THE UNIVERSITY of MISSISSIPPI **Department of Legal Studies**

Graduate Handbook

Master of Criminal Justice

Department of Legal Studies
The University of Mississippi
Odom Hall 202 P.O.
Box 1848
The University of Mississippi
University, MS 38677
(662) 915-7902
http://legalstudies.olemiss.edu/

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Important Telephone Numbers, Emails, and Websites

Department of Legal Studies ..... (662) 915-7902
FAX Number ..... (662) 915-7981
Website: http://legalstudies.olemiss.edu/

Linda Keena, Legal Studies Graduate Program Coordinator ..... (662) 915-1998
ldkeena@olemiss.edu (email)

Eric Lambert, Professor and Chair, Department of Legal Studies ..... (662) 915-2672
eglamber@olemiss.edu (email)

Carol Forsythe, Senior Secretary, Department of Legal Studies ..... (662) 915-7902
cbreid@olemiss.edu (email)

University of Mississippi Telephone Numbers
Oxford Campus ..... (662) 915-7211
DeSoto Center – Southaven ..... (662) 342-4765
Tupelo Campus ..... (662) 844-5622

University of Mississippi Office of Financial Aid ..... (800) 891-4596
finaid@olemiss.edu (email)

- Visit Office of Financial Aid on-line at http://finaid.olemiss.edu/

University of Mississippi Graduate School ..... (662) 915-7474

- Visit the Graduate School online at http://gradschool.olemiss.edu/
- Complete and submit an on-line graduate admission application at:
  https://umap.olemiss.edu/sap/bc/webdynpro/sap/zum_graduate_adm_app#

University of Mississippi Office of the Registrar ..... (662) 915-7792
registrar@olemiss.edu (email)

- Visit Office of the Registrar on-line at http://registrar.olemiss.edu/

University of Mississippi Graduate School Catalog website:
http://catalog.olemiss.edu/graduate-school

ETS Computer-Based Testing Center ..... (662) 915-1299

- Visit ETS Computer-Based Testing Center at:
  http://www.outreach.olemiss.edu/student/ETS_Test.html

University of Mississippi Libraries
Website: http://www.olemiss.edu/libraries.html

Overview of the Master of Criminal Justice Program

The Master of Criminal Justice degree program in the Department of Legal Studies at the University of Mississippi is a comprehensive and flexible program. The program is designed to provide people with skills and knowledge to either start a criminal justice career or enhance a current criminal justice career. The field of criminal justice is continually changing and becoming more complex, and these changes are creating a greater demand for educated professionals who understand complex issues and problems and who can adapt to an ever-changing world. The degree requires thirty-six (36) semester credit hours of approved courses.

The Master of Criminal Justice program is based on the principle that students need skills and experiences in the areas of critical thinking, scholarly analysis, communication, and ethical thinking. It is a challenging and rewarding program which can lead to a wide range of employment opportunities within criminal justice and related agencies including the private sector. It also provides an excellent way for current criminal justice professionals to obtain the knowledge, skills, and experiences to assist in promotional opportunities.
Additionally, the program provides individuals with a rigorous education to pursue a doctoral degree. Simply, the Master of Criminal Justice program allows individuals to gain a deeper and greater understanding of the criminal justice discipline.

The primary responsibility for adherence to policies, regulations, deadlines, and degree requirements rests with the student. Questions should be directed to the Legal Studies Graduate Program Coordinator.

Admission Criteria

The University of Mississippi Graduate School has the following degree seeking admission categories:

1) Full Standing Admission – Applicants who meet all criteria are admitted without any qualifications. Upon recommendation by the faculty of the academic area concerned, a student who holds a baccalaureate degree from a regionally accredited institution, has a 3.0 or equivalent average on the last 60 hours of undergraduate coursework, and has an acceptable score on the standardized test appropriate to their discipline, may be considered for admission in full standing to a degree program. Enrollment in 700-level courses and thesis is restricted to students who have been admitted to degree programs in full standing.

2) Conditional Admission - Applicants who have not met requirements for full standing admission but whose credentials include a baccalaureate degree and appropriate standardized test scores and who indicate a reasonable chance for success, may be admitted in this category. Applicants admitted in this category are restricted to enrollment in courses at the 600 level and below, exclusive of thesis, and must satisfy all conditions of admission by the end of their first term of enrollment or their status will be changed to nondegree.

3) Qualifying for Admission - Applicants who lack necessary prerequisite coursework or experience for a degree program, but who plan to take courses that will strengthen their qualifications to enter graduate degree programs, will be admitted as qualifying students. Courses completed in this category may not be applied to a graduate degree program at the University of Mississippi. Applicants admitted in

this category are not eligible to receive graduate assistantships. While in qualifying status, a student may take a minimum of nine (9) credit hours and a maximum of eighteen (18) hours. When recommending admission into this category, departments are required to specify up to eighteen (18) hours of undergraduate coursework, and/or specify a noncourse requirement, to be completed satisfactorily before the student is considered for admission into a graduate degree program.

The University of Mississippi Gradate School has the following nondegree seeking admission categories:

1) Nondegree I - Applicants with no intention to pursue or qualify for a graduate degree program and whose undergraduate grade-point average is below 2.7 will be admitted in this category. Enrollment is restricted to courses at the 400 level and below.

2) Nondegree II - Applicants with no intention to pursue a graduate degree program and whose undergraduate grade-point average is 2.7 or higher will be admitted in this category. Nondegree II students who later apply for and are accepted in a degree program may apply a maximum of nine (9) hours of graduate work taken in this category. Enrollment is restricted to courses at the 600 level and below.

3) Visiting - A student who wishes to enroll in graduate coursework for transfer toward a degree at another institution may be admitted in a visiting status. A visiting student must have written approval of the institution to which the credit will be transferred. Credit earned as a visiting student at the University of Mississippi may not be applied toward a degree program at this institution.

Full Standing Admission to the Master of Criminal Justice program is based on:

1) Evidence of an awarded Baccalaureate Degree from an accredited college or university;

2) Quality of the applicant's academic record, as evidenced by cumulative grade point average. At least a 3.0 or equivalent grade point average on the last 60 hours of undergraduate coursework is required.

3) Submission of Graduate Record Examination (GRE) score. Applicants must have GRE scores submitted directly to The University of Mississippi to be considered for admission. The GRE score must have been taken within five (5) years of application for admission to the Master of Criminal Justice program. The Master of Criminal Justice program does not accept Law School Admission Test (LSAT) or Graduate Management Admission Test (GMAT) scores as substitutes for a GRE score.

Applicants who have served a minimum of four years in a full time capacity in the fields of criminal justice, homeland security, public safety, and the U.S. military may qualify for the “professional track” and will not be required to submit GRE scores for admittance. In lieu of the GRE, the applicant must submit a Professional Portfolio that contains a letter from the applicant’s supervisor or agency head acknowledging that the candidate is employed in good standing. It is requested that the applicant’s supervisor/agency head comment on the applicant’s aptitude/ability to successfully complete the Master of Criminal Justice program. The supervisor/agency head must indicate whether the applicant possesses the potential for professional development/promotion within the agency.

Additionally, those seeking a waiver of the GRE must also provide: 1) a writing sample explaining why his/her professional experience will help enhance success in graduate school; 2) a vitae or resume; and 3) any and all documentation of professional achievement to include (a) professional development training, (b) in–service training, (c) supervisory training, and (d) awards/citations. Completed Portfolios must be mailed to the below address.

Linda Keena
Associate Professor and Graduate Program Coordinator
Department of Legal Studies
Odom Hall 202
P.O. Box 1848
The University of Mississippi
University, MS 38677

4) Three (3) letters of professional recommendation.

5) Statement of Purpose of why the applicants wish to pursue a Master's degree in criminal justice.

Applicants who are not granted Full Standing Admission can request Conditional Admission or Qualifying for Admission.

Once accepted, a proof of immunization will need to be submitted to Student Health Services.

Applying to the Master of Criminal Justice Program

Applicants to the Master of Criminal Justice program must:

1) Complete and submit the Graduate School's on-line admission application found at https://umap.olemiss.edu/sap/bc/webdynpro/sap/zum_graduate_adm_app#

2) Have official transcripts showing a Bachelor's degree was awarded should be mailed directly from the applicant's previous school(s)/college(s) to the Graduate Admissions Office, Graduate School House, P.O. Box 1848, The University of Mississippi, University, MS 38677. Official transcripts must be mailed to the Graduate School, not the Department of Legal Studies, and may not be transmitted via the applicant.

3) Have three (3) letters of professional recommendation who can attest to academic abilities, including success in a graduate program, should be submitted online or mailed to Linda Keena, Department of Legal Studies, Odom Hall 202, P.O. 1848, The University of Mississippi, University, MS 38677.

4) Submit a statement of purpose online of why the applicants wishes to pursue a Master of Criminal Justice degree.

5) Submit online a GRE score taken in past five (5) years or submit Professional Portfolio (if qualified) to Linda Keena, Department of Legal Studies, Odom Hall 202, P.O. 1848, The University of Mississippi, University, MS 38677.

The regulations for admission and information concerning tuition and fees, academic procedures, and degree requirements can be found in the University of Mississippi graduate catalog located online at http://catalog.olemiss.edu/graduate-school . The University regulations supersede those found in this handbook.

Questions concerning the admission process should be directed to the University of Mississippi Graduate School at (662)-915- or gschool@olemiss.edu. You may also contact Linda Keena, Legal Studies Graduate Program Coordinator at (662)-915-1998 or ldkeena@olemiss.edu.

Application Deadlines

Your application must be submitted by the appropriate deadline in order to be considered for the following semester.

Semester to Start	Deadline for Application
Fall (August to December)	April 1st
Spring (January to May)	October 1st

Requirements for the Master of Criminal Justice Degree

The Master of Criminal Justice degree requires successful completion of thirty-six (36) semester hours of graduate coursework, including successful completion of one (1) of three (3) program completion options. The specific requirements are presented below.

Course	Curriculum	Credit Hours
Core Courses		
CJ 600	Criminal Justice Administration	3
CJ 635	Criminal Justice Research Methods	3
CJ 645	Criminal & Intelligence Analysis	3
CJ 655	Criminal Justice Statistical Analysis	3

Note: All students are required to take the above four core courses.

Criminal Justice Emphasis		
CJ 615	Transnational Organized Crime	3
CJ 620	Criminal Justice in American Society	3

CJ 625	Criminal Justice Theory	3
CJ 640	Legal Issues in Criminal Justice	3
CJ 660	Operational & Staff Planning	3

Note: Students must complete a minimum of three (i.e., 9 credit hours) of above listed Criminal Justice Emphasis courses in order to complete the Criminal Justice Emphasis.

Homeland Security Emphasis

CJ 510	Emergency Management	3
CJ 610	Homeland Security Operations	3
CJ 615	Transnational Organized Crime	3
CJ 650	Terrorism & Homeland Security	3
CJ 665	Transportation & Border Security	3
CJ 670	Intelligence & Homeland Security	3

Note: Students must complete a minimum of (i.e., 9 credit hours) of the above listed Homeland Security Emphasis courses in order to complete the Homeland Security emphasis.

Electives

CJ 585*	Current Topics in Criminal Justice	3
CJ 675	Topics in Judicial Administration	3
CJ 685**	Special Topics in Justice Studies	3
CJ 695***	Independent Study	3

***May be taken 2 times with a different topic each time**
****May be taken 4 times with a different topic each time**
*****May be taken for a maximum of 9 hours with a different topic and with permission from Department Chair & Graduate Program Coordinator**

Program Options

A Student must choose one of the following program options for a total of 6 hours:

Option 1:	CJ 690	Criminal Justice Practicum	6
Option 2:	CJ 697	Thesis Option	6
Option 3:	Non-Thesis/ Non-Practicum		6

The Non-Thesis/Non-Practicum option requires a minimum of additional six (6) semester credit hours of class work.

The program completion Option 1 and Option 2 require successful completion of an oral comprehensive examination. Option 3 requires the successful completion of the Comprehensive Written Exit Examination.

Waivers of the four (4) core classes of CJ 600, CJ 635, CJ 645, and CJ 655 are not granted. Students are expected to take and pass these four (4) core classes with an acceptable grade. The four (4) core classes must be completed in order to graduate with the Master of Criminal Justice degree.

Elective courses in the student's program are to be chosen after an advising session with an assigned Legal Studies graduate academic advisor to determine a plan best fitting the student's educational and career goals. Up to six (6) semester hours of coursework outside the Departmental of Legal Studies can be taken as elective credit towards the Master of Criminal Justice degree with prior approval of the Legal Studies Graduate Program Coordinator and the Department Chair.

Transfer Credits

The maximum number of credits that may be transferred in from other accredited colleges and universities is six (6) semester credit hours for up to two (2) courses for the Master of Criminal Justice degree. Transfer courses must be taken at the graduate level with a passing grade of B or higher; the student must have had graduate status at the time the courses were taken. In order for the credit hours to transfer, a Request to Accept Transfer Credit (GS3 form) must be submitted to the Department of Legal Studies. Recommendations from the Department Graduate Program Coordinator and the Department Chair must be obtained, and the transfer of graduate credit hours must be approved by the Dean of the Graduate School. Neither the Legal Studies Graduate Program Coordinator nor the Department Chair are required to recommend acceptance of graduate transfer credit.

Grades from other academic institutions may not substitute for unsatisfactory grades earned at the University of Mississippi; nor may the grade of A or B earned at another academic institution be used to offset a lower grade earned at the University of Mississippi. Transfer work from another institution that constitutes an overload while enrolled as a full-time student at the University of Mississippi will not be accepted. All transfer of credit is subject to the following conditions: (1) The residence or degree credit requirement is not reduced; (2) The other graduate school must offer a graduate degree in the field in which the work has been completed; and (3) The credit must be recommended by the student's department as specifically applicable to the student's degree program.

No more than six (6) semester credit hours, subject to departmental approval, may be applied from a previous master's degree to a second master's degree at the University of Mississippi.

For a list of Graduate School forms, including GS3, see
http://gradschool.olemiss.edu/currentstudents/forms-and-manuals-library/

Minimum/Maximum Enrollment and Definition of Full-Time

A minimum enrollment of three (3) semester credit hours is required of a graduate student in the fall and spring semesters and one (1) semester credit hour during the summer session, including registration for thesis credit hours. The maximum enrollment for a graduate student during the fall and spring semesters is fifteen (15) semester hours, including thesis credit hours. In the summer session, a graduate student may register for no more than six (6) semester credit hours each term.

A graduate student registered for nine (9) or more graduate-level semester credit hours during the fall or spring semesters at the University of Mississippi is considered to be a full-time student. In a summer term, a graduate student registered for four (4) or more semester hours is considered a full-time student, though to satisfy residence requirements, a graduate student must enroll for a total of nine (9) semester credit hours during the summer session terms.

Grades

While graduate students may earn course grades of A, A-, B+, B, B-, C+, C, C-, D, or F for graduate coursework, C-, D, and F are not acceptable for graduate credit, and, as such, will not count towards meeting the requirements of the Master of Criminal Justice degree.

Graduate students must maintain at least a 3.0 overall grade point average on all graduate work undertaken.
In calculating the overall grade-point average, the quality points for final coursework grades are as follows: A = 4.0, A- = 3.7, B+ = 3.3, B = 3.0, B- = 2.7, C+ = 2.3, C = 2.0, C- = 1.7, D = 1.0 and F = 0. In certain specifically designated courses, the mark of Z is given to indicate that a student has received graduate credit but has been assigned no specific grade in the course.

In any situation in which a graduate student wishes to appeal a grade, he or she should contact the Dean of the Graduate School for a copy of the Graduate School Appeal Procedure.

Since the forgiveness grade policy is not applicable for graduate students, grades for all courses taken by graduate students will remain a permanent part of their transcript. A student who earns less than a grade of C for a graduate class may retake the course in order to meet degree requirements. Except for courses identified in the catalog as “may be repeated for credit,” no course may be repeated more than once for credit. Additionally, no more than two courses may be repeated and applied toward a degree. In instances of repeated courses, the grade and credit hours for the second attempt will be used to determine eligibility to graduate.

Good Standing and Academic Probation

To be in good standing in the Master of Criminal Justice program, a student must maintain an overall grade point average of 3.0 or higher. In order to earn the degree a minimum overall grade point average of 3.0 is required.

A graduate student whose overall grade point average falls below 3.0 will be placed on probation and expected to improve their grades to an acceptable level before the end of their next period of enrollment. The student will remain on academic probation until the overall grade point average is 3.0 or higher. While on academic probation, a semester grade point average of less than 3.0 may result in removal from the Master of Criminal Justice program.

Any graduate student dismissed from the Master of Criminal Justice program will be removed from Full Standing status and prohibited from completing any coursework or other requirements toward the Master in Criminal Justice degree. Grounds for dismissal include but are not limited to failing to maintain a 3.0 semester grade point after being placed on academic probation and academic dishonesty (e.g., plagiarism, cheating, etc.). For academic dishonestly, the instructor has a wide array of options, including having the student redo the assignment, assigning a lower grade for the assignment, assigning a failing grade for the assignment, assigning a failing grade for the course, and petitioning the Legal Studies Graduate Committee, the Legal Studies Graduate Program Coordinator, and the Department Chair to remove the student from the program. The University of Mississippi is conducted on a basis of common honesty. Dishonesty, cheating, or plagiarism, or knowingly furnishing false information are regarded as particularly serious offenses. Disruptive behavior in an academic situation or purposely harming academic facilities also are grounds for academic discipline. A graduate student who wishes to appeal a charge of academic dishonesty should contact the Dean of the Graduate School for a copy of the Graduate School Appeal Procedure.

Course Withdrawals

Registration for a course makes the student responsible for attending that course until the course is completed or until, with the approval of the instructor and the Dean of the Graduate School, the Registrar authorizes withdrawal from the course. The last day that a student may withdraw from a class without a record of enrollment in each semester is listed in the Academic Calendar found online at http://registrar.olemiss.edu/academic-calendar-menu/. Stopping class attendance does not constitute withdraw from a course.

Course Descriptions

Criminal Justice graduate course descriptions can be found at: http://catalog.olemiss.edu/courses/C.

Thesis Option

One of the program completion options is the thesis. For this option, a student would enroll with permission in CJ 697 for a total of six (6) semester credit hours. A student who has obtained six (6) semester hours of thesis credit without completing the thesis, and who has completed all coursework, must enroll for three (3) semester credit hours of thesis or coursework each subsequent semester in order to obtain library and parking permits, student housing, etc. A GS7 form, Authorization of the Final Oral/Written Examination, must be submitted to the Graduate Program Coordinator prior to the posted deadline for the semester in which the student plans to complete the oral defense. If the degree is not awarded at the end of the semester or summer term, as anticipated, another registration for three (3) semester credit hours is required in the semester in which the degree is granted. The additional thesis hours will not meet degree requirements.

Thesis committees must consist of at least three (3) faculty members from the discipline in which the degree is sought, and each thesis committee member must have Associate or Full Graduate Faculty status. Members of the thesis committee may continue their involvement on the committee after leaving employment with the University of Mississippi; however, the chairs of the thesis committee who leaves employment with the University of Mississippi may serve only as a co-chair. A full-time Legal Studies graduate faculty member must chair a thesis committee. A GSA successful oral defense and oral examination is required for the thesis option.

Regulations governing the style, format, paper, abstract and other matters may be found at the Graduate School links provided below. The format and citation style of a thesis for the Master of Criminal Justice must follow the current edition of the Publication Manual of the American Psychological Association. An electronic version of the thesis must be uploaded to ProQuest for approval by the Graduate School after the final examination for the Master's degree has been accepted and before the beginning of the regular examination period for the semester in which the candidate plans to graduate. Only appointed members of the thesis and dissertation committees may be identified on the signature page even if they cannot be present at the thesis or dissertation defense. For more information on the sections, format, and style of the thesis, see http://gradschool.olemiss.edu/current-students/thesis-anddissertation-preparation/ http://gradschool.olemiss.edu/thesis-and-dissertation-manual/ and http://gradschool.olemiss.edu/thesis-and-dissertation-manual/thesis-dissertation-manual-2/

Deadlines to submit GS7 form http://gradschool.olemiss.edu/current-students/the-end-game-preparing-tograduate/ For more information concerning the thesis program completion option, please see the Legal Studies Graduate Program Coordinator. For a list of Graduate School forms, including GS7, see http://gradschool.olemiss.edu/current-students/forms-and-manuals-library/.

Practicum Option

One of the program completion options is the practicum. For this option, a student would enroll with permission CJ 697 for a total of six (6) semester credit hours. CJ 697 requires a minimum placement at a managerial/administrative level of 400 with an approved agency. A student must select and secure this placement on his/her own with approval of the Legal Studies Graduate Program Coordinator. CJ 697 requires a major policy analysis paper after completion of the agency placement hours. The format and citation style of the policy analysis paper for the Master of Criminal Justice must follow the current edition of the Publication Manual of the American Psychological Association. A GS7 form, Authorization of the Final Oral/Written Examination, must be submitted to the Graduate Program Coordinator prior to the posted deadline for the semester in which the student plans to complete the oral defense. A successful oral defense and oral examination is required for the practicum option. For more information concerning the practicum program completion option, please see the Legal Studies Graduate Program Coordinator.

Deadlines to submit GS7 form http://gradschool.olemiss.edu/current-students/the-end-game-preparing-tograduate/ For more information concerning the thesis program completion option, please see the Legal Studies Graduate Program Coordinator. For a list of Graduate School forms, including GS7, see http://gradschool.olemiss.edu/current-students/forms-and-manuals-library/.

Non-Thesis / Non-Practicum Option

Another program completion option is the taking an additional six (6) semester credit hours of approved graduate coursework and successful completion of a written comprehensive examination. In the last semester of graduate coursework, a student for this option must sign up and take the written comprehensive examination. This examination is offered near the mid-point of the fall and spring semesters. This examination is not offered in the summer sessions. Only students in good standing who have registered for credit hours and submitted a GS7 form, Authorization of the Final Oral/Written Examination, to the Graduate Program Coordinator will be allowed to take it. The comprehensive examination covers all four (4) core classes (CJ 600, CJ 635, CJ 645, and CJ 655) and selected elective criminal justice graduate courses. A score will be assigned to each of the tested courses. A graduate student will receive a minimum of four (4) scores on the written comprehensive examination. The selected elective criminal justice graduate courses will be decided upon by the Legal Studies Graduate Program Coordinator. This examination is graded and a student must pass it to earn the Master of Criminal Justice degree.

A graduate student must score 80% or higher on each tested course to pass the exam. If a student's test score falls below 80% on one (1) or two (2) course exam(s), the student must contact the professor who graded the exam and work with that professor to submit an acceptable written exam before the end of the last day of finals of the semester in which the written comprehensive exam was administered.

If a student's test score falls below 80% on three (3) or more course exams, the student must submit another GS7 form, Authorization of the Final Oral/Written Examination, to the Graduate Program Coordinator and retake the written comprehensive exam.

All students pursuing graduate degrees must be enrolled for three hours (thesis, or coursework) during the Fall or Spring semester in which they take their final oral and/or written examination.

For more information concerning the non-thesis / non-practicum program completion option, please see the Legal Studies Graduate Program Coordinator.

Deadlines to submit GS7 form see http://gradschool.olemiss.edu/current-students/the-end-game-preparingto-graduate/. For more information concerning the thesis program completion option, please see the Legal Studies Graduate Program Coordinator. For a list of Graduate School forms, including GS7, see http://gradschool.olemiss.edu/current-students/forms-and-manuals-library/.

Candidacy and Application for Master of Criminal Justice Degree

A student must submit an application (GS8 form, Application for Graduate Degree) to the Records Coordinator in the Graduate School for the Master of Criminal Justice degree during the last semester or summer term of enrollment (i.e., semester of expected graduation). This form must be signed by either the Legal Studies Graduate Program Coordinator or the Department Chair. The deadline for submission of the GS8 form can be found at the Registrar's Academic Calendar (see http://registrar.olemiss.edu/academiccalendar-menu/). If the student is not able to complete degree requirements at the end of that period, the student must resubmit the application during the semester or

summer term at the end of which the student expects to graduate. All students must be enrolled for at least three (3) semester credit hours (i.e., thesis or coursework) during the Fall or Spring semester in which graduation is expected. Those planning to graduate in Summer semester must be enrolled for at least one (1) semester credit hour. A grade of I in a course taken in a previous semester does not count for being enrolled in the final semester of graduation.

For a list of Graduate School forms, including GS8, see http://gradschool.olemiss.edu/currentstudents/forms-and-manuals-library/.

Important dates for graduation see http://gradschool.olemiss.edu/current-students/the-end-game-preparingto-graduate/

All students pursuing graduate degrees must be enrolled for three hours (thesis, dissertation, or coursework) during the fall or spring semester in which they take their final oral and/or written examination and in which they receive their degree.

Time Limit for Master of Criminal Justice Degree

All coursework, including the thesis, practicum, and written comprehensive examination, must be completed within six (6) years commencing from the first term in which a grade is recorded for graduate coursework. In addition, students must take at least three (3) graduate semester credit hours every other year to maintain regular status as a student in good standing.

Incomplete Mark

The temporary mark of I (incomplete) is given to a student when, for unusual reasons acceptable to the instructor, course requirements cannot be completed before the end of the next semester. The instructor must submit an I Mark Assignment Form detailing the work to be completed and the deadline for completion. Failing the course or unexplained/unexcused absences cannot be used as a reason to request an incomplete grade. If the coursework indicated in the I Mark Assignment Form is not completed by the following semester's deadline, the grade for the course will change to a grade of F.

Readmission

A student who has had a break in enrollment of one or more academic terms (i.e., fall or spring semester) must reapply for admission. Readmission involves a review by the Department of Legal Studies, if the lapse period is beyond one semester. Readmitted students will be bound by departmental and Graduate School regulations in effect at the time of their readmission.

Travel and Travel Funding

The Department of Legal Studies may have travel funds for graduate students who present at an approved academic conference. Please see the Department Chair to request travel funds up to $300. In addition, the University of Mississippi Graduate Student Travel Award program has limited support for a graduate student on a research presentation. The Graduate Student Travel Award program will provide $200 for presentations at professional academic meetings and conferences, and a $300 travel award may be available if there is a $300 match from another University of Mississippi source (e.g., Department, School/College, or external grant). Due to limited funding, only one travel award per fiscal year may be granted to a graduate student.

To apply for the Graduate Student Travel Award, complete and submit to the Department Chair the Travel Authorization Form, which can be found online at http://procurement.olemiss.edu/travel-authorizationform/. In addition, complete and submit to the Department Chair the Graduate Student Travel Form, which can be found online at http://gradschool.olemiss.edu/current-students/travel-grants/. These two forms must be completed and submitted at least 10 business days before the start of the proposed travel. Include with these two forms information concerning the conference, proof that the presentation has been accepted, and the abstract for the presentation. In addition, please see the Department Chair for additional documentation that may be required for the requested travel. Upon return from the meeting/conference, the student must submit a Travel Reimbursement Form, which can be found online at http://procurement.olemiss.edu/travelreimbursement-forms/. In addition, proper receipts must be attached to the Travel Reimbursement Form.
Only up to authorized travel amount can be reimbursed. Please see the Department Chair for possible additional requirements concerning travel reimbursement. All University of Mississippi related travel, even if no University funds are being requested or used, must be approved by completing and submitting a Travel Authorization form.

Graduate Organizations

There is a University of Mississippi Graduate Student Council, and the website for this organization can be found online at http://gsc.olemiss.edu/.

Graduate students enrolled in a graduate program in criminal justice, or related field; have completed four graduate courses; and have a minimum GPA of 3.4 on a 4.0 scale may apply to be a member of The University of Mississippi's chapter of Alpha Phi Sigma, Mu Rho. Alpha Phi Sigma is the National Criminal Justice Honor Society. To start the application process, interested students should contact the Alpha Phi Sigma advisor, Linda Keena at ldkeena@olemiss.edu.

Tuition

The University of Mississippi Office of the Bursar oversees tuition. Please see online http://www.olemiss.edu/depts/bursar/tuition.html. In addition, a tuition estimator can be found online at http://www.olemiss.edu/depts/bursar/estimator.html.

Financial Aid Information

The Graduate School administers diversity fellowships and the Summer Graduate Research assistantships. The largest source of funds for graduate support is from teaching, research and graduate assistantships offered by academic departments, along with partial tuition and nonresident waivers. Graduate students can also apply for external grants and awards. These funds can be obtained from national, state and local organizations, foundations and agencies. Links to those organizations and additional financial aid information may be viewed online http://gradschool.olemiss.edu/prospective-students/financial-aidinformation/.

Assistantship Positions

If funded, the Department of Legal Studies offers graduate assistantship positions. The number and type of assistantship positions, however, vary from one academic year to the next. A graduate assistantship positions comes with a stipend and different types of a tuition waiver depending on the type of position. In order to be eligible for a graduate assistantship position, a student must be enrolled in graduate coursework and be in good standing with the University of Mississippi. The specific number of required semester credit hours varies by the type of graduate assistantship position. Current policy allows 12 credit hours if 3 hours are in thesis hours. All graduate assistants must maintain an overall grade point average of 3.0 or higher. All departmental graduate assistantship positions require working for the Department of Legal Studies, and the number of required working hours varies by the type of graduate assistantship positions. For example, a fulltime graduate assistantship position requires working 20 hours a week for the Department of Legal Studies, and a half-time graduate assistantship position requires 10 hours a week of work. The specific work responsibilities vary from semester to semester and by type of graduate assistantship position.

In order to be consider, an application for a graduate assistantship position must be sent directly to the Department of Legal Studies. The application packet includes a cover letter, a vitae/resume, and copy of college transcripts. The cover letter should include why interested in the position, skills, and career goals. In order to apply, an applicant must be in good standing with the University of Mississippi. A call for applications is sent out at least once a year, and included in this call is more information of how to apply.

Diversity Fellowship Program

The Graduate School administers a fellowship program available to persons who are members of minority groups (African-American, Hispanic-American and Native American) that have historically been underrepresented in graduate education programs. This program has two components: (1) a stipend and (2) a tuition scholarship.

(1) The stipend is $1,000 for master's students (fall and spring). To receive this stipend, a student must be admitted into a degree program, enrolled on the Oxford campus for at least 9 hours of graduate work each semester, nominated by the academic department and must not be a full-time employee.

(2) The tuition scholarship is valued at 75 percent of regular graduate tuition (and a 44 percent nonresident scholarship). The tuition scholarship also is available to graduate students who are part-time and who are enrolled at one of the regional centers. This scholarship is applied automatically.

University of Mississippi Regional Out-of-State Fee Scholarships

A graduate student who has been admitted to The University of Mississippi's DeSoto Center – Southaven or Tupelo Campus and maintains a 3.0 GPA may apply for a UM Regional out-of-state fee scholarship. The award amount is the portion of tuition charged to out-of-state students above the cost of Mississippi in-state tuition. Interested students must complete the UM Regional Campus Scholarship Application online at https://my.olemiss.edu/irj/servlet/prt/portal/prtroot/pcd!3aportal_content!2fGuest!2fGuestiViews!2fRegionalScholarshipGuest.

Graduate Faculty Status

Graduate Faculty are those members of the University of Mississippi faculty who are responsible for teaching graduate courses and directing graduate student theses and/or dissertations.

Faculty with full graduate faculty membership can teach graduate courses, chair a thesis or dissertation committee, serve on examination committees, and be elected to the University of Mississippi Graduate Council. According to material from the Graduate School, qualifications for full graduate faculty status are terminal degree in a discipline appropriate for the participating graduate program and promotion to or appointment as Associate or Full Professor. Faculty with associate graduate faculty membership can teach graduate courses, chair a thesis committee, co-chair a dissertation committee, serve on a thesis or dissertation committee, and serve on examination committees. According to material from the Graduate School, qualifications for associate graduate faculty status are terminal degree in a discipline appropriate for the participating graduate program and promotion to or appointment as Assistant Professor. Only Associate and Full members of the Graduate Faculty are eligible to vote for Graduate Council representatives. Any exceptions for graduate faculty membership must be nominated by the Department Chair, endorsed by the Dean, and approved by the University of Mississippi Graduate Council. Acting, adjunct, research, instructional/clinical, visiting, and emeriti professors (Research and Support faculty) with appropriate terminal degrees and with appointments in academic departments having a graduate program may exercise the responsibilities of Associate Members. Instructional/clinical faculty members may be approved by Department Chair and Dean to teach 500 and 600 level courses, holding Teaching Graduate Membership, but cannot Chair or Co-Chair a thesis, serve on a thesis committee, or serve on the University of Mississippi Graduate Council. Finally, a faculty member's graduate faculty status may be reviewed, revoked, or downgraded based on a review through academic channels involving the Department Chair, the Dean, and the Graduate Dean.

The primary responsibility for adherence to policies, regulations, deadlines, and degree requirements rests with the student. Questions should be directed to the Legal Studies Graduate Program Coordinator.

All the members of the Department of Legal Studies wish you success in your graduate studies. See your Legal Studies academic advisor regarding the requirements for the Master of Criminal Justice degree and before registering for courses.