



THE UNIVERSITY OF
MEMPHIS®

Department of Criminology
and Criminal Justice

Graduate Student Handbook

Welcome

The faculty members of the Department of Criminology and Criminal Justice welcome those students entering the graduate program in the 2024-2025 academic year. We look forward to working with you and wish you all the best of success in your academic work and in your career.

The Graduate Handbook is intended to provide helpful information to new graduate students. The handbook compiles information from various University websites as well as presenting information specific to the Department. Please note especially the final section, which lists opportunities for student enrichment. The handbook was prepared by Sarah Pillsbury in 2005 and has been revised by Margaret Vandiver, Victoria Tardugno, and revised by James McCutcheon and Benjamin Seboly.

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Section One

General Information and First Steps

First Steps to Complete as a New Graduate Student

Obtain a University of Memphis Student ID Card

The University of Memphis issues each student an identification card that bears their name and image. This permanent ID card is used as the primary campuswide method of determining privileges and accesses. The “ID Office” requires photo identification (such as driver’s license or passport) to make an ID Card.

For More Information:

Contact the Office: (901) 678-2273

Visit Website: memphis.edu/campuscard

Meet with Graduate Advisor and Create a Class Schedule

Students must talk with the graduate advisor prior to registering for classes. The graduate advisor will provide students with information on plans of study, departmental requirements, assistantship information, and address any concerns and questions they may have. Advising will begin for the Spring or Fall semester depending on when the schedule for that semester is finalized. The advisor will reach out to students when the schedule is set.

Ideally, core classes for the program will be completed first, but unusual situations may arise. Also, students will need a PIN for 7000 level and above classes. The graduate advisor will assist with this.

The graduate advisor is:

James McCutcheon, Ph.D.

320 Browning Hall

Phone: 901-678-3399

Email: jmcctch@memphis.edu

Students will be advised either in person or online.

Obtain a Parking Permit

A parking permit is required to park on campus. Permit and stickers are usually sent to your primary address in the mail. If not, you must go to the Parking Services Office, located in the Zach Curlin Parking Garage.

To acquire Priority Parking for Garages and Gated lots, you must go to the Parking Services Office and request a priority parking pass and pay the fee (on the date specified).

For more information on dates, parking areas, and fees:

memphis.edu/parking

Pay Fees

After your advisor assists you with registration your fee payment information is located at the following web site: memphis.edu/usbs

Note various types of financial assistance may be available for you. Please follow the link here for further information: memphis.edu/financialaid

General Information

Campus Safety

Effective leadership, proper planning and sound communication form the framework for all of our campus safety initiatives.

The UofM has a number of provisions in place to promote the safety of its students, faculty, and staff year-round.

- More than 30 commissioned police officers patrol the campus and surrounding neighborhoods 24 hours a day.
- Web-based digital cameras are positioned both inside and outside of buildings to monitor interior spaces as well as building entrances, parking lots and campus streets.
- Emergency telephones, which automatically dial the police dispatcher, can be found around campus (blue light phones) and in the lobbies of academic buildings (red phones).
- The University's Crisis Management Team has an extensive emergency management plan. The group meets regularly to be proactive and conduct drills. This plan is available online at memphis.edu/crisis.

It is important that you know how to respond if an emergency occurs. Have your own emergency plan in place.

- Program 901.678.HELP (4357) into your cell phone. This will reach the police dispatcher immediately.
- Call 901.678.HOME (4663) if you would like a Tiger Escort. This service is available from dusk until dawn, seven days a week.
- If you dial 911 from any campus phone, this call will go to the University police dispatcher.
- Always be aware of your surroundings and protect your valuables.

In the event of an emergency, the University of Memphis has several means of notification in place. We recognize that no one method is effective for all students, faculty, staff, and visitors, so we rely on a variety of communication channels.

Email alerts – go to anyone with a memphis.edu email account.

- LiveSafe smartphone app – students, faculty, staff, and visitors can download to have two-way communication with police personnel, receive alerts and notifications, or use a virtual escort with the SafeWalk feature.
- Outdoor emergency warning system towers.
- Public address systems – mounted on University police cars.
- Special information hotline: 901.678.0888.
- Phone trees.
- Trained residence hall staff.

- Local news media.
- Civil defense/tornado sirens.

The University of Memphis is consistently ranked one of the safest large campuses in the State of Tennessee. This coveted ranking is earned by continuing to make safety a daily priority.

Student Services

Our faculty and staff go beyond the classroom to help our students in all aspects of life. We'll help you adapt to college life, face new challenges, and pursue your passions to develop to your full potential.

The University of Memphis offers many student services:

- Health Center- memphis.edu/health
- Career Services- memphis.edu/careerservices
- Counseling- memphis.edu/counseling
- Academic Success- memphis.edu/academicsuccess
- Disability Resources- memphis.edu/drs
- Veteran Resources- memphis.edu/veterans

Section Two

Academic Information

Criminology and Criminal Justice Faculty Information

The Department of Criminology and Criminal Justice
Browning Hall, third floor,
The University of Memphis,
Memphis, TN 38152
Phone: (901)678-2737

Faculty

Bert Burraston, Associate Professor and Department Chair

Ph.D., University of Oregon

Research Methods, Criminological Theory, Statistics, Family and Prison Populations

Randolph Dupont, Professor

Ph.D., University of Texas at Austin

Mental Health, Substance Abuse Issues and the Criminal Justice System, Community Psychology

David J. Giacomassi, Professor (Retired)

Ph.D., University of Notre Dame

Law and Society, Substance Abuse, Gambling and Its Effects on Quality of Life

Sheri Chapel, Instructor and Undergraduate Advisor

JD, Oklahoma City University

Racial, Economic, and other Inequities, Forensics, Cybercrime

Amaia Iratzoqui, Ph.D., Associate Professor,

Ph.D., Florida State University

Consequences of Victimization, Gender and Criminological Theory, Intimate Partner Violence

Amanda Johnson, Associate Professor

Ph.D., Sam Houston State University

Organizational Theory, Deviant Subcultures, Police Issues, Drug-Related Crime

Shelley Keith, Professor

Ph.D., Indiana University of Pennsylvania

Policies, School Violence, Program Evaluations, Comparative Policing and Corrections

Doyun Koo, Assistant Professor

Ph.D., University of Cincinnati

Immigrants in the U.S. Criminal Justice System, Minority Populations in Sentencing,
General Corrections and Reentry Practices

Tim McCuddy, Assistant Professor

Ph.D., University of Missouri - St. Louis

Peers and Crime, Youth Crime and Violence, School Safety, Digital Criminology

James McCutcheon, Associate Professor and Graduate Coordinator

Ph.D., University of Central Florida

Program Evaluation, Crime Mapping, Violent Crime and Victimization

Andrew Senter, Instructor and Undergraduate Advisor

JD, Florida Coastal School of Law

Politics and Crime, International Law, International Crime and Criminology

Margaret Vandiver, Professor (Retired)

Ph.D., Florida State University

Death Penalty, Genocide, History of Crime and Criminal Justice

Stephen Watts, Associate Professor

Ph.D., University of Georgia

Criminological Theory, Victimization, Substance-Abuse, Gene-Environment Interactions

Mark Williams, Associate Professor

M.A., University of Memphis

Police Administration, Management, and Criminal Procedures

Faculty Contact Information

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Sheri Chapel	schapel@memphis.edu
Mark Williams, M.A.	mcwillms@memphis.edu

Department Academic Information

Introduction

The graduate program of the Department of Criminology and Criminal Justice, which is part of the School of Urban Affairs and Public Policy, seeks to serve students who are interested in the criminal justice system, with a focus on those who seek careers in this area. Faculty conducts research and participates in program development relevant to the many different facets of criminology and criminal justice. A significant emphasis of the program is on developing partnerships with policymakers, program developers, and other community groups.

The graduate program provides students with a solid foundation of knowledge about criminology and criminal justice. The required course work provides students with the skills necessary for conducting and evaluating research. Graduate students have the opportunity to gain experience in both classroom and community settings and to work closely with faculty in all facets of research.

Objectives of the program are to provide students with an understanding of criminological principles, theories, and concepts, as well as an appreciation for the significance of social justice in public policy decisions. The program also strives to assist students in the development of critical analytical and research skills to prepare them for professional careers in the field of criminal justice.

Program Admission

Students are selected from the pool of qualified applicants who meet departmental admission requirements. The number of students admitted to the program yearly depends on availability of financial aid and adequate faculty supervision. Applicants should have at least a grade point average of 3.0 on a 4.0 scale, and two letters of recommendation. All application material should be received by July 1 for a candidate to be considered for the fall semester and November 1 for the spring semester.

To be considered for admission, the applicant must:

1. Possess a baccalaureate degree from an accredited college or university.
2. Have earned a grade point average of at least 3.00 on a scale of 4.00. The admissions committee reserves the right to make exceptions for candidates presenting special circumstances.
3. Submit a letter of purpose for graduate study to the Coordinator of Graduate Studies in Criminology and Criminal Justice that is no more than two typed double-spaced pages in length.
4. Submit two letters of recommendation.

Program Requirements

1. A total of 33 semester hours of graduate work is required.
2. Up to 3 hours of thesis coursework will be counted toward the degree upon the completion and defense of the thesis. Students writing a thesis will have a thesis committee with no fewer than three members.
3. Satisfactory completion of the following core curriculum (15 hours):

SUAP 7100 Public Policy Statistics

CJUS 7100 Criminal Justice Administration: Programs and Policies

CJUS 7128 Research Methods in Criminal Justice

CJUS 7161 Intervention Strategies: Changing Organizations and Communities

CJUS 7541 Criminological Theory: Causes of Crime

CJUS 7900 Capstone (unless thesis option is chosen)

4. A minimum of 24 hours of coursework at the 7000 level, including thesis hours.
5. Up to nine hours of coursework may be taken outside the department with prior approval of the graduate coordinator.
6. Students will be allowed no more than six hours of credit toward the degree in non-classroom courses. Thesis hours will not count toward this six hour limit.
7. Satisfactory performance in a comprehensive class covering the major areas of criminology and criminal justice (unless thesis option is chosen).

Retention Requirements

1. All students are required to maintain a GPA of at least 3.00. Should the student's GPA fall below that mark, a period of one semester will be allowed to correct the deficiency. At the discretion of the chair, the coordinator of graduate studies, and the Assistant Vice Provost for Graduate Studies, this period may be extended one additional semester.
2. Any student receiving a grade of D or F in a required course in the core curriculum will be terminated from the program.

Graduation Information

Steps for Graduation

The semester prior to your graduation the following forms must be completed by a certain date:

- Submit and Electronic Intent to Graduate Card with the Graduate School
- Submit Master's Degree Candidacy Form to College Director of Graduate Studies
- Submit Cap and Gown Order to Graduate School
- Submit your defended and corrected thesis copy to Graduate School for review (if thesis option is chosen)
- Academic Departments submit Comprehensive Examination Results to Graduate School (if non-thesis option is chosen)

The above requirements must be completed by the date indicated on the Graduation Information Web site.

Criminal Justice Course Guide

Course Load Limitations

Fifteen semester hours of coursework is the maximum load for students devoting full time to graduate study during regular sessions. The maximum total number of hours of graduate course work for which a graduate student may enroll during the Summer Session is 12.

Those who register for 9 or more hours per semester in the academic year will be considered full-time students. University-funded graduate assistants must register for no fewer than 12 hours credit per semester (or 6 thesis/dissertation hours) in both the Fall and Spring terms.

Requests for overloads must be approved by the director of graduate studies in the student's college or school.

Adding and Dropping Courses

Courses may be added or dropped after initial registration for a limited time only. Refer to the Student Calendar for appropriate deadlines.

Courses may be added late only upon approval of the instructor and the director of graduate studies in the student's college. Courses may be dropped after the drop date only when circumstances beyond the student's control make it impossible to complete the semester. Late drops must be approved by the director of graduate studies in the student's college. Students enrolled on a non-degree basis must obtain the approval of the Assistant Vice Provost for Graduate Studies or designee. VA benefits and Title IV funds for enrollment fees are subject to cancellation and immediate repayment if the recipient stops attending, whether or not they have dropped a course.

Course Numbering System

Only non-degree and fully admitted graduate students may enroll in and receive graduate credit for courses numbered according to the following system:

6000-6999 – Courses equivalent to 4000 level senior courses for which a limited amount of graduate credit may be earned. Students will be expected to do more work, such as an additional paper or additional higher-level readings, to receive graduate credit.

- Students may not receive credit for a 6000 level course if they have credit at the 4000 level.
- 6000 level courses must be taught by members of the Graduate Faculty

7000-7999 – Courses open primarily to master's students and taught by members of the Graduate Faculty

8000-8999 – Courses open primarily to post-master's students and taught by members of the Graduate Faculty

9000 – Dissertation, directed by a full member of the Graduate Faculty

Criminal Justice Course Selection

The following courses are those which may be offered. Not all courses will be offered every semester. Courses may be in-person or online.

6152. Drug Misuse and Abuse. (3). Cultural and medical aspects of use of alcohol and various other drugs; consideration of roles of law enforcement and corrections in these areas. PREREQUISITE: Permission of instructor.

6160. Forensic Sciences. (3). Forensic specialties will be discussed in terms of their history, the scientific rationale upon which each is based, and the problems that may compromise accuracy or validity; introduction to field techniques and analysis of evidence.

6180. Corporate and White-Collar Crime. (3). Organizational and occupational crime in comparison to other types of criminality; emphasis on causes, frequency, control, and social impact.

6190. Terrorism: Social and Legal Perspectives. (3). Theoretical and ideological aspects of practice of and response to international and domestic terrorism; terrorism as crime from political, social, economic, historical, and legal perspectives.

6531. Constitutional Law. (3). Issues in constitutional rights related to criminal defendants, including the exclusionary rule, application of First Amendment to criminal law, due process, and equal protection; examination of civil and criminal remedies for protecting and vindicating constitutional rights.

6533. Juvenile Delinquency: Theory and Process. (3). Theories of juvenile delinquency, gang activities, and status offenses; history, organization, programs, and procedures of agencies charged with control and prevention of juvenile delinquency including police, juvenile units, juvenile courts, and juvenile correctional agencies.

6565. Intimate Partner Violence. (3). Covers the types of offenders, victims, and victimizations that can occur in intimate partner violence. Analyzes specific policy recommendations within the realm of policing, courts, and corrections necessary to manage and address intimate partner violence.

6570. Gender and Crime. (3). Gender in the American system of criminal justice; examining how practices of criminal justice reflect societal organization, conflict, and social change.

7100-8100. Criminal Justice Administration: Programs and Policies. (3). Examination of the structure and interrelationship of the major components of the criminal justice system, with an emphasis on the impact of social and political forces on roles and functions of criminal justice agencies.

†**7110-8110. Individual Directed Study. (1-4).** Individual directed research/readings in special areas of interest in the field of criminal justice. May be repeated for a maximum of 4 credit hours. PREREQUISITE: Permission of Coordinator of Graduate Studies.

7128. Research Methods in Criminal Justice. (3). Principles of social science research as applied to the study of the criminal justice system; sampling techniques and research strategies; emphasis on the development of research skills enabling the student to conduct an independent research project.

7130. Crime Analysis and Criminal Behavior. (3). In-depth study of “normal crimes”; the analysis of the characteristics of the criminal, the victim, and the setting for specified offenses; the typical demographic and ecological elements of each type of crime with the purpose of providing a framework for analysis and comparison.

†**7150-8150. Internship in Criminal Justice (3-6).** Experience in a criminal justice setting through assignment to an enforcement, judicial, or correctional agency under joint supervision of agency officials and university faculty. PREREQUISITE: Permission of Coordinator of Graduate Studies.

7161. Intervention Strategies: Changing Organizations and Communities. (3). Development of intervention, prevention, and suppression strategies by criminal justice agencies; role of social and political institutions and forces on design and implementation of strategies; emphasis on how design and implementation impact communities and residents.

7460. Race, Ethnicity, and Gender. (3). Looks at ways race, ethnicity, and gender have an impact on how offenders and victims are treated within the criminal justice system, focusing on majority/minority relations and how attitudes revolving around these relations are reflected within the criminal justice process.

7535. Seminar in Capital Punishment. (3). In depth study of the death penalty in the United States, with focus on four areas: history of death penalty in U.S.; legal issues and rulings; current social science research; effects of homicide and capital punishment on society.

7541. Criminological Theory: Causes of Crime. (3). An overview of historical, sociological, biological, and economic theories of crime causation; particular attention

will be paid to critically analyzing each of the theories presented in terms of research findings.

7542. Victimology: Causation, Prevention, and Intervention. (3). An overview of the study of crime victims and the process, etiology, and consequences of criminal victimization, with focus on the types of crime victims, theories of victimization, and the victim's treatment within the criminal justice system using national data as well as recent research findings.

7900. Capstone. (3). This course is designed to link and evaluate content students have learned in the graduate program. Students will be assessed through the course as they prepare their area comprehensive paper. Through the course students will be assessed on Research Methodology, Criminological Theory, Social Science Statistics, Administration, and Intervention Strategies. PREREQUISITES: CJUS 7100, CJUS 7161, CJUS 7128, CJUS 7541, and SUAP 7100.

†7996. Thesis. (1-6).

†Grades of S, U, or IP will be given.

Grade Point System

The table below shows the grades that may be awarded with their quality points:

PLUS/MINUS GRADING SCALE			
GRADE	QUALITY POINTS	GRADE	QUALITY POINTS
A+	4.00	C+	2.33
A	4.00	C	2.00
A-	3.84	C-	1.67
B+	3.33	D+	1.33
B	3.00	D	1.00
B-	2.67	F	0.00

Grades used to postpone or suspend course completion include "I" (incomplete), "IP" (in progress), and "W" (withdrawn).

Independent studies courses, student teaching, workshops, practica, internships, theses, and dissertations should be graded "A-F, IP" or "S/U, IP." Courses designated with a "single dagger" in the listing of courses are graded "S" (Satisfactory), "U" (Unsatisfactory), or "IP (In Progress). Those designated with a "double dagger" are graded "A"-F," or "IP." A grade of "S," "U," or "IP," does not carry any quality points and is not included in computing GPA.

Incomplete: The grade "I" (Incomplete) may be assigned by the faculty member in any course other than those with "IP" grading in which the student is unable to complete the work due to extraordinary events beyond the individual's control that are acceptable to the faculty member. The "I" may not be used to extend the term for students who complete the course with an unsatisfactory grade. Unless the student completes the requirements for removal of the "I" within 90 days from the end of the semester or summer session in which it was received (see University Calendar), the "I" will change to an "F," whether or not the student is enrolled. The faculty member may grant up to a 45-day extension if sufficient extenuating circumstances exist. At the end of the extension period, the "I" grade will automatically revert to "F" if the student has not completed the requirements. The student will be certified for graduation only when all requirements are met, including the removal of "I" grades. If a student has an "I" in a course necessary to fulfill degree requirements in the semester in which he or she expects to graduate, the certification process and graduation will automatically be deferred to the next term.

In Progress: In courses with "IP" (In Progress) grading, faculty members may assign "IP" to extend the time permitted for the completion of research or course requirements. A student awarded an "IP" grade must re-enroll in the course for the same number of hours to complete the work. Students must re-enroll in thesis or dissertation courses but the hours may vary. The final grade will be submitted by the faculty member at the end of the term in which the work is completed.

Thesis/Dissertation Grading: The use of S, U, IP grading for theses and dissertations is different from its use for other courses. The grade of "S" is ONLY awarded when the student successfully defends the thesis or dissertation; the grade of "U" is awarded ONLY when the student fails to defend successfully. Otherwise, the grade of "IP" is awarded to indicate that the student is progressing in a timely manner. Students must enroll for at least 1 thesis or dissertation hour for each semester (except for summer sessions) that they are working on the thesis or dissertation.

Grade Point Average: Graduate students must maintain a 3.0 GPA ("B"). Grades of "D" and "F" will not apply toward any graduate degree, but will be computed in the GPA. No more than 7 hours of "C-," "C" or "C+" will be applied towards meeting degree requirements. Grades earned at another university will not be computed in the cumulative GPA. Grades in courses that are older than the time limitation for degree will be shown on the transcript but will not be included in the computation of the GPA used for graduation. Only courses that have been validated will count toward the degree (see below for validation policy).

Repetition of Courses: A graduate student may repeat a course to earn a higher grade only if the earned grade was lower than a "B" (3.0). No course may be repeated more than once to improve the grade. Only the grade earned in the second attempt will be included in the computation of the cumulative grade point average. A maximum of two courses may be repeated during the student's total graduate career to improve a grade. However, if a student advances to a doctoral program and wishes to repeat a third

course at the doctoral level, the student must seek approval from the college director of graduate studies. Students should always check with their advisors before enrolling in a course a second time.

Grade Changes: Grades properly issued in a course by the faculty member of record will not be altered except when an error was made in computation or reporting or as a result of a formal grade appeal. A grade other than "I" or "IP" may not be changed as a result of additional work after a grade has been submitted to the Office of the Registrar.

Section Three

Student Enrichment

Opportunities and Services Available

Criminal Justice Student Association

The Department of Criminology and Criminal Justice's Student Association (CJSA) allows students to experience opportunities to learn more about the field of criminal justice. The organization is open to any undergraduate and graduate students with an interest in criminology and criminal justice at the University of Memphis. For more information, contact Mark Williams (mcwillms@memphis.edu).

Like us on Facebook: University of Memphis CJSA

Graduate Student Association

The Graduate Student Association of the University of Memphis

- Provides opportunity for discussion and recommendations on matters of concern to graduate students
- Represents the interests of all graduate students campus-wide
- Is the official liaison for graduate students to communicate as a group with University and Graduate School administrators
- Advocates for support of graduate student research and teaching experience

See the GSA's website for more information: memphis.edu/gsa

Graduate Internships

Internships are available to Graduate Students and help them to identify and strengthen their job skills while contributing to the agency whom sponsors them. The internship helps graduate students prepare for a career in Criminal Justice by developing and strengthening career-related skills and experience. It also provides the opportunity to relate academic knowledge to the career setting. For more information, speak to the Graduate Coordinator: Dr. James McCutcheon (jcmcctch@memphis.edu).

Conferences

Conferences and Conventions are opportunities in which graduate students can travel to learn about recent innovative research and share their own practical experiences and/or research pertaining to a number of different topics in Criminal Justice. For more information on Convention and Workshop dates and locations visit the following web sites:

- American Society of Criminology: asc41.com

- Academy of Criminal Justice Sciences: acjs.org
- Southern Criminal Justice Association: southerncj.org

Graduate Student Resources

Grad Resources is a website designed to provide information and support to graduate students nationwide. Their address is: gradresources.org