GRADUATE HANDBOOK
CRIMINOLOGY MA PROGRAM
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Criminology Master’s Program

The MA in Criminology program is the only master’s program of its kind in the state of Georgia. Our program is designed to provide the background necessary for criminal justice practice and/or to prepare students for doctoral study and work in academic settings. Students admitted to the program choose a plan of study that best matches their practical and academic interests.

The Department of Criminology is committed to providing students with an educational experience that will enable them to live, learn, and work in a culturally diverse world. Our goal is to assist students in the development of criminological knowledge, skills, and abilities that not only enrich students but optimizes their ability to successfully function within evolving professional fields. Our program provides high quality instruction that encourages faculty-student collaboration and facilitates opportunities for student research. Our mission is to prepare students for a variety of professional careers, further academic study, and lives of active citizenship.

This manual covers information specific to the Criminology MA Program. For more general policies, procedures, requirements, and other information see the UWG Catalog and College of Social Sciences (COSS) Graduate Studies Handbook.

Program Description

The Master of Arts degree in Criminology is offered by the Department of Criminology with two tracks: Criminal Justice Administration and Crime and Social Justice. The Criminal Justice Administration track addresses issues of crime and criminal justice within a framework that emphasizes theory and research and their implications for criminal justice policy and practice. The Crime and Social Justice track trains students in understanding and applying theory and research in academic settings, with an emphasis on preparing students for doctoral work. Both curricula are grounded in the social, behavioral and natural sciences. The Department of Criminology recognizes the value of diverse methodological and theoretical approaches and encourages their complementary use and integration. The MA Criminology program is conceived widely to include the study of crime, justice, law, and society. Criminology faculty members represent broad and varied backgrounds in working with the criminal justice system, dealing with offenders and victims, and conducting research on a wide range of criminal justice issues.

Coursework is grounded in the social, behavioral, and natural sciences, and incorporates diverse methodological and theoretical approaches. Our faculty are experienced professionals with varied backgrounds in working with the criminal justice system, dealing with offenders and victims, and conducting research on a wide range of issues. We encourage faculty-student collaboration and student research based on each individual's practical and academic interests.
Program Location
Carrollton Campus

Method of Delivery
We are primarily a face-to-face program. Most of our courses meet one night per week.

Accreditation
The University of West Georgia is accredited by The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

Credit
Total semester hours required: 36

Graduate Faculty
Professor:
D. Jenks (Interim Provost)

Associate Professors:
V. Griffin, C. Jenks (Associate VP for Institutional Effectiveness and Assessment), G. Lee, M. Naito (Director of Graduate Studies), L. Pazzani

Assistant Professors:
P. Brady, A. Kolb, B. McNeal, J. Nicholson, M. Vuk, E. Wentz, S. Williamson

Learning Objectives
• Apply research methodology and systematic analysis within the context of criminology
• Apply a broad range of knowledge about criminology to ethically and competently evaluate the development, monitoring, and analysis of policy and practice in major areas of criminology
• Demonstrate a broad understanding of theories of crime and justice by critically evaluating theoretical frameworks in conducting analyses
Admission Requirements

The Department of Criminology considers the quality of an application in its entirety. Applicants will be considered on a competitive basis and thus simply completing the application does not guarantee admission. Applicants must hold a bachelor's degree in criminology, criminal justice, or a related field from an accredited academic institution. Applicants for graduate study in criminology must meet the College of Social Sciences requirements and:

- Transcripts demonstrating an overall undergraduate GPA of 3.0 (If a student does not meet the GPA requirements for regular admission, s/he may be admitted provisionally);
- Résumé or curriculum vitae;
- A 750-word intellectual autobiography highlighting your reasons for pursing a graduate degree at UWG; and
- Three strong letters of recommendation.

GRE scores can be submitted to support an application for admission and funding, but are not required.

Application Deadlines

All graduate applications must be completed online (Click here to apply.) The deadlines to submit your application is as follows:

- Fall Admission – July 15
- Spring Admission – November 15
- Summer Admission – May 15

Admission Decisions

All applications are reviewed in its entirety by the Graduate Committee. Applicants may be regularly admitted, provisionally admitted, or denied admission.

Provisional Admission

Students who receive provisional admission must complete the provisional requirements as set forth by the Graduate Committee. Upon successful completion of the provisional requirements, the student’s status will be changed to regular admission. Provisional requirements may include but not limited to successful completion with a grade of “A or B” in undergraduate Criminology courses and/or successfully complete 9 hours of graduate level courses with a 3.0 GPA or higher. Students under provisional admission are not eligible for a graduate assistantship. Please contact the Director for more information.

Transfer of Credits

Maximum Hours Transferable into program: 6
A transfer credit evaluation will be completed by the UWG Transfer Team (transfer@westga.edu). Course application to a program is subject to review by the department.

Program Requirements

Course Requirements

The master's degree is granted to those students who accomplish the following:

- A minimum cumulative 3.0 GPA is required for graduation;
- Core courses (12 hours) with an "A" or "B" earned:
  - CRIM 6000 - Principles of Criminology (3 credit hours)
  - CRIM 6003 - Applied Statistics in Criminology (3 credit hours)
  - CRIM 6010 - Theories of Crime and Justice (3 credit hours)
  - CRIM 6013 - Social Research (3 credit hours)
  - (Students who receive a "C" or below in a core course must retake the course until a "B" or higher is achieved);
- Graduate electives – 18-24 credit hours (Students must earn a “C” or higher grade); and
- Pass comprehensive exam or successfully complete and defend a thesis.

Degree Options

Students are required to complete one of the following two options:

- Under the thesis option, a student must complete the core courses (12 hours), electives (18 hours), and thesis hours (6 hours) with a total of 36 hours.
- Under the comprehensive exam option, a student must complete the core courses (12 hours), electives (24 hours), with a total of 36 hours, and successfully pass the comprehensive exam.

Graduate Internship

Students may complete up to 6 credit hours of internship to suffice under graduate electives.

Students must contact the department Internship Coordinator for more information on registering for the course and understanding professional conduct in the field.

Academic Standing

Policies regarding academic standing, probation, suspension, dismissal, and reinstatement are in accordance with the UWG Graduate Policies, which can be found in the Graduate Student Handbook.

Criminology Graduate Courses and Descriptions

CRIM 5001- Survey Research This course will introduce one of the most common research methods used in the field of criminology: the survey. Topics covered will include sampling.
modes of conducting surveys, question wording, and dealing with non-response. In the later part of the semester, students will gain practical knowledge of the topic by conducting and supervising live telephone interviews.

CRIM 5004 - Managing Data This course teaches students to build and manage databases using SPSS. An emphasis is placed on working with large national data sets, including those available through the U.S. Census Bureau and the Inter-University Consortium for Political and Social Research. Although a basic understanding of research methods and statistics is helpful, it is not necessary for this course.

CRIM 5231 - Women in the Criminal Justice System. This course will introduce students to the participation of women in the criminal justice system. Offenses committed by females, laws peculiar to females, and the treatment of females by the system will be explored. Women as professionals and their impact on the system will also be discussed.

CRIM 5232 - Family Violence. Course will examine family violence form both a personal and social perspective. Research and theory in family violence will be discussed, along with types of relationships, incidence, prevalence, inter-personal dynamics, contributing factors, consequences, social response and services. Prevention strategies will be explored.

CRIM 5280 - Contemporary Issues in Criminal Justice. This course will focus on a particular issue being dealt with by the criminal justice system today. Students will critically examine the issue and related research and theories. The social context of the issue will be explored as well as possible actions to address the problem.

CRIM 5981 - Directed Readings (0 /3.0 - 9.0/ 1.0 - 3.0) Title and description of the type of independent study to be offered will be specified on the variable credit form students must complete before being permitted to register for this class. May be repeated three times for credit.

CRIM 6000 - Principles of Criminology. This course provides an introduction to the program and an overview of the basic scope, mission and methods of criminology. Topics addressed include the current state of theory and research on the nature of law, criminality, and social control. Note: Required of first-year graduates in Criminology.

CRIM 6003 - Applied Statistics in Criminology. This course is designed to introduce the graduate student to the principal statistical analysis methods in criminology and criminal justice sciences. This course will cover inferential statistics and their interpretation. It will also include the application of statistical packages. This course assumes an elementary understanding of statistics at the undergraduate level thus it is desirable that students have taken prior coursework in statistics.

CRIM 6010 - Theories of Crime and Justice. This course is an advanced study of criminology theory. A range of theoretical perspectives within three general paradigms - classical/neoclassical, positivist, and critical will be explored. Historical foundations and contemporary perspectives will also be examined with an emphasis on the effect of these perspectives on policy.
CRIM 6013 - Social Research. This course will discuss the quantitative and qualitative methods of research that are commonly used in the social sciences. Students will learn about survey research, experiments, observational/field work, and interview studies. Topics to be covered include: methods of inquiry, causality, sampling, research instrument design, data collection, coding, ethics, and statistics (briefly).

CRIM 6182 - Special Seminars (0 /0/ 3) Title and description of the instruction to be offered will be specified on a variable credit form. The variable credit form must be completed before a student will be allowed to register for this course. Transcript entries carry different nomenclature to correspond with material taught. May be repeated on different content at least two times for credit.

CRIM 6222 - Conflict Resolution. Conflict Resolution covers a broad range of activities aimed at resolving differences in effective but nonviolent ways. This class will include coverage of negotiation, mediation, and arbitration as ways of developing peaceful agreements. Special emphasis will be given to conflict resolution issues of the criminal justice system such as hostage negotiations.

CRIM 6233 - Ethics and Criminal Justice. This course focuses on major moral theories and ethical decision making in the field of criminal justice. Conflicting loyalties, competing social demands, and sub-cultural strains specific to criminal justice will be explored.

CRIM 6241 - Legal Theories. An interdisciplinary exploration of classical and contemporary texts in legal theory. The primary focus will be to discover those things for which legal theory must account as well as examining contemporary critiques of legal theory such as is entailed by the critical legal studies movement. As a research project, students are encouraged to either explore in-depth one of the theories covered in this course or to cover additional theories of theorists in legal studies.

CRIM 6255 - Delinquency, Family, and the Community. This course will examine juvenile crime within a larger social context, exploring the positive and negative contributions of the individual, the family, peer, schools, and the larger community. Intervention strategies will be assessed, and a model will be presented for community action that can reduce/prevent juvenile crime.

CRIM 6266 - Perspectives on Violence. This course looks at the problem of violence from an interdisciplinary perspective. It is designed to allow the student to become familiar with the social, psychological, biological, and public policy issues that surround this social problem. Particular attention will be paid to issues of domestic violence, gangs, and suicide.

CRIM 6275 - Planning and Evaluation. Social science research methods applied to determine program/policy effectiveness. Students will learn skills in process and outcome evaluation, and how to utilize evaluation findings for future planning.

CRIM 6279 - White Collar Crime. This class provides an overview of white-collar crime in the
criminal justice system. Topics will include the basic principles and theories underlying white collar crime, including the principles that allow corporations and individuals relative freedom from prosecution. It addresses substantive areas of white-collar crime, while exploring the variety of offenses that are included in this area.

CRIM 6280 - Seminar in Social Justice. This course offers an opportunity to explore a number of areas, which may be defined within the broad heading of justice. It takes a realistic and critical look at the legal, social psychological, and political effects of the 'justice system' on people and their cities. Students will be asked to analyze these effects from the perspective of what is 'just' or 'unjust' - what can we do about it.

CRIM 6286 - Internship (0 /0/ 1.0 - 6.0) Students will be placed in an agency compatible with their area of concentration to gain applied experience prior to graduation.

CRIM 6333 - Victimology. This course provides an advanced analysis of the nature, causes, and consequences of criminal victimization and will include international and human rights perspectives.

CRIM 6340 - Advanced Criminological Theory. An examination of the major conceptual and propositional developments in criminological theory and the role particular theorists played in those developments.

CRIM 6341 - Constitutional and Judicial Principles. This course will review the development and implementation of the U.S. Constitution throughout American history. Attitudes for and against specific interpretations of the constitution, i.e. strict constructionist, will be explored.

CRIM 6342 - Crisis Intervention. This course presents an overview of techniques and approaches to crisis intervention for crisis management professionals. It covers initial intervention, defusing and assessment, resolution and/or referral, with emphasis on empathy. Crisis theory will be examined and then applied to various types of crises including sexual assault/rape; natural disasters; personal loss; and suicide.

CRIM 6345 - Homeland Security This course focuses on the study of how the United States has dealt historically with internal security matters as well as the development of the Department of Homeland Security (DHS) after 9/11. This course is designed to help students develop critical thinking skills in order to become better evaluators of national security, and to help students prepare for careers in homeland security-related professions.

CRIM 6350 - Terrorism. This course examines domestic and international terrorism. It looks at the theories concerning the causes of terrorism and the various ways that individuals and institutions respond to terrorism. The 'war on terrorism' is examined for its unintended consequences.

CRIM 6360 - Law Enforcement Leadership. The course enhances each student's understanding of the importance of personal, interpersonal and organizational relationships, as well as the nature of police management. Concepts such as responsibility, courage, leadership.
organizational values, integrity, and organizational design are presented in relation to problem solving.

CRIM 6370 - Correctional Management. This course integrates policy and practical issues in correctional settings with management theory. Students will also learn about typical correctional clients, life in prison and issues related to the management of correctional programs.

CRIM 6380 - Criminal Justice Administration. This course is designed to provide students with an in depth look into the theory and practice of criminal justice administration. Several theoretical approaches will be examined, followed by a critical evaluation of how they have been put into practice. Critical thinking and problem solving is emphasized throughout the course.

CRIM 6623 - Crime and Social Inequality. This course offers an examination of the relationships between social stratification, crime, and criminal justice. Explored will be the empirical and theoretical associations that race/ethnicity, sex/gender, social class, and other systems of inequality have with crime, victimization, and criminal justice system response.

CRIM 6982 - Directed Study. Varies by student and professor.

CRIM 6983 - Continuing Registration (0 /0/ 1) Must be taken by those who are finishing course work to remove an incomplete while not enrolled for other courses or those who are not enrolled for thesis hours but are completing thesis or position papers.

CRIM 6999 - Thesis

**Curriculum Maps**

This program map is intended ONLY as a guide for students to plan their course of study. It does NOT replace any information in the Graduate Catalog, which is the official guide for completing degree requirements.
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*Core courses must be completed with an “A” or “B”
Up to 6 credit hours of Electives may be completed with an Internship
Elective courses can also be completed in summer (offerings subject to change)
Master of Arts in Criminology Ideal Map for Fall Cohort

**Year 1**

**Fall**
- CRIM 6000* Principles of Criminology
- CRIM 6013* Social Research
- Elective (3 credit hours)

**Spring**
- CRIM 6010* Theories of Crime & Justice
- CRIM 6003* Applied Statistics
- Elective (3 credit hours)

**Plan of Study Worksheet**

**Year 2**

**Fall**
- Elective (3 credit hours)
- Elective (3 credit hours)
- Elective (3 credit hours)
- Thesis (3 credit hours)

**Spring**
- Elective (3 credit hours)
- Elective (3 credit hours)
- Elective (3 credit hours)
- Thesis (3 credit hours)
- Defend Thesis

**Crime & Social Justice Track**

**Criminal Justice Administration Track**

*Core courses must be completed with an “A” or “B”

Up to 6 credit hours of Electives may be completed with an Internship

Elective courses can also be completed in summer (offerings subject to change)

This program map is intended ONLY as a guide for students to plan their course of study. It does NOT replace any information in the Graduate Catalog, which is the official guide for completing degree requirements.
Advisement

Students will be advised by the Director for the duration of the program. Questions regarding registration, progress, graduation, and others may be asked to the Director. Graduate students will not utilize the Advising Center.

Application for Graduation

Students are responsible for applying for graduation

- Spring Graduation – Apply by October 1
- Summer Graduation – Apply by March 1
- Fall Graduation – Apply by August 1

Graduation application can be found under BanWeb.

Comprehensive Exam Policies and Procedures

The Comprehensive Exam requires students to demonstrate their mastery and understanding of criminological theories, social science research and data analyses, and relevant literature in the area of criminology/criminal justice.

Composition of Exam

- Students must successfully pass all questions on the Comprehensive Exam to graduate
- The Comprehensive Exam will consist of three (3) parts:
  - Part I: Theory Section (On-Campus)
  - Part II: Methods & Analyses Section (On-Campus)
  - Part III: General Section (Take Home)
- Parts I and II will consist of two (2) questions each, and students will select one (1) question to answer from each section.
- Part III will consist of one (1) question that the student must answer independently. The student may use any and all academic sources to answer the question.

Schedule and Procedure

The Comprehensive Exam test day is generally scheduled in October for fall semester and March for spring semester. There is no Comprehensive Exam offered in the summer.

Parts I & II

- Student must complete Parts I and II of the Comprehensive Exam in their entirety on test day.
- Students are allowed maximum four (4) hours to complete Parts I and II of the Comprehensive Exam on test day (8:00am – 12:00pm).

Part III

- Students must complete Part III of the Comprehensive Exam as a Take-Home Exam.
● Students will receive the Part III question on test day after (s)he has submitted Parts I and II, and must submit his/her response to Part III via the designated CourseDen location within 72 hours. Failure to submit on or before the deadline will result in a failing score.

General Information

The Comprehensive Exam must be written on a graduate level. Students must be conscious of structure, organization, and mechanics of style. Students must use correct in-text citations in APA format (i.e., author and year) for the entirety of the exam and Part III requires a reference page with all cited sources in APA format.

Consistent with the Academic policies of the UWG Graduate School, students must not use any written work that was previously submitted for any undergraduate or graduate courses (see https://www.westga.edu/academics/gradstudies/academic-policies.php). Readings and scholarly sources may be used, but all written work must be original work by the student independently and exclusively for the Comprehensive exam.

All exams will be screened through Turnitin for similarities. The Graduate Committee has the discretion to determine if the completed exam contains copied work from previously written work or written work without citation, which may result in failing the corresponding part(s) of the comprehensive exam.

Eligibility to Attempt the Exam

To be eligible to attempt the Comprehensive Exam, students must, at minimum, successfully complete the four (4) core courses and have alerted the Director of when the Comprehensive Exam will be attempted. Students may not take the comprehensive exam if they are currently enrolled in any core courses.

Grading Rubric of Comprehensive Exam

The grading rubric used in assessing the comprehensive exam can be found below:
Scoring Rubric for MA in Criminology Comprehensive Exam

Circle the appropriated boxes in each category. Each student’s performance will be scored in five categories: Understanding of Questions, Response to Questions, Support, Organization, and Language. The committee’s ranking will be based upon a five point scale (5 = Exemplary, 4 = Strong, 3 = Competent, 2 = Marginal, 1 = Unacceptable). The minimum successful score will be “Competent” or better from a majority of the Committee, with no score being “Unacceptable”.

<table>
<thead>
<tr>
<th>Understanding of Questions</th>
<th>Response to Questions</th>
<th>Support</th>
<th>Organization</th>
<th>Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 – Exemplary</td>
<td>Responds incisively and directly to the questions asked.</td>
<td>Responses to questions are specific, defendable, and complex.</td>
<td>Provides substantial, well-chosen evidence (research or textual citations) used strategically.</td>
<td>Responses contain appropriate, clear and adequate transitions between sentences and paragraphs.</td>
</tr>
<tr>
<td>4 – Strong</td>
<td>Most responses are direct and relevant to the questions asked.</td>
<td>Responses to question are more general, but still accurate; analyses go beyond the obvious.</td>
<td>Provides sufficient and appropriate evidence and, makes effort to contextualize it.</td>
<td>Responses contain distinct units of thought in paragraphs, coherently arranged; occasional weakness in transitions between sentences, paragraphs or thoughts.</td>
</tr>
<tr>
<td>3 – Competent</td>
<td>Responds adequately to the questions asked; occasionally responds with unrelated information.</td>
<td>Responses to questions are overly general and disorganized; may have some factual, interpretive, or conceptual errors.</td>
<td>Provides some evidence but not always relevant, sufficient, or integrated into the response.</td>
<td>Responses are uneven; paragraphs sometimes effective, but others are brief, weakly unified, or undeveloped; some awkward or missing transitions between thoughts.</td>
</tr>
<tr>
<td>2 – Marginal</td>
<td>Confuses some significant concepts in the questions asked.</td>
<td>Responses to questions are vague or irrelevant.</td>
<td>Evidence usually only narrative or anecdotal; awkwardly or incorrectly incorporated.</td>
<td>Repetitive, wanders.</td>
</tr>
<tr>
<td>1 – Unacceptable</td>
<td>Does not understand questions and/or concepts.</td>
<td>No discernable response to most questions given.</td>
<td>Little or no evidence cited to support responses.</td>
<td>Responses are arbitrary or not structured, illogical or not coherent.</td>
</tr>
</tbody>
</table>
Retake Policy

- If the student fails Part I or II (but not both parts), s/he may retake the portion of the exam that they failed during the same semester. Please note that the question may not be identical to the original question. The student is allowed a maximum; two (2) hours to complete the one question they are retaking.

- If the student fails both Parts I and II, s/he must retake the portion of the exam that they failed the next semester that the exam is offered. Please note that the questions may not be identical to the original question. The student is allowed the full four hours to complete the exam. (Comprehensive Exams are only offered in fall or spring semesters)

- If the student fails Part III, s/he will be given a new question to complete during the same semester. The student is allowed a maximum of 72 hours to retake Part III.

- If the student fails all Parts, s/he may retake the Comprehensive Exam the following semester. (Comprehensive Exams are only offered in fall or spring semesters)

- Students may have a total of only two (2) attempts in each Part.
  - If a student fails to achieve satisfactory results after two (2) attempts, s/he must petition in writing to the Director. The petition must be submitted to the Director within ten (10) business days of receiving notification of comprehensive exam results. It is the discretion of the Director, Graduate Committee, and/or Department Chair to allow a third and final attempt.
  - The student will be dismissed from the program if s/he cannot earn a passing score after exhausting all attempts of the comprehensive exam.

- Students do not have to retake parts that they have passed.
- The Graduate Committee will evaluate the Comprehensive Exam within ten (10) business days.
- After the Graduate Committee has completed the evaluation, students will be notified by the Director via UWG Email.

**Thesis Policies and Procedures**

Students who wish to complete a thesis must complete a proposal and have it approved by the Thesis Chair, Graduate Director, and Criminology Department Chair. It is recommended that students begin brainstorming for research questions in their first semester and dedicate a minimum of 10 months to complete the thesis in its entirety.

Students must follow the Thesis Format and Processing Guidelines that can be found on the UWG Graduate School website: [UWG Thesis & Dissertation Format and Processing Guidelines](#)

**Starting a Thesis**

It is strongly recommended that you take time to look at other theses, especially theses in topics that interest you. Examples of theses completed by students nationwide can be found online through ProQuest. Copies of theses completed by UWG students are available in the Criminology Conference Room. Students who are interested in completing a thesis should contact a member of the graduate faculty who shares a similar research
interest to discuss the prospect and feasibility of completing a thesis.

With guidance from a potential Thesis Chair, students must draft an 8-10 page proposal that addresses research question(s), possible datasets or data collection procedures, analytical plan, and significance to the field of criminology/criminal justice.

Once a student has received confirmation from a graduate faculty member that s/he is willing to serve as Thesis Chair, the student is responsible for completing the Criminology Thesis Application. Students who complete a thesis can expect to have extensive meetings with their Thesis Chair throughout the process to ensure accuracy and a timely completion.

Establishing Thesis Committee

The Thesis Chair will be primarily responsible for the direction of thesis. The Thesis Committee should be composed of (a minimum of three) faculty members with substantive expertise and knowledge of the topic. The Thesis Committee shall be comprised of:

- Thesis Chair, Graduate faculty of the Department of Criminology (required);
- Two Committee Members who are Graduate faculty in the Department of Criminology (required); and/or
- One external Committee Member from outside of the Criminology Department who is an expert on the research topic (optional)

The Thesis Chair and all members are eligible to vote during the Prospectus and Final Defenses. The student must complete Section A of the Thesis/Dissertation Approval Form and obtain signatures from the Thesis Committee.

Enrolling in Thesis Hours

In order to enroll in thesis hours, the student must meet the following requirements:

1. Successfully completed CRIM 6000 Principles of Criminology, CRIM 6003 Applied Statistics in Criminology, CRIM 6010 Theories of Crime and Justice, and CRIM 6013 Social Research with an “A” or “B.” Students may not be currently enrolled in core courses and take thesis hours simultaneously.
2. Submit the Criminology Thesis Application and the Directed Readings, Independent Study, Internship, Variable Credit Approval Form to the Director

Defending Your Thesis

Students completing a thesis must complete both a Prospectus Defense and a Final Thesis Defense. The Prospectus Defense must be completed prior to the Final Thesis Defense. The Thesis Chair shall schedule both defense dates according to the completion of thesis at her/his discretion.
Scheduling Defenses

Both Prospectus and Final Thesis Defenses must be publically announced two weeks prior to the actual defense date and a copy of the working document must be available to view in the Criminology Department Office (Paffford 240).

The Prospectus Defense is recommended to occur the semester prior to the Final Thesis Defense (i.e., the Prospectus Defense and the Final Defense cannot occur during the same semester unless approved by the Thesis Chair).

The Final Thesis Defense must adhere to the following timelines:
- Fall graduation – Students must defend before October 15th
- Spring graduation – Students must defend before March 15th

Prospectus Defense

Students completing a thesis must orally defend to the thesis committee the first half of their thesis, which generally includes (but is not limited to) an introductory chapter, a literature review, and a proposed methodology. The student must also bring the Prospectus Approval Form.

All Thesis Committee members must be physically or digitally present. The prospectus defense must be no more than 30 minutes in length. Other guests may be present at the discretion of the Thesis Chair. The Prospectus Defense may occur during Fall or Spring semesters when the Thesis Committee is available.

Prospectus Outcomes

The thesis committee may vote one of the following for the Prospectus Defense:

- *Pass*: The student is permitted to continue with thesis research.
- *Revise & Resubmit*: The student may address feedback from thesis committee and schedule another Prospectus Defense, or switch to another program track (e.g., complete comprehensive exams).
- *Fail*: The student may choose to leave the program or switch to another program track (e.g., complete comprehensive exams).

Final Thesis Defense

Students must orally defend the entirety of their thesis with a shortened version of the introduction, literature, and methodology then proceed with findings, discussion, policy implication, and conclusion. A question-and-answer period will follow the thesis defense. The Director or the Thesis Chair will have the Thesis/Dissertation Approval Form that was submitted to the Director when the student established the thesis committee. All Thesis Committee members must be physically or digitally present. The final thesis defense must be no more than 30 minutes in length. Other guests may be present at the discretion of the Thesis Chair. A final thesis defense may occur during Fall or Spring semesters when the
Thesis Committee is available.

Final Thesis Outcomes
The thesis committee may vote one of the following for the final thesis defense:

*Approve:* The student successfully completed the defense and permitted to proceed with minor revisions before submitting thesis document.

*Revise & Resubmit:* The student must address major revisions from thesis committee and schedule another Final Thesis Defense, or switch to another program track (e.g., complete comprehensive exams).

*Disapprove:* The student may choose to leave the program or switch to another program track (e.g., complete comprehensive exams).

Section B of the Thesis/Dissertation Approval Form must be completed by the Thesis Chair at the conclusion of the Final Thesis Defense and submitted to the Department Chair and/or Director.

Submitting Final Thesis Document
Students will be notified via UWG email regarding the procedures to submit their final thesis with the Format Review form. It is recommended for students to use the UWG thesis & Dissertation Format and Processing Guidelines.

Submit the thesis or dissertation to ProQuest by the deadlines listed below:
- Spring Graduation: April 1
- Summer Graduation: July 1
- Fall Graduation: November 1

If the deadline falls on a weekend or holiday, then it is due on the following workday by 5 p.m.

Graduate Assistantships
Assistantships are intended to enhance the graduate education experience by providing qualified students with the opportunity to work closely with faculty on academic research and/or assisting in a classroom. Graduate students who are awarded with an assistantship will be assigned a faculty supervisor whom will provide duties and responsibilities each semester.

Graduate assistants work 10-15 hours per week with the assigned faculty supervisor. Students will receive a stipend and tuition waiver of the standard in-state and out-of-state tuition, but are still responsible for all University fees for all semesters (i.e., spring, summer, and fall).

Decisions are contingent upon available funding; therefore, appointments are made to qualified graduate students on a semester-by-semester basis. (i.e., spring, summer, and fall). Being awarded an assistantship in one semester does not automatically guarantee another assistantship for the following
semester; therefore, students are encouraged to apply each semester they are interested in being considered for an assistantship.

To be eligible for a graduate assistantship in the Department of Criminology at the University of West Georgia, you must be:
- Currently enrolled in the Criminology MA Program;
- Regularly admitted (provisional status not eligible);
- Enrolled in at least 9 hours of graduate coursework toward the degree or thesis (unless fewer than 9 hours are left in degree plan or 6 hours for summer semesters); and
- In good standing with the University.

Evaluations

Graduate students are evaluated each semester based on their assistantship. The evaluation can be found in the Forms.

Conference Attendance

Graduate students may have the opportunity to present their research at a regional or national conference. Students who have a faculty sponsored research project to present may be eligible for department and/or Graduate School travel scholarships (contingent upon budget). Travel scholarship may cover the following costs: lodging, transportation, conference registration, and other as allowed by the University. Presentations must appear in the program with the faculty supervisor(s).

Students attending conferences are representing the Department, College, and University; therefore, professional conduct is required at all times. Attending conference panels, roundtable talks, speeches, poster sessions, and networking events are highly encouraged.

The following are regional and national organizations frequented by the Graduate Faculty:

- Southern Criminal Justice Association (SCJA) – Regional
  - [https://www.southerncj.org/](https://www.southerncj.org/)
- Midwestern Criminal Justice Association (MCJA) – Regional
  - [https://www.mcja.org/](https://www.mcja.org/)
- Academy of Criminal Justice Sciences (ACJS) – National
  - [https://www.acjs.org/](https://www.acjs.org/)
- American Society of Criminology (ASC) – National
  - [https://asc41.com/](https://asc41.com/)
Graduate Student Review Policy

Purpose

The purpose of the graduate student review policy is to set forth the guidelines for reviewing students in the Criminology Graduate Program at the University of West Georgia. The goal of the policy is to maintain the quality of students who are enrolled in and graduate from the program. Consistent with the General Principles stated in the Academy of Criminal Justice Sciences Code of Ethics, the graduate program strives to produce graduates who commit to enhancing the well-being of individuals, groups, and society; respect the rights, dignity, and worth of all people; are honest and open in professional behavior; and strive to be highly competent in their work (http://www.acjs.org/). The department recognizes that most conflicts involving graduate students and their interaction with staff, faculty, and peers are best resolved on an informal basis. However, it is also recognized that a more formal intervention may be necessary under certain conditions in order to guide a student toward the resolution of a conflict or recommend the removal of a student from the program.

Review Process

In order to meet the above stated goal, a list of all students currently enrolled in the program will be provided to each tenure-track faculty member once per semester. This list should be made available one week prior to a scheduled faculty meeting. The agenda of this meeting will be to discuss the progress of all full-time graduate students and to allow faculty members to compare their observations of and recommendations for these students. At this meeting proposals and rationale for a formal review may be presented verbally and should be followed by a written statement that will be placed in the student’s permanent file. The faculty may then vote to recommend a formal review process.

Additionally, any member of the faculty may refer a student to the director of graduate studies (DGS) for review at any time during the academic year. The referral should be made in writing to the DGS who, after consultation with the faculty member making the referral, shall have the right to decline the request, retain it for discussion at the next regular faculty meeting, or initiate a formal review process.

Formal Review

If conflicts involving graduate students cannot be resolved by way of informal procedures, the DGS may initiate a formal review by the Student Review Committee (SRC) which shall consist of three (3) tenure-track faculty members including the director of graduate studies (DGS) who shall serve as a standing member of the committee. The student under review may also request that one (1) additional faculty member of their choosing serve on the committee. The purpose of the SRC is to insure due process and equitable application of department policies.
Students under review shall be notified by mail that they are under review and will be given the specific reason(s) for the review. They shall also be notified of the proper procedures whereby they may respond to the charges of the SRC. The student shall be given two weeks to respond to the notification and shall have the option to respond to the SRC in writing or in person where they may present testimony and evidence in support of their position. After the student has responded, the SRC shall vote on a recommended course of action and present their recommendation to the DGS. The DGS shall review the recommendation of the committee and may accept, reject, or modify the recommendation. The actions that the SRC may recommend are as follows:

1) No action;
2) A verbal warning;
3) Development of an improvement plan governing the student’s continued enrollment;
4) A written warning to be placed in the student’s file;
5) Suspension from the program for a set period of time;
6) Permanent removal from the program.

Upon review of the SRCs recommendation and determination of a course of action, the DGS shall notify the student in writing of the proposed plan of action. The student shall be given one week to respond to the DGS before the final implementation of the proposed action. Proposed action will be decided on a case-by-case basis. After the student has been given time to respond, the DGS will notify all parties involved to put the plan into action in accordance with UWG policies and procedures.

**Peer Mentoring**

Peer mentoring in the Department of Criminology partners a second-year graduate student and incoming graduate student in order to foster professional growth and to provide guidance and assistance to the new student. Peer mentors-mentees are matched, whenever possible, on the basis of common research interests and backgrounds.

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

**Mentorship Objectives**

- Increase knowledge of the Department of Criminology and the surrounding communities
- Facilitate a sense of community between new and current students, faculty, and other graduate students
- Decrease feelings of isolation during the new student adjustment process
• Introduce supportive tools, teaching/studying skills, and available resources to help achieve a personal and professional balance

**Strategies for Success**

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

**Examples and Suggestions**

• Discussing time management strategies
• Encouraging professional development through involvement in department events
• Offering insights on class/work support through shared personal experiences
• Attending social events together to increase feelings of acceptance and comfort

**Graduate Student Workroom**

The Ingram Library has reserved space for graduate students. The Graduate Student Workroom is located on the 2nd floor Conference Room.

**Hours:**

• Monday – Friday: 6pm to 6am
• Saturday: 10 am to 6 pm
• Sunday: 2 pm to Monday 6am
Forms

The following are various forms used in the Department of Criminology. Other forms can be available through the College of Social Sciences or Registrar.
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- Regularly admitted (provisional status not eligible);
- Enrolled in at least 9 hours of graduate coursework toward the degree or thesis (unless fewer than 9 hours are left in degree plan or 6 hours for summer semesters); and
- Must be in good standing with the University.

Graduate students in the Criminology MA Program who are interested in being considered for graduate assistantships are encouraged to complete this application. Awardees will be notified via UWG Email.

<table>
<thead>
<tr>
<th>Deadline to Submit Application</th>
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<tbody>
<tr>
<td>If you are applying for Spring assistantship:</td>
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<tr>
<td>If you are applying for Summer assistantship:</td>
</tr>
<tr>
<td>If you are applying for Fall assistantship:</td>
</tr>
</tbody>
</table>

Please submit completed application to the Director of Graduate Studies at mmaito@westga.edu or to the Department Office at Pafford 240.
APPLICATION FOR GRADUATE ASSISTANTSHIP
Applicants must be admitted to the Graduate School in order to be considered as candidates for graduate assistantships. The completed application for admission and a resume are needed and will be used when this form is evaluated. Submit your application to the department office in Pafford 240 or via email at mnaito@westga.edu.

Date_________________ UWG ID Number __________________________________________________________

Full Name of Student__________________________________________________________

Present Mailing Address ____________________________________________________________

Phone Number (Home)________________ (Work)________________

E-mail Address________________________________________________________

Degree Sought_________________ Major______________________________________________

Semester (s) which you are applying: Fall_____ Spring_______ Summer_______ 20________

Have you ever received a graduate assistantship/graduate research assistantship?_____NO_____YES

If yes, when? _________________________________________________________________
Term(s) / Year(s) (e.g., Spring 2010)

Briefly explain your previous responsibilities as a graduate assistant.

Why are you applying for an assistantship?
What are your research interests?

If applicable, what prior research experience do you have?

Please provide a brief explanation on your career goals after obtaining this degree:

<table>
<thead>
<tr>
<th>Credit hours completed in current program:</th>
<th>Credit hours currently enrolled +remaining:</th>
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<tbody>
<tr>
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</table>

<table>
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<tr>
<th>Anticipated graduation semester/year:</th>
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<table>
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<tr>
<th>Hours of work preferred:</th>
<th></th>
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<tbody>
<tr>
<td>_____ 13 hours/week _____ 20 hours/week</td>
<td></td>
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</table>
UNIVERSITY OF WEST GEORGIA
DEPARTMENT OF CRIMINOLOGY

GRADUATE ASSISTANT EVALUATION FORM

Student’s Name: ____________________________ Semester ____________ ____________
Supervisor’s Name: ____________________________
Assistantship Type: ____________________________ Number of hours ____________ assigned to supervisor ____________

Evaluate your Graduate Assistant on a scale of 1-5 with 1 being the lowest and 5 being the highest:

<table>
<thead>
<tr>
<th>Lowest</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>Highest</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Relations with others</td>
<td></td>
<td>Ability to learn</td>
<td></td>
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<td></td>
<td>Attention to detail</td>
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<td>Shows self-initiative</td>
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<td></td>
<td>Attitude</td>
<td></td>
<td>Quality of work</td>
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<td></td>
<td>Judgment</td>
<td></td>
<td>Punctuality</td>
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<td></td>
<td>Dependability</td>
<td></td>
<td>Attendance</td>
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<tr>
<td></td>
<td>Accessibility</td>
<td></td>
<td>Problem solving skills</td>
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</tr>
</tbody>
</table>

Overall Performance

I recommend reappointment [ ] Yes [ ] No

Strengths:

Areas to Improve:

Other Comments:

Signed ____________________________ , Supervisor Date: ____________________________
Signed ____________________________ , Student Date: ____________________________

Please return to: Director of Graduate Studies before December 1 for Fall semester and May 1 for Spring semester
Criminology Thesis Application

Students are required to submit an 8-10 page written proposal to present to the potential Thesis Chair. The Thesis Chair may require revisions of the proposal prior to approval. Students must be able to show proficient writing skills on a graduate level and the ability to be self-motivated to complete a thesis. Students must provide a minimum of five (5) empirical studies related to the topic and state concisely the research question, methodology (e.g., research design, sampling, data sources), analytic procedures, and potential significance of findings. The Thesis must have an appropriate methodology, whether quantitative, qualitative, legal, etc.

Student is scheduled to graduate Fall/Spring_______(year) and understands that a successful Prospectus Defense must be completed prior to the Final Thesis Defense.

Upon receipt and approval, the Director will submit the Criminology Thesis Application to the Department Chair to sign the Directed Readings, Independent Study, Internship, Variable Credit Approval Form.

Checklist:

- Attach written proposal to application
- Verified core courses are complete with “A” or “B” in Wolf Watch
- Student and Thesis Chair signatures below on Thesis Application
- Thesis Chair’s signature under Supervising Instructor on Directed Readings, Independent Study, Internship, Variable Credit Approval Form

__________________________________________  _______________________________________
Student’s name (printed)  Student’s signature

__________________________________________  _______________________________________
Thesis Chair’s name (printed)  Thesis Chair’s signature

____________________________________  ______________________________________
Date  Director’s signature
Criminology MA Program Prospectus Approval Form

Student Name: ________________________________

Date of Prospectus Defense: ____________________

Title of Prospectus: ________________________________

__________________________________________________________________________

__________________________________________________________________________

Recommended actions:

Pass
Revise & Resubmit
Fail

Signatures by Thesis Committee:

Thesis Chair

Committee Member

Committee Member

External Committee Member (optional)

Comments:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

The University of West Georgia • Affirmative Action/Equal Opportunity Institution
1601 Maple Street, Carrollton, GA 30118-2200
Tel 678-839-5199
Directed Readings, Independent Study, Internship, Variable Credit Approval Form

Instructions: Student is to complete this form and submit to supervising instructor and appropriate Department Chair for approval and signatures. Original is submitted to the Registrar's Office for registration. One copy should be maintained in the department.

Student Name: ___________________________ Student ID: ___________________________

Please select course type:
□ Directed Readings
□ Independent Study
□ Internship
□ Variable Credit
□ Other (please specify)

Instructor Use Only
Please select Delivery Method:
□ On-Campus
□ Entirely at a distance. No face-to-face meetings. (100%)
□ Fully online with one face-to-face meeting and/or proctored exam. (95-99%)
□ Partially Online (51-94%)

Please select course term and session:
□ Summer
□ Session I (May)
□ Session II (June-July)
□ Session III (June)
□ Session IV (July)
□ Fall
□ Full Session
□ Session I
□ Session II
□ Spring
□ Full Session
□ Session I
□ Session II

Additional Course Information:
DEPT/SUBJ
Abbreviation
Course Number
Credit Hours
Registrar Use Only
CRN:

Print course title as it should appear on student's transcript (30 character limit): ______________________________________

Note: Students receiving Veteran's Benefits must attach a course description of the course content.

For Instructor/Department Chair Only:

Student will receive:
□ A standard letter grade of A-F
□ An S/U grade (course must be on approved list of courses for S/U grading)

Supervising Instructor
Printed Name: ___________________________
ID: ___________________________
Signature: ___________________________

Department Chair
Printed Name: ___________________________
Signature: ___________________________
Date: ___________________________

The signature of the Dean/Designee is required for the Richards College of Business and Tanner Health System School of Nursing.

Signature of Dean/Designee (RCOB and SON only)

Routing: Registrar - Original
Department - Copy
Revised April 2015