



Radford
UNIVERSITY

Department of
Criminal Justice

GRADUATE STUDENT MANUAL

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Table of Contents

All policies in this manual are subject to revision. When revisions are made, the manual will be updated, and changes will be communicated to students in a timely manner.

Contents

INTRODUCTION	4
MISSION, GOALS, AND LEARNING OUTCOMES.....	5
Graduate Program Mission.....	5
Graduate Program Goals	5
Graduate Program Learning Outcomes	5
Graduate Student Learning Outcomes	5
CRIMINAL JUSTICE FACULTY	6
ADMISSION POLICIES	7
Admission Status	7
ORIENTATION	7
ACADEMIC ADVISING.....	8
CRIMINAL JUSTICE GRADUATE CURRICULA	8
Graduate Catalog.....	8
Master of Science Degree Requirements.....	8
Core Courses (15 hours)	8
Criminal Justice Electives (15 hours)	8
Important Limitations.....	10
Transferring Courses.....	10
Completion of Program Requirements	10
Continuation in the Program	10
Continuous Enrollment.....	11
Time Limit.....	11

Criminal Justice Course Descriptions	11
COURSE SCHEDULES	14
General Scheduling Information	14
CRIMINAL JUSTICE GRADUATE INTERNSHIP PROGRAM	14
Directed Studies	14
ETHICAL STANDARDS FOR STUDENTS	15
GRADUATE ASSISTANTSHIP PROGRAM	16
Program Description	16
Appointment of Graduate Assistants (GA)	16
Responsibilities of the Criminal Justice Department Graduate Assistant	17
Duties and Responsibilities of the Faculty Supervisor	19
TITLE IX	20
GRIEVANCES	20
CHECKLIST FOR CRIMINAL JUSTICE GRADUATE STUDENTS	20
ADDITIONAL RESOURCES	21
ADVICE FROM YOUR PEERS	22

INTRODUCTION

Welcome to the Graduate Program in Criminal Justice at Radford University!

The Department of Criminal Justice would like to extend our congratulations to you for being selected to continue your education with us. Graduate-level study involves advanced education and mastery of the specialized and ever-changing field of criminal justice. This includes, but is not limited to, criminal justice policy and practice, diversity and ethics in justice administration, behavioral elements of crime, as well as research methods and quantitative analysis. The program is designed to prepare students who are going into careers in the criminal justice field, who are criminal justice and social science professionals seeking further study and analysis of the field; who are seeking academic preparation for leadership positions in criminal justice; who are seeking preparation for community college teaching positions; or who may consider pursuing a Ph.D. or doctoral degree. We, as a faculty, are committed to working with you and helping you develop your educational plans and reach your goals. Please do not hesitate to seek out specific help from any of us. We wish you success in your pursuit of increased knowledge and understanding of the exciting field of criminal justice.

The full-time faculty in the Department offer a wide range of experiences, education, and expertise. A list of the faculty and their contact information is included later in the manual, and to learn more about their background and interests, go to: <https://www.radford.edu/humanities-behavioral-sciences/criminal-justice-department/faculty-staff.html>. Faculty work closely with students to develop a course of graduate study that meets the needs of individual students and gives opportunities for focused study within the field of criminal justice. The Department also fosters relationships with many criminal justice agencies and organizations in the broader Roanoke and New River Valley communities as well as throughout Virginia and the United States. These contacts offer unique opportunities for internships, research, and learning. The faculty, departmental, university, and community resources give graduate students many exceptional educational experiences and activities.

Graduate school offers chances for in-depth study of the field of criminal justice and to work closely with faculty on a variety of research and educational projects. Much of graduate education is self-directed and self-motivated. Students can tailor their graduate education to meet their individual interests, needs, and experiences, focusing much of their coursework and assignments on specific fields of concentration within criminal justice. The expectations for graduate study are greater than those of undergraduate. Reading assignments are typically longer and more complex. Course assignments and papers are also characteristically more demanding. Students are expected to arrive in class prepared to discuss materials rather than receive a lecture, as is typical in undergraduate courses. The students in graduate courses are expected to take a greater portion of the responsibility for their educational experience. What a student puts into the graduate school experience is often what they will gain from it.

This manual serves as a guide for graduate students in the Department of Criminal Justice at Radford University. It contains information about the Office of Graduate Affairs and departmental policies; however, it is not definitive. The ultimate responsibility for meeting all stated requirements for a graduate degree awarded by the university rests with the student. If you have a question, ask the graduate coordinator or the department chair. If you need additional information, please review the Graduate Catalog and other resources available from the Office of Graduate Affairs (see webpage at: <https://www.radford.edu/graduate-affairs/index.html>

MISSION, GOALS, AND LEARNING OUTCOMES

Graduate Program Mission

The Mission of the Criminal Justice Graduate Program is to stimulate, encourage, and support students as they pursue the Master of Science degree. The program will be academically rigorous, serving those students who will pursue careers in the criminal justice field; who are criminal justice and social science professionals seeking further study and analysis of the field; who are seeking academic preparation for leadership positions in criminal justice; and who are seeking preparation for community college teaching positions; or who may consider pursuing a doctoral degree. The Criminal Justice Department maintains its commitment to providing excellence in graduate-level teaching, learning, and scholarship characterized by increasing contributions to the professional and technological needs of the state and region.

Graduate Program Goals

The Criminal Justice Graduate Program will strive to:

1. Provide students with an academically rigorous learning experience that provides an advanced understanding of criminal justice as an area of inquiry and as an academic discipline; and
2. Provide students with the advanced knowledge, skills, and abilities required for leadership positions, highly specialized criminal justice positions, pursuit of further education in doctoral or law school, and/or community college teaching positions.

Graduate Program Learning Outcomes

The following learning outcomes underlie the Criminal Justice Graduate Program:

1. Students should have opportunities to acquire experience with the criminal justice professional community through internships, service-learning activities, research collaborations, and/or experiential learning activities.
2. Students will have opportunities to engage in research projects outside of those related to research collaborations in class. These activities include presentations at professional conferences, presentations on campus, directed studies involving original research, or involvement in research as part of a graduate assistantship.

Graduate Student Learning Outcomes

At the completion of the Criminal Justice Graduate Program:

1. Students should have a thorough and advanced understanding of the American criminal justice system and the legal, theoretical, and public policy issues that are relevant to it;
2. Students should be able to articulate an understanding of diversity (including, but not limited to, ethnicity, culture, issues pertaining to gender, religion, and other universals that link all people), and demonstrate orally and/or in writing, effects of diversity on the lives of people within the context of contemporary issues of criminal justice.
3. Students should appreciate and utilize ethical decision making in criminal justice; and
4. Students should be able to construct a research design that would either evaluate an agency program or investigate an empirical or theoretical issue relating to the criminal justice system.

CRIMINAL JUSTICE FACULTY

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ADMISSION POLICIES

Admission Status

When an applicant is admitted to the Office of Graduate Affairs, the applicant is given one of two admission categories: regular or conditional. Your admission status is noted on the acceptance letter sent to you by the Office of Graduate Affairs. If accepted conditionally, your acceptance letter should have a Graduate Application Deficiency Checklist attached. Please be aware of your admission status, and the steps you must follow to achieve regular status.

Regular Admission

The applicant meets all admission standards listed in the Graduate Catalog.

Conditional Admission

Some graduate students may be admitted to their program under a “Conditional” status. This means that they must satisfy specific conditions within a specified time frame. Some conditions govern academic performance and may include earning a specific cumulative GPA as well as earning a minimum specific grade in all courses attempted. If admission conditions are not satisfied within the indicated time frame, the graduate student will be dismissed from their program. Complete details about the “Conditional” policy can be found in the Graduate Catalog that corresponds with your matriculation year (i.e., the academic year in which you started your program). Not every first-semester graduate student is subject to admission conditions. If you are unsure of your admission status, or the academic performance conditions you may be held to, contact your program coordinator or advisor, or review your official acceptance letter from Radford University’s Office of Graduate Affairs.

Students must remedy all deficiencies **by the end of the first semester** in which they are enrolled. Students who do not remedy deficiencies in this timeframe will be blocked from further registration and dismissed. Students who are admitted conditionally due to an insufficient grade point average must maintain a 3.0 grade point average during their first nine credit hours with no grade lower than a C. After nine hours without maintaining a 3.0, students will be blocked from further registration and will be academically dismissed from the program.

Rejection

An applicant whose past academic performance and/or background does not show a good likelihood for success in a graduate program (grades, writing sample, recommendations) will be rejected.

ORIENTATION

An orientation program, offered in the fall semester, will be required of new graduate students. The orientation will include an introduction to the program and its requirements, the criminal justice faculty, and important policies. Further information will be provided towards the beginning of the fall semester.

ACADEMIC ADVISING

Upon your admission to the program, you will meet with the Graduate Coordinator to get you started in the program. The Coordinator is responsible for assisting the student in developing the program of study, with plans for directed studies, and with general questions on the program and graduation requirements. You should plan to work closely with the Coordinator. You should also review the program of study and plan your first semester's schedule. Be sure to take ownership of your academic journey and make an appointment with the Coordinator to assist you with course scheduling, academic policy questions, discussion of career options, and other issues related to the criminal justice graduate degree programs.

CRIMINAL JUSTICE GRADUATE CURRICULUM

Graduate Catalog

The *Radford University Graduate Catalog* contains the official statement of program curricula and of academic policies pertinent to graduate students. Please review the *Graduate Catalog* carefully! The *Graduate Catalog* is available online at: <http://catalog.radford.edu/index.php>

Master of Science Degree Requirements

Core Courses (15 hours)

All students are required to take the following core courses:

CRJU-600 Survey of Criminal Justice (3 credit hours)
CRJU-670 Criminal Justice Research Methods (3 credit hours)
CRJU-671 Quantitative Methods in Criminal Justice Research (3 credit hours)
CRJU-675 Studies in Criminological Theory (3 credit hours)
CRJU-691 Public Policy and Criminal Justice (3 credit hours)

Criminal Justice Electives (15 hours)

Students should select fifteen hours from the following elective courses:

CRJU-590 Seminar (3 credit hours)
CRJU-620 Judicial Behavior (3 credit hours)
CRJU-630 Organizational Theory (3 credit hours)
CRJU-635 Foundations of Law Enforcement (3 credit hours)
CRJU-638 Foundations of Corrections (3 credit hours)
CRJU-643 Social Awareness (3 credit hours)
CRJU-650 Criminal Justice Ethics (3 credit hours)
CRJU-655 Constitutional Law and the Criminal Justice System (3 credit hours)
CRJU-672 Application in Crime Analysis (3 credit hours)
CRJU-673 Crime Mapping (3 credit hours)
CRJU-676 Crime Science and Crime Analysis (3 credit hours)

CRJU-684 Criminal Justice Graduate Internship (3 credit hours)
CRJU-690 Topical Seminar (3 credit hours)
CRJU-698 Directed Study (3 credit hours)

Important Limitations

At least 80% of your credit hours must be from courses with a CRJU prefix. Also, at least 70% of your credit hours must be in 600-level (or higher) courses; no 400-level courses may count for graduate credit. This means that you are limited to three CRJU-590 courses (provided that the topics of each CRJU- 590 differ). There is no limit on CRJU-690 courses (provided that the topics of each CRJU-690 differ).

Students in the Master of Science program may complete up to six hours of CRJU-698 Directed Study.

Transferring Courses

A maximum of twelve graduate credit hours may be transferred into the program. Courses may only be transferred with the approval of the Graduate Coordinator and Office of Graduate Affairs. In order to be considered for transfer credit, courses must be at the graduate level from a regionally accredited institution, and the student must have earned an A or B (B- does not transfer) in the course. No graduate credit may be awarded for correspondence credits, life experience, or professional training.

Completion of Program Requirements

The criminal justice graduate program does not permit waivers of credit or course requirements. In order to receive the Master of Science degree, students **must** successfully complete the requirements outlined in the *Graduate Catalog*.

The Graduate Catalog does make provision for an academic petition process. However, students **should not** petition the following, which are program requirements expected of all students:

- The program requires 30 credit hours, with no exceptions.
- Students must complete all core courses; no core course may be waived; also, students should not expect to successfully petition to substitute another course for one of the required core courses.
- Completion of elective coursework must follow the criminal justice curriculum outlined in the *Graduate Catalog*.

Continuation in the Program

To continue in graduate programs at Radford University, students must maintain an overall grade point average of 3.0. If the grade point average falls below 3.0, students will be placed on probation or dismissed from the program by the Office of Graduate Affairs. Students may be placed on academic probation up to two times before being academically dismissed from the program. Please refer to the *Graduate Catalog* for further details on academic probation and dismissal.

In addition, students may be placed on academic suspension for several reasons. Students may be suspended if 1) they have been placed on probation but cannot achieve the required minimum GPA of 3.0 within 12 credit hours; 2) after being placed on probation, the student did not achieve the required minimum GPA of 3.0; or 3) the student earns a third course grade of “C” or lower. Please refer to the *Graduate Catalog* for further details on academic suspension.

Please be advised that only courses in which students receive a grade of “C” or better will count towards the graduate degree. If a student repeats a course for credit in which a “B-” or lower was obtained, the grade earned in the Repeat Course will replace the original grade for the repeated course. For GPA calculations, only the repeated course grade will be applied. No more than six credits of coursework may be repeated in this way. Courses taken in which a “B” or higher was obtained may not be taken a second time for credit.

Continuous Enrollment

All graduate students are required to be registered for at least one credit during the semester they receive their degree from Radford University. Registration is required of all graduate students when using University facilities and/or faculty time. Registration allows use of services such as library checkout, laboratories, and recreation facilities not open to the public.

Students who are not currently registered for any coursework, and who have completed all coursework but have other outstanding degree requirements (e.g., removal of an I or IP grade), are required to register for a continuous enrollment course (GRAD-799, 1 credit hour) each semester until they have met the outstanding requirement(s).

The GRAD-799 course carries no credit hour value and does not count towards graduation requirements. This course option is also available to those admitted students who are not enrolled in a given semester but who wish to use University facilities and services during that time.

Time Limit

Students must complete all requirements for their master’s degree within six years. No courses more than six years old at the time of graduation may count as part of the hours for graduation.

Criminal Justice Course Descriptions

CRJU 590. Seminar (3 credit hours)

Prerequisite: Graduate standing for students taking the course for graduate credit.

Concentrated study of specific topics related to American criminal justice.

CRJU 600. Survey of Criminal Justice (3 credit hours)

Prerequisite: Graduate standing.

This course will provide an overview of criminal justice theory by providing critical evaluation and discussion of research in the criminal justice field. It will emphasize the seminal works over the past forty years, review current research, and analyze the difference between applied and traditional research in the field.

CRJU 620. Judicial Behavior (3 credit hours)

Prerequisite: Graduate standing.

Survey of the American judiciary. Studies judicial self-perception, public perception of the judiciary, and specific judicial actions in sentencing and court management.

CRJU 630. Organizational Theory (3 credit hours)

Prerequisite: Graduate standing.

A survey of current organizational theory as it relates to the public sector. Emphasis on development of explanations of organizational behavior and development of an understanding of individual behavior in complex public organizations.

CRJU 635. Foundations of Law Enforcement (3 credit hours)

Prerequisite: Graduate standing.

This graduate course is designed to examine critical issues in policing. Topics for discussion will include (but are not limited to): The function of policing, historical perspectives, strategies and programs, the nature of policing, performing the job, ethics and deviance, and contemporary issues.

CRJU 638. Foundations of Corrections (3 credit hours)

Prerequisite: Graduate standing.

This is a graduate course intended to examine critical issues in corrections. Topics for discussion will include (but are not limited to): the evolution of contemporary correctional strategies, institutional and community-based correctional alternatives, correctional ethics, and contemporary policy issues.

CRJU 643. Social Awareness (3 credit hours)

Prerequisite: Graduate standing.

Examines the interrelationship of race, class, and gender with the criminal justice system, considering the experiences of racial and ethnic minority groups and women.

CRJU 650. Criminal Justice Ethics (3 credit hours)

Prerequisite: Graduate standing.

Theories and practices in the areas of legality, morality, values, and ethics within the criminal justice system.

CRJU 655. Constitutional Law and the Criminal Justice System (3 credit hours)

Prerequisite: Graduate standing.

Examination of constitutional civil liberties and impact upon criminal law and field behavior.

CRJU 670. Criminal Justice Research Methods (3 credit hours)

Prerequisite: Graduate standing.

Designed to provide advanced social research skills and to allow students to put those skills into practice with a required research project.

CRJU 671. Quantitative Analysis in Criminal Justice Research (3 credit hours)

Prerequisite: CRJU-670.

This course is intended to equip the student with the ability to select and conduct statistical analyses as it is used for research, evaluation, agency operations, and decision-making within the criminal justice system. Course activities will focus on accurate application, the use of software, visualization, and interpretation of statistical analysis results.

CRJU 672 Crime Analysis and Criminal Intelligence (3 credit hours)

Prerequisites: Graduate Standing

This course provides a comprehensive introduction to crime analysis and criminal intelligence through the application of key intelligence, tactical, and strategic analytical methods that support criminal investigations and evidence-based crime prevention strategies.

CRJU 673 Crime Mapping and Spatial Analysis in Criminal Justice (3 credit hours)

Prerequisites: Graduate Standing

This course develops students' knowledge in crime mapping and criminology of place, as well as skills in spatial analysis of crime and criminal justice data that support criminal intelligence/investigations, crime prevention, and criminal justice agencies.

CRJU 675. Studies in Criminological Theory (3 credit hours)

Prerequisite: Graduate standing.

Examines the theories of criminality ranging from classical explanations to recent paradigms.

CRJU 676 Crime Science and Crime Analysis (3 credit hours)

Prerequisites: Graduate Standing

This course applies theoretical concepts of crime science with crime analysis, crime mapping, and criminal intelligence techniques to conduct a comprehensive analysis of crime and disorder that results in specific recommendations for evidence-based crime prevention strategies.

CRJU 684. Criminal Justice Graduate Internship (3 credit hours)

Prerequisite: Graduate standing.

An experimental learning program for criminal justice students to observe, learn, and participate in the daily functions and procedures of a specific criminal justice agency. The course consists of not less than 16 hours per week for 15 weeks and is graded on a Pass/Fail basis.

CRJU 690. Seminar (3 credit hours)

Prerequisite: Graduate standing.

Concentrated study of a specific issue or topic in criminal justice.

CRJU 691. Public Policy and Criminal Justice (3 credit hours)

Prerequisite: Graduate Standing

Intensive study of criminal justice policy development. Attention will be focused on the policy process, factors influencing the development of criminal justice policies, and policy implementation.

CRJU 698. Directed Study (1-4 credit hours)

Prerequisites: Approval of the advisor, department chair, and Office of Graduate Affairs.

Semi-autonomous, independent research on a topic of interest to the student and the criminal justice system. Provides an opportunity to develop a high degree of conceptual sophistication on a specific topic. (Refer to the current *Graduate Catalog* for further information).

GRAD 799. Continuous Enrollment (1 credit hour)

All graduate students are required to be registered during the semester they receive their degree from Radford University. Registration is required of all graduate students when using University facilities and/or faculty time. The minimum number of hours for registration is one. Registration allows use of services such as library checkout, laboratories, and recreation facilities not open to the public. Students who are not currently registered for any course work, and who have completed all course work but have other outstanding degree requirements (e.g., removal of an I or IP grade), are required to register for a continuous enrollment course each semester, including summer, until they have met the outstanding requirement(s). This course does not count toward graduation requirements. This course option is also available to those admitted students who are not enrolled in a given semester but who wish to use University facilities and services during that time.

COURSE SCHEDULES

General Scheduling Information

Each required core and crime analysis certificate course is offered once a year, on the following rotation (note that this schedule can change due to resources and availability within the department):

Fall Semester:	CRJU-600 Survey of Criminal Justice CRJU-670 Criminal Justice Research Methods CRJU-672 Crime Analysis and Criminal Intelligence CRJU-673 Crime Mapping and Spatial Analysis in Criminal Justice
Spring Semester:	CRJU-671 Quantitative Analysis in Criminal Justice Research CRJU-675 Studies in Criminological Theory CRJU-676 Crime Science and Crime Analysis CRJU-691 Public Policy and Criminal Justice

You should work closely with the Graduate Coordinator to plan the schedule that best meets your academic needs.

This general scheduling advice is provided to all students:

- Register at your assigned time; do not wait until the beginning of the semester to sign up for classes.
- If you need a required course to graduate and it is full, please contact the Graduate Coordinator.
- CRJU-670 is a prerequisite to CRJU-671; plan accordingly.
- CRJU-691 should be taken toward the end of your program.
- Consider a graduate internship or directed study to round out your graduate degree plan.

CRIMINAL JUSTICE GRADUATE INTERNSHIP PROGRAM

The Graduate Program in Criminal Justice has internship opportunities available to all qualifying criminal justice graduate students. This program is designed to provide the graduate student with professional placement experience that will enhance the classroom experience and help the student find employment upon graduation. As an academic course, the objectives are to provide knowledge acquisition, knowledge application, and skill development. Internship sites are developed in conjunction with the graduate intern and are available in various criminal justice agencies and related areas.

A maximum of three graduate credits may be earned towards a CRJU graduate degree through the internship program. Internships are typically conducted for one semester or over the course of a summer. Emphasis is clearly placed on knowledge application and skill development during the placement period. Please contact the department's internship coordinator regarding internship opportunities.

Directed Studies

Graduate students may take directed studies, sometimes referred to as independent studies, for graduate credit. The purpose of a directed study is to allow a student to pursue a topic of interest in depth, under the

guidance of a faculty supervisor. Directed studies may be used to satisfy elective course credits in the master's degree program and are not considered to be satisfactory substitutes for a required course in the program of study. Students may take up to six hours of directed studies.

Students interested in pursuing a directed study should have an approximate idea as to what topic they would like to pursue. Once an idea has been developed, the student should seek out a faculty member who would be willing to supervise the directed study. The terms of the directed study are negotiated between the student and the faculty member who has agreed to supervise the project. For instance, some directed studies may result in a substantial research paper, others may produce a work for presentation or publication, while others may require readings and discussion or writing about them, and so on. The prior list is not exhaustive; the form of the directed study is guided largely by topic and by the student's academic goals.

The student must submit a written proposal for approval by the supervising professor and the Department Chairperson or Graduate Coordinator. The proposal will include a description of the topic of study, goals and objectives, products and assessment criteria, and a preliminary reading list. This proposal should be completed two weeks before the beginning of the semester in which the directed study will be conducted. After review from the Office of Graduate Affairs, the proposal will be sent to the Registrar's Office and the student will be registered in the course (CRJU-698, Directed Study). The proposal form is available from the Office of Graduate Affairs <https://www.radford.edu/graduate-affairs/documents/grad-directed-study-request.pdf>

ETHICAL STANDARDS FOR STUDENTS

It is of paramount importance that criminal justice graduate students follow standards of academic and professional ethics. The Radford University Department of Criminal Justice has affirmed its commitment to the Academy of Criminal Justice Sciences (ACJS) *Code of Ethics*. The ACJS *Code of Ethics* is available online (https://www.acjs.org/page/Code_Of_Ethics); you should peruse it carefully. The Department of Criminal Justice aims to maintain the highest ethical standards in its programs, activities, and actions. The Department expects no less of its graduate students.

Additional resources on professional ethics are available from the Criminal Justice Department webpage <https://www.radford.edu/humanities-behavioral-sciences/criminal-justice-department/resources.html>. The webpage provides codes of ethics from a number of professional organizations representing the breadth of the field of criminal justice. You are strongly encouraged to review and understand the ethical principles underlying the practice of criminal justice, particularly in those areas where you plan to pursue a career. Your criminal justice courses will reference professional ethics as applied to the discipline of criminal justice, and it is important that you are well-versed in the relevant ethical principles.

In addition, you should carefully review the Radford University Honor Pledge. The Honor Pledge is as follows:

"I shall uphold the values and ideals of Radford University by engaging in responsible behavior and striving always to be accountable for my actions while holding myself and others to the highest moral and ethical standards of academic integrity and good citizenship as defined in the Standards."

Standards of Student Conduct can be found at <https://www.radford.edu/policies/documents/standards-of-student-conduct.pdf>. Violations of the Standards will not be tolerated. For additional information, please refer to the Office of the Dean of Students website: <https://www.radford.edu/content/student-conduct/home.html>.

Academic integrity is very important to the Department of Criminal Justice. One of the most common violations of academic integrity is the use of materials without appropriate citation or plagiarism. The Department of Criminal Justice relies on the ethical standards established by the American Psychiatric Association (APA). The university's Standards of Student Conduct (page 8) defines plagiarism as:

Using someone else's language, ideas, or other original material without acknowledging its source in any academic exercise. Examples of plagiarism include, but are not limited to, the following: using a source's work verbatim without using quotation marks, submitting a research paper obtained from a commercial research service, the Internet, or from another student as one's own original work; or making simple changes to borrowed materials while leaving the organization, content, or phraseology intact. Plagiarism also occurs in a group project if one or more of the members of the group does none of the group's work and participates in none of the group's activities, but attempts to take credit for the work of the group.

In formulating this definition of plagiarism, the University has adopted the position of the Council of Writing Program Administrators (WPA) as expressed in *Defining and Avoiding Plagiarism: The WPA Statement on Best Practices*. This statement provides, "Ethical writers make every effort to acknowledge sources fully and appropriately in accordance with the contexts and genres of their writing. A student who attempts (even if clumsily) to identify and credit their source, but who misuses a specific citation format or incorrectly uses quotation marks or other forms of identifying material taken from other sources, has not plagiarized. Instead, such a student should be considered to have failed to cite and document sources appropriately." Faculty members may consider this misuse of sources when evaluating the student's academic performance.

Review McConnell Library's libguide <https://libguides.radford.edu/mcconnell/plagiarism> with specific ways to assist you with preventing plagiarism in your own academic work.

GRADUATE ASSISTANTSHIP PROGRAM

Program Description

Each year, a limited number of Graduate Assistantship positions are available to graduate students in criminal justice. Availability of positions is contingent on funding. Positions vary in terms of hours from 10 to 20-hour per week assignments. Graduate Assistants are assigned to either the Criminal Justice Department or to an administrative position outside the department. Each office sets its own policies, objectives, and expectations for the Graduate Assistants working there. General information about Graduate Assistantships is available from the Office of Graduate Affairs website <https://www.radford.edu/graduate-affairs/index.html>

Appointment of Graduate Assistants (GA)

Application and Selection

Two ways are available for students to obtain a Graduate Assistantship. First, all incoming students who apply for admission before the priority deadline will automatically be considered for a Graduate Assistantship. Second, students currently in the program can request to be considered for a Graduate Assistantship by contacting the Graduate Coordinator. Recruitment of potential applicants is primarily achieved through

student inquiries and applications to the program.

Required Course Loads and Academic Standing

The GA must enroll for a minimum of **nine** semester hours (i.e., full-time enrollment) in each fall and spring semester that he or she holds the GA position. A minimum of **three** semester hours is required for GA's employed during the summer semester (i.e., full-time enrollment).

In order to continue appointment from semester to semester during the academic year, a GA must remain in good academic standing. Failure to maintain a 3.0 GPA will result in termination from a Graduate Assistantship.

Appointments

Each GA is appointed on a semester contract basis, unless otherwise stated in the Graduate Assistantship agreement. Since the University system necessitates that personnel action forms relate to established payroll periods, it is likely that the student's actual service commitment to the department and program may vary slightly from the payroll dates. Graduate Assistant's responsibilities correspond to the academic calendar rather than to the demands of the payroll system.

Reappointment

A GA who is performing satisfactorily may be eligible for reappointment. Satisfactory performance is measured by the following criteria: (1) a GPA of at least 3.0; (2) formal evaluation by faculty supervisor; and (3) length of time holding the assistantship.

Allocation of Assignments

Appointment of Graduate Assistants will be determined by the faculty needs, departmental responsibilities, number of assistantships allocated to the graduate program, student GPA, and the academic interests of each GA and faculty members.

Initial Orientation

Each GA must participate in the orientation conducted by the Office of Graduate Affairs. They will also meet during the first week of the semester with the Graduate Coordinator for general orientation to the department and with their faculty supervisor for orientation and instruction relating to the tasks they will be performing for the supervisor.

Responsibilities of the Criminal Justice Department Graduate Assistant

Criminal Justice Department Graduate Assistantship Objectives

Graduate Assistants assigned to the Criminal Justice Department will work closely with faculty members. Each GA is assigned to one or more faculty members to perform various professional activities and assignments each semester. The Graduate Assistant Program is a give-and-take relationship and introduces the GA to the collegial structure of the University and the Criminal Justice Department. The program encourages the GA to participate in professional relationships with members of the faculty. It also provides funds to the graduate student that

defray the cost of a graduate education. In return, the Criminal Justice Department utilizes the skills and labor of the GA in the operation of the department.

Specific program objectives include:

- Facilitating close interaction and an exchange of knowledge with faculty members.
- Allowing the GA to observe the practice and art of teaching criminal justice.
- Providing the GA with an opportunity to prepare and present a lecture in the classroom.
- Encouraging the GA to take part in the research process by engaging in library research, entering data on the computer, analyzing such data, or participating in the preparation of manuscripts for publication.

Graduate Assistant Responsibilities

The general responsibilities of each GA include satisfying the work tasks assigned by the faculty members, completing necessary Office of Graduate Affairs forms, and maintaining an adequate academic performance. Specific responsibilities will vary depending on the work assigned by the faculty supervisor. Some faculty rely upon their GA to assist them in classroom preparation and grading. Other faculty utilize the research and library skills of the GA, and still others expect their GA to assist in administrative tasks. Specific duties and responsibilities will vary for each assistantship. However, there are some mandatory responsibilities and duties for all Graduate Assistants, including:

- Satisfactorily completing all assigned coursework and maintaining a 3.0 grade point average
- Communicating with faculty supervisor at least once per week
- Satisfactorily completing tasks assigned by faculty supervisor(s)
- Providing office hours for 50% of the hours awarded to the graduate assistant (if awarded 20 hours of assistantship, 10 hours of office hours must be scheduled each week; if awarded 10 hours of assistantship, 5 hours of office hours must be scheduled each week)
- Providing the faculty supervisor, Criminal Justice Department Administrative Assistant, and Graduate Coordinator with a home telephone number and address
- Providing the Criminal Justice Department Administrative Assistant, faculty supervisor, and Graduate Coordinator with a class and office hours schedule

Graduate Assistants as Students

Balancing responsibilities as a graduate student and a GA is an individual adjustment. Each role will take priority at different times. It is important to remember that maintaining a 3.0 overall GPA is a requirement for the assistantship. Talk to your faculty supervisor. Discuss the proposed deadlines for completing assignments and activities. Inform your supervisor of due dates and test dates for your graduate classes as soon as you receive them. Refer to the Office of Graduate Affairs checklist to plan ahead for important deadlines. Remember, communication between you and your supervisor is very important.

Graduate Assistants as Professionals

As a graduate student and employee of Radford University, you are expected to act in a professional manner when carrying out departmental and academic duties. In addition, you may have access to confidential information such as grade reports, faculty evaluations, and/or other sensitive or private information. It is imperative that you maintain the trust placed in you and not discuss any such confidential information with fellow students or faculty. Disclosure of confidential information can result in the termination of your graduate assistantship.

Ongoing Professional Responsibilities

In addition to maintaining professional confidentiality and demeanor, the GA is expected to act in a professional manner by fulfilling the following duties in a timely and complete manner:

- Provide prompt submission of employment information requested by the Payroll Office, the Criminal Justice Department, and the Office of Graduate Affairs
- Make appropriate use of supplies, equipment, and other areas of the physical facility in the Department and University
- Obtain approval of the Criminal Justice Chair and Graduate Coordinator before engaging in other employment
- Abide by the terms of your contract with the Office of Graduate Affairs and Criminal Justice Department

Conflict Resolution

When an issue arises between a GA and a supervising professor, the student and the supervising professor should **first seek** to resolve the issue between themselves. If the issue cannot be resolved in this way, the parties are encouraged to meet individually and collectively with the Graduate Coordinator and Department Chair, who will work to help the parties resolve the issue amicably. Failing a satisfactory resolution, students may avail themselves of the Graduate Student Grievance Procedure, outlined in the *Graduate Catalog*.

Duties and Responsibilities of the Faculty Supervisor

The concept of mentoring is central to the Graduate Assistant program. The program serves as a model to demonstrate strategies and techniques for teaching courses, developing research projects, and functioning as a professional in the field of criminal justice. Through meetings with faculty supervisors, the GA will develop an understanding of classroom teaching, grading, and research activities. As the student progresses in activities and association with the program, they may modify their professional attributes to reflect their understanding of the criminal justice field and what activities they may wish to pursue at a higher level.

Each faculty supervisor monitors the progress of the GA assigned to them. This is facilitated by regular and frequent progress reports to the faculty supervisor(s). The Graduate Coordinator will generally monitor the progress of each GA to ensure that any changes in faculty supervision take place as scheduled or that any other instructions are carried out.

It is the responsibility of the faculty member to clearly communicate the expected duties and assignments to be completed by the GA during the semester. Faculty are expected to review and discuss Graduate Assistantship policies of the University and Criminal Justice Department if the need arises. Faculty should provide ongoing training for any complex task assigned. Faculty are expected to monitor GA performance and submit a written evaluation of the GA at the end of each semester.

TITLE IX

Radford University is committed to providing an environment that emphasizes the dignity and worth of every member of its community and is free from harassment and discrimination based on race, sex, color, national origin, religion, age, veteran status, sexual orientation, gender identity, gender expression, pregnancy, genetic information, against otherwise qualified persons with disabilities, or based on any other status protected by law. Per federal Title IX regulations, as well as other federal and state regulations, Radford University prohibits discrimination and harassment in its educational programs and activities, on the basis of sex or any other protected class, by individuals subject to its control or supervision. This requirement to not discriminate in the educational program or activity of Radford University extends to admission. Inquiries about the application of federal Title IX regulations may be referred to Radford University's Title IX Coordinator, the U.S. Department of Education's Assistant Secretary, or both.

GRIEVANCES

While we hope that your experience in the Radford University criminal justice graduate program is a positive one, there are avenues for you to appeal decisions that you believe are unfair. These avenues are noted below.

- A grade appeals process is available, in which students may appeal course grades. This process is described in the *Graduate Catalog* (<http://catalog.radford.edu/index.php>) and is documented on the Office of Graduate Affairs webpage https://www.radford.edu/graduate-affairs/_documents/grad-grade-appeal.pdf
- A graduate student grievance procedure is available; the criminal justice graduate program follows the grievance procedure outlined in the *Graduate Catalog* (<http://catalog.radford.edu/index.php>). This process is designed for claims other than course grades or sexual harassment.
- Students with disabilities may appeal decisions, actions, services, etc., pertaining to reasonable accommodations for their disability, related to coursework. Students should work through the Center for Accessibility Services, <https://www.radford.edu/accessibility-services/index.html>, on all matters pertaining to disability.

Human Resources provides information on complaint procedures regarding violations of the Radford University nondiscrimination clause, reasonable accommodations for disability (outside or coursework-related issues), and sexual harassment, see <https://www.radford.edu/human-resources/current-employees/index.html>.

CHECKLIST FOR CRIMINAL JUSTICE GRADUATE STUDENTS

First Semester of Enrollment

- ✓ Meet with Graduate Coordinator prior to first semester
- ✓ Attend Department of Criminal Justice Graduate Student Orientation
- ✓ Make up undergraduate deficiencies, if needed; Request change to regular status if applicable and make sure all requirements have been completed.
- ✓ Register with the Career Talent and Development Office <https://www.radford.edu/career/index.html>

Last Semester of Enrollment

- ✓ Ensure that all necessary program changes have been approved.
- ✓ File an application for the degree by the end of the second week of the semester in which you plan to graduate. Applications are due at least 12 weeks before the end of the semester.

After Graduation:

Provide us your new contact information and stay in touch!! We want to know what you are up to and provide any help in your career. Note: Check the *Graduate Catalog*, *Graduate Student Survival Guide*, and consult your academic advisor and/or the Graduate Coordinator for additional information.

ADDITIONAL RESOURCES

The information provided in this manual is meant to serve as a guide as you pursue your master's degree in criminal justice at Radford University. In addition to regular consultation with your academic advisor and the Graduate Coordinator, the following sources of information should also prove useful, and you should familiarize yourself with them:

- The Radford University *Graduate Catalog* is the official statement of curricula and academic policies. The *Graduate Catalog* also contains information on campus life and the variety of resources available to Radford University graduate students. Copies are available online <http://catalog.radford.edu/index.php>
- Radford University Standards of Student Conduct are primarily concerned with issues relevant to conduct regulations and proceedings, including academic integrity and the Honor Code. The Standards of Student Conduct outline those forms of conduct that are prohibited and possible consequences for them. You should carefully familiarize yourself with the Standards of Student Conduct, which may be accessed online <https://www.radford.edu/policies/documents/standards-of-student-conduct.pdf>
- The Office of Graduate Affairs maintains a webpage that contains many useful resources for students <https://www.radford.edu/graduate-affairs/current-students/index.html>
- Forms for students, including academic petitions, directed study applications, graduation applications, thesis information, and much more. <https://www.radford.edu/graduate-affairs/forms.html>
- The Criminal Justice Department webpage <https://www.radford.edu/humanities-behavioral-sciences/criminal-justice-department/index.html> contains a variety of useful information. You can access much of the information included in this manual, and the manual itself. The webpage also contains other information about the department, its faculty, its programs, and opportunities for students.

ADVICE FROM YOUR PEERS

The following suggestions are from Radford University criminal justice graduate students. We will continue to update this list of suggestions from time to time; if you have a suggestion or piece of advice to share with incoming Criminal Justice graduate students, let the Graduate Coordinator know, and we may add it to a future update of this manual!

- Carefully read the books assigned in your classes. Take notes on what you read to help you during class discussion.
- Plan out your class schedule for your entire graduate career during your first semester in the program. This will allow you to know how many electives to take, and what semester to take required classes.
- Work on your writing skills every chance you get. Graduate classes require you not only to write a lot, but also to write well.
- Do not be afraid to visit with your professors; they are a great resource! Not only can it help you better understand course material, but having a positive relationship with faculty may help your learning in class.
- Graduate school is a full-time job. Not only do you have nine hours of class each week, but you will also spend a lot of time reading and writing. Do not be surprised if you spend 20+ hours each week on your coursework!