

University of Louisville

Department of Justice Administration

Graduate Student Handbook

Master of Science Program

Graduate Faculty and Administrative Staff

Departmental Faculty

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Introduction

The goals of the Department of Justice Administration are for students to achieve a sound, liberal arts education and a specialized understanding of the criminal justice system, criminal behavior, legal processes and the relationship of these phenomena to society.

Graduate studies in the Department of Justice Administration provide students with advanced social and behavioral science skills as well as a detailed and thorough understanding of crime, criminal justice and related processes. Graduates of this program are prepared to continue advanced studies in criminal justice or other social sciences and to assume mid and upper-level leadership positions within criminal justice programs and agencies.

The interdisciplinary nature of the program maintains the dynamic posture that allowed this crime related discipline to emerge and to mature quickly and successfully. Graduate students are given latitude in choosing elective courses in the Master of Science program in the Administration of Justice. Elective courses related to the student's program of study are selected from the resources of the entire university. Courses in social work, public administration, law, business and the various departments of the College of Arts and Sciences are possible electives that the student and his/her advisor may consider. With proper selection, the electives can complement the core criminal justice courses and produce a balanced, interdisciplinary program that is tailored to meet specific professional and career goals.

The combination of three elements, the degree programs, the Southern Police Institute and the National Crime Prevention Institute, makes the program in Justice Administration a unique blend of theory and practice.

- The Southern Police Institute, one of the oldest, most respected police management and administration educational programs in the United States.
- The National Crime Prevention Institute, the only center in the country devoted exclusively to training and educating crime prevention and loss prevention specialists and managers.

We offer our program in two formats on campus and on-line via the internet.

Applications for admission to the School of Interdisciplinary and Graduate Studies are available at:

<https://graduate.louisville.edu/sigs/apply>

Graduate Assistantship in Justice Administration

A limited number of graduate research assistantships are available to qualified students in the Department of Justice Administration. These assistantships provide a tuition remission and a stipend that is adequate to cover basic living expenses.

Applicants who are interested in being considered for an assistantship should write to the Chair or the Graduate Program Coordinator and state their desire to be appointed as a graduate assistant. The award of an assistantship is competitive. Students who wish to be considered should present credentials that are well above the minimum required for admission to the Graduate Program.

The purpose of a graduate research assistantship is to provide experience and training that will augment a student's academic program. Typically, a graduate assistant is assigned to work with several faculty members for a given number of hours per week (maximum: 20 hours total). Graduate assistants help faculty members conduct research and prepare for classes. A graduate assistantship is an appointment for 10 months with the possibility of renewal for one additional year.

Graduate Research Assistants are expected to enroll as full-time students (9 hours each fall & spring semester) during the year(s) of their appointment. Assistantships do not cover the cost of enrollment in on-line courses or summer courses.

Other research and service assistantships are available through the School of Interdisciplinary and Graduate Studies. For details and application procedures, please contact the School of Interdisciplinary & Graduate Studies, (SIGS) 105 Houchens Building, University of Louisville, Louisville, KY 40292, <https://graduate.louisville.edu>

Stages of Progression through the Graduate Program

Orientation to the Program

You will find that graduate education is much different than your undergraduate experience. Graduate students are expected to read and study and be prepared to discuss materials at a higher level of performance than undergraduates. Graduate programs emphasize research – the ability to address a problem in a rigorous, scientific manner. The curriculum of the program is constructed with this specific purpose in mind. Graduate students should complete the remainder of the core classes and then move on to electives. ***The Professional Paper or Thesis options are available only to students who have completed all of the core classes in the Masters' degree program.***

In order to maintain good standing in the program, students must earn at least a 3.0 cumulative average in all course work. Students whose cumulative grade point average is below 3.0 will be placed on probationary status. Students already on probation whose cumulative or semester grade point average is below 3.0 will be dismissed from the program.

Graduate students are also expected to follow the University's Student Code of Conduct and the Justice Administration Honor Code – please pay particular attention to the statements regarding plagiarism.

<https://louisville.edu/dos/students/codeofconduct>

<https://louisville.edu/justice/currents-students/honor-code>

Admission Requirements

Each of the credentials listed below should be sent to the Office of Graduate Admissions at least six weeks prior to the beginning of the semester or summer session in which the student wishes to enroll. Otherwise, the application may not be reviewed in time for registration.

The priority application deadlines for the Department of Justice Administration are:

Fall Semester: July 1

Spring Semester: November 15

Summer Semester: March 15

Students seeking admission to the SIGS at the University of Louisville for the purpose of pursuing the Master of Science in the Administration of Justice must provide the following:

- Official transcripts showing all degrees awarded as well as all undergraduate and graduate credits applied to all degrees must be furnished, i.e., if credits were transferred from one institution to another and counted toward a final degree, an official transcript for the institution awarding the transferred credits must be submitted.

- The applicant must have earned a grade-point average of at least 3.0 on a 4-point scale in either his/her complete undergraduate program or the senior college years and a score of at least 900 on the combined quantitative and verbal scores of the Graduate Records Examination (GRE) under the old scoring system or a score from 282 to 297 under the new scoring system. Information about the times and places for taking the GRE may be obtained from the University Testing Service at the University of Louisville (502) 852-6606 or from the Graduate Record Exam at <https://ets.org/gre> or from the Sylvan Learning Center (by appointment: 7400 LaGrange Road, Louisville KY (502) 423-0478)

Note: Post Baccalaureate Students, who have completed 12 or more hours at the graduate level (500+) with a minimum 3.0 GPA, may request that the GRE be waived.

- At least two letters of recommendation from individuals who can speak to the applicant's academic and/or professional capabilities and potential (typically, undergraduate professors that the student has studied under) are required. Typically, these letters should be from undergraduate professors who can speak to the applicant's ability to perform graduate work.
- An original essay identifying the applicant's background, professional interests and goals. The essay should be 300 – 500 words and should allow the faculty to better understand the applicant's motivation and potential for graduate work.
- Completed application form for admission to SIGS, University of Louisville. Application forms may be obtained from SIGS or on-line at: <https://graduate.louisville.edu/sigs/apply>
- The application must be accompanied by a \$50.00 non-refundable, application fee (check or money order made payable to the University of Louisville).

Admission

Upon receipt of the application for graduate studies, application fee and credentials, the graduate program will evaluate the application package and specify the admission status and any conditions of admission. The official admission letter will come from the dean of the enrollment unit or the dean's designee.

Degree status - good standing: In order for a student to be recommended for admission without conditions to degree status in good standing, all admission credentials must have been received and evaluated. The applicant must have earned a minimum grade-point average as specified by the enrollment unit. Each applicant should consult the specific graduate program descriptions in this catalog to determine any additional admissions criteria or any more restrictive requirements for admission to this status.

Degree status - provisional: This status is intended for students whose application materials are incomplete (usually missing required credentials or letters), but who have submitted the application form and application fee. Students in provisional status must also meet the general academic requirements of their program. Students may not enroll for a second consecutive term in provisional status. A student admitted on a provisional basis has one semester to furnish any missing credentials at the time of admission.

Degree status - special conditions: This status is intended for students whose applications are complete, but whose academic background is below the minimum for their program. Students admitted in this status will be expected to meet certain criteria within a specific time-frame outlined by the admitting graduate program.

Degree status - provisional/special conditions: An applicant who has both an incomplete application and academic criteria below the minimum may be admitted in this status, pending program approval. Students in this status will be expected to meet certain criteria within a specific time-frame outlined by the admitting graduate program, as well as one semester to furnish any missing credentials at the time of admission.

Non-degree status

Applicants who do not desire to seek an advanced degree but wish to take graduate coursework may be permitted to enroll in non-degree status. Please note that not all programs will admit students to non-degree status. Application credentials must include the application form, application fee and an official transcript showing the award of a baccalaureate degree. No more than six hours of course work taken in a non-degree status may be applied to a graduate degree program with departmental approval, and no more than fifteen hours may be accumulated while in non-degree status.

Visiting Students

A graduate student from another university or college may enroll for graduate course work as a visiting student at the University of Louisville with the approval of the graduate program director or department chair. The visiting student is responsible for having the home institution provide a letter certifying that the student is in good standing. A graduate application is required and transcripts may also be required by some departments.

University of Louisville graduate students who attend another college or university as visiting students must have the permission of their department chair, program director or major advisor. The guidelines for the Transfer of Credit stated in the graduate catalog apply to all credits earned as a visiting student. Visiting student status may be granted only to a student who is in good standing.

International Students: Students from foreign countries must meet three criteria before they can be granted admission:

1. They must meet the regular admission standards as applied to all successful applicants,
2. If English is not the student's primary language they must show proficiency in English by scoring 210 or higher on the computer-based TOEFL examination or successfully completing the exit examination of the Intensive English as a Second Language Program at the University of Louisville, and
3. They must present evidence of financial resources adequate to support their educational and living expenses in the United States for the duration of their studies. The award of a University Fellowship or Graduate Assistantship is considered evidence of adequate financial resources.

Degree Candidacy: Degree Candidacy is intended to meet the enrollment need of students who have completed all formal degree coursework but are continuing to perform research on their professional paper or thesis. Enrollment in Degree Candidacy requires the approval of SIGS. Once a student is admitted to candidacy, enrollment in Degree Candidacy status must be continuously maintained year round (i.e., Fall, Spring, Summer) until the degree is awarded. The only exception to this policy of continuous enrollment is if the A&S Dean has granted the student a formal leave of absence.

Once a student enrolls in Degree Candidacy, the Registrar will automatically enroll the student in Degree Candidacy until the student applies to graduate. Failure to pay the candidacy fee will cause a student's Degree Candidacy to be canceled. In order to restore Degree Candidacy, the student must receive approval of his/her department Chair and that of the A&S Dean. To re-establish Degree Candidacy, the student will be required to pay the candidacy fee for each semester during which candidacy was voided and/or not maintained.

All students must maintain candidacy until all of their coursework is satisfactorily completed. This requirement includes summer semesters. The candidacy fee is the equivalent of two hours of graduate in-state tuition.

Student Leave of Absence: A student who has been accepted into a graduate program is expected to remain in continuous enrollment, either full or part-time, throughout his/her matriculation. Students who fail to enroll for a period of more than 12 months will be considered to have withdrawn from the program. Once a student enters candidacy, he/she must maintain continuous candidacy (fall, spring, summer) and pay the appropriate candidacy fee. For the full description of how to apply for a leave of absence see the Graduate Catalog.- <https://louisville.edu/graduatecatalog>

Application for Degree: Degrees are awarded in August, December, and May. Candidates who expect to receive degrees on a particular award date must submit their completed application for degree to SIGS on or before the dates specified in the University Academic calendar – <https://louisville.edu/calendars/>

Transfer of Credit: Earned graduate credit may be transferred from accredited institutions that offer advanced degrees. Six semester hours may be transferred upon request. Transfer credit must be approved by the Coordinator of the Graduate Program or Department Chair. Transfer credit will not be posted to your transcript until successful completion of your first semester of enrollment at UofL.

Students may request up to an additional six hours of transfer credit, in a Master's Degree program, provided that these additional hours are not credit earned by extension, and provided also that the residency requirement of 24 semester hours earned at UofL is maintained. To request additional transfer credit, students must complete a variance request form, found on the SIGS website. The variance request form should be forwarded to the Justice Administration Graduate Coordinator. The Graduate Coordinator in consultation with the JA Graduate Admissions Committee may approve up to 6 additional hours, which must then be approved by the Arts & Sciences Associate Dean for Graduate Studies and then the Dean of the School of Interdisciplinary and Graduate Studies. Requests for transfer credit must be made during the first semester of enrollment at UofL.

Probation: Any student admitted with a grade point standing below 3.0 will be considered "on probation." Students who fail to attain the required 3.0 GPA or other higher GPA required by the program in the first term of admission, may be subject to academic dismissal from their program or do not meet any other departmental requirements outline in the admission letter, may be subject to academic dismissal from their program.

Additional Considerations for Admission to Degree Status

A student admitted with an undergraduate grade point standing of less than the minimum of the enrollment unit may be subject to program limitations on the number of hours in which he/she may enroll for each semester. Students who do not meet any other departmental requirements outlined in the admission letter may be subject to academic dismissal from their program.

No applicant with a grade-point average of less than 2.50 will be admitted by a program to graduate study. Under unusual circumstances, programs that wish to admit students who do not meet this standard must submit a variance request to the Vice Provost for Graduate Affairs.

Registration

The University of Louisville uses an on-line web registration system through your ULINK account. First time users may set up their account at https://ulink.louisville.edu/psp/paprod/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST
Additional information may be obtained at: <https://louisville.edu/registrar>

An admitted student may add courses through the first day of classes/semester using ULink. For courses beginning mid-term, please contact the Department of Justice Administration for special registration instructions.

Degree Requirements

General Requirements: The general requirements for the Master of Science degree in the Administration of Justice are the completion of at least 36 graduate credit hours. The completion of these credit hours may include either thesis or non-thesis options.

The thesis option requires the completion of 30 semester hours of graduate level courses and a thesis for a total of 36 credit hours.

The non-thesis professional paper option required the completion of 33 semester hours of graduate courses plus a professional paper for a total of 36 credit hours.

<i>Required Core Courses</i>	<i>Semester Hours</i>
JA 621: The Criminal Justice System	3
JA 625: Legal Aspects of Criminal Justice Management	3
JA 643: Theories of Crime and Delinquency	3
JA 649: Applied Statistics in Criminal Justice	3
JA 650: Research Methods	3
TOTAL	15
Electives (to be approved by Graduate Coordinator)	
With Thesis	15
With Professional Paper	18
Thesis or	6
Professional Paper	3
MINIMUM TOTAL	36

NOTE: Students may apply no more than six credit hours of experiential courses, i.e. practicum, service learning, student co-op, internship, toward their degree.
Effective 8/1/2010

Program Continuation & Graduate Requirements

A minimum 3.0 cumulative grade point average must be maintained for all graduate coursework. Core or specific courses required for graduation total 15 semester hours with the remaining courses being electives. The composition of the list of elective courses will vary from student to student depending on the student's undergraduate major, aspirations and background. NOTE: Students are strongly encouraged to complete core courses prior to electives.

Web Based & Campus Based Classes. The Department of Justice Administration offers the Master's Degree program both on-line and on campus. Students may enroll in either type of classes to complete the degree requirements. For additional information, please visit our website at <https://louisville.edu/justice>. Also, please be advised that online courses are assessed at 130% of in-state graduate tuition.

Course Descriptions

JA 500 Crime & Justice in the Cinema (3). This course examines media representations of the criminal justice system in historical context and with global perspective to show the congruence and disparities between popular film and reality

JA 519 Domestic Violence (3). A course addressing issues relating to family violence includes examination of partner abuse, child abuse, and elder abuse throughout the life-course.

JA 520 Capital Punishment (3). Issues related to the death penalty, including: constitutional questions, the effect of death row incarceration, and public attitudes toward the death penalty. Research on Kentucky will be featured.

JA 521 White Collar Crime (3). A study of white collar and occupational crime. Course will focus on the concept, theoretical explanations, the extent and nature of various types of white collar crime in both public and private sectors.

JA 522 Serial Murder (3). Examination of serial murder in the United States. Topics include serial murder and its relation to race and gender; the myth of serial murder; the media and serial murder profiling.

JA 578 Criminal Justice Leadership (3). Through the use of lectures and case studies (films), participants will be provided with a cognitive understanding of leadership that emphasizes the study of leadership models and theories. Study and evaluation of various leadership styles and processes

JA 596 Seminar in Criminal Justice: An Interdisciplinary Seminar (3) focusing on issues pertinent to the Criminal Justice system that reflect conflicting perspectives. Recent seminars topics:

Introduction to Homeland Security
Intelligence for Homeland Security
Race & Gender Issues in Criminal Justice
Criminal Justice Studies in Belize
Terror & Hazards Mitigation
Alternatives to Incarceration
International Perspectives on Violence
Digital & Electronic Crime
Criminal Justice Leadership
International Terrorism
Domestic Violence
Sex Crimes

JA 597 Ethics in Criminal Justice (3). Note: Approved for the General Education requirement in written communication. A study of the need for ethics in criminal justice. The aims of ethics, ethical theories, and ethical issues related to law making, law breaking and law enforcement.

JA 602 History of Police in the United States (3). A study of the historical development of police agencies in the United States. The origin and influence of various European concepts of law enforcement and how they relate to past and present ideas in the United States. An ideological rather than an institutional approach is assumed.

JA 603 Criminal Justice System Planning (3). The application of planning and program evaluation concepts and techniques to the development of comprehensive justice system programs. The integration of the activities of police, judicial and correctional agencies into meaningful crime reduction plans.

JA 605 Police in Our Political and Social Systems (3). An examination of the police function as a component of the political system in the United States. The manner in which police give substance to the political system and are formed by it in turn. The interaction of the police with other governmental institutions in the political system.

JA 606 Personnel Management in the Criminal Justice System (3). The focus of this class is on contemporary personnel management problems confronting agencies in the criminal justice system; both the historical and the theoretical developments of personnel management are analyzed. Alternatives to current management procedures and systems are presented.

JA 609 Economic Analysis of Crime (3). A study of the economic scope of crime. The focus is on the role of illegal gambling, loan sharking, labor racketeering, and legitimate business infiltration and the cost of crimes against property. The economic characteristic of high crime jurisdictions preventive programs and their costs are discussed

JA 610 Theoretical Foundations of Corrections (3). A study of the psychological, sociological, political, and economic factors which contributed to the concept of corrections and the evolution of correctional thought and its role in contemporary and future reforms.

JA 611 Criminal Justice Administration: Corrections (3). This course examines the origins and current practices in the management of correctional programs. Emphasis placed on establishing and evaluating new techniques in correctional management and administration.

JA 612 Criminal Justice Administration: Police (3). An examination of the functions of police in society; principles of law enforcement organizations, administration, policy formulation, and management of personnel; also statutory limitations on authority and jurisdiction

JA 613 Comparative Policing Systems (3). An evaluative comprehensive examination of policing systems around the world; history, styles of enforcement and special issues are included.

JA 621 The Criminal Justice System (3). A study of the criminal justice system in the United States. A systems approach to the study of criminal justice and the interrelationships of the various components of the system along with social and political issues related to the criminal justice system are examined in depth. **(Required Core Course)**

JA 625 Legal Aspects of Criminal Justice Management (3). An examination of the legal issues within criminal justice management, the effects of constitutional provisions, statutes, ordinances, and judicial decisions on justice administration and a discussion of the legal aspects of selection, promotion, assignment, and termination of justice employees.
(Required Core Course)

JA 626 Emergency Management (3). This course is an overview of emergency management in the United States and will focus on the four phases of the emergency management process: mitigation, preparedness, response and recovery.

JA 630 Critical Infrastructure Protection & Resilience (3). This course will address U.S. key infrastructures and assets, potential threats to these, their major vulnerabilities, methods used to assess these vulnerabilities and current U. S. policy pertaining to infrastructure and asset protection.

JA 643 Theories of Crime and Delinquency (3). A study of the psychological and sociological factors involved in criminal and delinquent behavior and the relationship of theory to the prevention and control of crime, treatment of offenders and administration of respective criminal justice agencies. **(Required Core Course)**

JA 644 Seminar in Juvenile Justice (3). Theoretical and empirical study of the etiology, distribution and extent of delinquency; problems involved in measuring delinquency; role of the police, courts and legal statutes; critical examination of treatment and prevention programs.

JA 649 Applied Statistics in Criminal Justice (3). Focuses on the use of statistical techniques in criminal justice. Emphasis is on the application and interpretation of the statistics and utilization of statistical application computer systems. **(Required Core Course)**

JA 650 Research Methods (3). Focus is on the application of quantitative and qualitative analyses in criminal justice research, the concepts of validity, hypothesis, reliability, measurement, sampling, quasi-experimental construction, errors in reasoning, and statistics and approaches to the problems of the conduct of stringent and useful research.
(Required Core Course)

JA 665 Special Topics in Justice and Criminology (3). Study of contemporary issues concerning the philosophy, management, and operations of criminal justice agencies.

JA 670 Directed Studies/Readings (3). Prerequisite: Consent of chair and instructor. Independent study or research project under the direction of a member of the faculty.

JA 690 Practicum (1-6). Prerequisite: Consent of chair. To practice and to conduct research in a criminal justice or supporting agency under both professional and academic supervisors.

JA 698 Professional Paper (3) Prerequisite: Consent of chair. Preparation of a paper of publishable quality based on research under the direction of a faculty member.
(Required course for the Non-Thesis Option)

JA 699 Theses (6). Prerequisite: Consent of chair. **(Required for the Thesis Option)**

Directions for Specialized Courses

Directed Readings: Students interested in taking a directed readings course (JA 670) must go through the following steps:

1. Identify a research topic or issue of interest to you and discuss the topic with the Graduate Program Coordinator.
2. Identify a professor who is willing to supervise you (Faculty members receive no credit for engaging in this activity and are therefore under no obligation to supervise a JA 670 course).
3. Work out with the professor her/his expectations for successful completion of the course. Prepare a research proposal plan for submission prior to approval for registration. Submit the proposal to the Department Chair and Graduate Coordinator for review and approval.
4. Register for JA 670 (This requires the signatures of the professor, the student and the Graduate Coordinator or the Department Chair.)

Professional Paper

While both options are available to students, most students find the Professional Paper option is more amenable to their busy schedules and ability to complete the degree in a timely manner. Additionally, because the Professional Paper option does not require the establishment of a committee and formal defense of the paper, the logistics associated with completion of this option are much simpler than those associated with a thesis.

The Professional Paper option is completed through enrollment in the Professional Paper course, JA 698. Student may register for this course in the last semester of their enrollment in the program, prior to their anticipated graduation. Enrollment is by “permission” only which must be obtained from one of the department’s student advisors.

Once enrolled in the course, student will proceed through a series of steps developed to promote their completion of a Professional Paper. These steps are clearly outlined in the syllabus produced for the course by the specific instructor.

The professional paper is a detailed analytic paper that focuses on an issue or topic within criminal justice. The student does not conduct original research but, instead, conducts a detailed review of the professional literature (refereed journal articles, books, reports, monographs, etc.) on the topic. Typically, the professional paper is an in-depth analysis of a problem facing the criminal justice system – what is known as policy analysis. The aim is to address the problem, outline its attributes, and assess alternatives to deal with the problem effectively. The professional paper generally contains the following chapters: Introduction and problem statement, review of the literature, analysis of the

findings presented in the literature, policy implications/proposed solutions and conclusions.

Both the thesis and the professional paper represent the capstone activity of your graduate degree program. To complete your degree successfully, you must demonstrate mastery (through your professional paper) of both a specific content area AND the methodology of your discipline. Indeed, the Master's degree has traditionally identified one as both an intelligent consumer of information and as a contributor to the field of study.

It is also an exercise in self-discipline. Completing each requires sustained initiative and focus for an extended period of time. Unlike standard classes, you provide the structure that will promote your meeting the deadlines for completion of various phases of the professional paper. The topic of the professional paper is your choice. You should select a topic that will sustain your interest, meet future professional goals, or meet some existing need within your agency or organization. The topic should not be so specific as to have only limited information available but additionally not so broad as to constitute the topic of a book rather than a paper. The point is to complete a work that represents your knowledge and ability.

Graduate students should take full advantage of the services provided by the University of Louisville Writing Center. The Writing Center will review manuscripts with students and help them improve their writing. They provide students with an opportunity to learn the common mistakes that they are making in their writing. The Writing Center also provides an opportunity to learn techniques to correct these mistakes. However, they do not edit your manuscript. Do not expect to “drop off” a draft and pick up a corrected version later. The Professional Paper course requires that you submit your initial draft to the Writing Center for review prior to sending a copy to the instructor for grading. Visit the Writing Center web site at: <https://louisville.edu/writingcenter/>

The Graduate School requires that all professional papers and theses follow the formatting and citation methods established by the American Psychological Association. For an example of APA style, see the following website:
<http://www.apastyle.org/>

Thesis

A thesis is a research exercise - an extended in-depth, original research project. It involves original research on data (qualitative and/or quantitative) conducted by the student that adds to the body of research knowledge on the topic. The thesis typically consists of the following chapters: Introduction, Literature Review, Research Methods, Analysis, Discussion, and Conclusion.

The thesis can involve either the analysis of original data collected by the student or secondary data. Original data is that which is collected directly by the student and then subsequently analyzed by the student. Secondary data is that which has already been collected by someone else and the student then analyzes the existing data. Secondary data sets are available from many sources such as the University of Michigan Interuniversity Consortium of Political and Social Research (ICPSR). Secondary data sets may also be available from faculty members.

All research conducted by students and faculty must, by federal regulation, be reviewed and approved by the Institutional Review Board (IRB) of the university. All thesis proposals must pass Human Subjects Clearance from the IRB at the University of Louisville *before it is conducted*. The process required by the IRB can potentially require a great deal of time, and a student's research may not proceed until formal IRB approval is granted. All graduate students in the Master of Science Degree program at the University of Louisville will be certified in Human Subjects procedures through the on-line training program provided by the University as a part of their coursework in JA 650: Research Methods.

Information about the IRB process and requirements can be found at <https://louisville.edu/research/humansubjects/>

The student wishing to pursue the thesis option must first meet with the Graduate Program Coordinator to explore thesis topics and to identify a chair for the student's thesis committee. Students complete their thesis work under the supervision of a **Thesis Committee**. This committee consists of a minimum of two members and a chair. One member and the chair must be from the student's program department. The third member must be from outside the student's program department. The chair of the committee must be an approved member of the Senior Graduate Faculty. The committee membership must be approved by the Graduate Program Coordinator in Justice Administration, Arts and Sciences Dean for Graduate Studies and the Dean of SIGS.

The student will work primarily on the thesis project with the chair of the committee. When the work is completed to the satisfaction of the chair, it will be forwarded to the members of the committee for their comments and recommendations. Once the

committee has approved the draft¹, the student will defend the thesis before the committee and any members of the University who elect to attend. Prior notification of the thesis defense must be sent to the Arts and Sciences Dean for Graduate Studies and the Dean of SIGS. The thesis process is a lengthier process than the professional paper. Students may take two or more semesters to complete this option.

Style and Format

The Graduate School requires that all professional papers and theses follow the formatting and citation methods established by the American Psychological Association. For an example of APA style, see the following website: <http://www.apastyle.org/> additionally, there are other specific requirements for the structure of a thesis that can be found at: <https://graduate.louisville.edu/sigs/Programs/theses-dissertations>

¹ In this document, draft means the first and subsequent written manuscript presented to the Chair and/or committee members. Your draft is not a thesis until it is approved by the faculty. Revision of several drafts is normal and should be expected. The aim is to produce a high quality document.

Honor Code

A copy of the Honor Code can be found at:

<https://louisville.edu/justice/currents-students/honor-code>

Code of Student Rights and Responsibilities

A copy of the Code of Student Rights and Responsibilities can be found at:

<https://louisville.edu/graduate/files/Graduate%20Student%20Handbook.pdf>

Grading System

The Graduate School has implemented a plus/minus grading system, to be utilized at the discretion of the individual professor. The plus/minus grading system can be used only for graduate students enrolled in courses available for Graduate School credit.

Grade	Quality Points
A+	4.0
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

C Grades. The Department of Justice Administration may approve six hours of coursework in which a grade of C+, C, or C- was earned to count toward the completion of degree requirements. In no case may more than nine hours of C be used to fulfill graduate degree requirements. *Note: The JA Department may recommend the use of “C” grades and the School of Graduate & Interdisciplinary Studies may veto our recommendation.* Students must have a cumulative GPA of 3.0 in order to graduate from the Master of Science degree program in the Administration of Justice.

Other Grades

- W means withdrew and carries no quality points. No student may withdraw from any course after mid-semester. In exceptional cases, the dean may grant a student's request to withdraw from courses because of illness or conditions beyond the student's control
- I means course work Incomplete. If the work is not completed by the end of the next term, regardless of whether the student is enrolled, the I automatically becomes an F.
- X means course work has not been finished because of the nature of the research or study involved (e.g. professional paper or thesis work). This grade is reserved for courses that by their nature extend beyond one semester. **In the Department of Justice Administration, the X is limited to the Professional Paper and Thesis options.** This grade may not be used for coursework that is confined to a semester but not completed by the student..

Graduate students enroll in courses on a term basis. Graduate courses may not be extended beyond the enrollment term, except as noted for open-ended courses eligible for the "X" grade. An "I" grade does not extend the course, but rather extends the time a student has for the completion of work assigned in the course. The "I" must be removed within one semester and the new grade assigned for the term in which the student was originally enrolled or the I is changed into an F.

Changes of Grades: No grade changes can be made without a request and explanation on the part of the faculty member submitting the grade and the approval of the Graduate Dean.

Repetition of Courses: A student who has received a C, D, or F grade in a core course may repeat that course upon approval of the graduate program coordinator and the Graduate Dean. When a student repeats a course, the grade point average will be calculated on the basis of the last grade earned, although all previous grades will remain on the transcript.

Financial Aid

Students seeking financial aid should consult the following U of L website:
<https://louisville.edu/graduate/files/Graduate%20Student%20Handbook.pdf>

The University of Louisville is an equal opportunity educational institution that is committed to a policy of providing educational opportunities to all qualified students regardless of economic or social status, beliefs, sexual orientation, age, national origin, or physical developmental disability.

DISABILITIES STATEMENT

The University of Louisville is committed to providing access to programs and services for qualified students with disabilities. Students with disabilities, who need reasonable modifications to successfully complete assignments and otherwise satisfy course criteria, are encouraged to meet with the instructor as early in the course as possible to identify and plan specific accommodations. If you are a student with a disability and believe you require accommodation to participate in and complete requirements for this class, contact the Disability Resource Center (Robbins Hall, 852-6938) for verification of eligibility and determination of specific accommodations. Students may be asked to supply a letter from the Disability Resource Center or other documentation, which will assist in modification planning.