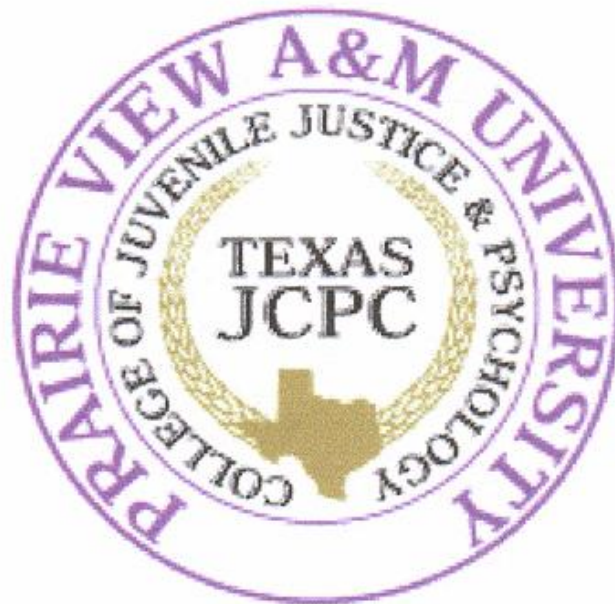


Master of Science Degree in Juvenile Justice Student Handbook

COLLEGE OF JUVENILE JUSTICE & PSYCHOLOGY



Prairie View A & M University

Fall 2012

Fall 2012

NOTE: This *Handbook* is the governing document for your master's degree program. Where the University *Graduate Catalog* expressly refers to the Juvenile Justice Master's, differences between the *Graduate Catalog* and this *Handbook* should be resolved by the *Graduate Catalog* superseding the conflicting materials. However, the *Handbook* is likely to be updated more frequently than the *Graduate Catalog* and each version of the *Handbook* is dated on the cover. Your official program is established by the version of the *Handbook* current at the time of your enrollment or, in the event of a break in enrollment, your re-enrollment in the Master's Program. If changes are made to the *Handbook*, you may elect to be held to that subsequent version of the handbook by signing a waiver of your original program and expressly choosing the version to which you wish to change. Such waivers must also be agreed to and signed by the Department Head.

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THE MASTER OF SCIENCE IN JUVENILE JUSTICE

The Master of Science in Juvenile Justice Program was formally approved in January 1999 and offered its first classes beginning August 1999. The program is based on a multidisciplinary study of all facets of the juvenile justice system. The disciplines of sociology, criminology, psychology, economics, administration, methodology, and statistics are built into the program. Our faculty has experience and expertise encompassing the broad spectrum of the juvenile justice system.

The Master of Science degree in Juvenile Justice is designed to prepare graduates to actively participate in the development of knowledge in juvenile justice and develop their skills as practitioners in the system. The curriculum is broad enough to satisfy these various interests. Students should confer with their academic advisor to develop a combination of elective courses that will support their particular career interests.

GRADUATE PROGRAMS IN THE COLLEGE OF JUVENILE JUSTICE

The purpose of graduate education is to provide students with coursework that requires critical analysis and study in a specialized field. One of the core values of Prairie View A & M University is to inspire and guide students to become successful leaders in their professions and their communities. The College of Juvenile Justice & Psychology fulfills this objective by offering graduate education in the new field of juvenile justice. The emphasis of the College of Juvenile Justice & Psychology is scientific, because it is assumed that graduates will be better qualified to participate in the profession if they are prepared as research-oriented students of juvenile crime and delinquency. In most of our course-work, juvenile crime and delinquency are viewed as social phenomena and are analyzed with methodologies developed in the social and behavioral sciences.

The educational objectives of the Master of Science in Juvenile Justice are designed to:

- Enhance students' knowledge, skills, and resourcefulness related to detained and institutionalized juveniles in the Juvenile Justice System
- Increase students' knowledge of theoretical explanations and the etiologies of juvenile delinquency and juvenile crime
- Assure that students develop knowledge of the humanistic, technical, and scientific aspects of juvenile delinquency and juvenile crime
- Increase students' knowledge concerning effective methods to intervene and prevent juvenile delinquency
- Increase students' skills in how to conduct research and evaluate programs related to juvenile delinquency
- Expand students' knowledge of programs and policies related to juvenile delinquency

To accomplish these the College of Juvenile Justice & Psychology employs a faculty of diverse scholars committed to the study of crime and justice issues. The curriculum includes courses that provide theoretical and applied knowledge of the phenomenon of juvenile crime, its consequences, and policies and programs to confront it. In addition to

demonstrating excellence in the classroom, it is our desire to prepare students to be consumers of research material and in some cases assist faculty in juvenile justice research projects.

ADMISSION CRITERIA AND PROCEDURES

The minimum requirements for an applicant to be considered for admission to the Master of Science in Juvenile Justice program are as follows:

- Hold a baccalaureate degree in criminal justice or a related scientific discipline such as sociology, psychology, public administration, political science, economics, or other social scientific field conferred by a regionally accredited institution.
- A minimum GPA of 2.75 with a GPA of 3.0 or higher preferred;
- Three letters of recommendation from persons in the field of the applicant's academic major or area of concentration, including academic references preferably from professors with personal knowledge of the candidate's skills and potential for master's work;
- Submission of official scores on the general component of the Graduate Record Examination (GRE). An unofficial copy may be used by the Master's Committee in initial screening, which consist of verbal, analytical and quantitative scores;
- Completion of liberal arts courses at the undergraduate level such as social sciences, behavioral sciences, college algebra, and statistics;
- Completion of a 1000 word essay detailing the applicant's reasons for pursuing the degree; and
- Original Transcripts for all academic work taken at the undergraduate level.
- International students must submit official scores from the Test of English as a Foreign Language (TOEFL). Unless the student has a degree from an U.S.A. institution of higher education. A score of 550 on the paper-based(PBT) or a minimum score of 79 on the internet-based (iBT) or higher is mandatory.

All of the above application materials must be present by the application deadline in order to consider an application for admission including the GRE. In examining the entire set of criteria, the Graduate Committee of the College of Juvenile Justice & Psychology has agreed that a holistic view of an individual will be used. All applications will be held to the same evaluation standards. Thus, admissions will be competitive, the applicant's total record will be taken into consideration, and the Graduate Committee will always be willing to reconsider applications.

Processing of Applications

There are essentially two major components to an application. The Graduate School requires an application form, official transcripts of all undergraduate and graduate coursework, and official GRE results (and official TOEFL results if a foreign student). The MSJJ program requires an application form, an essay, and three letters of recommendation. Applications can potentially be expedited if the applicant sends a COPY of ALL materials to the MSJJ program.

When the materials sent to the Graduate School are complete, and the minimum University criteria met for admission, the Graduate School will forward documents to the MSJJ program. Note that the criteria for the MSJJ program are more stringent than the general University requirements. Meeting University criteria does NOT convey admission to the MSJJ program.

When the application package for the MSJJ program is complete, the Graduate Committee will meet to consider admission. The committee considers the record of each applicant and makes a decision to recommend admission or denial of admission to the program to the Dean of the College of Juvenile Justice & Psychology and the Graduate School. The applicant will be notified of the final decision by the Graduate Department Head.

FINANCIAL AID

The University offers various forms of financial aid, from scholarships to work-student arrangements and loans. Scholarships are usually in very short supply. Those interested in financial aid are encouraged to contact or make an appointment with the financial aid office on campus. <http://www.pvamu.edu/pages/2169.asp>.

GRADUATE ASSISTANTSHIPS

The College of Juvenile Justice & Psychology offers a limited number of graduate assistantships to eligible graduate students for one academic year. Research assistants are to work for a faculty member or members on ongoing research projects for 20 hours per week. Responsibilities will vary but may include data input, questionnaire distribution, and data analysis. Student's work may be incorporated into a Master's thesis or a Texas Juvenile Crime Prevention Center project.

Award criteria for assistantships are essentially the admission criteria. Those who are admitted under full-time status will be ranked by the Committee based on their Graduate GPA and GRE scores, undergraduate preparation for the discipline, writing ability, and letters of reference. The Committee will recommend assistantships to the Dean based on ranking and the available number of assistantships, and the Dean will make final decisions.

To continue as a research assistant, the student must perform all work-related duties to the satisfaction of the Professor he/she is working for, maintain at least a 3.00 GPA in all graduate courses, and complete at least 9 credit hours of course-work per long semester.

A graduate assistant who accepts either full-time or part-time employment shall notify the Department head in writing. The Department Head will refer the matter to the Dean. In general, full-time employment constitutes grounds for automatic termination of assistantship awards. If at any time, for any reason, it is determined that an award recipient is not making satisfactory academic progress in the graduate program, the

student will be informed in writing of the deficiency. The Department Head of Graduate Programs will recommend a disposition to the Dean of the College of Juvenile Justice & Psychology.

TRANSFER OF GRADUATE COURSEWORK FROM OTHER UNIVERSITIES

A maximum of six (6) credits of juvenile-justice-related graduate coursework may be transferred from other accredited universities. A minimum of “B” is required in any such courses. The transferred class must be equivalent to a course not previously taken, from the list of courses offered in the MSJJ degree program. Students should follow the process described below. Transfer course work will not be considered that will be more than six years old at the time the MSJJ degree from the College of Juvenile Justice & Psychology is awarded. It is suggested that students gain transfer approval from their advisor, the Department head, and the Dean of the College of Juvenile Justice & Psychology before taking the proposed transfer course. The following procedure is recommended:

1. The student gathers information/credentials about the course. Each desired transfer course must be from a regionally accredited graduate program. Information and credentials include; syllabus, course description in the catalogue of the university in which the class was taken (or will be taken), or a letter from the professor stating the subject matter covered in the class. The more information provided the better.
2. The student provides his/her advisor with the information. The advisor reviews the information for adequacy. If the advisor feels that enough information has not been gathered, the student is told what information is needed. If the class(es) is/are transferable in the opinion of the advisor, a university transfer form is completed by the advisor and forwarded to the Department head for consideration, followed by the Dean. The transfer form states why the course should be transferred or not transferred. If the advisor feels that the course is not transferable, the student may write a letter of appeal to the Department head.
3. The Department Head will verify the transferability of the course and recommend approval or disapproval. If disapproved, the student may appeal to the Dean of the College of Juvenile Justice & Psychology.
4. To transfer courses from the MSJFP program to the MSJJ program see page six of this document.

REQUIREMENTS FOR COMPLETION OF THE MSJJ PROGRAM

1. Completion of the following core courses:

JJUS	5123	Foundations of Juvenile Justice
JJUS	5763	Theories of Delinquency
JJUS	5943	Research Methods
JJUS	5963	Applied Statistical Methods and Computing (Must be completed within the first 12 hours)

2. Completion of 18 hours in the following elective courses for thesis students and 24 hours of electives for non-thesis students.

JJUS	5113	Foundations of Criminal Justice
JJUS	5223	Substance Abuse
JJUS	5233	Community Structure & Problems
JJUS	5243	Community Building & Organizing
JJUS	5253	Domestic & Family Violence
JJUS	5413	Economic Life & Juvenile Crime
JJUS	5423	Conflict Mediation/Resolution
JJUS	5433	Counseling
JJUS	5523	Management in Juvenile Justice Organizations
JJUS	5783	Ethics
JJUS	5913	Special Topics
JJUS	5973	Policy Analysis

3. **Student must complete JJUS 5963 (Applied Statistic Methods & Computing) within the first 12 hours of coursework.**
4. After completing 12 semester hours, students are required to declare to their advisors whether they will attempt comprehensive exams or thesis.
5. Completion of a minimum of 6 hours of thesis research (JJUS 5986) for the thesis option or completion of a comprehensive examination for the non-thesis option.
6. Under PVAMU graduate policy, students must complete the degree within six years from the first semester of registration as a graduate student.
7. A student must be enrolled in the semester in which he/she intends to graduate.

Semester Credit Hours (SCH) Requirements by Category for MSJJ

COURSES	Thesis	Non-Thesis
COURSES REQUIRED OF ALL STUDENTS:		
JJUS 5123 Foundations of Juvenile Justice JJUS 5763 Theories of Delinquency JJUS 5943 Research Methods JJUS 5963 Applied Statistical Methods & Computing	12	12
JJUS 5986 Thesis	6	0
Comprehensive Examination	0	0
Elective Courses	18	24
JJUS 5113 Foundations of Criminal Justice JJUS 5223 Substance Abuse JJUS 5233 Community Structure and Problems JJUS 5243 Community Building and Organizing JJUS 5253 Domestic & Family Violence JJUS 5413 Economic Life & Juvenile Crime JJUS 5423 Conflict Mediation/Resolution JJUS 5433 Counseling JJUS 5523 Management in Juvenile Justice Organizations JJUS 5783 Ethics JJUS 5913 Special Topics JJUS 5973 Policy Analysis		
Total SCH requirements	36	36

TRANSFER OF CLASSES FROM THE MASTER’S OF SCIENCE IN JUVENILE FORENSIC PSYCHOLOGY PROGRAM AND CROSS-LISTED COURSES

The College of Juvenile Justice & Psychology has two Master of Science degree programs. A student in the MSJJ program may take up to six (6) credits of the following classes as electives to be transferred into the MSJJ degree. This is in addition to six (6) credits from another University or another program with PVAMU.

- JPSY 5113 Psychology and the Juvenile Law
- JPSY 5123 Psychology of Crime and Delinquency
- JPSY 5233 Violence and Aggression
- JPSY 5253 Psychology and the Treatment of the Juvenile Offender
- JPSY 5263 Psychology & Treatment of Juvenile offender
- JPSY 5453 Childhood Psychopathology
- JPSY 5533 Social Psychology & the Legal System
- JPSY 5763 Developmental Psychology

The following classes are cross-listed courses, meaning that they may be applied to either the Master of Science in Juvenile Justice Program or the Master of Science in Juvenile Forensic Psychology programs.

JJUS/JPSY	5223	Substance Abuse
JJUS/JPSY	5253	Domestic & Family Violence
JJUS/JPSY	5423	Conflict Mediation/Resolution
JJUS/JPSY	5433	Counseling
JJUS/JPSY	5783	Ethics

ACADEMIC ADVISEMENT

Students will be assigned an advisor as they enter the graduate program. Graduate students must contact the advisor during the early registration period of each semester. Students should check with the Registrar's Office, graduate catalogue, or the College of Juvenile Justice & Psychology for specific dates. Thesis, and transfer credits must be coordinated through the student's academic advisor. The degree plan for each student is developed in consultation with the student's academic advisor before completion of 12 semester hours.

COURSE LOADS

The recommended course load for full time students is 9 semester credits during regular academic semesters. The minimum number of credits for full-time status is also 9. If students are working in a full-time job or have other commitments that require a lot of time, the recommended course load is 6 semester credits. The maximum course load during any summer term is 6 hours.

LEAVE OF ABSENCE

Students in the MSJJ program who have not completed their formal course requirements are expected to enroll continuously in the program during all consecutive long semesters after initial registration. Students who do not expect to be enrolled should notify the Department head in writing.

During a leave of absence, a student cannot make use of the University or College of Juvenile Justice & Psychology resources, nor can a student attempt comprehensive exams or defend a thesis.

GOOD ACADEMIC STANDING

Students remain in good standing when they maintain a minimum graduate GPA of 3.0 for graded coursework. An average of “B” must be maintained by the student in all graduate coursework. While one grade of “C” may be counted towards the MS degree, only grades of “B” or better (and 3.00 GPA) indicate satisfactory completion of requirements for the degree. Only grades earned in or approved by the College of Juvenile Justice and Psychology will be used to calculate a student’s GPA. If a student receives a total of two grades of “C” in any combination of courses (required/elective), his/her graduate status is reviewed by a committee of the graduate faculty. The committee will consider the advisability of continued enrollment in the program, termination or remedial work, i.e. repeat course(s). If the student receives three grades of “C”, his/her enrollment as a graduate student is automatically terminated. Obtaining grades higher than “C” in a repeated course does not remove the original two “C” grades and will be counted against the student toward the three “C” limit. If the student receives a grade of “D” or F” in any course, he/she is automatically dismissed from the program. In any of the above scenarios, the student may petition the graduate committee for readmission. The above requirements apply to all courses taken while enrolled in the program.

TIME LIMIT

A student must complete all requirements for the MSJJ degree within six (6) consecutive calendar years after the first date of enrollment in the program.

CHANGE OF PERSONAL INFORMATION

A graduate student who changes his or her address, name, and phone numbers must report the change to the Registrar’s Office by submitting the appropriate form with the new name, address, or phone number. Such changes also should be reported to the Graduate School and the Department Head .

COMPREHENSIVE EXAMINATION

Comprehensive exams in the MSJJ program are an elective option for those students who choose not to complete a thesis. These examinations are employed to test the student’s

general knowledge and his or her ability to integrate and synthesize the wealth of information in the field.

Comprehensive examinations are examinations taken over the range of coursework and readings necessary to exhibit mastery of the subject matter of juvenile justice. The examinations are not course-specific, nor are they derived from singular sources. Questions on the examination are designed to elicit thoughtful responses that indicate a comprehension of issues, policy orientations, and research in the field.

Graduate faculty will be invited by the Department Head to submit questions for the examination. Those who have taught courses in the MSJJ program will be specifically asked for questions related to the content areas in which they have taught. The faculty for each content area will meet and select the questions to be used on the comprehensive exam. Every effort will be made to select questions requiring thoughtful, integrative answers rather than questions with specific factual answers. The Research Methods and Statistics area, however, will tend to be less integrative and more specific.

In preparing for the examinations, students are encouraged to visit faculty for information, advice and assistance in the examination areas. All faculty are encouraged to aid students in study efforts related to preparation for the comprehensive examination. To allow adequate time for preparation, students should contact faculty and begin their study preparations as early as possible prior to their expected examination date.

Comprehensive Examination Rules and Procedures

1. Comprehensive exams may not be taken until a student has completed all required courses and at least 27 credit hours of the total curriculum.
2. Students desiring to take the comprehensive examination during any semester must notify the Department head no later than the first week of the semester in which the examinations are to be taken. The Department head will schedule one date for examinations during each full semester. That date will normally be during October and February of the Fall and Spring semesters, respectively. These normal dates may vary, depending upon holiday schedules and other exigencies. Students will receive notification of the exam date no later than four weeks before the scheduled examination date. No exams will be offered during the summer.
3. Content of the Examinations: The Comprehensive examination is composed of three sections. The three sections are General Juvenile Justice and Public Policy, Research Methods and Statistics, and Delinquency/Crime Theory.
4. Number of Questions: Four weeks before the examination date, students will be provided a list of 18 possible questions; six questions (6) from each subject area. Students will receive two (2) questions out of the possible (6) six during each section of the examination. Both questions from each section of the exam must be answered.
5. Examination Period: The examination period will consist of three two-hour sections to be held in the College of Juvenile Justice & Psychology, from 9:30 a.m. to 11:30 a.m. covering General Juvenile Justice and Public Policy, followed

- by a lunch break, 12:30 p.m. to 2:30 p.m. covering Research Methods and Statistics, and 3 p.m. to 5 p.m. covering Delinquency/Crime Theory.
6. Allowable Materials. Students should bring the following materials to each two-hour section:
 - Pens or pencils (bring more than one)
 - No other paper materials, bags, etc. will be allowed in the examination room. Any such materials found in a student's possession may be cause for removal from the examination room and initiation of proceedings under the University's academic dishonesty policy.
 7. Provided for student use: 1) four 8.5 by 11 standard "Blue books" (Please do not write on them or bring them in with written material in them). All of each answer must be contained in the blue book(s) for that specific question. No blue book may be used to answer two or more questions; 2) a dictionary and; 3) blank note paper will be located in the room for use during the test.

Grading of Comprehensive Exams

The answer to each question will be graded by two faculty with expertise in that particular question. Normally, the faculty member who asked the question will be one of the graders. Grades will be assigned as follows:

- 0 = Fail
- 1 = Marginal (weak answer- does not signify that the answer actually contributed to a passing grade on the section)
- 2 = Good (adequate answer)
- 3 = Excellent (superior answer)

Each section will be graded separately. The grades assigned by both graders to each section will be summed. **In order to pass a section, the summed total must be equal to, or higher than, a score of six (6).** The maximum possible score for each section is twelve (12). Students who score above (10) points on any section will be deemed to have passed that section with distinction. Grades will normally be available from the Department head two weeks after the examination date.

Failing Grade: Students who receive a failing grade on a section examination will be allowed to retake that section examination only once. **Two consecutive failures on any examination section will result in the student's dismissal from the MSJJ program.** Sections passed do not have to be retaken. All failed sections must be taken at the same time (i.e., a student may not choose to retake multiple failed sections one at a time).

Failing Grade Comments: Faculty members grading the comprehensive examinations are required to submit comments on questions for which they provide failing grades to the Department head in an effort to aid the student's future study efforts.

A Note on Failed Comprehensive Examination Sections: Please note that it is possible for students to do well in course work, but to be otherwise unprepared to perform to acceptable standards of academic scholarship. Such students may not have spent an adequate effort in independent research, or may simply lack the kind of insight necessary to integrate the various forms of knowledge the College's faculty expects of its graduate students.

Students are able to switch to thesis after one failure of comprehensive exams. Again, a second failure of any section of the comprehensive exams will result in termination from the program.

Petition of Decision and Remediation

If a student is dismissed from the program as a result of failing any portion of the exam twice, a petition may be forwarded to the Department head, requesting reconsideration. If the Department Head determines that unusual circumstances warrant reinstatement in the program, one or a combination of the following remedial steps must be taken prior to a third attempt at examinations:

- Required readings in the failed area (to be supervised by a graduate faculty member with expertise in that area)
- Required coursework, including enrollment in specified courses related to the failed area
- Required papers in the failed area (to be supervised by a graduate faculty member with expertise in that area)

The student will be given the requirements in writing, and provided with a specific and reasonable deadline for completion. Under no circumstances shall another examination be rescheduled sooner than six (6) months from the approval of the petition. Should remedial steps not be accomplished within a reasonable time period (normally one year from the reinstatement decision), the student shall be dismissed from the program without recourse to further petition.

Helpful Suggestions for Writing the Comprehensive Exam:

1. Answer all questions FULLY. If any portion of a question is not answered, graders will be required to note that have not completely answered the question. Similarly, a cursory response to any one portion of a question tends to suggest superficiality.
2. Take your time, but do not work overlong on any one answer.
3. Answers will be graded on logic, knowledge of the subject matter, integration of materials, organization of the answer and critical reasoning ability. Write concisely, logically, and to the point. Superficial answers will not receive high grades.
4. Use references to the literature where appropriate, but do not cite for the sole purpose of impressing graders.
5. Consider outlining your answer prior to writing it. An outline usually will assist you in organizing your thoughts and may result in a more coherent answer.

GRADUATE THESIS COMMITTEES

Students that choose the thesis option must select a thesis committee of three among the faculty of the College of Juvenile Justice and Psychology, one of whom will be the chair. No committee may be constituted without the Department Head's formal approval. The members of the committee are normally chosen for their expertise in the proposed topic. Committee chairs may be chosen among any full-time graduate faculty among the College of Juvenile Justice & Psychology. A thesis packet should be obtained from the Graduate Secretary.

Where a student is unable to assemble a complete committee, the Department Head shall appoint members as needed from the faculty.

The thesis committee may be changed at the student's discretion. The student should consult the Department head about such changes as soon as possible, and forward a new letter requesting approval of the new committee. Students are cautioned, however, that changes to the committee may also result in changes to the thesis with a corresponding extension of writing time.

Faculty members may also elect to withdraw from a committee. Before doing so, the faculty must meet with the student and the Department head to discuss reasons for withdrawing. In the event that the Chair of the Thesis Committee is the Department head, the student and the Department Head should meet with the Dean.

After selecting a committee, the student should consult with the Chair and determine the process to be followed in completing the thesis. Formal requirements include an oral defense of the prospectus and an oral defense of the thesis. Beyond these requirements, individual chairs and committees may determine how and when chapters are to be submitted and approved, and the procedure to be used in the defense. A successful defense of the thesis requires that two of the three committee members vote to pass.

THESIS PROSPECTUS

For those students that have chosen the thesis option, the first requirement is to complete and orally defend a thesis prospectus. The exact format for the prospectus shall be determined by the student's thesis committee, with the greatest input usually coming from the Chair of the Thesis Committee. A prospectus contains, but is not limited to, the following information:

1. Overview and significance of the problem
2. Review of relevant literature
3. Review of methodology, relevant statistical or qualitative issues, and research hypotheses.

The Committee may require that this information be presented in chapter form. In addition, some committees may request that the prospectus be a final draft of the first three chapters of the thesis.

The prospectus defense is not only a formal defense of the concept of the proposed thesis, but also a final opportunity for the student and the Committee to meet and discuss the concept and methodology. A good prospectus defense results in the student receiving approval to proceed with the thesis. At the same time a good defense often results in changes, ranging from the entire conception or mode of attack to new ways of measuring important variables, all of which help to fine-tune the thesis. Therefore, the student should not be discouraged if changes result; changes are a normal part of the process.

Timelines for Prospectus Defense

Following completion of the written prospectus, students are required to defend the prospectus orally before their Committee. Two weeks prior to the prospectus defense, the Chair of the Committee is to notify all College of Juvenile Justice & Psychology faculty of the defense date and time date, and invite them to attend using the Announcement of Defense form available from the Graduate Secretary. An announcement of Defense shall also be posted in a public place within the Department so that other students may attend the defense.

Two weeks prior to the prospectus defense, students shall deliver one (1) copy of the prospectus to the Graduate Secretary, who shall make the copy available to any persons who wish to examine the document. Students shall also make one (1) copy for each member of the Thesis Committee.

Prospectus Defense Procedures

Students are expected to give a short presentation summarizing the prospectus at the beginning of the oral defense. The presentation should usually cover the problem statement, a summary of existing knowledge on the topic, the specific issue to be examined (with hypotheses if appropriate) and the methodology to be used. Committee members will be given the first opportunity to address questions to the student, followed by non-Committee faculty. If time allows, other members of the audience will be given the opportunity to ask questions.

Once the question and answer period has been completed, the student under examination shall be asked to leave the room temporarily so that the Committee can discuss the prospectus. While all faculty are invited to participate in this discussion, the Committee is solely responsible for making the decision concerning the merit of the prospectus.

Following the discussion of the prospectus by the faculty, the Committee will be polled, and the student invited back into the room and informed of the Committee's decision. The committee decision shall be one of the following:

1. Pass the prospectus with no revisions.
2. Pass the prospectus with minor revisions. (The Chair reviews the revisions and issues approval).
3. Fail the prospectus.

A successfully defended prospectus requiring no revisions shall be immediately placed in the student's file. Students who pass with revisions will provide the final revised and approved copy of the prospectus to the Department head and to all Committee members. The Chair of the Committee is to notify the Department head of the result of the defense. Students who successfully defend their prospectus proceed to their thesis.

A failed prospectus may be revised and defended one more time. In this circumstance, the student would be wise to make sure that each committee member tentatively approves a final draft of any new prospectus *prior to* attempting a second defense. Students who are unable to successfully defend a second prospectus will be dismissed from the program.

THE THESIS

The thesis is an original research project that meets the proposal contained in the prospectus. As an original research project, the thesis is expected to contribute to the base of knowledge of the field of juvenile justice. The term "research" above should not be narrowly construed; theoretical, historical, and artistic works are all permissible.

Content of the Thesis

A "normal" thesis is one that is an empirically-driven investigation of a substantive issue in the field. This style of thesis is usually composed of five (5) chapters: problem statement, literature review, methodology, analysis, and conclusions. There are instances in which more than five chapters may be appropriate and the student, in consultation, with his or her Chair should determine the best mode, given the topic and the analytical approach.

Style of Writing: A thesis should be written in a clear and concise manner. The use of "jargon" and "spoken English" should be avoided whenever possible. While these comments should not be construed to mean that a thesis is best written in a style which is fully understandable by laymen, it does mean that the student has the responsibility of writing in a style which is neither overly technical nor obtuse. Every sentence should be clear in its meaning and logically follow the preceding sentence. Headings and subheadings should be liberally used throughout.

Format of the Thesis

The faculty of the College of Juvenile Justice & Psychology have determined that the style of the thesis, including headings, footnotes, and referencing, shall be compatible with the style manual of the American Psychological Association. However, the Dean of

the Graduate School may produce guidelines that supercede the APA style. All theses must meet the Graduate School guidelines; therefore, master's students are encouraged to contact that office for a list of formal requirements to be followed in preparing the final copy of the thesis. The number of copies of a completed thesis to be provided the University are determined by the Graduate School. In addition to that number of documents, one copy each must be provided to the Department Head and the Thesis Chair.

All figures and table in the thesis are also governed by the APA Style Manuel. In general, however, necessary figures and tables should be uniform and placed as close as possible to the point in the text at which they are referenced. Figures and tables that are informative, but not necessary to the understanding of the argument or analysis should be placed in the appendix. Similarly, permissions, full versions of instruments and scales, questionnaires, and other data-gathering instrumentation or relevant materials should be placed in appendices rather than in chapter text.

Role of the Thesis Chair

The Thesis Committee Chair has primary responsibility for supervising the thesis process. All questions regarding the topic, form and format, and specific procedures should first be discussed with the Chair. While there are general requirements concerning prospectus defense, formatting and defense, all other decisions are likely to fall within the purview of the Chair.

The Chair also has the role of assisting the student during the writing process. This includes, but is not limited to, assisting in the conceptualization of the general project, the conceptualization and measurement procedures to be used with variables, the structure and number of chapters, issues that may arise during the analysis, and conclusions to be drawn. Thesis committee members also are expected to make contributions in these areas. It is not within the Chair or committee members' purview, however, to write the thesis (or any portion of it) for the student.

Finally, the Chair acts as a mediator. In the event of differences in opinion between committee members and/or the student, the Chair determines which direction the thesis shall take. In all instances, it is the Chair who acts as the final arbiter and decision-maker. To further this end, committee members should receive drafts of thesis chapters only after the Chair has reviewed and commented on the materials. While not an express requirement, one chapter at a time should be provided to the Chair and committee members.

The Thesis Process

The same rules applying to the prospectus and prospectus defense also apply to the thesis with the following exceptions:

1. The Chair and student will notify the Graduate Secretary of the thesis defense date. The Graduate Secretary will post that information within the College of

- Juvenile Justice & Psychology. The student defending a thesis must file the appropriate forms concerning announcement of defense with the Graduate School two weeks prior to the day of the defense. The defense must take place at least two (2) weeks prior to the last day of classes in which the student expects to graduate. The student must meet all other requirements of the Graduate School College, such as the completion of an application for graduation by the date specified in the Graduate Catalog, payment of any parking or library fines, the completion of a Thesis Abstract, and the payment of any additional fees.
2. Students should familiarize themselves with the rules and requirements of the Graduate School . These guidelines may detail standardized criteria (e.g., kind of paper, number of copies, page number placement, etc.) theses must meet in order to be accepted by the University.
 3. Students must submit two (2) copies of the completed thesis (or other required number) signed by the Thesis Committee to the Graduate School by the established deadline (contact the Graduate School or consult the academic Calendar).

Please note that all fees incurred in the copying, preparation and binding of the thesis are the student's responsibility.

THE THESIS DEFENSE

Having met the other requirements for the degree, students who successfully defend their thesis and complete the submission process are granted the degree of Master of Science in Juvenile Justice at the commencement ceremony immediately following. Students who are required to submit revisions shall be similarly granted their degree upon completion of those revisions, approval by the Committee or Committee Chair, and submission to the Graduate School .

The decision of the Committee may be one of four.

1. The Committee may vote to pass and sign the document as it is.
2. The Committee may vote to pass and all but the Chair sign the document pending minor changes.
3. The Committee may vote to fail the defense, thus requiring that a different topic be used or that major revisions take place before another defense.

If a second defense is required, a second decision by the Committee to fail the thesis shall result in the student's dismissal from the program.

Defense Failure Note: Students should note that it is in the best interest of Thesis Committee members not to allow students to defend a prospectus or thesis that the Committee members believe will not be approved. Likewise, it is also in the student's best interest for Committees to refuse to allow the defense of a prospectus or thesis that is likely to fail to meet the appropriate criteria for well-crafted, original research. Indeed, faculty are expected to keep students from defending a prospectus or thesis that does not

meet the standard for well-crafted, original research contributing to the knowledge base of juvenile justice. The majority of students who reach the prospectus and thesis phases of their education should be capable of completing the program of study leading to the MSJJ degree. Faculty are encouraged to identify and counsel students whom they feel will be unable to complete the prospectus or thesis; this should be done as early as possible in the student's graduate career. In this way, students and faculty do not make a major commitment of their time to an attempt to complete a Master's Degree where such an outcome is unlikely.

APPROVAL

After a successful defense of the prospectus, all research activities involving human beings as research subjects must be reviewed and approved by the PVAMU Institutional Review Board (IRB). Applications are processed as received. Please allow up to three weeks for processing. Students should not continue their research until approved by the IRB committee. A copy of the approval letter must be included as an Appendix in the dissertation.

For questions regarding the application process or the review of exempt protocols, contact the Office of Research and Development at: 936-261-1588 FAX: 936-261-1599.

STEPS IN COMPLETING THE THESIS

A summary of steps in completing the thesis includes:

1. Consultation with a proposed committee chair and agreement from that person to serve as chair.
2. Consultation with the Department Head and proposed committee chair and selection of proposed committee members.
3. Formal letter of request to the Department Head, naming the proposed committee.
4. Secure formal approval of committee by the Department Head.
5. Schedule prospectus defense at least two weeks before anticipated date; announce prospectus defense date and topic to faculty.
6. Have the report of successful defense placed in the student's file.
7. File for graduation with University and notify Graduate School.
8. Schedule thesis defense not later than two weeks prior to the last week of classes; announce thesis defense date and topic to faculty. (Note: the announcement should be made two weeks prior to the anticipated defense date.)
9. Have copies of thesis to all committee members one week prior to the thesis defense date.
10. Successfully defend thesis before the thesis committee; have the report of successful defense placed in the student's file and multiple original copies of thesis signed by all members of the committee.
11. Clear the final copy with the Graduate School. (Note: A final, bound copy must be provided.)
12. Pay all appropriate fees and notify thesis chair so that a grade or change of grade can be initiated.

UNIVERSITY POLICIES

UNIVERSITY CLASS ATTENDANCE POLICY

Class Attendance

Students in the College of Juvenile Justice must abide by the university's attendance policy. Prairie View A & M University requires regular attendance. Attending all classes supports full academic development of each student whether classes are taught with the instructor physically present or via distance learning technologies such as interactive video. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in being assigned a grade of "F". Absences are accumulated beginning with the first day of class during regular semesters and summer terms. Each faculty member will include the University's attendance policy in each course syllabus.

Excused Absences

Students are required to attend all meetings. Absences due to illness, attendance at university approved activities, and family or other emergencies constitute excused absences and must be supported by documentation presented to the instructor prior to or immediately upon the student's return to class.

Students are responsible for all oral and written examinations as well as all assignments (e.g., projects, papers, reports) whether absence is excused or unexcused.

Unexcused Absences

Accumulation of one week of unexcused absences (for the number of clock hours equivalent to the credit for the course) constitutes excessive absenteeism. The instructor is not required to accept assignments as part of the course requirement when the student's absence is unexcused. Each course syllabus will include a clear statement relative to whether late or past due assignments will be accepted toward satisfying the course requirements.

A student who believes that the penalty received following violation of this attendance policy is unjust may first confer with his/her academic advisor. If necessary, the matter may be appealed in writing to the course instructor, the instructor's department head, and finally, to the instructor's dean who must refer the matter to the Chair, Admissions and Academic Standards Committee, if it cannot be resolved within the college offering the course.

Absences on Religious Holy Days

In accordance with Texas Education Code, Section 51.925, subdivision (7), students may be absent from classes for the observation of a religious holy day and will be permitted to

take missed examinations and complete missed assignments provided the student has notified the instructor of the planned absence in writing and receipt of the notice has been acknowledged by the instructor in writing. "A religious holy day means a holy day observed by a religion whose place of worship is exempt from property taxation under the Texas Tax Code, Section 11.20."

General Requirements

All candidates expecting to graduate must file an application for the degree. The deadline for filing an application for the degree is published each semester by the registrar.

Upon completion of all requirements for the master's degree, candidates are certified for graduation by the dean of the Graduate School . Degrees are publicly conferred at each university commencement (See Appendices).

DEGREE PLAN

The student should file a degree plan within the first semester of matriculation in the university. Degree plan forms may be obtained from the major advisor. The major advisor, department head, dean of the college and graduate dean review and approve the degree plan.

ADMISSION TO CANDIDACY

The graduate student admitted to full degree status does not automatically become a candidate for the master's degree. To become a candidate, the student must complete the following minimum requirements:

1. Achieve a satisfactory score on the GRE or GMAT as stipulated by the Department and College;
2. Prepare and submit an official Application for Candidacy Form showing the applicant's successful completion of 12 semester hours of required graduate courses with an average of "B" or better. This Candidacy Form must list all courses to be completed as well as those completed. The application, when approved by the department head and college's dean, must be submitted to the Graduate Dean for final approval.

STUDENTS REQUIRING MODIFICATIONS FOR EXAMINATIONS

Students who need special modifications for examinations must submit the following information:

1. a letter from the student requesting modifications
2. a letter of diagnosis from the appropriate professional; and
3. test results confirming the diagnosis.

This information should be submitted to the Office of the Coordinator, Academic Advising center upon enrollment at the University. Students currently enrolled must follow the same procedure.

The Test Coordinator will make approval of requested modifications after review of the circumstances and documents presented. Upon arrival and at the student's request, faculty members will be advised of the required modifications in order that students may be provided assistance.

TIME LIMIT ON WORK FOR MASTER'S DEGREE

A student must complete requirements for the degree within six consecutive years after the first date of enrollment in the Graduate School . Credit for individual courses completed in residence between six and seven years before all requirements for the master's degree are completed may be validated by special examination given by the department concerned. Courses completed in extension or at another institution beyond the time limit cannot be validated. A course in which a grade of "C" was earned cannot be validated. A validated course is valid as credit toward the master's degree only during the term in which it is validated.

STUDENT PETITIONS

A student who has problems arising from course evaluations, advancement to candidacy, degree requirements or general regulations should discuss them first with their advisor. If a student wishes to appeal a decision, the Dean of the College of Juvenile Justice and the Graduate School Dean should be consulted, in that order.

WITHDRAWALS AND APPEALS POLICY

Voluntary Withdrawal from a Course

1. A student may withdraw from a course before the Change of Program Period ends without having the course recorded on his/her permanent record.
2. Withdrawal from a course will be allowed until two weeks after mid-term examinations period during the fall and spring semesters, and one week before the date of the final examination during a summer term. **No withdrawal from a course will be allowed after that point.** Withdrawals must be approved by the advisor/department head/dean.
3. Upon notification that a student has withdrawn, the instructor is to assign the grade of "W" only. The "W" will be calculated in the GPA.
4. Withdrawals from courses may affect housing, assistantships, scholarships, graduation, financial aid, membership in organizations or other opportunities.

Withdrawal from the University (Voluntary)

Students seeking to withdraw from the University may seek advice and counsel from

several sources: (Registrar, Course Instructors, Department Head, Dean). Whatever the initial contact source, the student will be referred to a **Transition Coordinator in the Division of Student and Enrollment Services**, Evans Hall, Room 307. The Transition Coordinator is the official starting point for the withdrawal process.

The **Transition Coordinator** will evaluate and assess the student's rationale for withdrawal, and will, through referral, coordination, counseling, or other University resources, assist the student to the maximum extent possible.

Administrative Withdrawal (Involuntary)

To be administratively withdrawn from the University is to be dismissed from the University. A student may be dismissed from the university for failure to make satisfactory academic progress, failure to pay legitimate debts on schedule or for inappropriate behavior that is detrimental to good order. Administrative withdrawal does not relieve the student of the responsibility for all debts, including tuition, fees, room and board, and other incidental charges for the full semester. Administrative withdrawal due to failure to meet financial obligations will result in the following:

- Transcripts being withheld
- Room and board privileges being lost
- Classroom admittance being denied

A student who has been dismissed for financial reasons can have privileges restored upon payment of all outstanding charges and a reinstatement fee.

A student dismissed for either academic or behavior reasons may have recourse to the appropriate appeals process.

APPEALS

Academic Progress Appeals

A student who is unable to meet satisfactory academic progress criteria defined in the following Section, **Academic Probation and Suspension**, due to unusual or extreme circumstances and who has followed the appeal procedure as outlined, may have the appeal reviewed by submitting a written statement as to the reason for the lack of satisfactory academic progress to the Provost and Vice President for Academic Affairs who will refer the matter to the Admission and Academic Standards Committee for review and recommendation . The written appeal must be submitted prior to the beginning of registration for the next enrollment period if the student is seeking approval to have a suspension withheld and to instead be continued on probation and permitted to enroll for the upcoming semester or summer session.

Disciplinary Appeals Process

A student who has been assessed a disciplinary sanction may file an appeal with the chairperson of the University Judiciary Appeals Panel. Following the written notification of the intent to appeal and pending the hearing, the disciplinary action taken by the university shall be stayed unless the Vice President for Student and Enrollment Services has determined in a case involving suspension, dismissal, or expulsion that the continued presence on campus of the charged student poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.

Academic Dismissal

A student will be academically dismissed from the university when, in the opinion of the dean and/or the Academic Standards Committee of the college, a record of continuously deficient scholarship has been demonstrated. In such cases, the student will not be readmitted to the university except upon recommendation of the Dean of the College of Juvenile Justice and approval of the Provost and Vice President for Academic Affairs.

UNIVERSITY POLICY: ACADEMIC HONESTY - see PVAMU Graduate Catalog <http://www.pvamu.edu/pages/231.asp>

OFFENSES and DISCIPLINARY ACTIONS - see PVAMU Graduate Catalog <http://www.pvamu.edu/pages/231.asp>

OFFENSES and APPROPRIATE DISCIPLINARY ACTIONS - see PVAMU Graduate Catalog <http://www.pvamu.edu/pages/231.asp>

PROCEDURES in ACADEMIC DISHONESTY CASES - see PVAMU Graduate Catalog <http://www.pvamu.edu/pages/231.asp>

GRADING/CLASS RELATED APPEALS – see PVAMU Graduate Catalog <http://www.pvamu.edu/pages/231.asp>

APPENDICES

**MASTER OF SCIENCE IN JUVENILE JUSTICE
CURRICULUM AND DEGREE
PROGRESS CHECKLIST**

**College of Juvenile Justice
Prairie View A & M University**

Master of Science in Juvenile Justice Curriculum

Core Courses (Required)	Credit Hours
JJUS 5123 Foundations of Juvenile Justice	3
JJUS 5763 Theories of Delinquency	3
JJUS 5943 Research Methods	3
JJUS 5963 Applied Statistical Methods	3
Total Number of Required Classroom Credit Hours	12

Elective Courses	Credit Hours
JJUS 5113 Foundations of Criminal Justice	3
JJUS 5223 Substance Abuse	3
JJUS 5233 Community Structure & Problems	3
JJUS 5243 Community Building & Organizing	3
JJUS 5253 Domestic & Family Violence	3
JJUS 5413 Economic Life & Juvenile Crime	3
JJUS 5423 Conflict Mediation/Resolution	3
JJUS 5433 Counseling	3
JJUS 5523 Management in Juvenile Justice Organizations	3
JJUS 5783 Ethics	3
JJUS 5913 Special Topics	3
JJUS 5973 Policy Analysis	3

Thesis and Non-Thesis Options	
Students have a thesis or non-thesis option. Students choosing the thesis option will be required to take 18 credit hours of electives and 6 credit hours of thesis. Students choosing the non-thesis option will be required to take 24 credit hours of electives and pass a comprehensive exam. All students are required to take the core courses listed above.	
Thesis Option	
Core Courses	12
Electives	18
JJUS 5986 Thesis	6
Total Credit Hour Requirements	36
Non-Thesis Option	
Core Courses	12
Electives	24
Comprehensive Exam	
Total Credit Hour Requirements	36

**Master of Science in Juvenile Justice Progress Checklist
For Thesis Students
College of Juvenile Justice
Prairie View A & M University**

Name: _____ SS# _____ Date of Entry
In Program _____

<u>Required Courses</u>	<u>Semester Taken</u>	<u>Grade</u>
JJUS 5123 Foundations of Juvenile Justice	_____	_____
JJUS 5763 Theories of Delinquency	_____	_____
JJUS 5943 Research Methods	_____	_____
JJUS 5963 Applied Statistical Methods	_____	_____

<u>Elective Courses</u>	<u>Semester Taken</u>	<u>Grade</u>
JJUS _____	_____	_____
JJUS _____	_____	_____
JJUS _____	_____	_____
JJUS _____	_____	_____
JJUS _____	_____	_____
JJUS _____	_____	_____

<u>Thesis Hours (Thesis Students Only)</u>	<u>Semester Taken</u>	<u>Pass/Fail</u>
JJUS 5986 Thesis (6 hours)	_____	_____

Student _____ Academic Advisor _____

Graduate Programs Department Head _____ Dean of the College of Juvenile Justice _____

**Master of Science in Juvenile Justice Progress Checklist
For Non-Thesis Students
College of Juvenile Justice
Prairie View A & M University**

Name: _____ SS# _____ Date of Entry
In Program _____

<u>Required Courses</u>	<u>Semester Taken</u>	<u>Grade</u>
JJUS 5123 Foundations of Juvenile Justice	_____	_____
JJUS 5763 Theories of Delinquency	_____	_____
JJUS 5943 Research Methods	_____	_____
JJUS 5963 Applied Statistical Methods	_____	_____

<u>Elective Courses</u>	<u>Semester Taken</u>	<u>Grade</u>
JJUS _____	_____	_____
JJUS _____	_____	_____
JJUS _____	_____	_____
JJUS _____	_____	_____
JJUS _____	_____	_____
JJUS _____	_____	_____
JJUS _____	_____	_____

Comprehensive Exams (Non-Thesis Students Only) **Semester Taken** _____

Research Methods & Statistics _____
 Juvenile Justice & Public Policy _____
 Delinquency/Crime Theory _____

Overall Comp (Pass/Fail): _____

Student _____ Academic Advisor _____

Graduate Programs Department Head _____ Dean of the College of Juvenile Justice _____

COMPREHENSIVE EXAM REGISTRATION FORM

COLLEGE OF JUVENILE JUSTICE
PRAIRIE VIEW A&M UNIVERSITY
MASTER OF SCIENCE COMPREHENSIVE EXAM REGISTRATION FORM

Name _____ SID # _____

Home Address _____

_____ Phone # _____

Work Address _____

_____ Phone # _____

Please return this form to the Graduate Department Head at least 30 days prior to the examination date. You will be informed by writing of exam results.

Applicants Signature _____ Date _____

**THESIS FORMS (Obtain Thesis Packet
From Graduate Secretary)**