

# **Graduate Student Handbook**

**Effective Fall 2016**

## **The Department of Justice Studies**

*“TRANSFORMING JUSTICE AND EMPOWERING COMMUNITIES SINCE 1930”*

*College of Applied Sciences and Arts*

*San José State University*

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## INTRODUCTION

Our Department has a long and rich history at San José State and over the past 80 years, has grown and adapted to the ever-changing social, political, and economic environments – increasing our ability to offer a rigorous, well-rounded and applicable curriculum to our students. Students in our department are taught and mentored by an outstanding group of faculty who are widely recognized and well-respected scholars, activists, and researchers, as well as innovative, passionate, and dedicated teachers.

Our curriculum is designed to provide a broad, academic, and pragmatic understanding of justice locally, nationally, and internationally. We expect our students to place their education as a priority in their life, to stay actively engaged in their learning, to come to class prepared, and to take full responsibility for their learning experience.

Our alumni currently hold leadership roles in our local and national communities, hold faculty positions at universities and have used their education received at San José State University to transform justice and improve the quality of life of the communities in which they live and work.

This handbook is intended to provide graduate students with information about the Justice Studies Department, important policies about our curriculum, and to be a resource for frequently asked questions. We intend on updating the handbook each Academic Year, providing students with the most up to date information.

## DEPARTMENT STRATEGIC PLAN (2016)

### Our Mission

The Department of Justice Studies embraces an interdisciplinary approach to engage students in critical analysis of justice systems in practice, policy, and research. We equip students to be leaders, professionals, and agents of change in justice-related institutions and in diverse local and global communities.

### Our Values

Our foremost desire is to foster just societies. We value intellectual curiosity, lifelong learning, honesty, fairness, and ethical consideration of our actions. We embrace diversity, inclusion, civility, and sustainable practices as foundations for strong communities. We commit ourselves to promoting global understanding and respect for cultural differences. We honor our relationships with students, colleagues, alumni, and community partners who work with us to achieve our mission.

### **Current MS Program Learning Objectives (PLOs)**

At the end of a Master of Science degree in Justice Studies in the Department of Justice Studies, students should be able to:

1. Express a level of academic preparation that enables them to pursue advanced postgraduate degrees in justice-related areas.
2. Employ interdisciplinary perspectives on systems of inequality and concepts of justice that will enable them to develop research-informed solutions to contemporary social problems.
3. Engage in transformative social praxis (action informed by theory, theory revised by action and experience) within local communities, organizations, and institutions
4. Articulate scholarly-grounded perspectives on issues of justice through academic, professional and social media.
5. Become actors of social change through a critical understanding of the local and global dimensions of social injustice.

## **JUSTICE STUDIES WRITING PHILOSOPHY**

The Department of Justice Studies is committed to scholarly excellence. Therefore, the Department promotes academic, critical, and creative engagement with language, with particular emphasis on writing, throughout its curriculum.

A sustained and intensive exploration of language prepares students to think critically and to act meaningfully in interrelated areas of their lives—personal, professional, economic, social, political, ethical, and cultural.

Graduates of the Department of Justice Studies leave San José State University prepared to enter a range of careers and for advanced study in a variety of fields; they are prepared to more effectively identify and ameliorate injustice in their personal, professional and civic lives. Indeed, the impact of literacy is evident not only within the span of a specific course, semester, or academic program but also over the span of a lifetime.

## General Information

### **San José State University**

With an enrollment exceeding 30,000 students, San Jose State University is the oldest campus in the California State University (CSU) system. The 134-acre campus is located in the Santa Clara Valley, the heart of Silicon Valley. For SJSU students, the Silicon Valley location offers an exceptional learning environment, a cultural crossroads, talented and imaginative colleagues, a place to hone professional skills, and is the intellectual vitality of the Bay area.

One of the more prominent and useful features of the SJSU campus is the Martin Luther King, Jr. Library. The library, a unique \$177.5 million joint SJSU-City of San Jose project, offers impressive resources for students and community members. The library opened in the Fall of 2004. New JS graduates students are encouraged to visit the library as soon as possible upon arriving to campus, and sign up for their library cards. This will enable students to gain access to library materials, as well as materials from other libraries via interlibrary loan and Link-Plus, a program that allow students and faculty to acquire a variety of materials from many libraries within California.

Graduate study at San José State University is designed to serve the professional and personal needs of individuals who seek advanced work in many fields. Overseeing all graduate programs is the Office of Graduate Studies. Any policy questions related to procedures and deadlines can be directed to this office at (408) 924-2480. The newly revamped Graduate Studies website will be a valuable resource for all current and incoming students in the Department of Justice Studies. The link to the site is: <http://www.sjsu.edu/gradstudies/> In addition, the Office of Graduate Admissions & Program Evaluations (GAPE) is often more helpful to students, as it relates directly to their programs, admissions, degrees, etc. ([www.sjsu.edu/GAPE](http://www.sjsu.edu/GAPE))

### **College of Applied Sciences & Arts**

The College of Applied Sciences and Arts (CASA) consists of a diverse group of departments, schools, and programs including: Aerospace Studies, Gerontology, Health Professions, Health Science, Hospitality, Recreation & Tourism Management, Justice Studies, Kinesiology, Journalism & Mass Communication, Military Science, Nursing, Nutrition, Food Science, & Packaging, Occupational Therapy, and Recreation & Leisure Studies. One common characteristic of the programs in this college is the provision of broad based experiences in and out of the classroom to prepare students for careers in government, industrial and educational institutions, reporting, health, and entrepreneurial endeavors.

## DEPARTMENT OF JUSTICE STUDIES

### DEPARTMENT COMPOSITION

The department is comprised of full-time faculty, part-time lecturers, and administrative staff. Together they bring cutting edge theoretical, research and practical skills, knowledge, and experiences to deliver extraordinary educational experiences to prepare students as they transition from school to their careers.

### Overview of the Justice Studies Master's Program

(Graduate Coordinator: Dr. Sang Hea Kil)

Based on a cohort model, students in our Master's program are exposed to a rigorous curriculum grounded in theory, methods, and policy. Over a 2-year period, students will take core seminars in social theory, survey of research methods, qualitative and quantitative research methods, history, and comparative criminal justice systems. These core seminars are complemented by a wide-variety of elective seminars in punishment, policing, juvenile justice, criminology, deviance, and law & society. Students are required to complete either a 3 credit graduate project (JS 297) or a 6 credit graduate thesis (JS 299).

We encourage our graduate students to choose a faculty mentor to work with throughout their graduate career. This mentor will work closely with the student on academics, potential research endeavors, as well as post-graduate school options.

Upon graduation, students are well equipped to attend Ph.D. programs, law schools, work in research institutes, as well as to become leaders in justice related organizations.

### Department Faculty

For a complete list of our faculty, please see our website [here](#).

### Application Process

The process is twofold. The applicant must apply to and be admitted by both San Jose State University and the Department of Justice Studies. The University and the Department of Justice Studies have different minimum requirements that the student must fulfill for admission. Official documents must be submitted to the University. Unofficial copies of documents should be sent directly to the Graduate Coordinator to expedite admission by the Department. A full list of these items can be found on our [website](#).

### Admission by the University

Students are admitted to the program by the Graduate Coordinator after they have been admitted to the Graduate School by the University. University admission requires a Bachelor's degree (or equivalent), a 2.5 GPA during the last 60 undergraduate units, and good standing in any work attempted since the Bachelor's degree. Most foreign students must take the TOEFL exam and obtain a minimum score of 550.

### Admission to the Department of Justice Studies

The Justice Studies Department requires further that the bachelor's degree be in social science or an intimately related science. We require a cumulative grade point average at least 3.0 or higher for the last 60 units and a "B" or higher in research methods and statistics. Further, we also require at least 2 letters of recommendation and a 500-word research statement.

### Admission Status

Admission may be with Classified standing which means that the student is deemed qualified to enroll in the graduate curriculum. In some cases, students are admitted with Conditionally Classified standing which means that they must complete specified pre-requisites with acceptable grades before they can be moved to Classified Status. *Students with Conditionally Classified Status should complete the conditions of their acceptance as early as possible.* Such students may take graduate courses at the same time they are fulfilling the conditions. Pre-requisite are assigned for one or more of the following reasons: 1) low GPA in core undergraduate work, or 2) lack of coursework in particular areas of study.

In order to change from Conditionally Classified to Classified Standing a student must 1) fulfill the conditions, 2) must notify the Graduate Coordinator who will inform Graduate Studies through the submission of the Change of Major form on their behalf. This form can be found on GAPE's website (<http://www.sjsu.edu/gape/forms/>).

*Only students in Classified Standing may petition for advancement to graduate candidacy, a requirement for graduation.*

## **THE BASICS: YOUR JUSTICE STUDIES DEGREE REQUIREMENTS**

### **Program for the Justice Studies MS Degree**

Thirty-three units of approved coursework are required for the Master's degree. A minimum of 21 units must be in graded coursework. A *maximum* of six units may be transferred into the program from SJSU Continuing Education, another U.S. university, or a combination of the two. Only units for graduate courses from another U.S. university can be transferred and must be approved by Graduate Studies, and the Graduate Coordinator; appropriate forms may be obtained from Graduate Studies. Selection of courses other than 200-level Justice Studies courses *must be approved* by the Graduate Coordinator prior to enrolling in such courses, as only designated ones can be counted toward the MS degree.

### **Selecting a Plan**

There are two basic plans for completing your master's degree, and the main distinction between the two plans involves what is called the "culminating experience," or the final intensive endeavor students are required to complete before they are eligible for graduation. Plan A involves the completion of a 6-unit Thesis, and Plan B involves the completion of a 3-unit Master's Project. Because the Thesis option is 6-units and the Project option is 3-units, students selecting Plan B will be required to take an additional 3-units of elective coursework so that they obtain the required 33 units.

### **Plan A Thesis (33 units)**

In general, Plan A is a thesis program designed to provide opportunities for in-depth investigation in the student's area of emphasis. The thesis may employ any methodology that is appropriate for the research question, and approved by the chair of the committee. In the past, students have used a wide range of theoretical, quantitative, qualitative, and mixed method designs in their theses. The culmination of the thesis is an oral defense according to university and departmental guidelines. The individual graduate student and academic advisor, with approval by the Graduate Coordinator, determine the thesis requirements and timelines. Approval by the Graduate Coordinator and Thesis Committee is required before a student can register for JS 299 (thesis units).

Students may not register for JS 299 (thesis units) unless they have received a B average in the core courses. Applicants must receive permission from the Graduate Coordinator by filling out the JS299 form found on our website <http://www.sjsu.edu/justicestudies/degrees/graduate-degrees/graduate-policies/index.html>.

Please see our "[Thesis Handbook](#)" for more information

Course requirements for Plan A Thesis include:

**Core Courses, must be completed with a grade point average of 3.0 ("B") (18 units):**

201: Justice and Social Theory (GWAR requires at least a B grade or better)  
202: Survey of Research Methods  
203: Applied Statistics in Justice  
207: Qualitative Research Methods  
211: Historical Issues in Justice Studies  
265: Comparative Criminal Justice Systems

**Culminating Experience (6 units)**

299: Master's Thesis (6 units)

**Electives (9 units):**

204: Justice Organizations, Ethics and Change  
205: Seminar in Law and Courts  
206: Seminar in Juvenile Justice  
208: Seminar in Punishment and Society  
209: Seminar in Police and Social Control  
212: Local and Global Perspectives on Human Rights  
214: Seminar in Social Movements, Community Organizing and Social Justice  
218: Seminar in Immigration, Law and Justice  
220: Seminar in Criminological Theory  
221: Seminar in Deviance and Social Control  
222: Seminar in Penal Policies and Justice  
223: Seminar in Comparative Criminology and Criminal Justice  
288: Seminar in Special Topics  
298: Special Study

**Plan B: Master's Project (33 units)**

The Plan B option (JS 297) is a three-unit research project that is conducted with the rigor appropriate for graduate work, where the culminating experience is a poster presentation evaluated by the JS curriculum Committee.

The project consists of a substantial, original paper on a specific research topic. The paper can be based either on the collection of new data (minimum level) or on a piece of research for evaluation purposes. The project is about 25 pages in length with the addition of a bibliography that includes at the minimum 25 peer-reviewed books, journal articles, and book chapters. Although an in-depth literature review often accompanies the final 297 project, a literature review alone does not constitute an appropriate JS 297 Project.

Individual projects are agreed to by the graduate student and JS 297 academic advisor, with additional approval of the Graduate Coordinator. Graduate students must enroll in JS 297 during their final semester. Both the instructor and Graduate Coordinator must approve the final individual project for credit.

Course requirements for Plan B Project include:

**Core Courses, must be completed with a grade point average of 3.0 (“B”) (18 units):**

201: Justice and Social Theory (GWAR requires at least a B grade or better)  
202: Survey of Research Methods  
203: Applied Statistics in Justice  
207: Qualitative Research Methods  
211: Historical Issues in Justice Studies  
265: Comparative Criminal Justice Systems

**Culminating Experience (3 units)**

297: Program Evaluation Project (3 units)

**Electives (12 units):**

204: Justice Organizations, Ethics and Change  
205: Seminar in Law and Courts  
206: Seminar in Juvenile Justice  
208: Seminar in Punishment and Society  
209: Seminar in Police and Social Control  
212: Local and Global Perspectives on Human Rights  
214: Seminar in Social Movements, Community Organizing and Social Justice  
218: Seminar in Immigration, Law and Justice  
220: Seminar in Criminological Theory  
221: Seminar in Deviance and Social Control  
222: Seminar in Penal Policies and Justice  
223: Seminar in Comparative Criminology and Criminal Justice  
288: Seminar in Special Topics  
298: Special Study

What are the advantages and disadvantages of the Plan A Thesis and the Plan B Project options? The question of whether a student should complete a thesis or project as the culminating experience of their JS Master’s degree is an important one! There is no correct answer, but the choice to do a thesis or project may depend on many factors, including the type of student, and the goals a student has. In general, the following are some reasons to take either option, as well as some factors that might dissuade a student from choosing a particular

option. Students should choose the option that best suits their particular interests and goals in the journey towards the degree.

	<b>Plan A Thesis</b>	<b>Plan B Project</b>
<b>Reasons for pursuing</b>	<ul style="list-style-type: none"> <li>• The thesis option gives students an opportunity to conduct an in-depth research study, and to directly contribute to the base of knowledge in the field.</li> <li>• In some cases, the thesis may yield a conference presentation and/or a journal publication.</li> <li>• For students planning on pursuing a doctoral degree, the thesis option is a solid base for the future completion of the doctoral dissertation.</li> </ul>	<ul style="list-style-type: none"> <li>• The project option is generally more flexible, in terms of the types of topics and methods that would be acceptable.</li> <li>• Like the thesis, the project allows students to focus on a particular topic of interest within Justice Studies.</li> <li>• The project often yields a poster presentation project.</li> </ul>
<b>Reasons to consider other option</b>	<ul style="list-style-type: none"> <li>• The thesis, with a 6-unit requirement, takes longer than the Plan B project.</li> <li>• Students may not be able to find faculty members to serve on their committee, or faculty that can work within the student's desired timeline.</li> <li>• The thesis generally requires a high proficiency in research methodology and writing, and students with weaker skills in these areas may have a difficult time meeting the committee's demands.</li> </ul>	<ul style="list-style-type: none"> <li>• It may be difficult for students conducting research-intensive projects to gain IRB approval for their research in a timely manner, which could delay their progress.</li> <li>• Students who plan on pursuing a doctoral degree may be at a disadvantage when applying to quality Ph.D. programs.</li> </ul>

### **University Deadlines**

Graduate students are responsible for ensuring all university deadlines are met. Failure to meet the deadlines may result in a delayed graduation. These deadlines are listed on GAPE's website: [http://www.sjsu.edu/gape/current\\_students/deadlines/index.htm](http://www.sjsu.edu/gape/current_students/deadlines/index.htm)

### **Clearance of Conditional Status**

Students are expected to complete all conditional requirements as soon as possible after being admitted to the program. These conditions are outlined on the Graduate Standing Form that the student received along with their acceptance letter. After completion of all conditional requirements, the student must notify the Graduate Coordinator. The Graduate Coordinator will submit a Change of Major Form to Graduate Studies. This form is located here: <http://www.sjsu.edu/gape/forms/>.

### **MS Candidacy**

#### **Admission to Candidacy**

One of the most important steps graduate students make is obtaining admission to candidacy. The form, commonly known as the "Candidacy Form," contains demographic information, as well as all of the classes the student is using towards his or her graduate degree.

The candidacy form must be completed approximately a semester and a half prior to anticipated graduation when the student has completed 9 units of core classes with a 3.0 GPA. Students

should consult regularly with the Graduate Coordinator to ensure that they are on the correct path towards graduation, and that the admission to candidacy form is submitted in a timely manner.

The 33-unit proposed Program of Study is written by the graduate student, in consultation with the graduate coordinator, and describes completed coursework and coursework planned for the future, including the minimum of 21 units of graded coursework. Generally credit/no credit courses cannot exceed more than 40% of the program units. This information is entered on the "Petition for Advancement to Graduate Candidacy" form, which must be approved and signed by the student's Research Advisor, returned to the Graduate Coordinator for signature, and forwarded to Graduate Studies for final approval. See [GAPE website](#) for the appropriate forms.

The student is advised that the Petition for Advancement to Graduate Candidacy must be submitted by the appropriate University deadline to ensure graduation at the end of a particular semester. The deadline is early in the semester prior to that in which the student plans to graduate. *It is the student's responsibility to make sure that the deadline is met and that adequate time is given to the Graduate Coordinator for preparing this document.* The student and the Graduate Coordinator are notified in writing by Graduate Studies when the program is approved or denied. Students cannot enroll in JS 299 (thesis units) or apply for graduation until they officially are Candidates for a degree.

Circumstances may arise that require a change in an approved program (e.g. the student wishes to substitute a class for one on the approved program). Requests for such changes are made through the Graduate Coordinator and must be pre-approved by Graduate Studies.

### **University Requirements**

Students who have matriculated (been admitted to the university and enrolled in classes) and received Classified standing in a Master's degree curriculum must next be admitted to candidacy for the degree. The following qualifications and procedures are necessary:

#### Requirements for Submission of Graduate Candidacy

- ❖ The student's first and foremost obligation is to maintain a minimum overall GPA of 3.0. This is required in order to maintain good standing in the program and to receive the degree. If the overall GPA falls below 3.0, a student is placed on academic probation. The student must demonstrate that they are capable of raising their GPA to 3.0 or higher during the next semester in residence. This requires a semester GPA of 3.0 or higher. This can only be accomplished by obtaining grades in letter-graded courses; CR/NC classes do not alter the GPA. Failure to raise the GPA will result in disqualification from the program. **The Department of Justice Studies does not readmit students who have been disqualified.**
- ❖ Contain 33 units (including satisfaction of Graduation Writing Assessment Requirement [GWAR]/ JS 201 with B grade or better)
- ❖ When filing for advancement to candidacy, we require that 3 of the core courses (201, 202, 203, 204, 207, and 211) be completed with a GPA of 3.0 or higher across the courses and that at least 21 units must be letter-graded coursework with a grade of at least a C. **Thus, a grade of C- may not be counted on the candidacy form.**
- ❖ Have at least 80% of the coursework listed for the degree completed in residence (i.e. a maximum of six units may be transferred in from other institutions).

- ❖ Contain no more than six semester units of credit for the thesis units (JS 299)
- ❖ Contain no more than three semester units of credit for JS 297 if Plan B.
- ❖ The proposed program must then be approved by the departmental Graduate Coordinator and the GAPE evaluator. The student will be notified by GAPE office of the actions taken on the proposed program.

## **GPA Graduation Requirements**

In order to graduate, the 3.0 GPA minimum applies to all coursework taken at SJSU since the Bachelor's degree was granted. Courses become invalid after seven years, but the earned grade remains included in the student's GPA. A course that expires and which is on an approved program can be replaced by a course taken more recently, or it can be revalidated after written approval by Graduate Studies and reexamination by the original course instructor. A maximum of ten units may be revalidated in this manner. All revalidation must be pre-approved by the Graduate Coordinator. Link: [Revalidation Form](#).

## **University Deadlines & Applying for Graduation**

The Research Coordinator and the student should keep in mind that Graduate Studies has several deadlines that must be met in order to graduate in a specific semester. Link: [Candidacy & Graduation Deadlines](#). When a student is ready to graduate with their Master's degree, they must submit an "Application for Award of Masters Degree" form with Graduate Studies. Please note that the student must have an approved Petition for Advancement to Graduate Candidacy form on file before applying for graduation, otherwise the application will be denied. Link: [Application for Award of Master's Degree](#).

## **The Thesis – Plan A**

The Thesis Advisor should read and approve the content of the thesis before it is submitted to the other MS Committee members for review. If the Thesis Advisor is not satisfied with a student's progress on the thesis in a given semester, the Advisor will withhold credit for completion of JS 299 units by assigning a grade of RP (Report in Progress). These grade designations do not affect the student's GPA, *but failure to obtain credit for JS 299 obligates the student to re-enroll and pay registration fees in the following semester*. Starting in the Fall of 2012, students receiving a grade of RP in JS 299 may have the option to register for one unit of "Continuous Enrollment" through Extended Studies Special Sessions. Further registration through Extended Studies is required in subsequent semesters until the thesis is completed and credit is given for JS 299. Failure to complete the thesis within a two-year time limit will automatically change an RP grade to an NC grade unless a request for an extension has been made and approved, as stated in the University catalog.

*Note:* a student may skip only one semester without paying registration fees while completing the course requirements of their degree. The final version of the thesis must be approved by the Research Advisor and the MS Committee prior to submission to Graduate Studies. Approval of the thesis by Graduate Studies is required for graduation by Plan A, and the thesis must be delivered by specific dates in order to graduate in a particular semester. Link: [Thesis Requirements & Deadlines](#)

## **Final Project – Plan B**

As a portion of the culminating experience, Plan B MS Candidates are required to present a poster based on their own research at the Graduate Student Research Seminar scheduled through the Graduate Coordinator for JS 297. Students who anticipate giving their final poster presentation must contact the graduate coordinator in the semester that precedes their final semester and must enroll in JS 297 during their final semester. Once the 297 coordinator is assigned by the Chair for the next semester, s/he will obtain the tentative speaker list from the previous coordinator and contact all graduate students on the list (approximately one month prior to the start of the semester).

Graduate faculty members must be in attendance and shall determine whether the presentation was satisfactory or must be repeated at a later date.

It is the student's responsibility to ensure that his/her poster is given on the arranged date. If the student must cancel the final poster presentation, s/he is still responsible for rescheduling the following semester. This will delay graduation until the seminar is completed.

## **Departmental Verification of Culminating Experience**

Before Graduate Studies can authorize the granting of a degree, the "Departmental Verification of Culminating Experience" must be submitted. This is done by the Graduate Coordinator on behalf of the Department Chairperson. Graduate Studies will then check to see that all of the University graduation requirements have been met, such as completion of the approved program, satisfactory academic standing, application for graduation, *etc.* In order for the Graduate Coordinator to submit the Departmental Verification of Culminating Experience memo, the candidate must complete the following:

a) Plan A: Thesis Clearance. The student must submit a copy of the "Thesis Committee Approval Form" with signatures to the Graduate Coordinator. This serves to verify that the thesis has been accepted by the department.

b) Plan B: Seminar Clearance. The student must complete all course work with appropriate GPA and successfully complete their individual project and poster presentation.

## **Information Sharing**

The JS Department leverages electronic resources and social media to distribute information to students. We encourage students to actively check their email, the [JS Website](#), and follow the department on [Twitter](#), [Facebook](#), [Google+](#), and our [Blog](#).

## **Scholarships**

There are a number of scholarships available to students yearly. Check the JS website for information on opportunities through the [JS Department](#), [SJSU](#), and the [College of Applied Sciences and Arts \(CASA\)](#).

## **Graduate Paper of The Year**

During the spring semester, the department presents an award for the Graduate Paper of the Year. This competition is open to all Justice Studies graduate students. Please see our [website](#) for further information.

## **SJSU Resources**

### **[Martin Luther King Jr. Library](#)**

The library is the heart of the university. Offering a gateway to information, the library prepares SJSU students for the future by supporting classroom learning experiences and ensuring that SJSU graduates are prepared for a lifetime of exploration and discovery.

The library is more than a collection of books. It also offers electronic resources, making information available around the clock, whenever and wherever students and faculty need it. The librarians serve as guides, helping library users navigate the complex information landscape and learn how to turn information into knowledge.

### **[SJSU Writing Center](#)**

The SJSU Writing Center is located in Room 126 in Clark Hall. It is staffed by professional instructors and upper-division or graduate-level writing specialists from each of the SJSU colleges. The writing specialists have met a rigorous GPA requirement, and they are well trained to assist graduate students within all disciplines to become better writers.

### **[CASA Success Center](#)**

The Student Success Center in the College of Applied Sciences and Arts (CASA) provides advising for undergraduate students majoring or wanting to major in programs offered in CASA Departments and Schools.

All CASA students and students who would like to be in CASA are invited to stop by the Center for general education advising, help with changing majors, academic policy related questions, meeting with peer advisors, and/or attending various regularly scheduled presentations and workshops. Looking for academic advice or maybe just some tips about how to navigate your way around SJSU. Check out the CASA Student Success Center! It's also a great place to study, and you can check out laptops.

Location: MacQuarrie Hall (MH) 533

### **[Learning Assistance Resource Center](#)**

The Learning Assistance Resource Center (LARC) is located in Room 600 in the Student Services Center. It is designed to assist students in the development of their full academic potential and to motivate them to become self-directed learners. The center provides support services, such as skills assessment, individual or group tutorials, subject advising, learning assistance, summer academic preparation and basic skills development.

### **[Disability Resource Center](#)**

The Disability Resource Center (DRC) is a comprehensive center providing both students and employees with accommodations and services. The center works closely with faculty/staff to deliver services and promote access for students with disabilities in the classroom and throughout the campus.

### **[Housing Services](#)**

Living on campus puts you at the center of it all.

As an integral part of San José State University and the Division of Student Affairs, the Mission of University Housing Services is to provide vibrant student-centered living communities designed to promote academic success, personal development, university involvement and civic engagement. Convenience and value are commitments of the housing program. To this end, housing programs and services are centered on three simple ideas: to provide our residents with community, convenience and value. For the latest information about Rates, Amenities, and dining services check out their [website](#).

### **[Center for Community Learning & Leadership](#)**

Community learning is academic study linked to community service through structured reflection. Community learning is pedagogy that answers the national call for higher education to promote civic engagement. As a metropolitan university, SJSU established the Center for Community Learning & Leadership in its commitment to "building community through service, learning, and leadership."

CCLL offers resources to assist students, faculty, departments and community partner organizations in community learning that develops social responsibility while meeting community needs.

### **[Career Center](#)**

The Career Center promotes the development of SJSU students as professionals by providing the tools to guide them in making career-planning decisions and marketing their skills to employers. They satisfy the needs of the employment community and complement the academic curriculum. Our high-touch customer service approach motivates, educates, and empowers students. The Career Center can be reached at (408) 924-6031.

### **[Sparta Jobs](#)**

Exclusive for SJSU students! Sparta Jobs is a 24/7 job and internship bank that includes on-campus and off-campus, part-time, full-time, temporary, summer, internship/co-op and career positions. Check frequently for new opportunities!

E-Notification Service: You will have the latest information. Receive frequent email updates about:

- ❖ Upcoming programs, employer connection/networking events, job fairs and other programs, services or information related to your major;
- ❖ Hot job opportunities listed in SpartaJOBS.

### **[Associated Students](#)**

Their mission is to represent the students of San José State University and continually improve the quality of their educational opportunities and experiences.

The Associated Students of San José State University has over 100 years of student service and leadership. They are the students' voice on campus regarding fees, academic excellence and non-academic services as well as the center of student activism and representation regarding student life and shared governance.

### **[Campus Recreation](#)**

They provide students, faculty, and staff with opportunities to stay healthy, have fun, and enhance their education and development experiences through recreational activities.

All SJSU students, faculty, and staff are eligible to participate in ASCR programs. Participants must bring a valid SJSU photo ID with EcoPass sticker for registration and participation in ASCR activities. Fitness participants must bring a Fitness Pass and a valid photo ID to enter the [Event Center Sports Club](#).

### **[Spartan Bookstore](#)**

Spartan Bookstore is the on campus source for ALL your academic needs - and more! Operated by Barnes & Noble, the bookstore carries SJSU swag, computers, as well as books!

The bookstore is located in the Student Union Building on campus at 211 South 9th Street, San Jose CA 95192.

## FREQUENTLY ASKED QUESTIONS (FAQs)

### ADD GRADUATE SPECIFIC INFORMATION

#### GENERAL

##### ***What are the Department's Office Hours?***

The JS main office is open M-F, 8:30-12 and 1-5. On occasion, the office may be closed for meetings or events.

The main office is located in MacQuarrie Hall 524.

##### ***Where do I get department forms?***

The Department of Justice Studies distributes all forms electronically through its [website](#). Many of these forms can be filled out and submitted electronically.

##### ***Where do I get University forms?***

There are several forms students will complete while at SJSU. Forms related to advising and retention can be found on the [Academic Advising & Retention Services](#) website, and forms related to general education, graduation, retroactive enrollment and most other forms can be found on the [Registrar's](#) website.

##### ***How long does it take to process paperwork?***

Once paperwork is turned into the main office, it may take up to 2-weeks to process. Be sure to account for this time to meet deadlines when submitting your paperwork. Once the paperwork is completed, we will contact students to let them know papers are ready to be picked up.

##### ***What is MySJSU?***

MySJSU is a student self-service web site. This site is unique in that it provides you direct and immediate access to your personal university records and the services that are critical to your educational experience and ultimate success at SJSU. Be sure your contact information is update as it is used by the department and university for communication.

On MySJSU you can:

- ❖ Add and drop classes
- ❖ Check messages
- ❖ Pay your fees
- ❖ Check your degree progress
- ❖ Review your unofficial transcript
- ❖ Review your schedule
- ❖ Edit your personal contact information

##### ***Who is the JS Graduate Coordinator?***

[Dr. Sang Hea Kil](#) is the Department's Graduate Coordinator and can assist in answering general questions about the program.

***What is the department's grading policy?***

We require that the core courses (201, 202, 203, 204, 207, and 211) be completed with a GPA of 3.0 or higher across the courses and that at least 21 units must be letter-graded coursework with a grade of at least a C. *Thus, a grade of C- may not be counted as credit toward your graduation.*

***What is the department's policy on cheating and plagiarism?***

Any incident of cheating and/or plagiarism must be reported to the Department Chair. The Department Chair will meet and discuss the situation with the student, meet with the faculty member, and decide the type of action to be taken by the department. Some level of action will be taken.

The faculty member has the discretion to determine the level of response: failing the test or assignment, failing the class, and/or reporting to the [Office of Student Conduct & Ethical Development](#).

***Where do I get information about Justice Studies?***

For information about Justice Studies and current information, please see our [website](#), which is regularly updated.

**ADVISING AND STUDENT POLICIES**

***Why do I need to see the graduate coordinator?***

The purpose of academic advising is to help you formulate and reach your own educational goals, while also making sure that you understand the objectives and requirements of your degree. We expect all students to meet with the graduate coordinator each semester to check on their progress, plans and projects.

***I am getting ready to graduate, what do I do?***

Graduate students MUST file ([use GAPE form](#)) for Advancement to Candidacy status before they can graduate. The department recommends that this be done either the semester prior to their final semester or upon completion of 18 units.

- ❖ Starting in the Fall 2016 semester, students must receive a 'B' average in the 3 of the core courses before they can advance to candidacy: JS 201, 202, 203, 204, 207 and 211;
- ❖ Students must also have a cumulative 3.0 GPA in all graduate coursework in order to file.

***When is Convocation and can I participate?***

The Department of Justice Studies typically holds two Convocations per year – December and May. The Convocation in December is held for students graduating in the Fall or previous summer and Convocation in May is held for student graduating in the Spring. We will distribute information about Convocation at the beginning of each semester. If you are scheduled to graduate, be sure to keep an eye out for information regarding Convocation.

## COURSE INFORMATION

### ***How do I register for courses?***

You need your SJSU ID number and the password SJSU sent to you. Forgot it? Lost it? For security reasons we can't give it out over the phone. Contact the [Help Desk](#) for assistance.

Note: your enrollment time and any holds are posted on your [MYSJSU](#) account. Read this information carefully. If you have no "holds," you may begin to register at your appointed time.

The [SJSU Schedule of Classes](#) has the specific Class Number codes and section numbers you'll need to register. Read the sections on registration carefully and use the worksheet before you register the first time.

### ***Once I've registered, can I change my schedule?***

If a course you want is full, search for open sections using the registration system or use the wait listing feature. If your work or family obligations require you to alter your schedule, you may re-enter MySJSU and make your changes up to the date designated on the registration website.

***Be sure to pay your fees by your due date or risk losing your classes.***

### ***What if I forget to register?***

You may still register, but not until the first day of instruction of the current semester you are planning to enroll in. Late registrants are assessed a \$25.00 late fee.

*What if I am accepted after the last day to register online?*

- ❖ Stop by the Student Advising Center in the Student Services Center;
- ❖ EOP students must make an appointment with their EOP advisor;
- ❖ You will add classes beginning the first day of instruction during the designated late registration period.

### ***If I need to add a class after the semester begins, are there any courses available?***

Usually there are. You can request an add code on the [department website](#) during the add period at the beginning of each semester.

Add codes for JS classes will be distributed through the Department Chair, not individual faculty members. Students will electronically submit an "Add Code Request" for each class they are attempting to add, and students will be added if space is available. At this time, the department will not surpass the enrollment cap of a class (unless there is a compelling case).

### ***Do I have to be advised to register for classes?***

It is a good idea to check in with the graduate coordinator before registering to make sure you are on track.

***Where can I find the Academic Calendar, Course Calendar, and Schedule of Classes?***

Information for these items can be found [online](#).

***When are JS courses offered?***

Information about when specific Justice Studies and Forensic Science courses will be offered can be found on our [website](#). Graduate courses are typically offered in the early evening, Monday through Thursday.

***What classes do I have to take to graduate?***

Information about specific Justice Studies courses needed to graduate can be found in the [graduate area of our website](#). Be sure to contact the graduate coordinator if you have any questions about courses needed for graduation.

***Where can I get a copy of the course syllabus?***

Course syllabi will be distributed electronically through email or Dersire2Learn. Paper copies will not be distributed to students.

***What is the average course load?***

For Graduate Students, 9 units are considered a full load.

***How often do I need to attend class?***

Class attendance is important and critical information can be missed unless you attend classes. In addition, participation is the key to a lively class. Class participation provides the opportunity to practice speaking and persuasive skills, as well as the ability to listen.

***What should I do if I have to miss a class?***

Talk to your instructor about your absence ahead of time to find out about any academic consequences. You should also make arrangements to acquire the information or assignments you will miss. If you miss class due to an emergency, contact your instructor as soon as possible so that the instructor can help you catch up. Do not ask, "Did I miss anything?" Most instructors are personally and professionally attached to the topics they teach, so everything they cover in class is important. If you missed class, you missed something.

\*\*It is essential that you make connections with your classmates so that they can help catch you up on what you missed, email you assignments or instructions, and provide you with notes or other class details.

***I'm struggling in a class. What should I do?***

First, talk to the instructor. While you may have done poorly on an exam, the faculty member will not necessarily know you are struggling unless you speak up. Generally, full time faculty are required to hold office hours; those office hours should be listed in the course syllabus. Make an appointment to see the instructor during those hours to talk about your progress in the class. Sometimes things are not as bad as they may seem to you. Other times, things may be much worse than you realize. Your instructor can provide options for additional assistance, tutoring, or

other means for you to get help. In any event, communication with your instructors is essential to your success as a student. So don't delay!

### ***How do I decide whether or not to drop a class?***

If you have met with your instructor and gotten additional help – but the situation in class isn't getting any better – you should speak with your advisor about options available to you. Perhaps it might be best to drop the class and begin again at another time. The decision to drop is yours, but should be made only after you consider all the consequences: Will you be able to drop without having a "W" recorded on your transcript? Will you go below full-time student status if you drop? (This may affect housing, financial aid, and other benefits that you are entitled to.) What will you do with your extra time if you drop the class? Sometimes dropping a class and suddenly freeing up several hours a week of time can cause a temptation to be even less academically involved than you need to be, and put your performance in other classes at risk. See your academic advisor for guidance if you are concerned about dropping a class.

### ***How do I order a copy of my transcripts?***

- ❖ For an official copy: You will need to submit a [transcript request form](#).
- ❖ For an unofficial transcript: Log on to your [MySJSU](#) webpage.

### ***I am interested in completing a Thesis (Plan A). What are the requirements?***

Starting in the Fall 2011 semester, students who wish to write a thesis must first qualify by meeting all three of the following conditions:

- ❖ Receive a B average in the core courses;
- ❖ Submit a brief written statement to the graduate coordinator describing their research interests and expertise;
- ❖ Receive permission from the graduate coordinator.

Please see our "[Thesis Handbook](#)" for more information

## **GRADES**

### ***How do I calculate my GPA?***

To compute grade point average, divide the number of "Grade Points" by the number of "Units Towards GPA" (Grade Points/Units Towards GPA = GPA). Courses with grading symbols of "I" (Incomplete), "AU" (Audit), "W" (Withdraw), "RD" (Report Delay), "SP" (Satisfactory Progress), "CR" (Credit), "NC" (No Credit) are not included in GPA.

GRADE POINT SCALE—The chart below is a 4.0 grading point scale, which represents the numerical value of grades:

A= 4.0	B=3.0	C=2.0	D=1.0
A-= 3.7	B-= 2.7	C-=1.7	D-=0.7
B+=3.3	C+=2.3	D+=1.3	F=0.0

**What is the W grade? What is the WU grade?**

W = 0.0 (authorized withdrawal; not computed in GPA)

WU = 0.0 (unauthorized withdrawal; equivalent to an "F"; computed in GPA)

**What is the "IC" grade? What is the "I" grade?**

An "incomplete" grade indicates that a portion of required course work has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified, reasons and that there is still a possibility of earning credit. Faculty make the final determination regarding the assignment of an "incomplete", but the student must have completed at least 75% of the class with passing grades.

The student must complete a contract with the faculty member regarding the expected work, deadlines, etc, which must be filed in the main office. Please refer to the [Office of the Registrar](#) for a more detailed description.

"IC" = 0.0 (Incomplete grade not completed in the time limit and computed as a failing grade for GPA)

"I" = 0.0 (course work incomplete; failure to complete coursework results in the incomplete grade being computed as an "IC or "NC" grade)

**Change of Conditional Status**

Graduate students who are conditionally classified (i.e. have prerequisites) MUST file ([use GAPE form](#)) for a Change of Classification to classified status once they have completed all of their prerequisites. Students must have a 3.0 GPA or above in order to file.

**Advancement to Candidacy Status**

Graduate students MUST file ([use GAPE form](#)) for Advancement to Candidacy status before they can graduate. The department recommends that this be done either the semester prior to their final semester or upon completion of 18 units. Students must have a 3.0 average in all coursework in order to file.

Starting in the Fall 2011 semester, students must receive a 'B' average across the core courses before they can advance to candidacy: JS 201, 202, 203, 204, 207, and 211.

**I think the grade I received was incorrect, what should I do?**

Contact your professor immediately and inquire about your grade. If you still have questions about your grade, you should contact the Department Chair.

**I feel I was treated inappropriately by a professor what should I do?**

You should contact the Department Chair or the [University Ombudsman](#) immediately.

**I feel I was treated inappropriately by another student what should I do?**

You should contact the Department Chair or the [University Ombudsman](#) immediately.

**Retaking Courses and Disqualification**

Students **may only retake one** of the core courses (JS 201, 202, 203, 204, 207, and 211).

The Department of Justice Studies does not reinstate students who have been disqualified. Please see our department policies regarding academic probation and disqualification [here](#).

***I am on [Academic Probation](#), what does that mean?***

Graduate students must maintain a minimum cumulative grade point average of a 3.0 ("B") in completing the requirements for the master's degree listed on the candidacy form. If a student fails to maintain this GPA, you may be put on academic probation by the university. Failure to raise your GPA to a 3.0 or above after being placed on academic probation may then result in being academically disqualified from SJSU. If you are disqualified from the university please contact your Graduate Coordinator as there will be several procedures you need to complete if you plan on applying for reinstatement.