>
<td>7:30 am - 6:00 pm</td>
<td>1:00 pm - 5:00 pm</td>
<td>8:30 am - 6:00 pm</td>
<td>8:00 am - 5:00 pm</td>
</tr>
<tr>
<td>Sat</td>
<td>10:00 am - 7:00 pm</td>
<td>Closed</td>
<td>2:00 pm - 7:00 pm</td>
<td>Closed</td>
</tr>
</tbody>
</table>

Library assistance can be acquired via several methods:
- CHAT LIVE: [http://library.shsu.edu/askalibrarian/](http://library.shsu.edu/askalibrarian/)
- Text: Just text your question to (936)-229-3764 (Standard messaging rates apply)
- Email: Contact the Reference Desk at lib_ref@shsu.edu
- Call: (936)-294-1614

Reference Desk

The Library Reference Desk is staffed during all Library hours. Librarians will assist you in finding sources of information, articles, books, and other documents. In addition, Librarians can demonstrate how to search the Library catalog and databases and help you design research strategies. Each of the Librarians provide general reference assistance, but also specialize in specific subject areas. For questions, contact the Library Reference Desk at (936) 294-1599 or 1-866-NGL-INFO (toll-free).

Individual Consultations

Individual Consultations can provide personal research assistance to SHSU graduate students. Individual Consultations with a Reference Librarian can be scheduled in advance with the individual Librarian, or scheduled through the Reference Desk for a subject specialist Librarian. Call the Reference Desk at (936) 294-1599 OR 1-866-NGL-INFO (toll-free) and a subject specialist will return your call.

Reference Collection

Over 28,000 books including encyclopedias, handbooks, almanacs, dictionaries and guides make up the Reference Collection. These materials are an excellent starting point for research and contain background information for many subjects. Reference materials do not circulate, but you may make copies for your own use in the Copy Center located on the first floor of the Library.
**Inter-Library Services**

Newton Gresham Library’s Interlibrary Services allows users to request materials from other libraries through Interlibrary Loan.

If the Interlibrary Services office is closed when you come to pick up a book, you can ask for assistance in Copy Services, which is part of the Interlibrary Services department. Copy Services is located in Room 141, just opposite from the Interlibrary Services office. Read more about the available Copy Room services and pricing.

**All patrons picking up items in Interlibrary Services will be required to show University ID (Bearkat OneCard).**

Newton Gresham Library patrons can use the ILLiad website to request items from other libraries. If you have never used ILLiad before, please click on the "First Time Users" link on the website and fill out the form.

Before you request materials, please check our Library catalog to see if the resource you are looking for is available here in print, online, or on Reserve. Please note that the following types of resources are usually not available through Interlibrary Loan:

- Course-related textbooks
- Reference books
- Recently published or acquired books
- Very old or rare books
- Bound volumes of periodicals

**Frequently Asked Questions about Interlibrary Services**

**How much does it cost?**

If the Newton Gresham Library does not own a book or journal article you need, Interlibrary Services will make every attempt to provide that item through another source, usually another library. Most of the time there is no charge for an interlibrary loan. However, there is a place in the ILLiad request form for you to choose a fee limit, including free, in the event that the lending source does charge a fee.

**What is the procedure for requesting books or articles via Interlibrary Loan?**

Through ILLiad, the Interlibrary Loan system used by Newton Gresham Library, place a request for each item that you need. If help is needed, Library personnel at Reference can assist in locating the information needed to complete a request and/or determining if the material may already be available in or accessed through the Library.

**How long does it take and how will I know when the materials arrive?**

Please allow 1-3 weeks for the materials to arrive. Normally, requests received from Newton Gresham Library patrons are processed within 24 hours of receipt. The time it takes for an item to arrive depends on the lending library, so it is wise to plan ahead and allow sufficient time when considering an Interlibrary Loan request. Interlibrary Services staff will send you e-mail notification when a request has arrived.

**How can I renew a book obtained via Interlibrary Loan?**

Since the lending library sets the due date, books received through Interlibrary Loan cannot be renewed without the consent of the lending library. If you need an extension, use your ILLiad account to request a renewal at least 48 hours before the due date. Generally the longest renewal time granted is for 2 weeks.
Writing Center

The Sam Houston Writing Center serves the students, staff, and faculty of SHSU. Their goal is to help people become better writers and to develop more confidence in their writing abilities. Writing Center tutors provide one-on-one and small group writing instruction. They help writers on assignments ranging from English composition essays to science lab reports, résumés, scholarship and job application letters, even M.A. theses and Ph.D. dissertations. They help students learn prewriting, revising, and editing skills by working with them on the writing tasks they bring in.

Hours:

**Sam Houston State University**
Mon.-Thur.  8:00 a.m. - 7:00 p.m.
Fri.  8:00 a.m. - 3:00 p.m.
Sun.  2:00 p.m. - 7:00 p.m.
Farrington 111

**Skype**
Mon.-Thur.  8:00 a.m. - 7:00 p.m.
Fri.  8:00 a.m. - 3:00 p.m.
Sun.  2:00 p.m. - 7:00 p.m.

The Writing Center can also be contacted via phone at (936)-294-3680 or email at wcotr@shsu.edu.
**Counseling Center**

The SHSU Counseling Center provides individual, couples, and group therapy to students who are currently enrolled. Their mission is to provide service within the university environment that contributes to the academic success, personal growth, and positive social contribution of Sam Houston State University students. They embrace a student-oriented philosophy that is respectful of diversity and is committed to the development of the student as a whole person.

Up to 12 individual sessions per academic year are allowed per individual client and up to 12 couples counseling sessions per academic year are allowed per couple. There are no limits on group therapy sessions.

If you would like to learn more about counseling at the Counseling Center, call or stop by to make an appointment to talk with a counselor. Counseling services are available during normal business hours throughout the year (including breaks between semesters) except on University designated holidays. The Counseling Center is located across from the Lee Drain Building, next to the Farrington Building. The telephone number is (936) 294-1720. More information about the counseling center is available online at: [www.shsu.edu/dept/counseling](http://www.shsu.edu/dept/counseling).

**Services for Students with Disabilities**

The mission of the Services for Students with Disabilities (SSD) is to promote full and equal access on the part of students with disabilities to educational and extracurricular programs and activities at SHSU.

SSD affords students with disabilities the opportunity to reach their full potential by:

- Providing academic adjustments and auxiliary aids and services
- Promoting independence and self-advocacy
- Making referrals to support services on campus and in the community

SSD seeks to foster a supportive and inclusive environment for students with disabilities by:

- Building and maintaining partnerships with faculty and staff
- Promoting disability awareness on campus
- Providing consultation services and outreach programming on student disability issues for the SHSU community
Procedures to Request Services

**Step 1:** The student contacts the Services for Students with Disabilities (SSD) at the SHSU Counseling Center to schedule a disability intake appointment. SSD recommends that new students schedule their intake appointments at least two (2) months prior to the start of their first semester at SHSU. Untimely requests may result in delays in the receipt of services, if approved. Students needing accommodations or auxiliary aids and services, such as sign language interpreting, for the purpose of the intake appointment should notify SSD of their need for such arrangements at least two (2) weeks prior to the intake appointment.

**Step 2:** The student submits documentation of his/her impairment to SSD in advance of the intake appointment. The documentation must be consistent with the SSD General Documentation Guidelines. The SSD Director will review the documentation submitted by the student in order to determine his/her eligibility for services. SSD reserves the right to request additional and/or updated documentation of the student’s impairment, in the event that the documentation initially submitted is deemed insufficient and/or out of date. The student will assume the cost of any additional evaluations that may be required for the purpose of documentation. SSD may require up to one (1) month to review documentation, once received. Students may fax or mail documentation to SSD or present documentation in person to SSD support staff at the Counseling Center.

**Step 3:** The student meets with the SSD Director for the intake appointment at the Counseling Center. In the course of this appointment, the student completes a Confidential Intake Form and reviews and signs the Rights and Responsibilities Regarding Students with Disabilities. The student discusses his/her accommodation requests with the Coordinator. In the event that the student is approved for services, the Coordinator develops an accommodation plan in consultation with the student. The plan indicates the specific classroom accommodations and related services to which the student is entitled. In some cases, the intake process may entail follow-up appointment(s) to allow for the review of additional documentation and/or further consideration of the student’s requests.

**Step 4:** If approved for accommodations, the student notifies SSD support staff of his/her need for Classroom Accommodation Request Forms (CARF’s) prior to each semester for which accommodations are sought. The CARF’s indicate the specific accommodations to which the student is entitled in his/her academic courses. The student is responsible for obtaining his/her CARF’s at the Counseling Center.

**Step 5:** The student schedules an appointment with each of his/her course instructors to present the CARF and discuss the arrangements for accommodations. The student obtains each instructor’s signature on the pertinent CARF. Both student and instructor detach their respective copies of the CARF, and the student then returns the original to SSD. Instructors are afforded up to ten (10) working days upon receipt of the CARF to facilitate the necessary arrangements for the student’s accommodations.

**Step 6:** The student completes an updated Confidential Intake Form at the start of each academic year. Students with impairments of a dynamic nature may be required to submit documentation updates.

Contact Services for Students with Disabilities at:

- **Hours:** Monday through Friday, 8am - 5pm (excluding university holidays)
- **Telephone:** (936) 294-3512
- **Email:** disability@shsu.edu
Institutional Review Board (IRB)

In conjunction with the federally mandated Institutional Review Board (IRB), the Protection of Human Subjects Committee (PHSC) works to assure the protection of human research participants and to ensure SHSU's compliance with the laws and regulations governing human subject research. Any human subject research conducted by SHSU faculty, staff or students must be reviewed and approved prior to being initiated. Also, any other party wishing to conduct research using SHSU employees or students as subjects must secure authorization prior to recruiting participants.

The IRB review schedule for regular and expedited applications, Continuing Review/Amendment requests, and requests for exemptions follows the academic semester schedule. In most cases, review of applications starts the first week of each semester and ends on the last day of classes. Applications can be submitted at any time during the semester and will be reviewed in the order received. However, do not submit an application that may trigger a full-board review during the last month of a semester and expect to receive prompt review/approval.

The time required for review and approval of an average IRB application (an application that is carefully prepared in accordance with the required instructions and submitted by an applicant who has completed the required CITI training in the protection of human subjects) is approximately 2-3 weeks but may take longer. Those who have not followed instructions, have not used the correct templates, or have not completed the required training will experience delays, because they will be required to correct those errors and omissions. For applications that are submitted between semesters, there is no guarantee they will be processed and reviewed in the usual 2-3-week time frame.

Applications for research involving children or prisoners as participants are reviewed by the full committee, which typically meets every two to three weeks during Fall and Spring semesters and once per summer session during the Summer.

Please note that in all cases, it is in your best interest to submit applications as far in advance as possible. If your graduation is dependent on research that requires an IRB approval during the current session, ideally your application should be submitted at the beginning of the semester, and no later than one month prior to the start date of your research.

The SHSU IRB Online Application/Form System is available to applicants 24 hours a day, seven days a week, and you may access it from any computer.

For questions, issues, concerns regarding the protection of human subjects, contact:
Dr. Donna Desforges, Chair, Protection of Human Subjects Committee
Voice: 936-294-1178 Email: psy_dmd@shsu.edu

Sharla Miles, Coordinator, Protection of Human Subjects Committee
Voice: 936-294-4875 Fax: 936-294-3622 Email: irb@shsu.edu
Collaborative Institutional Training Initiative (CITI)
All research projects need to be approved by SHSU's IRB. Your faculty mentors can (and will) help you with the IRB application process when the time comes but be aware that before an IRB application can be submitted, you have to complete the ethics training in Collaborative Institutional Training Initiative (CITI) https://www.citiprogram.org/

The CITI training is completely web-based and self-paced. It consists of a number of course modules followed by short multiple-choice quizzes. Modules do not have to be completed in one sitting. Applicants register themselves, can access their records at any time, request new passwords, and print out their own completion report.

Course curriculum for SHSU students is Social and Behavioral Research Students and takes about 3-4 hours to complete. Since you will be new to CITI, you will need to register (registration is free) for a learner account. The New Learner Account Registration 2.0-https://citiprogram.desk.com/customer/portal/articles/1231781-new-learner-account-registration-2-0-will walk you through the registration process.

All graduate students should complete the CITI training in their first year of the program. Please note that your certificate of completion does not expire for 5 years.
Media, Press and Publications

Any media coverage or interviews with the media must be approved by your supervising professor and the Chair of the Department of Criminal Justice and Criminology. Interviews should not be conducted without your supervising professor or an official SHSU representative being present, without express permission from the Chair of the Department of Criminal Justice and Criminology.

All publications, abstracts for scientific meetings, poster presentations, platform presentations and the like must be approved by your supervising professor. If you are being reimbursed or if you are receiving a travel stipend from the College of Criminal Justice, conference papers and proceedings must also be approved by the Director of CJC Graduate Programs and the Chair of the Department of Criminal Justice and Criminology.

Papers or abstracts for journal articles or conference proceedings must not be submitted without approval from the faculty advisor supervising the research. Grant or scholarship submissions are also subject to review by the supervising faculty advisor and the Associate Dean for Research and Program Development.
Professional Development

Professional development is an important component to graduate student life. It is expected that graduate students will attend all organized professional development events hosted by the Department of Criminal Justice & Criminology. This includes, but not limited to, all Beto lectures, Brown Bag events, ASC and ACJS practice presentations, job talks by potential faculty members, workshops, etc. These events will be announced to students via email throughout the academic year.

Beto Lecture Series
The Beto Chair was established in 1979 as an endowed chair in honor of Dr. George J. Beto. It has enriched the College of Criminal Justice and, since 1981, has made possible a lecture series by top scholars from the field of criminology & criminal justice. The presence of a distinguished person who has gained national eminence in criminal justice brings new vitality to learning experiences of students and faculty alike.

Videos of past Beto lectures are available online: http://www.betochair.com/media/index.php

Fall 2015 Beto lecturers (more information to come soon):

- Dr. Wayne Osgood on October 2\textsuperscript{nd} 2015
Graduate Student Organization (GSO)

Mission Statement
The mission of GSO is to bring together graduate students at the College of Criminal Justice; to facilitate and encourage research and theory development related to criminal justice; to encourage appropriate and effective teaching techniques and practices for criminal justice courses; and to serve as a resource network for and to encourage interaction among the various entities within the College of Criminal Justice.

- Academic Advisor
  - Dr. Danielle Boisvert d.boisvert@shsu.edu

- Officers
  - President- TBA
  - Doctoral VP- Meghan Mitchell: mmm078@shsu.edu
  - Master's VP- Eric Cooke: emc039@shsu.edu
  - Treasurer/ Secretary- Matthias Woeckener: mjw018@shsu.edu

- Committees
  - Service
  - Teaching and Research Development
  - Social Networking
  - Fundraising
Research Institutes

Bill Blackwood Law Enforcement Management Institute of Texas (LEMIT)
The largest and most sophisticated statewide preparation program for police management in the United States. LEMIT provides training to develop the administrative, analytical, and executive skills of current and future Texas law enforcement officials at no cost to either the participant or his/her agency. LEMIT also houses Incident Command Simulation Training (INCOSIT), a state-of-the-art facility that offers specialized crisis management training to stakeholders from various administrative entities at tribal, local, state, and national levels.

Correctional Management Institute of Texas (CMIT)
Delivers professional development training programs to personnel in juvenile and adult institutional and community corrections agencies. CMIT has trained over 85,000 corrections professionals in topics ranging from juvenile detention and sex offender management to leadership ethics and crisis negotiation. CMIT also provides technical assistance to criminal justice agencies and serves as a host to a number of conferences, training initiatives, and meetings of agencies and professional organizations.

Crime Victims’ Institute (CVI)
Created in 1995 to study the impact of crime on victims and their relatives and on society as a whole. CVI also evaluates the effectiveness of criminal justice policy and juvenile justice policy in preventing the victimization of society by criminal acts and helps develop policies to assist the criminal justice system and the juvenile justice system in preventing the criminal victimization of society.

Institute for Legal Studies in Criminal Justice (ILSCJ)
Sponsored by the SHSU College of Criminal Justice, aims to increase faculty mentorship on legal research and publication, identify and discuss pedagogical issues in the teaching of law in criminal justice programs, and to bridge the gap between academia and the field of criminal justice on issues related to law. ILSCJ also serves as an umbrella unit for coordinating the legal research and publications of faculty and students, as well as for exploring additional opportunities for legally oriented collaborative research.

Police Research Center (PRC)
Created in 1993 as a part of the College of Criminal Justice. Of PRC’s many research endeavors, one of the largest is the Criminal Research, Information Management, and Evaluation System (CRIMES), a state-of-the-art police information management system. In cooperation with the Bill Blackwood Law Enforcement Management Institute of Texas (LEMIT), PRC coordinates its Executive Issues Major Cities Program.
Useful SHSU Websites

Sam Houston Home Page: www.shsu.edu/

College of Criminal Justice: www.shsu.edu/academics/criminal-justice/

Academic Calendar: www.shsu.edu/~reg_ww/academic_calendar/

Bearkat OneCard: www.shsu.edu/onecard/

Career Services: www.shsu.edu/dept/career-services/

Cashier/Bursar Office: www.shsu.edu/dept/bursar/

Computer Services: www.shsu.edu/~ucs_www/

Dean of Student Policies: www.shsu.edu/~slo_www/policies/index.html

Financial Aid and Scholarships: www.shsu.edu/~fao_www/

Graduate Catalog: www.shsu.edu/gradcat/

Legal and Mediation Services: www.shsu.edu/~slo_stdss/legal/

Lowman Student Center: www.shsu.edu/~lsc_www/

Registrar’s Office: www.shsu.edu/dept/registrar/index.html

Student Activities: www.shsu.edu/~slo_sad/v2/index.html

Student Services: www.shsu.edu/~slo_stdss/
Frequently Asked Questions

Applying for Graduation
The Application for Degree is required in order to have a degree posted to your academic transcript and for you to participate in the commencement ceremony. The application and the application fee should be submitted in the term you plan to graduate. The application must be on file with the Office of the Registrar at least one week prior to the commencement ceremony for that term in order to have a degree posted to your academic transcript.

- Students seeking their master’s or doctorate degree will pay a fee of $35.00.

The deadline to apply for graduation is the 12th class day of each term for spring and fall and the 4th class day for summer (please see Academic Calendar for specific dates).

Students submitting Applications for Degree after the set deadline date will be subject to pay the late fee of $25.00 in addition to the set fee indicated above. Late applications for graduation will be accepted until the last class day of the term.

Please note that applying after the published Application for Degree deadline dates might hinder your name from appearing in the commencement program. It is best to apply by the published deadline dates. The commencement program is sent to press approximately six weeks prior to the commencement ceremony.

Students who do not meet degree requirements in the term for which their application is filed, will be required to re-apply for the next available graduation date and will be required to pay another application fee. For more information, please visit the Registrar’s website at www.shsu.edu/dept/registrar/graduation/apply-to-graduate/index.html.

Information concerning regalia for graduation is listed at: http://www.shsu.edu/dept/registrar/graduation/commencement/graduation-regalia.html
6-year Completion
A student is required to complete graduate work within a six-year period, measured from the date of initial enrollment for graduate credit in a particular degree program. Any extension of the six-year deadline must be approved in writing by the Dean of the College.

Continuous Enrollment Policy
(Refer to Academic Policy Statement 930129)

A graduate student at Sam Houston State University writing a thesis or dissertation must enroll in the appropriate thesis or dissertation courses. Master’s students are required to take at least six hours of thesis courses. Doctoral students are required to take at least twelve hours of dissertation courses. Once a student enrolls in a thesis or dissertation course, the student must continuously enroll in such a course every fall, spring (and summer, if graduating) until the signed thesis/dissertation route sheet is received by the Registrar’s Office.

A student who is unable to work on the thesis or dissertation for a period of time may present to the appropriate academic dean a written request for a leave of absence of up to one year. The dean’s approval of such a request must be in writing. A student granted a leave of absence may not be enrolled in any coursework during this period. A student on a leave of absence will lose access to University services and must submit an Application for Re-admission to re-enter the program.

Leave of Absence

A student who is unable to work on their thesis or dissertation for a period of time may present to the appropriate academic dean a written request for a leave of absence of up to one year. The dean’s approval of such a request must also be in writing. An approved request must be submitted to the Office of the Registrar through the Dean of Graduate Studies. Additional requests for leaves of absence may be approved, but they must be resubmitted after the previous leave has lapsed.

A student is required to complete graduate work within a six-year period, measured from the date of initial enrollment for graduate credit in a particular degree program. The period of time a student is on an approved leave of absence will not be counted as time accumulated towards that six-year deadline for completion of the degree.

Any extension of the six-year deadline must be approved in writing by the Dean of the College. A student on a leave of absence will be considered an active student for purposes of official records but will lose access to University services.
Appeal a Grade

The following steps are to be followed in pursuing an academic grievance or an appeal of suspension for academic deficiency:

In the event of an academic grievance, the student must first appeal to his/her instructor or committee chair for a resolution of the matter and must do so in writing and within thirty days following the final course exam for the semester or summer session during which the dispute arises. If the grievance involves a suspension for academic deficiency, the student appeals directly to the appropriate academic dean.

If an academic grievance is not satisfactorily resolved with the instructor or committee chair, the student may appeal to the chair of the academic department/school in which the complaint or dispute is centered. The student appealing must provide a written summary of the pertinent issues of the grievance.

If the student remains aggrieved after an appeal to the chair of the department/school, the student may forward the written appeal (plus any other additional material) to the college dean in whose college the dispute arose with a request to have the case heard by the College Academic Review Panel. Within fifteen working days of receiving the appeal, the Panel will investigate the alleged grievance and present such findings and recommendations as the Panel finds appropriate as soon as possible to the grievant and to other relevant parties, including the department/school chair and the faculty member(s) against whom the grievance is directed. During the panel hearing(s), all parties involved in the original grievance will be invited to appear before the Panel. The grievant may request either oral or written statements from advocates. The inclusion of these statements at the hearing(s) will be at the discretion of the Panel. Under no circumstances will advocates be permitted to directly question or cross-examine any person who is involved in the grievance. Legal counsel, if included by the grievant, may act only in an advisory capacity and may not be a directly active participant in the proceedings.

If a resolution of an academic grievance by the Review Panel is not accepted, the student may request in writing that the grievance be forwarded to the college dean in whose college the dispute arose for review and adjudication. The dean will receive all documents pertaining to the dispute from the academic Review Panel and the dean will inform the student, the instructor, and/or the committee chair, and the administrators participating in the appeals process of the decision and the disposition of the matter within fifteen working days of receipt of the appeal. The dean's decision is final.
**Bearkat One Card**

The Bearkat OneCard is the official ID of Sam Houston State University. All SHSU students, faculty, and staff are required to have a Bearkat OneCard. For more information on how to obtain and activate your card, please contact the [Bearkat OneCard Office](#) at 936-294-CARD (2273).

**Parking**

Individuals operating a motor vehicle on University property are required to register the vehicle with the University Police Department and obtain a parking decal/hang tag. Parking permits can be purchased during the registration process or by visiting the [SHSU Parking Management Office](#), located at 2424 Sam Houston Avenue in the Sam South Complex.

- **Students (Commuter)**
  - Fall Registration (August to August) ..........$90.00
  - Spring Registration (January to August).....$70.00
  - Summer I Registration (May to August)......$60.00
  - Summer II Registration (July to August).....$50.00

- **Students (Resident)**
  - Fall Registration (August to August) ........$100.00
  - Spring Registration (January to August).....$75.00
  - Summer I Registration (May to August)......$60.00
  - Summer II Registration (July to August).....$50.00

All parking permits are sold on an annual basis and expire August 15 regardless of the date purchased.

All university parking facilities are marked according to color zone areas. Operators must adhere to these designations except as noted below:

A. **Faculty/Staff white permits** can park in Faculty/Staff white, Commuter green, Resident blue, Remote orange, and The Woodlands Campus red parking zones 24 hours a day.

B. **Commuter green permits** can park in Commuter green and Remote orange parking zones 24 hours a day. Between 5:00 p.m. and 7:30 a.m. they can also park in Faculty/Staff white parking zones, with the exception of spaces identified as 24-hour Faculty/Staff or Reserved.

C. **Resident blue permits** can park in Resident blue and Remote orange parking zones 24 hours a day. Between 5:00 p.m. and 7:30 a.m. they can also park in Commuter green and Faculty/Staff white parking zones.

D. **Motorcycle permits** can park in any motorcycle designated space in any parking zone. It is unlawful for the owner, or any other person, to ride or park a motorcycle, motorbike, or motor scooter on any pathway, sidewalk, mall, or disabled ramp. Every person operating a motorcycle, motorbike, motor scooter, or bicycle must give pedestrians the right-of-way at all times, keep to the right of the roadway, and obey all traffic control devices.
E. **Remote orange permits** can park in Remote orange parking zones 24 hours a day. Between 5:00 p.m. and 7:30 a.m. they can also park in Commuter green parking zones. Remote orange permits may not park in Faculty/Staff white or Resident blue parking zones at any time, but may park in Commuter green parking zones between 5:00 p.m. and 7:30 a.m.

F. **Mobility brown permits** can park in Faculty/Staff white, Commuter green, Resident blue, Remote orange, and The Woodlands Campus red parking zones 24 hours a day.

G. **Special permits** can park in Faculty/Staff white, Commuter green, Resident blue, Remote orange, and The Woodlands Campus red parking zones 24 hours a day. Special permits are not authorized to park in any area designated for the physically challenged and/or disabled. Special permits are available to students who need to park close due to a temporary injury or illness. Requests for temporary Special permits must be made at the Parking and Transportation office.

H. **Red decal permits** are designated for The Woodlands Center Campus only and are not valid on any other SHSU campus. They are available at The Woodlands Center Campus in the University Police Department office. This permit is only available to those who are full-time students at The Woodlands Center Complex.

I. **Visitor permits** can park in Faculty/Staff white, Commuter green, Resident blue, Remote orange, and The Woodlands Campus red parking zones 24 hours a day. Reserved visitor parking spaces are restricted to vehicles displaying visitor parking permits issued through Parking and Transportation or Visitor Center. The term “visitor” is interpreted to mean an individual with no official connection with SHSU.

J. Individual reserved parking spaces and timed parking spaces are restricted 24 hours a day.

K. All university streets have a speed limit of 20 miles per hour. Parking lots are limited to 10 miles per hour.

L. The responsibility for finding a legal parking space rests with the motor vehicle operator. Lack of space in any particular location is not considered a valid excuse for violating the Parking and Traffic regulations.
**Student Health Services**
The Sam Houston State University Student Health Center provides health services and health education to all currently enrolled students. The Health Center strives to provide quality care in a timely manner and at significant economic savings. To this end, the Student Health Center assists students by minimizing disruptions to their academic pursuits caused by health-related issues.

The Health Center is located at 1528 Avenue J (the corner of Avenue J and Bearkat Blvd). Designated patient parking is located on the King Hall side of the Health Center. Patients can also park on the adjacent streets.

**Fall and Spring Semesters**
8:00 a.m. - 6:00 p.m. (Monday - Thursday)
8:00 a.m. - 5:00 p.m. (Friday)

**All Other Times that the University is Open**
8:00 a.m. - 5:00 p.m. (Monday - Friday)

**LABORATORY**
8:00 a.m. - 5:00 p.m. (Monday - Friday)

**PHARMACY**
8:30 a.m. - 5:30 p.m. (Monday - Thursday)
8:00 a.m. - 5:00 p.m. (Friday)

*Only business services offered from 12:00 - 1:00 p.m.*

For more information on healthcare services provided by Student Health Services, please visit [www.shsu.edu/~uhc_www/](http://www.shsu.edu/~uhc_www/)

**Graduate Student Insurance**
For more information on graduate student insurance, please visit: [www.shsu.edu/dotAsset/00d43519-d664-493d-925f-603c73c6d877.pdf](http://www.shsu.edu/dotAsset/00d43519-d664-493d-925f-603c73c6d877.pdf)

Most major insurance carriers are accepted. For more information or to make an appointment, call 936-207-8472.
Printable map available at www.shsu.edu/map/ada/
Mailboxes and Supplies
Graduate student mailboxes are assigned to each student at the time of enrollment. Mailboxes are located in Room C-201. Students also have access to the faculty work room and receive two free reams of paper each semester (see Carolyn Watson in C-204).

Office Assignments
Graduate students are typically assigned office space in the CJ Building. Please pick up your office keys and swipe card from Ann Broussard (A-218). Office assignments for Fall 2015:

<table>
<thead>
<tr>
<th>Office</th>
<th>Ext.</th>
<th>Name</th>
<th>Name</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>CL 19</td>
<td>4384</td>
<td>Layne Dittman</td>
<td>Xiaochen Hu</td>
<td>Ahram Cho</td>
</tr>
<tr>
<td>CL 16</td>
<td>4483</td>
<td>Jessica Wells</td>
<td>Candice Anderson</td>
<td>Fei Luo</td>
</tr>
<tr>
<td>CL 17</td>
<td>4383</td>
<td>Ahram Cho</td>
<td>Fei Luo</td>
<td></td>
</tr>
<tr>
<td>CL 21</td>
<td>4772</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>CL 22</td>
<td>3631</td>
<td>Nicole Neibuh</td>
<td>Kadee Brinser</td>
<td></td>
</tr>
<tr>
<td>CL 15</td>
<td>1654</td>
<td>Jia (Ruby) Di</td>
<td>Jae Seung Lee</td>
<td></td>
</tr>
<tr>
<td>CL 23</td>
<td>4816</td>
<td>Alicia Jurek</td>
<td>Patrick Brady</td>
<td></td>
</tr>
<tr>
<td>CL 10</td>
<td>1657</td>
<td>Hae Rim (Helen) Jin</td>
<td>Richard Lewis</td>
<td></td>
</tr>
<tr>
<td>CL 13</td>
<td>3645</td>
<td>Alexander Updegrove</td>
<td>Matthias Woeckener</td>
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<tr>
<td>CL 25</td>
<td>4187</td>
<td>Jason Turney</td>
<td>Tom Wood</td>
<td>Matthew Bill</td>
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<tr>
<td></td>
<td></td>
<td>Ethan Marshall</td>
<td></td>
<td>Dalton Glass</td>
</tr>
<tr>
<td>CL 27</td>
<td>3644</td>
<td>Yudu Li</td>
<td>Michael Johnson</td>
<td></td>
</tr>
<tr>
<td>CL 04</td>
<td>3638</td>
<td>Kate Angulski</td>
<td>Ashley Boillot-Fansher</td>
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<tr>
<td>CL 09</td>
<td>4480</td>
<td>William Cawley</td>
<td>Eric Cooke</td>
<td></td>
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<tr>
<td>CL 11</td>
<td>3632</td>
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<td></td>
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<tr>
<td>CL 26</td>
<td>4750</td>
<td>Tri Keah Henry</td>
<td>Amy Hamilton</td>
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<tr>
<td>CL 21</td>
<td>3626</td>
<td>Angela Collins</td>
<td>Maisha Cooper</td>
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<tr>
<td>CL 35</td>
<td>1660</td>
<td>Jolanda van Baak</td>
<td>Lindsay Ashworth</td>
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</tr>
<tr>
<td>CL 07</td>
<td>3629</td>
<td>(Visiting Scholars)</td>
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<tr>
<td>CL 29</td>
<td>3628</td>
<td></td>
<td></td>
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<tr>
<td>CL 31</td>
<td>1650</td>
<td>Brianne Kane</td>
<td>Kayla White</td>
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<tr>
<td>CL 33</td>
<td>3641</td>
<td>Molly Smith</td>
<td>Nancy Gartner</td>
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</tr>
<tr>
<td>CL 03</td>
<td>4469</td>
<td>Kaitlin Vaughn</td>
<td>Teri Ford</td>
<td></td>
</tr>
<tr>
<td>CL 37</td>
<td>3640</td>
<td>LAB</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A-179</td>
<td></td>
<td>Meghan Mitchel</td>
<td>Jun Wu</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Kallee Spooner</td>
<td></td>
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<tr>
<td>A-148</td>
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</tbody>
</table>
**Business Cards**
Graduate students are encouraged to purchase business cards at their own expense (250 cost $12.00 and 500 cost $16.00). If interested, email Lori Proctor (lkp001@shsu.edu), with the Sam Houston Press, the following information regarding your business card:

1. Name
2. Title – (Doctoral Teaching Fellow, Doctoral Research Assistant, Graduate Research Assistant, etc.)
3. Email address
4. Phone Number (please note that your office number may change)
5. Quantity ordered

**Graduate Computer Lab**
The Graduate Student Computer Lab is located in the basement of Criminal Justice Building and is open to graduate students enrolled in the Criminal Justice MA or Ph.D. program. The computer lab has nine computers (with various statistical software programs installed), two scanners and two printers for students to use.
Program Contact Information

**Doris Pratt** (A-212) icc_dcp@shsu.edu  
Graduate Advising Coordinator  
  - College scholarships and fellowships  
  - Registration  
  - Admissions

**Karen Eads** (A-204) keads@shsu.edu  
Administrative Technician  
  - Travel money and forms  
  - Doctoral teaching fellowship questions  
  - Make appointments with Department Chair Dr. Armstrong

**Ann Broussard** (A-251) icc_cab@shsu.edu  
College of Criminal Justice Conference Center Coordinator  
  - Building and room keys  
  - Room reservations

**Carolyn Watson** (C-204) csw001@shsu.edu  
Assistant to the Faculty  
  - Supplies  
  - Assists Doctoral Teaching Fellows

**Dr. Danielle Boisvert** (A-208) dxb014@shsu.edu  
Graduate Program Director  
  - Graduate schedule and classes  
  - Dissertation/Thesis/Portfolio Questions  
  - Job Market  
  - General Questions/Concerns

**Dr. Gaylene Armstrong** (A-204) garmstrong@shsu.edu  
Chair, Department of Criminal Justice and Criminology

**Dr. Phillip Lyons** (A-254) icc_pml@shsu.edu  
Dean of the College of Criminal Justice

**Information Technology Services**

**David Epps** (A-122) epps@shsu.edu  
Technology Specialist
Appendices: Forms & Policies

Doctoral Portfolio

- Checklist
- Committee Establishment Form
- Continuous Enrollment Policy
- Declaration of Portfolio Defense
- Expectations Initial Committee Meeting
- Policy
- Presentation Guidelines
- Process

Thesis/Dissertation

- Declaration of Thesis/Dissertation Defense
- Dissertation Committee Form
- Outstanding Dissertation Award Information and Rubric
- Thesis Committee Form
- Thesis/Dissertation Guidelines
- Thesis/Dissertation Timeline
- Dissertation Route Sheet
- Thesis Route Sheet

Graduate Student Travel

- 2015-2016 Conference Information
- Request for Travel Funds (Pre Travel)
- Meal Reimbursement Log
- Mileage Log
- Request for Reimbursement for Travel (Post Travel)

Graduate Programs Misc.

- Application for Early Participation in Commencement Ceremony
- Doctoral Program Ideal Student Schedule
- Independent Study Form - MA
- Independent Study Form - PhD
- MA Program Ideal Student Schedule
- Outside Employment Guidelines
- Summer Research Fellowships
- Teleconferencing Policies