

BARBARA JORDAN-MICKEY LELAND SCHOOL OF PUBLIC AFFAIRS

Department of Administration of Justice

**Executive Master of
Administration of Justice
(eMAJ)**

Student Handbook



**Texas Southern University
3100 Cleburne Street
Houston, TX 77004**

Updated January 2020

WELCOME!

Welcome to the Executive Master of Administration of Justice (eMAJ) program! This *Student Handbook* governs your degree program and is designed to familiarize you with its requirements, Texas Southern University resources, and other pertinent information that you will find helpful during your matriculation as a graduate student.

As an official governing document, the existing version of the *Student Handbook* at your initial enrollment or re-enrollment establishes your degree matriculation guidelines. However, a student may apply to the Graduate Program Director to change to a later version of the *Student Handbook*. If you have any questions about this handbook or our graduate program, feel free to contact:

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eMAJ Program Coordinator
Department of Administration of Justice
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MISSION STATEMENT

The mission of the Executive Master of Administration of Justice (eMAJ) Program is to educate a cadre of justice academicians as change agents prepared to teach, conduct research and assume administrative and policy positions at all levels of government, and in the private sector both nationally and globally. The eMAJ Program will prepare professionals to address traditional and emerging administrative and management issues in criminal justice agencies.

The program is designed to fill the current void in graduate studies in administration of justice and attract African Americans and other minorities that are underrepresented in graduate administration of justice education. The educational objectives of the eMAJ program are:

EDUCATIONAL OBJECTIVES

- To provide students with a foundation of knowledge that includes the history and theory of the administration of justice.
- To provide students with knowledge of research methods in administration of justice.
- To develop students' data analysis skills for administration of justice.
- To develop students' awareness of race, class, and gender related issues in administration of justice.
- To sensitize students to ethical issues in administration of justice.
- To provide students with specialized knowledge about justice agency administration and management.
- To provide students with the knowledge necessary for advancement to doctoral studies.
- To prepare students for teaching at the college level.

GRADUATE ADMISSION STATUS

Graduate students are admitted with either an *Unconditional* or *Conditional Status* as explained below. **Unconditional Status** is reserved for students who have met all the admission requirements of the TSU Graduate School and eMAJ program.

Requirements for Admission to Unconditional Status:

- Graduation with the bachelor's degree, or its equivalent (diploma and/or certificate), from an accredited college or university.
- A satisfactory undergraduate sequence of courses in the proposed major.
- A grade point average in all undergraduate work of 2.50 (C+) or better or a grade point average of 3.0 on the last 60 semester hours of undergraduate course work.
- Five years related work experience.

Conditional Status applies to students who have not satisfied all of the requirements for an unconditional admission. A conditional admission status is given when the applicant has not met all the admission requirements.

Once the conditions have been met, a petition for a change in academic status must be made. Exceptions to the required prerequisite courses will be decided when the application is reviewed.

DEGREE REQUIREMENTS

The eMAJ is a 36 credit degree program with both a thesis and non-thesis option. All students are required to complete six core courses and four elective courses (see Appendix A for course descriptions). Required core courses for the thesis and non-thesis options, and elective courses are presented below. The current Graduate Student Catalog/Bulletin is available online at: <http://www.tsu.edu/registrar/pdf/graduate-catalog-2018-2020.pdf>

Students are required to complete all degree courses with a grade of “B” or better. A grade of “B-“ or lower is defined as deficient and must be remediated by repeating the course no more than one time to attain the required level of competency. A student who earns more than two deficient grades will be dismissed from the program. This requirement of “B” or better course grades supersedes the Graduate School standard that may accept lower grades under certain circumstances. Any student who earns a grade of D or F will be automatically dismissed from the program.

Required Core Courses (18):

- AJ 500 Seminar in Administration of Justice (3)
- AJ 501 Seminar in Administration of Justice/Criminal Justice/Criminological Theory
- AJ 502 Seminar in Research Methods (3)
- AJ 503 Seminar in Quantitative Methods I (3)
- AJ 504 Seminar in Race, Class, Gender, and Crime in Administration of Justice (3)
- AJ 505 Seminar on Ethics and Administration of Justice (3)

Required Courses (Thesis Option only) (6):

AJ 788 Thesis (3)
AJ 789 Thesis (3)

Required Courses (Non-thesis Option only) (6):

AJ 617 Independent Study (3)
AJ 701 Capstone Seminar in Administration of Justice (3)

Elective Courses (Thesis and Non-thesis Option) (12):

AJ 607 Police Administration (3)
AJ 609 Issues in Corrections Administration (3)
AJ 610 Issues in Judicial Administration (3)
AJ 611 Issues in Juvenile Justice Administration (3)
AJ 612 Administrative Law for Justice Agencies (3)
AJ 613 Evaluation Research for Justice Agencies (3)
AJ 614 Issues in Terrorism and Administration of Justice (3)
AJ 615 Seminar on Special Topics in Administration of Justice (3)
AJ 616 Environmental Crime and Administration of Justice (3)
AJ 617 Independent Study (3)
AJ 701 Capstone Seminar (3)

Concentration in Forensic Science Management (12):

FORS 616 Special Topic in Forensic Sciences (3)
FORS 626 Forensic Science Management and Policies (3)
FORS 636 Quality Control Assurance: Standardization and Best Practices (3)
FORS 646 Root Cause Analysis Fiscal Resource Management (3)
FORS 656 International Standards Organization (ISO) Accreditation (3)
FORS 676 Forensic Statistics (3)

Time Limit

All course work for the eMAJ must be completed within six years from the date of admission to the TSU Graduate School.

Residency Requirement

The eMAJ program does not have a residency requirement.

Academic Honesty

Graduate students should maintain a high standard of academic honesty. To do this, students must refrain from all forms of academic dishonesty including plagiarism, cheating, and unauthorized collusion. Cases of alleged scholastic dishonesty are referred to the Graduate Council's Committee on Student Affairs for appropriate action. Dispositions may include suspension, disallowance of course credit and other appropriate actions.

Grades

In order to be declared in good academic standing, a student must 1) maintain at least a 3.00 (B) grade point average (GPA) in all courses taken in the eMAJ graduate program, and 2) maintain an overall GPA of 3.00 for all graduate courses taken at TSU. Grades of B- and below are not acceptable. This requirement supersedes the TSU Graduate School requirement.

Students who fail to maintain a 3.0 GPA will be placed on *Academic Probation*. The student on probation who achieves a grade point average of 3.0 or better during the next semester or summer session of enrollment but fails to achieve an overall grade point average of 3.00 (B) will remain on probation. If a student on probation fails to raise his/her overall grade point average to 3.00 (B) or better, exclusive of incomplete grades for two consecutive semesters or summer sessions of enrollment in courses other than a thesis/dissertation writing course, he/ she will be placed on *Academic Suspension* through the next semester (in this case, excluding summer terms). A student who fails to achieve a 3.00 overall GPA in the next semester of enrollment following academic suspension will be disqualified as a degree-seeking student and will be dismissed from the eMAJ program. This requirement supersedes the TSU Graduate School requirement.

Incompletes

“The grade of “I” is given only when a student’s work is satisfactory in quality, but because of reasons beyond his or her control, the work has not been completed. The missing work may be a major quiz, a final examination, a term paper, or other work. *An Incomplete is not given in lieu of an “F.”* The instructor will stipulate, in writing, at the time the grade is given the conditions under which the “I” may be removed. This temporary grade of “I” is non-punitive, and semester hours for the course are not considered in the computation of the quality-point average. The student must satisfy the requirements to earn a grade by the end of the following 8-weeks session or the next summer term, which ever applies. If the student has not satisfied the requirement, the “I” grade shall become an “F.” The grade “I” is not assigned if the student must retake the course. In the event a student who earns a grade of “I” decides to retake the course, the student is required to pay for that course a second time.” *TSU Graduate Catalog 2018-2020*, p. 33.

Admission to Master’s Degree Candidacy

Admission to Master’s Degree Candidacy requires satisfactory completion of all degree requirements, an approved degree plan, and recommendation to candidacy by the eMAJ Program Director and DAJ Department Chairperson.

Thesis Option Requirements

Upon successful completion of AJ 500, 501, 502, 503, 504, 505 and 2 electives, students that choose the thesis option must enroll in AJ 788 Thesis. Students that plan to prepare a thesis must adhere to the *TSU Graduate Student Catalog*. Before beginning the thesis, the student must prepare an acceptable thesis abstract and proposal. The abstract will be submitted to the Graduate School and the Internal Review Board Committee, if necessary.

Thesis Committee

The Graduate School will confirm the student's thesis committee that will include a Graduate School representative from outside the student's department. The thesis committee must approve the thesis proposal.

Thesis Process

After the thesis abstract is approved the student can begin work on the thesis. Students must enroll in AJ 788/789 when completing a thesis. Only 6 thesis credits may be applied to the Master's degree. The student under the guidance of their committee chair is responsible for (1) completing a thesis that adheres to the thesis guidelines described below and (2) successfully defending the thesis before the members of the thesis committee. The TSU Graduate School specifies forms and due dates in the *Graduate Catalog*.

Before the thesis is submitted to the Graduate School it must incorporate any changes recommended by the committee members at the thesis defense. It is the responsibility of the student, chair, and graduate program director (GPD) to ensure that the thesis adheres to the formatting guidelines and is free of errors. The student and thesis chair must allow enough time for review by the eMAJ program director, and corrections, if necessary, before the completed thesis is transmitted to the Graduate School.

Thesis Format Guidelines

Theses must follow the American Psychological Association style manual and students should purchase the most recent manual available entitled, *Publication Manual of the American Psychological Association, Sixth Edition* (<http://www.apastyle.org/pubmanual.html>). Each thesis must include a correctly formatted title page, abstract, list of tables, list of figures, and references. A dedication page and an acknowledgements page are optional.

Non-thesis Option Requirements:

Students that take the non-thesis option are required to take AJ 701 Capstone Seminar and AJ 617 Independent Study. Before enrolling in these courses students must successfully complete AJ 500, 501, 502, 503, 504, 505, and at least two electives.

AJ 701 Capstone Seminar

The Capstone Seminar provides students with an opportunity to examine contemporary issues and practices in administration of justice. It includes the completion of a capstone project that focuses on a specific topic in the of Administration of Justice.

Advising and Registration

All graduate students have an academic advisor, the eMAJ Program coordinator. Newly admitted eMAJ students will be automatically registered for the required core courses. The eMAJ Program coordinator will register students each semester based on needed core courses and electives selected by the student. Students will be advised each semester and follow a degree plan filed in the eMAJ's student file and the TSU Graduate School.

Transfer of Credit

Students that seek to transfer work from other institutions must make application to the Dean of the Graduate School. Transfer work is limited to six semester hours of graduate courses with a grade of 'B' (3.00) or better. Credit transferred will not be used in computing the quality grade point average for graduation.

GRADUATE FACULTY

DAVID N. BAKER, Ph.D.

INTERIM CHAIR AND ASSOCIATE PROFESSOR – ADMINISTRATION OF JUSTICE
YORK UNIVERSITY, TORONTO, CANADA
Justice Theory, Community Policing, Critical Criminology; Qualitative Methods; White Collar Crime

JASMINE DRAKE, Ph.D.

GRADUATE PROGRAM DIRECTOR AND ASSISTANT PROFESSOR
LOUISIANA STATE UNIVERSITY
Chemistry; Forensic Science; Controlled Substance Analysis, Drug Policies

HOWARD HENDERSON, Ph.D.

PROFESSOR
SAM HOUSTON STATE UNIVERSITY
Risk Assessment; Behavioral Analytics; Criminal Justice Program Evaluation

ANITA KALUNTA CRUMPTON, Ph.D.

PROFESSOR
BRUNEL UNIVERSITY
Race, Crime and Criminal Justice, Drug Use/Abuse, Trafficking and Control, Comparative Criminology/Criminal Justice, Violence against Women

SHARLETTE KELLUM GILBERT, Ph.D.

ASSOCIATE PROFESSOR AND INTERNSHIP COORDINATOR – JUVENILE JUSTICE
PRAIRIE VIEW A&M UNIVERSITY
Juvenile Justice: Race/DMC, Detention Alternatives, and Aftercare; Domestic Violence/Domestic Homicide; Serial Killers; Media Violence

ASHRAF MOZAYANI, Ph.D., D-ABFT

PROFESSOR
UNIVERSITY OF ALBERTA
Forensic Science, Crime Laboratory Management, Forensic Toxicology

ROBERT M. MUPIER, Ph.D.

ASSOCIATE PROFESSOR – ECONOMICS
ILLINOIS STATE UNIVERSITY
Economics of Crime; Research Methods; Quantitative Analysis and Evaluation

GAUTAM NAYER, Ph.D.

ASSOCIATE PROFESSOR – PUBLIC ADMINISTRATION
RUTGERS UNIVERSITY
Prisoner reentry programs; urban and neighborhood development

IHEKWOABA D. ONWUDIWE, Ph.D.
PROFESSOR – CRIMINOLOGY
FLORIDA STATE UNIVERSITY
Theory; Policing; Terrorism; Homeland and Global Strategic Security
Homicide; Serial Killers; Media Violence

TSU INFORMATION AND RESOURCES

TSU Graduate School *Student Handbook* and *Graduate School Bulletin*

All students should familiarize themselves with the current TSU Graduate School *Graduate Catalog*. Please consult the TSU Graduate School *Graduate Catalog 2018-2020* (<http://www.tsu.edu/registrar/pdf/graduate-catalog-2018-2020.pdf>) for information on the following:

Service to Students with Disabilities
Sexual Harassment
Student Grievance Procedure
Application for Graduation
Tuition and Fees
Health Insurance
Parking
Refunds
Withdrawals
Financial Aid and Assistance

Library Resources

All TSU students have access to resources available in the following Libraries:

TSU Library Learning Center (adjacent to the Barbara Jordan - Mickey Leland School of Public Affairs)

Library hours:

Monday-Thursday: 7 a.m.-12 a.m.

Friday: 7 a.m.-8 p.m.

Saturday: 9 a.m.-6 p.m.

Sunday: 12 p.m.-10 p.m.

Robert James Terry Library

(http://www.tsu.edu/academics/Robert_J_Terry_Library/default.php). Several electronic resources are available including Texshare, NCJRS Abstracts, Proquest, and Sage's Full Text Collection-Criminology. Electronic resources are accessible both on and off campus. Students are encouraged to register in the library to obtain a library card and facilitate access to online resources off campus. Students need to bring their TSU ID (Tiger One Card) and course schedule to the Circulation Department on the first floor of the library. You are also encouraged to apply for a Texshare Card that provides access to libraries in the region and elsewhere in the state. For more information contact the Circulation Desk at 713.313.7148.

Graduate students can also utilize the Thurgood Marshall School of Law Library. A validated Tiger One Card is required to check out materials from the Circulation Desk. A validated Tiger One Card and a TEXSHARE card are required to check out circulation materials from the classified collection.

TSU Bookstore

The TSU Bookstore is located in the Ernest S. Sterling Student Life Center and can be accessed via your MyTSU.

ONLINE RESOURCES

- **TSU Graduate School Documents/Forms**
<http://www.tsu.edu/academics/colleges-and-schools/the-graduate-school/forms.html>

- **Texas Southern University Web Page**
www.tsu.edu

- **TSU Graduate School Information**
<http://www.tsu.edu/academics/colleges-and-schools/the-graduate-school/index.html>

- **TSU Graduate School Forms**
<http://www.tsu.edu/academics/colleges-and-schools/the-graduate-school/forms.html>

- **Barbara Jordan-Mickey Leland School of Public Affairs**
<http://bjmlspa.tsu.edu>

- **American Society of Criminology**
<http://www.asc41.com/>

- **Academy of Criminal Justice Sciences**
<http://www.acjs.org/>

- **Southwestern Association of Criminal Justice**
<https://www.swacj.org>

- **Texas Department of Criminal Justice**
<http://tdcj.state.tx.us/>

APPENDIX A

COURSE DESCRIPTIONS

AJ 500 - Seminar in Administration of Justice (3)

This course introduces students to the study of administration of justice. It provides an overview of the historical development of justice agencies and contemporary administrative, organizational, and management issues.

AJ 501 - Seminar in Administration of Justice Theory (3)

This course examines the historical development of theories in administration of justice, criminal justice and criminology. Emphasis is placed upon concepts, principles, as well as research and policy implications of theories for the administration of justice.

PREREQUISITE: AJ 500

AJ 502 - Seminar in Research Methods (3)

This course provides an overview of research methods, methodological concepts and issues in administration of justice. It includes an analysis of program and policy evaluation research methods.

PREREQUISITE: AJ 500

AJ 503 - Seminar in Quantitative Methods I (3)

An introduction to statistics and data analysis in administration of justice. The course includes an overview of measurement and statistics for univariate, bivariate and multivariate data.

PREREQUISITE: AJ 502

AJ 504 - Seminar in Race, Class, and Gender in Administration of Justice (3)

This course examines the historical and contemporary context of race, class, and gender and their impact on justice agency administration. Special emphasis is placed upon contemporary issues including minority employment trends in justice agencies, racial profiling, and disproportionate minority confinement.

PREREQUISITES: AJ 500, AJ 501

AJ 505 - Seminar on Ethics in Administration of Justice (3)

This course introduces students to the principles of ethics, applied ethics, professional ethics, ethical standards, ethical dilemmas, ethics education and training and controlling ethics in justice agencies.

PREREQUISITE: AJ 500

AJ 607 - Police Administration (3)

Seminar on the administration and management of federal, state, local, private, special district and tribal police organizations. Special emphasis is placed on new challenges to police administration including community policing, homeland security, immigration, and technological advances.

PREREQUISITE: AJ 50

AJ 609 - Issues in Corrections Administration (3)

This course will examine the organization and administration of correctional agencies including jails, prisons, probation and parole, and administration of the death penalty. Emphasis is placed on contemporary administrative and policy issues including prison overcrowding, policy initiatives such as three-strikes legislation, and sentencing disparities.

PREREQUISITES: AJ 500, 504

AJ 610 - Issues in Judicial Administration (3)

This course presents an overview of administrative issues confronting courts and court related agencies in Texas and at the federal level. The course will also examine contemporary issues including sentencing policies, disparities in sentencing, restorative justice, and diversion.

PREREQUISITES: AJ 500, 501

AJ 611 - Issues in Juvenile Justice Administration (3)

Critical analysis of historical and contemporary issues in administration and management of juvenile justice agencies and clients. Special emphasis is placed upon disproportionate minority confinement, administration and management of comprehensive strategies for delinquency prevention programs, and community placements.

PREREQUISITES: AJ 500, 501

AJ 612 - Administrative Law for Justice Agencies (3)

This course provides an in-depth analysis of historical and contemporary administrative law guiding justice agencies. It includes an examination of administrative rule-making.

PREREQUISITES: AJ 500, 504

AJ 613 - Evaluation Research for Justice Agencies (3)

This course provides an overview of evaluation research methods and their application to justice agencies policies and programs. It provides an in-depth analysis of the complexities of evaluation research in administration of justice by examining recent research.

PREREQUISITES: AJ 500, 502, 503, 504

AJ 614 - Issues in Terrorism and the Administration of Justice (3)

This course presents an analysis of the impact of terrorism on administration and management of justice agencies. Topics covered include domestic and international terrorism, integrated terrorism information systems, secure confinement, and technological developments.

PREREQUISITES: AJ 501, 607

AJ 615 - Seminar on Special Topics in Administration of Justice (3)

This course is designed to provide in-depth analyses of selected topics in Administration of Justice.

PREREQUISITES: AJ 500, 501, 502, 503

AJ 616 - Environmental Crime and Administration of Justice (3)

An examination of the nature and forms of environmental crime and the role of justice agencies in its prevention and control. The course includes an examination of perpetrators, enforcement, prosecution and sanctioning at state, national and international levels.

PREREQUISITES: *AJ 500, 505*

AJ 617 - Independent Study (3)

This is a faculty-supervised independent study of a current topic in the administration of justice.

PREREQUISITES: *AJ 500, 501, 502, 503, 504, 505 and 2 electives.*

AJ 701 - Capstone Seminar (3)

This course is required for students selecting the non-thesis option. It will examine contemporary issues and practices in administration of justice. The course will culminate with a capstone project that focuses on a specific aspect of Administration of Justice.

PREREQUISITES: *AJ 500, 501, 502, 503, 504, 505 and 2 electives.*

AJ 788/789 - Thesis (3 or 6)

Enrollment is required when the thesis is being completed. Only 6 credits may be applied to the Master's degree. Students will prepare their thesis under the direction of a thesis advisor and committee.

PREREQUISITES: *Completion of AJ 500, 501, 502, 503, 504, 505, and 2 electives.*

Permission of the GPD.

Concentration in Forensic Science Management (12)

FORS 616 - Special Topics in Forensic Sciences (3)

This is an examination of current issues in forensic sciences as they relate to the administration of justice.

FORS 626 - Forensic Science Management and Policies (3)

This course provides a thorough examination into Forensic Science Policies and Management. It also offers a critical insight into the implementation of sustainable policies that will be beneficial in crisis management.

FORS 636 - Quality Control Assurance: Standardization and Best Practices (3)

This course presents an overview into the overall quality and accreditation requirements required in forensic science disciplines such as forensic science laboratories, products, and forensic science personnel and law enforcement practitioners.

FORS 646 - Root Cause Analysis Fiscal Resource Management (3)

This course will provide students with the applicable skills and knowledge to effectively analyze root cause analysis and implement appropriate actions during a crisis management.

FORS 656 - International Standards Organization (ISO) Accreditation (3)

This course provides the familiarization of related International Standards Organization (ISO) accreditation requirements designed to ensure reliable processes and methods in the forensic science disciplines.

FORS 676 - Forensic Statistics (3)

This course provides an introduction to statistical analysis techniques that are commonly employed in forensic science data analysis.

APPENDIX B

*Texas Southern University
Barbara Jordan-Mickey Leland School of Public Affairs
Department of Administration of Justice*

**Executive Master of Administration of Justice (eMAJ)
Degree Plan - 36 Credit Hours**

Student Name: _____

T# _____

First Semester

<i>Course</i>	<i>Sem. Hrs.</i>	<i>Grade</i>
AJ 500 Administration of Justice	3	_____
AJ 501 Administration of Justice Theory	3	_____
AJ 502 Research Methods	3	_____
AJ 503 Quantitative Methods I	3	_____
Total Hours	<u>12</u>	

Second Semester

AJ 504 Race, Class, and Gender in Administration of Justice	3	_____
AJ 505 Ethics in Administration of Justice	3	_____
AJ Elective _____	3	_____
AJ Elective _____	3	_____
Total Hours	<u>12</u>	

Third Semester

AJ Elective _____	3	_____
AJ Elective _____	3	_____
AJ 617 Independent Study *	3	_____
AJ 701 Capstone Seminar in Administration of Justice *	3	_____
AJ 788 Thesis **	3	_____
AJ 789 Thesis **	3	_____
Total Hours	<u>12</u>	

**Forensic Science Management Concentration (FMC)
Degree Plan - 12 Credit Hours**

<i>Course</i>	<i>Sem. Hrs.</i>	<i>Grade</i>
FORS 616 Special Topics in Forensic Sciences	3	_____

FORS 626 Forensic Science Management and Policies	3	_____
FORS 636 Quality Control Assurance: Standardization and Best Practices	3	_____
FORS 646 Root Cause Analysis Fiscal Resource Management	3	_____
FORS 656 International Standards Organization (ISD) Accreditation	3	_____
FORS 676 Forensic Statistics	3	_____
Total Hours	<u>12</u>	

***For Non-thesis Option only; ** For Thesis Option Only**

DEGREE PLAN APPROVED BY (signature):

eMAJ Program Director/Advisor: _____ **Date:** _____

AJ Dept. Chair: _____ **Date:** _____

Dean, College/School: _____ **Date:** _____

Dean, Graduate School: _____ **Date:** _____

APPENDIX C

**Texas Southern University
Barbara Jordan - Mickey Leland School of Public Affairs
Executive Master of Administration of Justice
Graduation Checklist:
Thesis Option**

Student Name _____ *Date* _____
(Please Print Full Name)

Faculty Advisor _____ *Date* _____

_____ You will need the following in order to satisfy degree requirements.

- _____ Degree Plan
- _____ Six Core Courses
- _____ Four Elective Courses
- _____ Thesis/Dissertation Title Approval
- _____ Thesis/Dissertation Committee Approval
- _____ Thesis/Dissertation Abstract Approval
- _____ Thesis/Dissertation Proposal Approval
- _____ Thesis/Dissertation Request for Oral Defense Approval
- _____ Thesis/Dissertation Results of Oral Defense
- _____ Thesis
- _____ Time Limit on Courses
- _____ Residency Requirement
- _____ Transfer of Credit Form
- _____ Change of Course (Substitution) Form
- _____ 3.0 and above GPA
- _____ Change of Major
- _____ Change of Academic Status
- _____ Other _____

Student Signature _____ *Student T-#* _____

Academic Advisor Signature _____ *Date* _____

APPENDIX D
Texas Southern University
Barbara Jordan - Mickey Leland School of Public Affairs
Executive Master of Administration of Justice
Graduation Checklist:
Non-thesis Option

Student Name _____ *Date* _____
(Please Print Full Name)

Faculty Advisor _____ *Date* _____

_____ You will need the following in order to satisfy degree requirements.

- _____ Degree Plan
- _____ Six Core Courses
- _____ Four Elective Courses
- _____ Independent Study (AJ 617)
- _____ Capstone Course (AJ 701)
- _____ Time Limit on Courses
- _____ Residency Requirement
- _____ Transfer of Credit Form
- _____ Change of Course (Substitution) Form
- _____ 3.0 and above GPA
- _____ Change of Major
- _____ Change of Academic Status
- _____ Other _____

Student Signature _____ *Student T-#* _____

Academic Advisor Signature _____ *Date* _____

APPENDIX E

Proposed Course Offerings 2020-2021

Course Offerings are subject to change

Spring 2020

AJ 500	Seminar in Administration of Justice
AJ 501	Seminar in Administration of Justice Theory
AJ 502	Seminar in Research Methods
AJ 503	Seminar in Quantitative Methods
AJ 504	Seminar in Race, Class, and Gender in Administration of Justice
AJ 505	Seminar on Ethics in Administration of Justice
AJ 607	Police Administration
AJ 612	Administrative Law for Justice Agencies
AJ 613	Evaluation Research for Justice Agencies
AJ 614	Issues in Terrorism and Administration of Justice
AJ 617	Independent Study
AJ 701	Capstone Seminar
AJ 788-01	Thesis
AJ 788-02	Thesis
AJ 789-01	Thesis
AJ 789-02	Thesis

Summer 2020

AJ 615	Seminar on Special Topics in AJ
AJ 616	Environmental Crime and Administration of Justice
AJ 617	Independent Study
AJ 701	Capstone Seminar

Fall 2020

AJ 500	Seminar in Administration of Justice
AJ 501	Seminar in Administration of Justice Theory
AJ 502	Seminar in Research Methods

AJ 503	Seminar in Quantitative Methods
AJ 504	Seminar in Race, Class, and Gender in Administration of Justice
AJ 505	Seminar on Ethics in Administration of Justice
AJ 607	Police Administration
AJ 609	Issues in Correctional Administration
AJ 610	Judicial Administration
AJ 611	Issues in Juvenile Justice
AJ 617	Independent Study
AJ 701	Capstone Seminar
AJ 788-01	Thesis
AJ 788-02	Thesis
AJ 789-01	Thesis
AJ 789-02	Thesis

Spring 2021

AJ 500	Seminar in Administration of Justice
AJ 501	Seminar in Administration of Justice Theory
AJ 502	Seminar in Research Methods
AJ 503	Seminar in Quantitative Methods
AJ 504	Seminar in Race, Class, and Gender in Administration of Justice
AJ 505	Seminar on Ethics in Administration of Justice
AJ 607	Police Administration
AJ 612	Administrative Law for Justice Agencies
AJ 613	Evaluation Research for Justice Agencies
AJ 614	Issues in Terrorism and Administration of Justice
AJ 617	Independent Study
AJ 701	Capstone Seminar
AJ 788-01	Thesis
AJ 788-02	Thesis
AJ 789-01	Thesis
AJ 789-02	Thesis
FORS 616	Special Topic in Forensic Sciences
FORS 626	Forensic Science Management and Policies
FORS 636	Quality Control Assurance: Standardization and Best Practices
FORS 646	Root Cause Analysis Fiscal Resource Management
FORS 656	International Standards Organization (ISO) Accreditation
FORS 676	Forensic Statistics

APPENDIX F

Graduate School

Forms

***Note: For the updated versions of all forms, please refer to the official TSU Graduate School website at:**

<http://www.tsu.edu/academics/colleges-and-schools/the-graduate-school/forms.html>

REQUEST FOR APPROVAL OF THESIS COMMITTEE, TITLE AND ABSTRACT

FROM: _____
Department Head (Signature)

Date: _____

TO: Dean of the Graduate School

The following persons are recommended for appointment to the Thesis/Dissertation Committee for _____ who is a candidate for the Master's/Doctorate Degree.

List of persons recommended:

Name	Department
_____ (Advisor)	_____
_____	_____
_____	_____
_____	_____

Title of Thesis/Dissertation: _____

Abstract of Proposed Thesis/Dissertation Study

On attached sheets present concise statements covering the following:

1. Title
2. List Objectives
3. Review status of the question (Summarize the previous research on this information area, pointing to any gaps which your study may help fill. Document your summary with definite citations.)
4. Methodology (Indicate clearly the steps to be taken in gathering and analyzing data needed to accomplish your objectives.)
5. Brief description of procedural steps.
6. This document includes _____ attached sheets.

APPROVAL RECOMMENDED:

**Chairman of Student's Committee
Committee**

Chairman, Animal Care and Use

Member of Committee

Chairman, Human Subjects Committee

Member of Committee

Student's Signature

Head of Major Department (Date)

Student's Name (Print/Type)

Dean, College/School

Student's Mailing Address

Dean, The Graduate School (Date)

T-# (Student ID)

City/ State/Zip Code

Telephone Number _____

APPROVAL OF THESIS TITLE

Date _____

Name of Student _____ / _____ T-Number _____
(Please Print) (Signature)

Major _____ Minor (if required) _____

Degree Sought _____

Thesis Title _____

Approved By:

Thesis Advisor _____
(signature)

Head of Major Department _____
(signature)

Dean, College/School _____
(signature)

Filed in Graduate Office:

Dean, Graduate School _____
(signature)

PETITION FOR CHANGE IN ACADEMIC STATUS

Date _____

Name _____ T-Number _____

Present Status and Major _____

Admission Date _____
(Semester/Year)

I herewith request reassignment to the following status or major

() UNCONDITIONAL

Present grade point average _____. Why do you wish to change your academic status?

Statement of evidence of ability to perform satisfactorily if new status is approved (attach any supporting information). _____

I acknowledge that the above information is accurate.

Student's Signature

ACTION OF PRESENT DEPARTMENT HEAD OR DEAN OF MAJOR AREA

() Approved

() Disapproved

Department Head

Date

Dean, College/School

Date

ACTION OF DEAN OF GRADUATE SCHOOL

() Approved

() Disapproved

Dean, Graduate School

Date

PETITION TO CHANGE MAJOR WITHIN THE GRADUATE SCHOOL

I, _____, wish to change my major from

_____ to _____

for the following reason(s):

Name (Please Print)

Name (Signature)

T-Number

Date

APPROVED BY:

Head of Department from which student is transferring

Head of Department to which student is transferring

Dean, The Graduate School

PETITION FOR CHANGE OF COURSE

Date _____

I wish to receive credit for the following graduate course (s) towards the Master of _____ degree in the Department of _____.

<u>Course Number</u>	<u>Title</u>	<u>Semester Hours Credit</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

The course(s) will be substituted for the course(s) listed on my degree plan as indicated below:

<u>Course Number</u>	<u>Title</u>	<u>Semester Hours Credit</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Student's Signature

Student's Name (Print/ Type)

Student's Mailing Address

City/ State/Zip Code

T-Number

Approved By:

Adviser _____

Head of Department _____

Dean, College/School _____

Graduate Dean _____

REQUEST TO SCHEDULE THESIS/DISSERTATION FINAL EXAMINATION

Date _____

To: **Dean of the Graduate School**

From: _____
Department Head

Name of Student _____ T-Number _____

Chairman of Committee _____
Please Print Signature

Title of Dissertation(Doctoral) _____

OR

Title of Thesis(Master's) _____

Proposed Date of Examination: _____ **Semester/Session**
Time: _____
Place: _____

ACTION OF GRADUATE DEAN

Approved ()

Not Approved ()

Comments _____

Copy to Dean of Academic Unit

***Form should be submitted at least two weeks before the scheduled date of the examination.**

RESULTS OF THESIS EXAMINATION

To: Dean, Graduate School

From: _____
Department Head

Department

RESULTS OF THESIS EXAMINATION

Name of Student _____ T-Number _____

Title of Thesis/Dissertation _____

Date of Examination _____

ACTION OF COMMITTEE MEMBERS

Approved () Disapproved () _____

Approved () Disapproved () _____

Approved () Disapproved () _____

Approved () Disapproved () _____

Approved () Disapproved () _____
Graduate School Representative

Approved ()

Disapproved ()

Thesis/Dissertation Advisor

GUIDE FOR WRITING THESIS/DISSERTATION PROPOSALS

DATE _____

TO: Dean, The Graduate School

FROM: _____
Department Head (Signature)

In behalf of _____

Name of Student

T-Number

I herewith submit the following dissertation/thesis proposal. The proposal contains three (3) main chapters, namely, Chapter 1- Introduction, Chapter 2 - History and / or Literary Review or Related Literature, and Chapter 3 Design of the Study.

I understand that work on the dissertation/ thesis should not be initiated until after this proposal has been approved by the individuals listed below. Students who plan to graduate in May or August must have dissertation/ thesis proposals approved by the Graduate School no later than November 15th; students who anticipate completing the degree in December must submit the proposal to the Graduate School by **May 31st**.

Dissertation/Thesis Title:

APPROVAL RECOMMENDED:

Chairman of Thesis/Dissertation Committee

Student's Signature

Member of Committee

Student's Name (Print/ Type)

Member of Committee

Student's Mailing Address

Graduate School Representative Date

City/ State/ Zip Code

Head of Major Department Date

Director, Doctoral Center
Number

Student's Current Phone

Dean, College/School Date

Dean, The Graduate School Date

**REQUEST FOR APPROVAL OF FACULTY FOR
THESIS COMMITTEE**

Date _____

TO: Dean of the Graduate School

FROM: _____
Department Head (signature) Department

The following persons are recommended for appointment to the Examining Committee for

_____ who is a candidate for the _____ in the
Student's Name & T-# Degree
_____ at the _____ commencement
convocation. _____

Title of Thesis _____

List of persons recommended:

Graduate Faculty Name (Please Type or Print)	Department
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Action of Graduate Office:

() Approved _____ Dean, The Graduate School

