



California State University, Fresno Department of Criminology Graduate Handbook

Welcome to the Criminology Graduate Program!

We are pleased that you have selected our program and that you take advantage of everything California State University, Fresno, the discipline of Criminology, our faculty, the College of Social Sciences, and the Division of Graduate Studies has to offer. This is a teaching and learning environment that rewards dedication to those individuals who work diligently to improve their critical thinking, writing, and research skills.

Our objective with this handbook is to state as clearly as possible what you may expect from us and what we expect from you. This handbook contains policies that are determined by California State University, Fresno and the Department of Criminology that may not be negotiable. Therefore, it is important that you read through this handbook and ask for clarification of its contents if necessary.

This handbook is just one source of information. The Division of Graduate Studies (<http://www.fresnostate.edu/academics/gradstudies/>) has numerous resources for you and will provide you with information about expectations and deadlines. It is your responsibility to visit their site on a regular basis to ensure that you are aware of all expectations and deadlines as they relate to the completion of your degree. Ultimately, it is the responsibility of students to meet deadlines, fulfill all degree requirements, and complete their work.

Students appear to do well when they select a mentor who is available and willing to work with them to advance the student's study and research. It is important that the student select a mentor with similar interests.

We look forward to meeting with all of you and wish you well in your graduate studies!

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I. Master of Science in Criminology

This graduate degree program provides students with theoretical and applied knowledge related to the field of criminology, while permitting students to pursue specialized areas of interest within this field of study. The graduate program is designed to prepare students for service and professional positions in agencies serving the criminal justice system and related fields.

Completing this graduate program provides a foundation for a variety of occupations, including in-service education, administrative education and management, community college teaching, counseling, consultation, doctoral studies, and research. Since offering our first graduate criminology course in 1957, the graduate program in Criminology at California State University, Fresno has become the most comprehensive graduate program in the discipline between Sacramento and Los Angeles. It is an advanced program that draws students from a variety of different states in the U.S. and countries around the world.

Application Process

In order to apply for admittance into the graduate program in Criminology at California State University, Fresno, applicants must complete and/or submit the following online through Cal State Apply (<https://www2.calstate.edu/apply>):

- An application to the university
- The Graduate Record Examination (GRE)
- Two official copies of transcripts (not required for Fresno State students)
- An application to the Department of Criminology
- Three (3) letters of recommendation; letter writers must also complete an electronic recommendation form when they submit their letters to via Cal State Apply
- A personal essay
 - This should be a typed statement explaining your reasons for wanting to pursue a graduate degree in Criminology and what benefits you expect to derive from your studies

How To Apply:

As of Fall 2020, all applicants will complete and submit the aforementioned application requirements online through Cal State Apply. You can access this website here: <https://www2.calstate.edu/apply>

Application Deadline and Admission Timeline:

Our graduate program only admits students in the fall of each academic year. To be considered for fall admission, applicants need to have all of their application materials submitted via Cal State Apply by April 1st. This includes all letters of recommendation, which will be submitted electronically by those who you designate as letter writers.

After April 1st, the graduate admissions committee will review all applications and work together to make admissions decisions. Applicants should be notified regarding the status of their application (i.e., whether they have been accepted and admitted to our graduate program) by early to mid-May.

Admission to the Department of Criminology:

In order to be admitted to the graduate program in the Department of Criminology, you must meet the following requirements:

- A baccalaureate degree from an accredited institution with a grade point average (GPA) of at least a 3.0 (on a four-point scale)
- It is strongly recommended that an applicant has completed an undergraduate-level research methods course (equivalent to CRIM 170 in our undergraduate program) prior to beginning our graduate program
 - If you are unsure whether an undergraduate course you have completed meets this recommendation, please contact the graduate coordinator
- It is suggested that an applicant complete the courses below (or equivalent courses from another institution) prior to beginning our graduate program
 - CRIM 100: Criminology
 - CRIM 102: Criminal Justice Organization & Management
 - CRIM 117: Criminal Legal Process
 - If you are unsure whether undergraduate courses you have completed are comparable to the aforementioned suggested courses, please contact the graduate coordinator
- An interview by the graduate admissions committee in the Department of Criminology may be required
- NOTE: Admission to graduate standing is prerequisite to admission to the

graduate program in the Department of Criminology

Graduate Program Requirements:

Completing a Master of Science degree at California State University, Fresno involves six major steps. These are listed below:

1. Admission to graduate studies at California State University, Fresno
2. Admission to the graduate program in the Department of Criminology
3. Successful completion of the Graduate Writing Requirement
4. Advancement to candidacy
5. Completion of 15 credits of core graduate-level Criminology courses, plus 12 elective graduate credits
6. Completion of a thesis (CRIM 299) or project (CRIM 298) OR successful completion of the department's comprehensive examination

Graduate Writing Requirement:

In keeping with the graduate writing requirement at California State University, Fresno, all students in the Master of Science program in Criminology must demonstrate competence in written English prior to applying for advancement to candidacy. Students will have the opportunity to demonstrate writing proficiency in CRIM 200 (Research Methods in Criminology), which is one of the required core courses in the program.

The Criminology faculty recognize the importance of having students demonstrate writing competence early in the program. Accordingly, all Criminology graduate students (including those accepted to the program under a "conditional status") will be advised to complete CRIM 200 during the first or second semester of program enrollment. Students admitted to the Criminology graduate program under "conditional status" must complete two core courses their first semester and satisfactorily complete the writing exam.

Overview:

Candidates for the Master of Science degree in Criminology will meet the university's requirement for demonstrating graduate-level competence in written English by satisfactorily preparing and completing a scholarly research paper related to the area of criminology. This paper will be completed as part of the course requirements for CRIM 200 (Research Methods in Criminology). Writing competency will be assessed using a four-point (4.0) scoring scale. To demonstrate competency, the student must score a three (3.0) or higher in each of three areas:

- Style and format
- Mechanics
- Content and organization

Students' research papers will then be evaluated by graduate faculty. Inability to demonstrate competence will necessitate remediation, which may require (but is not limited to): additional coursework, experiences in the Writing Center, tutoring and/or independent study. The student must demonstrate writing competence to be advanced to candidacy.

Description of Writing Requirement:

As one of the requirements for CRIM 200, each student is assigned to prepare a major research paper (**a minimum of 2,000 words in length**). In the paper, the student will review current literature covering the theoretical foundations of the topic they choose, present research findings, and applications related to a criminological area. Students' writing should demonstrate:

- Comprehensibility
- A clearly organized presentation of ideas
- An ability to arrange ideas logically in order to establish a sound, scholarly argument
- Thoroughness and competence in documentation
- An ability to express in writing a critical analysis of existing scholarly/professional literature in the study area of interest
- An ability to model the discipline's overall writing style as reflected in representative journals

The scoring scale (located on pg. 10) has been developed to provide guidance to students and faculty alike. Students will receive a score on each of the three previously mentioned subscales (style and format, mechanics, and content and organization). Scores will range from 1 to 4 with the following designations:

4 – Exemplary

3 – Accomplished

2 – Developing

1 – Beginning

In order to demonstrate writing proficiency, the student must receive a score of three (3) or higher in each of the three aforementioned areas. As successful completion of this requirement will only be one component of the CRIM 200 course, it is possible for students to pass CRIM 200 while failing the graduate writing requirement or vice versa.

Faculty Evaluation of Writing Proficiency:

The instructor of CRIM 200 will be the primary evaluator of each student's writing. When the instructor determines that the student has met the criteria (i.e., achieves a score of three (3) or higher in each area of the scoring scale), the process will be considered completed. For each section of CRIM 200, the instructor will forward to the program coordinator a list of the students enrolled in the course and the status of their writing competence.

If the instructor believes the student's writing to be deficient in one or more areas, it will be referred to the graduate review committee and evaluated by the committee as a whole. **This review process may take up to 10 working days.** The review committee will consist of two graduate faculty in addition to the instructor of CRIM 200. A simple majority vote of the committee will be considered final. If the committee determines that the student meets the criteria, the process will be considered completed and the chair of the committee will notify the program coordinator that the student has demonstrated writing proficiency.

If the review committee members determine that the student has not demonstrated competence in written English, the student will have two options: 1) he or she may choose to re-do the paper for resubmission on his or her own without engaging in any remedial efforts. The resubmission will then be graded by the review committee and if a simple majority decides the paper has met the writing skills requirement, the requirement has been met; 2) the student may elect to take advantage of recommended alternatives to improve their writing skills. Examples of remedial services available to students are listed below. After working with qualified staff to improve his or her writing competency, the student will re-do the paper for resubmission and the resubmission will be graded by members of the review committee. The student's decision as to which of these two options he or she wants to choose must be communicated to the review committee in writing within five working days of receiving notification from the graduate coordinator that he or she did not pass the graduate writing requirement.

The student shall read all the alternatives available as noted in this handbook and the Graduate Studies webpage (<http://www.fresnostate.edu/academics/gradstudies/index.html>). Remediation may require but not be limited to:

- Additional coursework
- Experiences in the Writing Studio
- Tutoring
- Library research
- And/or independent study

The method(s) selected by the student shall be placed in writing and submitted to the review committee, the graduate coordinator, and the graduate student's mentor if so designated by the student. Remediation will be determined in conjunction with the review committee and monitored by the graduate coordinator and the student's mentor (if applicable).

A graduate student requiring writing remediation must meet and fulfill the graduate writing requirement within 90 days and present the new paper to the review committee for evaluation. It remains the student's responsibility to complete remediation in a timely manner. If the process carries over to the next semester, the student may matriculate into graduate classes, but may not take any core courses that might move the student towards candidacy. Under no circumstances should the student consider the second semester as a sign that the writing requirement has or will be met.

If the appeal process for the writing skills assessment in the Department of Criminology has been completed and the committee decision is unfavorable, the student may request a further appeal through Student Affairs.

Scoring Scale –MS Writing Requirement, MS in Criminology

Scoring Level	Style & Format	Mechanics	Content & Organization
4 - Exemplary	<p>In addition to meeting the requirement for a “3,” the paper is consistent re: correct APA format throughout. The student’s writing models the language and conventions used in related scholarly/professional literature. The paper would meet the guidelines for an APA-formatted publication.</p>	<p>In addition to meeting the requirements for a “3,” the paper is essentially error-free in terms of mechanics. The student’s writing flows smoothly from one idea to another. The student uses transitions to help establish a sound scholarly argument, which aids the reader in following the writer’s logic.</p>	<p>In addition to meeting the requirements for a “3,” the student excels in the organization and presentation of ideas related to the topic being discussed. The student raises important issues or ideas that may not have been represented in the literature cited. This paper would serve as a strong basis for further research on the topic.</p>
3 - Accomplished	<p>While there may be many minor errors, APA conventions for style and format are used consistently throughout the paper. The student demonstrates thoroughness and competence in documenting sources; the reader would have little difficulty referring back to cited sources. Style and format contribute to the comprehensibility of the paper. The student’s writing models the discipline’s overall journalistic style.</p>	<p>While there may be minor errors, the student follows normal conventions of spelling and grammar throughout the paper. Any errors that are noted do not significantly interfere with the comprehensibility of the writing. Transitions and organizational structures, such as subheadings, are used, which help the reader move easily from one point to another.</p>	<p>The student follows all requirements for the paper. The topic is timely and carefully focused. The student clearly outlines the major points related to the topic; ideas are logically arranged to present a sound scholarly argument. The paper is interesting and holds the reader’s attention. The student does a credible job summarizing related literature.</p>

Scoring Level	Style & Format	Mechanics	Content & Organization
2 - Developing	<p>While some APA conventions are followed, others are not. The paper lacks consistency in style and/or format. It may be unclear which references are direct quotes and which are paraphrased from the cited source; the reader would have some difficulty referring back to cited sources.</p> <p>Significant revisions would contribute to the comprehensibility of the paper.</p>	<p>Frequent errors in spelling, grammar (such as subject/verb agreement and tense), sentence structure, and/or other writing conventions make reading difficult and interfere with comprehensibility. The student's writing does not flow smoothly from point to point and lacks the appropriate transitions.</p>	<p>While the written response represents the major requirements for the assignment, it is lacking in substantial ways. The content may be poorly focused and/or the scholarly argument weak or poorly conceived. Major ideas related to the content may be ignored or inadequately explored by the student. Overall, the content and organization needs significant revisions in order to represent a critical analysis of the topic.</p>
1 - Beginning	<p>APA conventions are not followed. The student fails to demonstrate thoroughness and competence in documentation. The lack of appropriate style and format make the reading and comprehensibility of the paper problematic.</p>	<p>Paper contains numerous errors in spelling, grammar, and/or sentence structure that make following the logic of the paper extremely difficult.</p>	<p>Analysis of existing scholarly/professional literature on the topic is inadequate. The content is poorly focused and lacks organization. The reader is left with little information about or understanding of the topic of the paper.</p>

Completion of Required Coursework:

Under the direction of a graduate advisor, each student prepares and submits a coherent program individually designed within the following framework:

- Required core Criminology Graduate Courses (**15 credits**)
 - CRIM 200: Research Methods in Criminology (3 credits)
 - CRIM 201: Advanced Criminological Theory (3 credits)
 - CRIM 202: Law and the Criminal Justice System (3 credits)
 - CRIM 203: Criminal Justice Systems (3 credits)
 - CRIM 204: Quantitative Methods and Analysis (3 credits)
- Graduate elective courses in Criminology or related fields¹ (**12 credits minimum**)
 - 200-level elective courses offered by the Department of Criminology or another related field of study
 - Please note that CRIM 295 serves as an elective course for students who choose to complete the thesis or project as their culminating experience. It **does not** count as an elective for those who choose to complete the comprehensive exam. In this case, CRIM 295 satisfies the three-credit culminating experience requirement below.
- Comprehensive examination OR Project OR Thesis (**3 credits**)
 - CRIM 295 for comprehensive exam option (3 credits)
 - CRIM 298 for the project option (3 credits)
 - CRIM 299 for the thesis option (3 credits)

TOTAL: 30 credits (minimum)

¹ Under special circumstances and with written permission of the graduate coordinator, a maximum of six undergraduate upper division units may be allowed. In the past, such requests have only been approved when an insufficient number of graduate-level elective courses are offered during students' tenure in the graduate program.

The Culminating Experience

Please note that it is university policy that once a student officially registers for one of the three culminating experiences, the culminating experience chosen CANNOT be changed.

You can find more information here about the culminating experience requirement as explained by the Division of Graduate Studies:
<http://www.fresnostate.edu/academics/gradstudies/requirements/culminatingexperience.html>

The Comprehensive Examination (CRIM 295):

The comprehensive examination is one culminating experience students in the graduate program in Criminology may select in completion of their degree. Students choosing the comprehensive exam option must be advanced to candidacy before registering for the exam. As noted above, it is university policy that once a student officially registers for one of the three culminating experiences, the culminating experience chosen **cannot** be changed. In other words, a student cannot move to another culminating experience option if he or she fails the comprehensive examination.

Criminology students should complete the graduate core courses before taking the comprehensive examination. **The comprehensive examination may only be taken twice.** The examination takes place over a two-day period and is proctored in one of the university's computer labs.

Preparing for the Comprehensive Examination:

Students should expect to study for a minimum of six months prior to the exam in order to pass the exam. CRIM 295 is offered to students for preparation. Students should understand that it is ultimately up to them to meet with faculty to determine possible areas of review. Subjects on the examination are as follows: Foundations, Administration, Law, Methods, and Theory. Students are highly encouraged to share notes and collaborate/study with their colleagues in preparation for the exam.

The exam questions that students will be asked to follow are drawn from the following categories:

- *Foundations:* Students must answer two of the three or four question options provided to them

- *Theory*: Students must answer one of the two question options provided to them
- *Law*: Students must answer one of the two question options provided to them
- *Administration*: Students must answer one of the two question options provided to them
- *Research Methods*: Students must answer one of the two question options provided to them

In total, students will answer six exam questions (two from the Foundations category, one from each of the following categories: Theory, law, administration, and research methods).

Students' written work must meet university writing standards. Poorly written answers will lose points. Students must be careful to cite work that is not theirs and if they cannot recall dates or names, note that information in parenthesis.

Examination Scheduling:

The exam is offered in the fall and spring semesters. The date will change each semester, but students can expect that it will be toward the end of the semester but well before finals. The examination requires a day and a half to complete. If a student is taking the exam or a portion of the exam for a second time, they may leave after they have completed their questions.

Grading:

Students may take the comprehensive exam twice. Two members of the faculty will grade each question separately. Faculty will assign a score to each answer as follows:

High Pass: This score reflects an exceptional answer that is well written. This answer may include refereed research articles, related current events, and/or laws.

Pass: This score reflects a sound understanding of the material and is well written.

No Pass: This core reflects unsatisfactory or lack of comprehension of the material as well as poor writing.

Passing the Comprehensive Exam:

It is determined that a student has passed the comprehensive examination if he or she has received one of the following combinations of scores from the two faculty readers: "High-Pass" and "High-Pass," "High-Pass" and "Pass," and "Pass" and "Pass."

A student who receives a mixed score including a "No-Pass" will have their response reviewed by a third faculty reader. If the third faculty reader assigns a grade of "High-Pass" or "Pass," the student will "Pass" the answer in that particular area. If the student earns a "No-Pass" score by the third reader, the student will have to retake the exam in that area.

Re-taking the Comprehensive Exam:

If a student receives a "No-Pass" in one or more sections of the comprehensive exam, the student will need to retake that section(s) at the next time the comprehensive exam is offered. Students can only take the comprehensive exam twice.

If a student fails the comprehensive exam in one or more sections after two attempts, the student will have failed the entire comprehensive exam and will be given no additional attempts to pass the culminating experience.

The Project (CRIM 298):

A project is a significant undertaking of a pursuit appropriate to the fine and applied arts or to professional fields. A project reflects applied field research or creative effort, often suited to the student's individual and/or professional goals. A project also allows for the application of technical skills and knowledge with a practical emphasis. It must display originality and independent thinking, appropriate form and organization, and a rationale. It must be described and summarized in a written abstract that includes the project's significance, objectives, methodology, and a conclusion or recommendation. An oral defense of the project may be required.

You can find a proposed project outline provided by Graduate Studies here:

<http://www.fresnostate.edu/academics/gradstudies/documents/forms/PROJECT%20GUIDELINES.pdf>

The Thesis (CRIM 299)

The thesis is a comprehensive, structured document resulting from original student research. The thesis relates to an existing body of theoretical or empirical knowledge in the field and investigates specific, well-defined questions or issues, and tests hypotheses. In their thesis, students will clearly identify the problem, state the major assumptions, explain the significance of their empirical study, set forth the sources for and methods of gathering information, analyze the data, and offer conclusions or recommendations for academics and practitioners in criminology, criminal justice, or related fields.

The finished product must display originality, critical and independent thinking, appropriate organization and format, clarity of purpose, and accurate and thorough documentation. Critical and independent thinking should characterize every project. Mere description, cataloging, compilation, and other superficial procedures are not adequate. Normally, an oral defense of the thesis will be required.

The graduate thesis is a published academic document that will be bound and shelved in the Henry Madden Library and made available electronically through University Microfilms International. As such, it must be reviewed at the university level (the thesis office in the Division of Graduate Studies) before clearance.

For more information about the thesis option, including the requirements of a thesis set forth by the university and relevant deadlines for submission, please visit the thesis information section of the Graduate Studies website:

<http://www.fresnostate.edu/academics/gradstudies/thesis>

This document from The Division of Graduate Studies is also a good resource for students considering and/or completing the thesis option:

<http://www.fresnostate.edu/academics/gradstudies/documents/thesis/thesiscomm.pdf>

II. DESCRIPTION OF CRIMINOLOGY GRADUATE COURSES

Core Courses (15 credits):

- CRIM 200: Research Methods in Criminology (3 credits)
 - Prerequisite: CRIM 170
 - Course description: Methods and techniques of research in criminology; research designs and models; preparation and critique of a research paper.
- CRIM 201: Advanced Criminological Theory (3 credits)
 - Prerequisite: CRIM 100
 - Course description: A historical approach to the study of criminological theory. Special treatment of the theoretical underpinnings of contemporary theoretical thought. Detailed analysis of major 18th, 19th, and early 21st century criminological thought.
- CRIM 202: Law and the Criminal Justice System (3 credits)
 - Prerequisite: CRIM 117
 - Course description: The nature and philosophy of law; the common law tradition and our judicial system; the role of legislation and rules of statutory interpretation; Constitutional Law concepts and their applications in the Criminal Justice System and our society.
- CRIM 203: Criminal Justice Systems (3 credits)
 - Prerequisite: CRIM 102
 - Course description: A comprehensive assessment of the historical evolution of the criminal justice system, including current status and future growth, theory and rationale for the various systems, and common practices relating to each system.
- CRIM 204: Quantitative Methods and Analysis (3 credits)
 - Prerequisite: CRIM 170
 - Course description: Methods for analysis of multivariate data, including multiple regression, logistic regression, and factor analysis. Computer statistical packages, applications, and analysis of data.

Elective Courses (minimum of 12 credits):

It should be noted that elective courses will vary each academic year. Some of the courses listed below are offered each year (i.e., CRIM 290, CRIM 295) and others are graduate electives that have recently been taught by faculty and may be offered again in the future.

- CRIM 217: Radical Ideologies (3 credits)
 - Prerequisites: None
 - Course description: Students will acquire an understanding of how ordinary individuals can acquire extraordinary philosophies that disrupt governance, derail the status quo, and often erupt into violent conflict.
- CRIM 218: Intelligence Theory (3 credits)
 - Prerequisites: None
 - Course description: Intelligence Theory is a course intended so that students can acquire an understanding of how the acquisition, analysis, and dissemination of information to generate criminal intelligence can be facilitated in a free society.
- CRIM 270T: Special Topics (3 credits)
 - Prerequisites: None
 - Course description: Topics include those areas of advanced theoretical and empirical studies that will orient the student to contemporary Criminological issues and challenges.
 - Recent CRIM 270T courses have included:
 - Psychology and the Criminal Justice System (Fall 2019)
 - Courts & Corrections (Fall 2020)
- CRIM 275: Victimology and Social Change (3 credits)
 - Prerequisites: None
 - Course description: Theories and scientific research on the effects of crime on victims. An analysis of victim rights and services with specific review agencies and programs of community change. Models and strategies of understanding and assisting crime victims will be analyzed.
- CRIM 290: Independent Study (3 credits)
 - Prerequisites: None
 - Course description: A graduate-level independent study course 1) has a specific objective related to the student's educational goals and to the graduate program; 2) is precisely defined as a result of joint planning by

the professor and the student; 3) require perioding and final demonstration of competence in scholarly presentation of the result of the independent study

- In order to enroll in CRIM 290, a student would need to seek out a faculty member in the Department of Criminology who is willing to oversee their performance in this course
- CRIM 295: Controversial Issues in Crime, Criminology, and Law² (3 credits)
 - Prerequisites: CRIM 200, CRIM 201, CRIM 202, CRIM 203
 - Course description: An inclusive overview of controversial issues in criminology and law with an emphasis upon critical thinking, organization, decision-making and writing skills. An apogean experience involving the integration of graduate-level scholarly knowledge related to the study of criminology.

Culminating Experience (3 credits):

Students are required to complete a culminating experience in order to earn a graduate degree from our program. Therefore, students can choose to complete either the comprehensive examination, a project, or a thesis. The courses that correspond with each option are below:

- CRIM 295: Controversial Issues in Crime, Criminology, and Law (3 credits)
 - Prerequisites: CRIM 200, CRIM 201, CRIM 202, CRIM 203
 - Course description: An inclusive overview of controversial issues in criminology and law with an emphasis upon critical thinking, organization, decision-making and writing skills. An apogean experience involving the integration of graduate-level scholarly knowledge related to the study of criminology.
- CRIM 298: Project (3 credits)
 - Prerequisites: CRIM 200, CRIM 201, CRIM 202, and CRIM 203
 - Course description: Preparation and completion of a project demonstrating a significant undertaking such as implementing a program, evaluating an ongoing program, developing pilot studies of innovative ideas or

² If a student is choosing the comprehensive examination as their culminating experience, they are required to take CRIM 295, as it is the course designated for this culminating experience option. Students who choose to complete the project or the thesis, however, can take CRIM 295 as an elective course.

CRIM 295 cannot be double-counted as meeting the culminating experience credit requirement (3 credits) and as an elective.

implementing organizational change in the field of criminology, and submission of a written abstract.

- CRIM 299: Thesis (3 credits)
 - Prerequisites: CRIM 200, CRIM 201, CRIM 202, and CRIM 203
 - Course description: Preparation, completion, and submission of an acceptable thesis for the master's degree.

III. SPECIALIZED CERTIFICATIONS

The Department of Criminology offers three different certificates that undergraduate and graduate students can earn while completing their studies at California State University, Fresno. Below is a description of each certificate. Please note that all courses listed for each certificate are not offered every semester and, as such, opting to complete a certificate may require additional time and study. For further information about course offerings, please search the courses that correspond with the certificate you would like to complete on [My Fresno State](#).

Victim Services Certificate:

The Department of Criminology and the School of Education and Human Development jointly offer the Victim Services Certificate. The purpose of this program is to provide appropriate educational experiences for matriculating students and practitioners. The certificate provides the opportunity for developing knowledge and skills necessary for individuals working with crime victims.

Program Requirements: A minimum of 12 units are required; three units must be taken in each of the four areas:

1. Theory (3 units)
 - CRIM 175: Victimology (3 units)
2. Victim Issues (3 units); select a minimum of three units
 - CRIM 140: Family Violence (3 units)
 - WS 108: Rape (1 unit), WS 109: Incest (1 unit), WS 116: Domestic Violence (1 unit)
 - WS 115: Women, Children and Alcohol (1 unit)
3. Service Delivery (3 units); select a minimum of three units
 - CRIM 176: Victim Services (3 units)
 - SWRK 128: Child Welfare (3 units)
4. Legal/Social Policy (3 units); select a minimum of three units
 - CRIM 177: Legal Policy in Victim Services (3 units)
 - CRIM/WS 126: Women and Violence (3 units)
 - WS 149: Gender, Law, and Social Policy (3 units)

For additional information about the Victim Services Certificate or advising, contact Dr. Tinneke Van Camp in the Department of Criminology (vancamptinneke@csufresno.edu)

NOTE: All courses in the Victim Services Certificate Program must be taken for letter grade only. The entire certificate is offered online once a year in the summer through Continuing and Global Education.

Certificate in Alcohol and Drug Studies:

Through a certificate in alcohol and drug studies, a student may gain perspective into the lives of those affected by drugs and alcohol, as well as understand the basic principles and implications of addiction. A total of 12 credits are required to earn this certificate.

- Required Courses (9 units):
 - HS 110: Drug, Society, and Health (3 units)
 - HS 111: Alcohol and Alcoholism (3 units)
 - SWRK 129: Treatment of Chemical Dependency (3 units)
- Elective Courses (3 units):
 - CRIM 141: Alcohol, Drugs, and Criminality (3 units)
 - WS 115: Women, Children, and Alcohol (1 unit)
 - WS 150T: Women and Alcohol (1 unit)
 - CRIM 190, PH 190, SWRK 190, or WS 190: Independent study (1 unit)

Certificate in Legal Studies:

The Certificate of Legal Studies is co-sponsored by the Department of Political Science and the Department of Criminology. Students must complete twelve (12) units of upper division classes from the Department of Political Science and the Department of Criminology.

- Required Courses:
 - Section One: Students must complete one of the two courses listed below (3 units total)
 - PLSI 170: Constitutional Law: The Federal Structure (3 units)
 - PLSI 171: Constitutional Law: Civil Liberties and Civil Rights (3 units)
 - Section Two: Students must also complete one of the courses listed below (3 units total)
 - PLSI 154: Congressional Politics (3 units)

- PLSI 160: State and Local Government (3 units)
 - PLSI 170 or 171 (whichever course is not taken in Section One) (3 units)
 - PLSI 174: Politics and the Court (3 units)
- Section Three: Students must complete two courses listed below (6 units total)
 - CRIM 117: Criminal Legal Process (3 units)
 - CRIM 118: Courts and Legal Procedure (3 units)
 - CRIM 119: Legal Aspects of Corrections (3 units)
 - CRIM 127: Evidence (3 units)
 - CRIM 142, 143, 144, or 145: Mock Trial courses (3 units)
 - CRIM 177: Legal Policy in Victims Services (3 units)
 - CRIM/WS 126: Women & Violence: Public Policy and the Law (3 units)

For more information about the aforementioned certificates, please visit the following website:

<http://www.fresnostate.edu/socialsciences/criminology/undergraduate/certifications.html>

IV. STAGES OF PROGRESSION THROUGH THE GRADUATE CRIMINOLOGY PROGRAM

Admissions:

A student must first be admitted to California State University, Fresno in order to attain graduate standing with the university³. Graduate standing is a prerequisite to being admitted into the Department of Criminology Graduate Program.

Classified Graduate Standing (full admission):

It may be that your program has recommended your admission with “classified graduate standing” before you even begin your graduate studies. This means that you have been admitted to the university and that you have fulfilled all of the program’s requirements for admission. If this is the case, your next big step is to meet with the graduate coordinator and/or your graduate program advisor concerning your advancement to candidacy.

Ideally, you will achieve “classified graduate standing” within your first semester of the graduate degree program, but this could be dependent upon other factors, such as the number of prerequisite courses you must take. The published policy states that you must achieve “classified graduate standing” by the semester in which you complete 10 units to be used toward your graduate degree.

Conditionally Classified Standing:

If a student has not achieved classified graduate standing, they are considered “conditionally classified,” which means that full admission is only achieved once all admission requirements, including prerequisite courses, are satisfactorily completed. Examples of such conditions include the completion of a prerequisite course or various department exams, submission of official transcripts, submission of a writing sample, or a personal interview.

The department believes a student may be admitted with additional preparation and/or requirements under a “conditional status.” Students under this status must earn an B in the first semester of their graduate work in the two core courses of CRIM 200 and CRIM 201 and pass the writing skills requirement.

³ See the first section of this handbook for detailed program admission requirements.

If you are admitted as “conditionally classified,” it is your responsibility to:

- Contact the Criminology Graduate Coordinator to discuss any conditions to your full admission, then plan your program of study
- Satisfy the noted conditions
- Have the department submit verification that you have met all conditions to the Division of Graduate Studies for approval as a student in classified graduate standing.

Advancement to Candidacy:

Soon after students attain “classified graduate standing,” they should plan to achieve advancement to candidacy. This is a critical step in the graduate degree process, as it establishes an official list of coursework to be used toward the completion of the degree. The program of study will be reviewed and approved by both the Department of Criminology and the dean of the Division of Graduate Studies. Once a student has been advanced to candidacy, he or she has official permission to proceed toward qualifying for his or her Master’s degree.

To be eligible to apply for advancement to candidacy, you must have:

- Achieved classified graduate standing
- Completed at least 9 units at Fresno State toward the Master’s program in Criminology and be in good standing
- A minimum grade point average of 3.0 in all coursework on your advancement to candidacy petition
- Fulfilled the graduate writing skills requirement for the Criminology program
- Passed the departmental qualifying exam or GRE Subject Test, if required by the program
- Completed the foreign language requirement, if required by the program
- Met any other program requirements

Procedure for Advancement to Candidacy:

- Schedule a time to meet with the graduate program coordinator and complete the “Petition of Advancement to Candidacy”
 - The petition specific to our Master’s degree program can be downloaded and printed from the Division of Graduate Studies

website:

<http://www.fresnostate.edu/academics/gradstudies/forms/atc.html>

- Once the petition has been filled out, it must be signed by the graduate coordinator and/or your graduate program advisor with the Department of Criminology. Additionally, you may need to secure the signature of the department chair and the dean of the College of Social Sciences, if required by the program.
- Return the advancement to candidacy petition to the Division of Graduate Studies for final approval.

The Division of Graduate Studies recommends that students achieve advancement to candidacy as soon as possible after they have earned classified graduate standing. **Advancement to candidacy must be achieved no later than one semester prior to the term in which you wish to register for the culminating experience and/or apply for your Master's degree to be granted.** Approximate deadlines are October 1 (for spring graduation) or March 1 (for summer or fall graduation). NOTE: The Criminology Department may have an earlier deadline.

Time to Degree:

A time limit of five years from the earliest course listed on your approved “Petition of Advancement to Candidacy” form is allowed for completion of the Master’s degree. This five-year time limit is imposed to ensure that students’ knowledge of the subject matter is current. If you exceed the five-year time limit, a limited number of outdated courses (older than five years) may be validated.

Awarding of the Master’s Degree:

When students are eligible to graduate and during their final semester, they must apply to the Division of Graduate Studies to have their degree granted to them. Students need to follow the steps outlined below to ensure this process is completed:

In order to be eligible to file for the completion of your degree, you need to meet the following requirements:

- Have an approved “Petition of Advancement of Candidacy” on file in the Division of Graduate Studies
- Maintain a minimum grade point average of 3.0 on program coursework
- Permission from the graduate coordinator to apply for graduation (you get

this permission by securing the graduate coordinator's signature on your "Master's Degree Application")

Below is the procedure for ensuring your degree is awarded to you upon completion:

1. First, file the "Master's Degree Application," which can be found in your Student Center in [My Fresno State](#). Login in to My Fresno State > Student Center > My Academic Records & Registration > Master/Ed.S. Degree Pre-Approval. Once you complete this online, it will be sent to the graduate coordinator so he or she can issue virtual approval of your application. **This process needs to be completed during the first two weeks of the semester in which you plan to graduate.** Check the Division of Graduate Studies website for the exact dates for each application filing period (see link below). Additionally, you must pay a non-refundable graduation application fee to the Cashier's Window in the Joyal Administration Building.
 - Link to graduation information from the Division of Graduate Studies:
<https://www.fresnostate.edu/academics/gradstudies/requirements/graduation.html>
2. Meet with your graduate coordinator to determine how your final Master's degree requirements (i.e., clearance of any incomplete coursework, appropriate paperwork) are to be met.
3. Finally, submit the "Master's Degree Clearance" form to the Division of Graduate Studies by the published deadline (typically the last day of the semester). Students can access this form here:
<https://www.fresnostate.edu/academics/gradstudies/documents/forms/Clearance%20form.website.3-20.pdf>

V. ACADEMIC PROCEDURES AND POLICIES

Incompletes:

If students receive an incomplete grade in a graduate course that will count toward his or her fulfillment of the degree requirements, the student must complete all courses prior to the final day of the semester when he or she expects to graduate. The following are types of grades that are considered to be incomplete grades: an "I" (Incomplete Authorized), an "RP" (Report in Progress), and an "RD" (Report Delayed).

Academic Probation:

Students enrolled in a graduate degree program may be placed on academic probation for the following reasons:

- Failure to maintain the minimum GPA of 3.0 required by the California State Education Code, Title 5
- Repeated failure to make progress toward the Master's degree; or
- Failure to comply with an academic requirement or regulation that is routine for all students or for a defined group of students

Academic Disqualification:

Students enrolled in a Master's degree program are required to maintain a minimum of 3.0 post baccalaureate cumulative GPA prior to advancement to candidacy. Once students have advanced to candidacy, they must maintain a minimum 3.0 program GPA, which includes only coursework listed on the "Petition for Advancement to Candidacy" form.

Students who do not meet the above criteria will be placed on administrative academic probation. Effective Fall 2007, students who are on administrative academic probation will be disqualified if they do not raise their respective GPA to 3.0 by the completion of the second regular semester following the semester that their GPA fell below the 3.0 minimum. In addition, students will be disqualified if their semester GPA falls below 3.0 in any two terms.

Appeals/Petitions:

A. Academic Overload

The maximum allowable overload is 16 units for full-time Master's degree students, when one or more courses in the 200 series are included. Requests for exceptions to this policy must be addressed to the Graduate Division on a "Graduate Student Petition for Academic Overload" form during the first two weeks of the semester. Students employed full time may take a maximum of 6 units. The Class Schedule defines the maximum allowable units during the summer semester.

Students can find a copy of the "Graduate Student Petition for Academic Overload" form here: <http://www.fresnostate.edu/academics/gradstudies/forms/>

B. Planned Educational Leave Request

A planned educational leave of absence is defined as a planned interruption or pause in your regular education during which you temporarily cease formal studies at California State University, Fresno, while pursuing other activities that may assist you in clarifying your educational goals or due to a verified medical condition. The intent of the policy is to make it possible for you to suspend your academic work and later resume studies with a minimum of procedural difficulty. If approved for a planned leave, you will be considered a continuing California State University, Fresno student.

Planned educational leaves may be granted for a variety of reasons or projects, but at least one of the characteristics below must be contained in any request for a leave:

1. You must have a definite objective, which in the judgment of the appropriate university official, that contributes to your educational goals and objectives.
2. You must have a verified medical condition that warrants absence from the university. Medical documentation must be submitted with request.
3. The request must be for a specific period of time that does not exceed

four consecutive semesters.

4. You must plan to return to California State University, Fresno at the conclusion of your leave.

Consult the “Academic Regulations” section of the General Catalog for regulations applicable to planned educational leaves. Students can find a copy of this here: <https://www.fresnostate.edu/catalog/academic-regulations/index.html>

Students wishing to apply for a planned educational leave should obtain a request form from the Registrar’s Office (Joyal Building, Room 106) or the Division of Graduate Studies (Thomas Building, Room 132) and submit this form for approval. **Planned educational leaves of absence do not change the existing five-year time limit for completion of the degree.**

Graduate Appeals Process:

The following appeal policy relates to students who are matriculated into the Criminology Graduate Program at California State University, Fresno. Graduate students who wish to appeal any issue related to their status in the Criminology Graduate Program shall follow the appeal process outlined in this policy. An appeal must be entered within one month of the act that forms the basis for the appeal. Compelling reasons may be considered to change any of the following with the permission of the Department Chair, the student, and the ad hoc Appeals Committee members if convened. Any appeal filed near academic breaks will be addressed according to the availability of faculty.

The student shall engage in the following tasks to initiate and complete the appeal process:

1. Notify the department chair of Criminology in writing of their intent to appeal, which shall include a full explanation for the basis of his or her appeal. The initial document shall include the desired outcome of the appeal, and, if appropriate, steps to address the issue at hand.
2. Develop a concise and articulated two page statement outlining the basis for the appeal. During this process the student should gather all supporting

documents that may be required within the process for review. The student should be prepared to leave said documents with the ad hoc Appeals Committee for review.

3. Meet all deadlines as noted in this process. Any missed deadline shall nullify the appeal process.

4. Meet with the ad hoc Appeals Committee at a time requested and agreed upon by the student and the committee. Failing to appear for the meeting shall nullify the appeal process.

5. Provide additional documentation as requested by the committee within two working days. Failure to comply within a timely manner shall nullify the process.

The Department of Criminology at California State University, Fresno shall complete the following tasks.

1. The department chair shall appoint an ad hoc Appeals Committee upon receipt of the written student's statement of appeal within ten working days of receiving the document.

2. The ad hoc Appeals Committee will be given a name, a file will be opened, and

members of the committee will be appointed. The department chair shall appoint three faculty members who represent diverse academic postings, interests, and experiences to the committee. At no time will a faculty member be appointed to the committee who is named in the appeal. Each committee member will have one vote and the outcome of the appeal will be determined by a simple majority. The ad hoc Appeals Committee and the student must set up a meeting within ten working days after the Department Chair appoints the *ad hoc* Appeals Committee and informs the student of said formation.

3. The ad hoc Appeals Committee shall have five working days to read the student's

appeal document.

4. The ad hoc Appeals Committee shall come to the appeal having read the student's statement and prepared to ask questions. Any member of the committee may ask questions as well as ask for supporting documents.

5. The ad hoc Appeals Committee shall have five working days to determine a

finding and inform the student of their findings in writing. A copy of the decision will be sent to the Graduate Dean, the Dean of the College of Social Sciences, and the faculty named in the appeal.

6. All supporting documents and written communications from the ad hoc Appeals

Committee shall be filed and remain active for two years. The file will be destroyed upon graduation of the student or the student's separation from the university.

If, for any reason, the student wishes to withdraw his or her appeal, he or she may do so. If, however, the student should decide to resubmit his or her appeal, the entire process shall return to the beginning.

VI. STUDENT CODE OF CONDUCT AND RESEARCH RESPONSIBILITY

Code of Conduct:

California Code of Regulations TITLE 5 Education Division 5. Board of Trustees of the California State Universities Subchapter 4. Student Affairs Article 2. Student Conduct

§ 41301. Standards for Student Conduct: The university is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Each member of the campus community must choose behaviors that contribute toward this end. Student behavior that is not consistent with the student conduct code is addressed through an educational process that is designed to promote safety and good citizenship and, when necessary, impose appropriate consequences.

A. Student responsibilities: Students are expected to be good citizens and to engage in responsible behaviors that reflect well upon their university, to be civil to one another and to others in the campus community, and contribute positively to student and university life.

B. Unacceptable student behaviors: The following behavior is subject to disciplinary sanctions:

1. Dishonesty, including:

- Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage
- Furnishing false information to a university official, faculty member, or campus office
- Forgery, alteration, or misuse of a university document, key, or identification instrument
- Misrepresenting oneself to be an authorized agent of the university or one of its auxiliaries

2. Unauthorized entry into, presence in, use of, or misuse of university property.

3. Willful, material and substantial disruption or obstruction of a university-related activity, or any on-campus activity.

4. Participating in an activity that substantially and materially disrupts the

normal operations of the university, or infringes on the rights of members of the University community.

5. Willful, material and substantial obstruction of the free flow of pedestrian or other traffic, on or leading to campus property or an off-campus university-related activity.
6. Disorderly, lewd, indecent, or obscene behavior at a university-related activity, or directed toward a member of the university community.
7. Conduct that threatens or endangers the health or safety of any person within or related to the University community, including physical abuse, threats, intimidation, harassment, or sexual misconduct.
8. Hazing, or conspiracy to haze, as defined in Education Code Sections 32050 and 32051: "Hazing" includes any method of initiation or pre-initiation into a student organization, or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending any school, community college, college, university or other educational institution in this state; but the term "hazing" does not include customary athletic events or other similar contests or competitions. A group of students acting together may be considered a 'student organization' for purposes of this section whether or not they are officially recognized. Neither the express or implied consent of a victim of hazing, nor the lack of active participation while hazing is going on is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section.
9. Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia, (except as expressly permitted by law and University regulations) or the misuse of legal pharmaceutical drugs.
10. Use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by law and university regulations), or public intoxication while on campus or at a university-related activity.
11. Theft of property or services from the university community, or misappropriation of university resources.
12. Unauthorized destruction, or damage to university property or other

property in the University community.

13. Possession or misuse of firearms or guns, replicas, ammunition, explosives, fireworks, knives, other weapons, or dangerous chemicals (without the prior authorization of the campus president) on campus or at a university related activity.

14. Unauthorized recording, dissemination, or publication of academic presentations (including handwritten notes) for a commercial purpose.

15. Misuse of computer facilities or resources, including:

- Unauthorized entry into a file, for any purpose
- Unauthorized transfer of a file
- Use of another's identification or password
- Use of computing facilities, campus network, or other resources to interfere with the work of another member of the university community
- Use of computing facilities and resources to send obscene or intimidating and abusive messages
- Use of computing facilities and resources to interfere with normal university operations
- Use of computing facilities and resources in violation of copyright laws
- Violation of a campus computer use policy

16. Violation of any published university policy, rule, regulation or presidential order.

17. Failure to comply with directions of, or interference with, any university official or any public safety officer while acting in the performance of his/her duties.

18. Any act chargeable as a violation of a federal, state, or local law that poses a substantial threat to the safety or well-being of members of the university community, to property within the university community or poses a significant threat of disruption or interference with university operations.

19. Violation of the student conduct procedures, including:

- Falsification, distortion, or misrepresentation of information related to a student discipline matter

- Disruption or interference with the orderly progress of a student discipline proceeding
- Initiation of a student discipline proceeding in bad faith
- Initiation of a student discipline proceeding in bad faith
- Attempting to discourage another from participating in the student discipline matter
- Attempting to influence the impartiality of any participant in a student discipline matter
- Verbal or physical harassment or intimidation of any participant in a student discipline matter
- Failure to comply with the sanction(s) imposed under a student discipline proceeding

20. Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline.

C. Procedures for enforcing this code: The Chancellor shall adopt procedures to ensure students are afforded appropriate notice and an opportunity to be heard before the university imposes any sanction for a violation of the student conduct code.

D. Application of this Code: Sanctions for the conduct listed above can be imposed on applicants, enrolled students, students between academic terms, graduates awaiting degrees, and students who withdraw from school while a disciplinary matter is pending. Conduct that threatens the safety or security of the campus community, or substantially disrupts the functions or operation of the university is within the jurisdiction of this article regardless of whether it occurs on or off campus. Nothing in this code may conflict with Education Code section 66301 that prohibits disciplinary action against students based on behavior protected by the First Amendment.

Student Research Responsibility:

The Institutional Review Board (IRB), for the purpose of institutional review of research with human subjects, was first formed in 1971 at California State University, Fresno. The policy promulgated at that time was enforced until the adoption of the present policy and procedures. The purpose of the current policy and procedures at California State University, Fresno is to protect the rights and health of human subjects used in research investigations while promoting free inquiry and research at this university and to assure compliance with governmental regulations as specified by the

Office for Human Research Protections (OHRP) — U.S. Department of Health & Human Services and the Committee for the Protection of Human Subjects (CPHS) of the Office of Statewide Health Planning and Development.

California State University, Fresno has obtained a federal wide assurance, which is an assurance of compliance approved by the OHRP. For further information on the policy and procedures for human subject research, you may refer to the California State University, Fresno website regarding human research here:

<http://www.fresnostate.edu/academics/grants/proposal/policies/irb.html>

VII. PROFESSIONAL REGIONAL AND INTERNATIONAL CRIMINOLOGY AND CRIMINAL JUSTICE ORGANIZATIONS

Several criminology, criminal justice, victimology, and psychology organizations provide students with an opportunity to join the organization at a reduced annual membership fee. Students are highly encouraged to discuss these opportunities with their professors, advisors, or the graduate program coordinator. Additionally, these organizations offer students numerous opportunities to attend annual conferences, present academic papers, participate in round table discussions, network with academic and professional experts, and learn about scholarships and advanced studies (e.g., doctoral programs). Travel may be paid by some organizations, interest groups, or programs of study.

Below is a list of academic/professional organizations for criminologists and other related fields. This list is not exhaustive, but rather representative of organizations of which many faculty from the Department of Criminology are members:

- The Academy of Criminal Justice Sciences (ACJS): “The Academy of Criminal Justice Sciences (ACJS) is an international association established in 1963 to foster professional and scholarly activities in the field of criminal justice. ACJS promotes criminal justice education, research, and policy analysis within the discipline of criminal justice for both educators and practitioners. Providing a forum for disseminating ideas related to issues in research, policy, education, and practice within the field, ACJS attributes its success in creating this dynamic professional association to the composition of its membership. As change expands the existing boundaries of the criminal justice field, ACJS is comprised of members from a variety of diversified backgrounds including: scholars who are international in scope and multidisciplinary in orientation, professionals from all sectors of the criminal justice system, and students seeking to explore the criminal justice field as future scholars or practitioners” (Academy of Criminal Justice Sciences, 2020, p. 1).

Website: <https://www.acjs.org/>

- The American-Psychology Law Society (APLS): “The American-Psychology Law Society outlines three goals that reflect the many activities, specialties, and contributions made by our members: 1) Advancing the contributions of psychology to the understanding of law and legal institutions through basic and applied research; 2) Promoting the education of psychologists in matters of law and the education of legal personnel in matters of psychology; 3) Informing the

psychological and legal communities and the general public of current research, educational, and service activities in the field of psychology and law” (American-Psychology Law Society, 2020, p. 1).

Website: <https://ap-ls.org/>

- The American Correctional Association (ACA): The American Correctional Association is the oldest and largest international correctional association in the world. ACA serves all disciplines within the corrections profession and is dedicated to excellence in every aspect of the field. From professional development and certification standards and accreditation, from networking and consulting to research and publications, and from conferences and exhibits to technology and testing—ACA is your resource and the world-wide authority in corrections.

Website: http://www.aca.org/aca_prod_imis/aca_member

- The American Society of Criminology (ASC): “The American Society of Criminology is an international organization whose members pursue scholarly, scientific, and professional knowledge concerning the measurement, etiology, consequences, prevention, control, and treatment of crime and delinquency. The Society's objectives are to encourage the exchange, in a multidisciplinary setting, of those engaged in research, teaching, and practice so as to foster criminological scholarship, and to serve as a forum for the dissemination of criminological knowledge. Our membership includes students, practitioners, and academicians from the many fields of criminal justice and criminology” (American Society of Criminology, 2006, p. 1).

Website: <https://www.asc41.com/>

- The Western Society of Criminology (WSC): “The Western Society of Criminology is a regional professional society devoted to the scientific study of crime. The society attracts scholars, students, government officials, and practitioners from both the public and private sectors around the world” (Western Society of Criminology, 2020, p.1).

Website: <https://westerncriminology.org/>

- The World Society of Victimology (WSV): “The WSV is a member-driven organization, drawing its members from diverse fields, including: science, the social sciences, victim assistance, academia, policy making, governance, and other specialized areas of expertise. The members of the Society elect the Executive Committee, which governs the Society and acts on behalf of the membership. The WSV works with intergovernmental organizations, as an active promoter of research and program development on victims, assistance to victims, and victims rights. It pioneered a special United Nations’ charter of victims’ rights, which resulted in the General Assembly Resolution (A/RES/40/34) named the Declaration of Basic Principles of Justice for Victims of Crime and Abuse of Power. The WSV’s members represent many organizations in the International Scientific and Professional Advisory Council (ISPAC) to the Crime Program at the United Nations, and serve on its Board of Directors. These activities are achieved mainly through the networking of persons concerned with the theory of victimology and the practice of victim support” (World Society of Victimology, 2020, p.1).

Website: <http://www.worldsocietyofvictimology.org/>

VIII. FINANCIAL ASSISTANCE

Tuition and Registration Fees:

Tuition and registration fees at California State University, Fresno are provided to students online each semester for both domestic and international students. Students can use this link to be directed to the website with current tuition and registration fees: <http://www.fresnostate.edu/adminserv/accountingservices/money/tuitionfees.html>

Fees are subject to change. You may check your “Student Center” in My Fresno State to see if you have an outstanding balance. If your fees are not paid by the stated deadlines each semester, you will be disenrolled from your classes.

Student Assistantships:

A number of student assistantships are available to graduate students who are enrolled in a graduate degree program and whose previous records show outstanding achievement in academic work, outstanding subject matter competence in their major fields, and the special qualities necessary to fulfill the assigned duties.

Eligibility for assistantship appointment requires possession of a baccalaureate degree and admission to the graduate degree program by which they have been nominated. The assistantship will continue for two semesters. Students may seek additional funding by working with faculty who have grants or special projects. All students retain the opportunity to seek funding for conference presentations as long as they are in good academic standing and funds are available.

To access additional information about available graduate student assistantships at California State University, Fresno, please visit the “Teaching Associateships & Graduate Assistantships” page maintained by the Division of Graduate Studies: <http://www.fresnostate.edu/academics/gradstudies/financial/graduateassistantshipsta.html>

Financial Assistance:

The Division of Graduate Studies offers a comprehensive guide to financing your graduate education. They have devoted a section of their website to funding opportunities for graduate students, where they identify and detail various types of financial support available to graduate students at California State University, Fresno. There are a number of assistantships, fellowships, grants, loans, and employment options that are open to qualified students each year. Please use the link below to be directed to this website: <http://www.fresnostate.edu/academics/gradstudies/financial/>

Financial Advising Tips:

1. Save time and expense by electronically filing federal application forms, like the Free Application for Federal Student Aid (FAFSA). Be aware of the FAFSA deadline, which typically falls around March 1st for the following year; check the university calendar for current academic year deadlines. The FAFSA website (and the deadline for application submission can be found here:
<https://studentaid.gov/h/apply-for-aid/fafsa>
2. Check the Division of Graduate Studies website and the Criminology Department bulletin board/web page announcements for possible financial assistance for graduate students
3. Apply early and fill out forms completely
4. Request any faculty letters of reference well before the application deadline, and provide all necessary background information
5. Read carefully and follow the information provided about financial aid for graduate students published by the Division of Graduate Studies:
<https://www.fresnostate.edu/academics/gradstudies/financial/>
6. Remember, if your receipt of financial aid (e.g., loans, scholarships, etc.) hinges on whether you are a full-time student (versus a part-time student), full-time status for graduate students is equivalent to 8 units of **200 level courses** or 12 equivalent units from **combined 200 and 100 level courses**. The university has outlined these enrollment standards here:
<http://www.fresnostate.edu/academics/gradstudies/requirements/enrollment.html>

IX. GRADUATE STUDIES FORMS AND ADDITIONAL RESOURCES

The Division of Graduate Studies website will be students' main source of information as they continue the process of obtaining a graduate degree at California State University, Fresno. In order to complete this process, there are deadlines for submitting various forms throughout your time in the Department of Criminology's graduate program.

All of the forms referenced in this handbook, as well as the submission deadlines associated with these forms, can be found on the Division of Graduate Studies website. Also, refer to this site for information on form submission deadlines. This website can be found here: <http://www.fresnostate.edu/academics/gradstudies/forms/>. You can also find links to some of the frequently used graduate forms below:

Advancement to Candidacy form:

<http://www.fresnostate.edu/academics/gradstudies/forms/atc.html>

Request for Classified Standing form:

<http://www.fresnostate.edu/academics/gradstudies/documents/forms/Classified%20Standing%20Request%20form.11-19.pdf>

Request for Program Adjustment form:

<http://www.fresnostate.edu/academics/gradstudies/documents/forms/PAR%20form.10-18.pdf>

Graduate Degree Clearance form:

<http://www.fresnostate.edu/academics/gradstudies/documents/forms/Clearance%20form.website.3-20.pdf>

Required forms for the **thesis option (e.g., thesis committee assignment) can be found on the Division of Graduate Studies website under the "Forms and Policies" tab.

Additional Resources:

Below are links to various university resources that graduate students may find helpful as they complete their graduate studies at California State University, Fresno:

- The Department of Criminology: This site contains important information about the Department of Criminology, as well as links to important documents, forms, and general information about the graduate program:
<http://www.fresnostate.edu/socialsciences/criminology/graduate/index.html>
- The Division of Graduate Studies (DGS): This site will have all of the forms students will need to complete in compliance with deadlines for degree completion and graduation:
<http://www.fresnostate.edu/academics/gradstudies/index.html>
- My Fresno State: Students will need to log in to their student portal through My Fresno State to register for courses, see their class schedule, etc.:
<https://my.fresnostate.edu/>
- Henry Madden Library: This is the website for our library on campus. Students will need to visit this site frequently to locate, print, and read scholarly publications during their time in the graduate program: <https://library.fresnostate.edu/>
- Graduate Writing Studio: Graduate students at California State University, Fresno have access to the Graduate Writing Studio, which provides students with assistance regarding academic writing:
<http://www.fresnostate.edu/academics/gradstudies/graduatewritingstudio.html>
- Graduate Statistics Studio: This is another resource available to Fresno State graduate students. The Graduate Statistics Studio provides graduates students with training and/or tutoring in various statistics programs, which can be helpful as students complete CRIM 204 and/or the project or thesis option:
<http://www.fresnostate.edu/academics/graduenet/students/statspage.html>
- Financial Aid: This website provides students with financial aid resources available to them at California State University, Fresno:
<http://www.fresnostate.edu/socialsciences/criminology/graduate/index.html>
- Career Development Center: This website provides students with information

about finding employment, including possible internships and jobs, as well as gives students resources related to drafting a resume and/or formal letter and the interview process: <http://www.fresnostate.edu/studentaffairs/careers/index.html>

X. DEPARTMENT OF CRIMINOLOGY FACULTY

Below you will find a list of current full time tenured and tenure-track faculty in the Department of Criminology, along with their research interests and contact information. Students are strongly encouraged to use this as reference if they are seeking out a faculty mentor/advisor, research experience, and/or a project supervisor or thesis advisor and committee members.

Name	Research Interests	Contact Information
Dr. Andrea Arndorfer	Legal decision-making, criminal interrogation and confessions, eyewitness memory, and the social and cognitive factors influencing lineup identification decisions and post-decision judgments	Email: aarndorfer@csufresno.edu Phone: (559) 278-2803 Office: Science II, Room 149
Dr. Allen Azizian	Sex offender laws, prevention of sexual abuse, reintegration and community supervision of sex offenders	Email: aazizian@csufresno.edu Phone: (559) 278-5715 Office: Science II, Room 151
Dr. Keith Clement	Criminology, emergency management, Homeland Security, cybersecurity	Email: kcllement@csufresno.edu Phone: (559) 278-1011 Office: Science II, Room 145
Dr. Peter English	Psychology, public policy, and law; the adjudication of mentally ill offenders, comprehension of legal language, and the use of behavioral forensic science in legal decision-making; attention, visual search and information processing	Email: penglish@csufresno.edu Phone: (559) 278-2329 Office: Science II, Room 154

Name	Research Interests	Contact Information
Dr. Emma Hughes	Jails and prisons, with a particular emphasis on rehabilitation programs	Email: emhughes@csufresno.edu Phone: (559) 278-2370 Office: Science II, Room 159
Dr. Chadley James	The intersection of culture and victimization, developing and evaluating victim assistance programs for marginalized populations, along with developing better training programs for victim assistance personal working with victims of violent crime	Email: chadleyj@csufresno.edu Phone: (559) 278-5416 Office: Science II, Room 136
Dr. Jenna Kieckhaefer	The application of psychology to the criminal justice system, particularly related to issues surrounding eyewitnesses, including interviewing, influences on memory accuracy and suggestibility, and lineup decision-making	Email: jkieckhaefer@csufresno.edu Phone: (559) 278-4302 Office: Science II, Room 144
Dr. Jason Kissner	Quantitative research methodology, self-control theory, gangs, deterrence, and criminal careers	Email: mkissner@csufresno.edu Phone: (559) 278-2369 Office: Science II, Room 143
Dr. Holianne Marshall	Organized crime, urban violent crime, and community policing	Email: holmarshall@csufresno.edu Phone: (559) 278-2289 Office: Science II, Room 141

Name	Research Interests	Contact Information
Dr. Jordan Pickering	Police use of deadly force, police-community relations, law enforcement training, and qualitative methods	Email: jpickering@csufresno.edu Phone: (559) 278-5712 Office: Science II, Room 147
Dr. James Pitts	Prisons and jails with an emphasis in inmates' rights; judicial decision-making; executive corruption; African American prison gangs; solitary confinement; prison reform	Email: jamespitts@csufresno.edu Phone: (559) 278-2310 Office: Science II, Room 134
Dr. Kenneth Ryan	Comparative politics of international / transnational intelligence, particularly in counter-organized crime and counter-terror; Intelligence theory; Game theory; Principles of police management	Email: kjryan@csufresno.edu Phone: (559) 278-2379 Office: Science II, Room 137
Dr. Harald Otto Schweizer	International criminal justice and policing; international criminal laws and minimum hiring and training standards for police officers	Email: haralds@csufresno.edu Phone: (559) 278-8880 Office: Science II, Room 138
Dr. Marcus Shaw	Parental incarceration and the intergenerational consequences of mass incarceration and mass deportation	Email: marcusshaw@csufresno.edu Phone: (559) 278-2321 Office: Science II, Room 140
Dr. Monica Summers	Corrections, primarily regarding inmate experiences and community reentry; gender, victimization, and violence	Email: msummers@csufresno.edu Phone: (559) 278-2802 Office: Science II, Room 139

Name	Research Interests	Contact Information
Dr. Yoshiko Takahashi	Domestic violence and gender inequality issues among the Hmong community in the United States; the impact of aging in respective countries on one's lifestyle and crime victimization	Email: ytakahashi@csufresno.edu Phone: Office:
Dr. Tinneke Van Camp	Consequences of victimization, restorative justice and procedural justice	Email: vancamptinneke@csufresno.edu Phone: (559) 278-7027 Office: Science II, Room 133
Dr. Yu Zhang	Comparative criminology, policing, race & gender, law & society, and quantitative research methodology	Email: yuzh@csufresno.edu Phone: (559) 278-6046 Office: Science II, Room 142

XI. FREQUENTLY ASKED QUESTIONS (FAQs)

How do I reference research in scholarly papers and where do I go for help?

The style manual that is recommended is the *Publication Manual of the American Psychological Association* (most recent edition). It may be purchased at the bookstore, ordered on-line, or found at any of the chain bookstores in town. The library will also be able to assist you and it is highly recommended that you seek their assistance rather than get charged with plagiarism.

You may also wish to consult a refereed journal article in your discipline as another guide. The guide can usually be found at the end of the journal with examples.

Can a graduate course I took at another school count toward my graduate degree at California State University, Fresno?

This depends on the course, the instructor, the school, and the rigor of the professor's expectations. Courses, if accepted, may be transferred in as electives.

Should I take graduate courses in other programs?

Yes, as it adds to the breadth of your graduate education. All courses should be discussed prior to registration with your mentor and the graduate coordinator. Be sure to get the permission in writing and have it placed in your file.

I disagree with a grade I received and I wish to appeal. What do I do?

First, read the comments on your paper or on your exam very carefully. If it is a simple misunderstanding, approach the professor and ask for an appointment. Bring any supporting documents to the meeting if appropriate and be prepared to act professionally. If the resolution is not satisfactory, re-read the appeals process, follow the policy, and inform your mentor and the graduate coordinator. Most often, a resolution is reached without further issue.

Please do not approach the professor with hostility or insult them. You should not have to endure such behavior from the professor either. Addressing this conflict in this environment is the first test of your future professionalism.

My work with my mentor or a professor is taking a toll on my grades. What do I do?

This professor understands that your first priority must be your grades. Limit your time completing his/her tasks or terminate your work with him/her until your first priority

is satisfied. We are in an academic environment. Do not over extend your time and you should be fine. If you have a graduate assistantship, consider decreasing your hours in consultation with the graduate coordinator.

Will you pass a criminal background investigation?⁴

There are many occupations within the criminal justice system and other behavior-related fields that require candidates to pass a rigorous criminal background investigation. Background investigations help establish whether a candidate has the personal integrity and honesty to be a credible expert witness in a court of law.

Background investigations present difficulties for many students interested in pursuing careers in forensic science. No matter how intelligent, experienced, or otherwise qualified you may be, you will find your ability to obtain work in this field to be seriously impeded if you cannot pass a background investigation. While the details and criteria for background investigations vary from agency to agency, the following general areas are of common concern to many agencies:

1. Criminal History: Engaging in any behavior that constitutes a felony or many misdemeanors is likely to disqualify you. It does not matter if you were convicted or even charged with the crime for it to be a problem.
2. Drug Use: Any drug use or experimentation is likely to disqualify you for employment. Some, but not all, agencies make exceptions for a few (~3 or less) isolated uses (not sale or distribution) of marijuana in the past (more than ~5 years).
3. Credit Record: Your financial history is fair game as evidence of your honesty, integrity, and responsibility in dealing with contractual agreements. Though it is not necessarily a disqualifier today, bankruptcy has historically been a problem. In some agencies large credit card debt can also be a problem.
4. Driving Record: Nearly every agency will evaluate your driving record, not just for letting you drive their vehicles, but also as a way to evaluate your respect for and compliance with laws and regulations. Single citations may not disqualify a candidate, but repeated or severe citations are likely to.
5. Past Work Performance: Like most employers, forensic laboratories will be interested in your past work performance.
6. Personal Associations: Almost all agencies will look into or interview people

⁴ The following is taken from The National Criminal Justice Reference Service (2016). If you have any concerns, consult the agency you are interested in or speak to your mentor or the graduate coordinator.

you work with, neighbors, friends, family, and other personal associations to learn more about you and your character. In most cases you won't be penalized for having a relative who has any of the above problems, but close association and participation with questionable communities (e.g. gangs) is almost always a problem.

The most important thing is to be honest and forthright – investigators don't like surprises. Your candor in answering questions about these areas is critical, and is often checked with a polygraph examination. For instance, taking a few pencils home from work (theft) may not disqualify you, but lying about it or omitting it from questionnaires is likely to. If you have questions regarding your background investigation, ask your contact at the agency conducting the investigation.

Consider future background requirements seriously. Think carefully about your past before beginning your study, and take care to ensure that you avoid problem activities. Many agencies report losing between 20% and 50% of their qualified applicant pool in the criminal background investigation process.

If you have more questions about background investigations and qualifications for working as a forensic scientist, you may find the NIJ Forensic Education report (pages 7- 10) helpful. You can also contact a forensic advisor or an employer in your area with your questions. Those in Criminology should seek assistance from the professional standards organization or the agency.

XII. GUIDELINES AND POLICIES FOR GRADUATE AND POST BACCALAUREATE STUDENT PETITIONS/APPEALS

Overview:

The following section lays out the principles, policies, and procedures, and clarifies the jurisdictional accommodation of graduate and post baccalaureate appeals and petitions.

Petitions to waive campus regulations or procedures regarding acceptable standards of performance, such as requirements for timelines, curricula, program coursework, grading, or progress toward degree, may be made by graduate or postbaccalaureate students for justifiable and appropriate reasons. Similarly, students may wish to challenge decisions made by campus authorities, including decisions on matters of student conduct or interpretation of university-wide established policies and regulations. Individual cases shall be adjudicated according to the appropriate jurisdiction and sequence, in accordance with the following policy and procedural guidelines.

I. Governing Standards and Jurisdictional Responsibilities

In offering post baccalaureate and graduate programs, California State University, Fresno is subject to the policies and regulations of the CSU Board of Trustees, the statutes of the California State Education Code appearing in Title 5, as well as the regulations and policies established through the University Graduate Committee. Supplemental policies and standards at the departmental or program level complete the governing requirements. Jurisdictional authority and standards governing graduate student petitions and appeals may be summarized as:

A. University Level:

Policies and regulations that apply to all university students and any appeals or decisions based on those policies are handled through established university- wide procedures. Petitions and student appeals of university-wide policies and regulations will be subject to established campus guidelines for review levels and procedures, including review by university-wide committees with graduate representation as appropriate (e.g., the Student Academic Petitions Committee, or as provided through the procedures administered by the vice-president and dean of academic affairs; see Division of Student Affairs procedural guidelines).

B. Division of Graduate Studies Level:

Policies and regulations that apply to acceptable standards of performance for post baccalaureate and graduate students are handled through established Division of Graduate Studies procedures. The dean of the Division of Graduate Studies is responsible for the interpretation, implementation, and review of such policies. Petitions and student appeals related to waivers of requirements or deviations from established university graduate policies or procedures are subject to review levels and procedures as established by the University Graduate Committee of the Academic Senate (refer to attached document, Policies and Procedures for Graduate Student Petitions Committee).

C. Graduate Program/Department Level:

In addition, the graduate faculty group for each program is responsible for establishing program-specific scholastic, academic, ethical, and professional standards and/or requirements. Most programs will adopt and adhere to the ethical principles and professional practice guidelines of appropriate professional organizations. These standards are to be used to determine an individual student's graduate standing with regard to program admission and continuation. The standards also serve as the basis for faculty recommendations regarding both academic probation and program dismissal. Each department or program shall compile in writing a list of the academic, ethical, and professional standards to be met and the procedures governing both the evaluation of student compliance with these standards and the process for appealing and reviewing appeals of decisions rendered based on these standards. The procedures shall afford a fair and expeditious review, and are to be approved by the college or school dean and the graduate dean. The resulting documents shall be on file in the form of departmental or graduate program guidelines in each departmental office, the office of the graduate program coordinator, and the Division of Graduate Studies office. Copies are to be made available to students, and the department shall make reasonable efforts to inform all students about these program regulations. Petitions and student appeals arising from program or departmental policies and regulations are subject to procedures and review levels within the department or graduate program established as outlined in the preceding paragraphs and Section II, following.

II. Graduate Students' Right to Appeal or File a Complaint - Principles and Procedures

The university encourages informal resolution of problems, and students are urged to discuss their concerns with the involved faculty member, the graduate program coordinator, department chair, dean of the college, or graduate dean. Informal resolution of problems by mutual consent of all parties is highly desired and is appropriate at any time. In cases where a formal resolution of problems is needed, separate administrative procedures and timelines have been established that govern a formal appeals process (see Division of Student Affairs documentation). Whether informal or formal, all participants shall take reasonable steps to protect the rights and, to the extent appropriate, the confidentiality of all parties involved in any proceedings to resolve problems. Additional details on appeals of academic decisions can be obtained from the Division of Graduate Studies office.

A. Appealing Academic Decisions

1. Graduate students have the right to appeal academic decisions that may have been made at different levels: instructor, program committee, department, college or school, or the university. Students should first go to the individual or unit responsible for the decision (e.g., disputed grades should first be taken to the faculty member who assigned the grade; graduate program requirements should be taken to the department; college or school requirements to the college or school; and university requirements to the Division of Graduate Studies).
2. An unfavorable ruling at one level may be appealed to the next successive level(s). A faculty decision can be appealed to the department's graduate program coordinator or the department chair; a department decision can be appealed to the college or school dean in which the graduate program is located; a college-level ruling can be appealed to the Division of Graduate Studies; a Division of Graduate Studies decision can be appealed to the provost and then to the President of the university.

B. Appeal of Other University Decisions

If an appeal of an action or complaint arises from issues not identified above (e.g., sponsored research misconduct, employment issues, or patent and intellectual property claims), the graduate dean, the provost and vice president for academic affairs,

and the university administrator involved shall determine the appropriate procedure(s) for processing a complaint or an appeal.

C. Appeal of Decisions Regarding Graduate Student Probation, Suspension, and Dismissal Process

University students in the Division of Graduate Studies are considered to be members of an academic scholarly community committed to shared ethical and professional principles. Integrity, justice, honesty, respect and responsibility represent the basis for establishing the rights accorded to each member of this community. On rare occasions students may fail to meet these expectations. When the student's behavior does not conform to prevailing standards of conduct, the university may impose appropriate sanctions.

Student misconduct that includes instances of academic dishonesty and violations of the California State University Code Governing Student Conduct (Title 5) and university-wide policies established in accordance with state and federal statutes and requirements for compliance may lead to expulsion, suspension, or probation. Examples of failure to meet such expected codes include cheating or plagiarism, misrepresentation of one's self or work, inappropriate collaboration, abusive behavior or hazing, and forgery (for complete listing, see Title 5, Sections 41301 to 41204).

Further, a student who violates the academic, professional and ethical standards in the discipline for which the student is preparing may be subject to academic sanctions, including but not limited to grade reduction, failing grade, suspension, or dismissal from the graduate program, as well as additional sanctions as determined by university procedures. The following program and departmental regulations apply:

- I. If a student is failing to meet departmental standards, the department shall first warn the student of this fact in writing. The notification shall specify in what way(s) the student is failing to meet the standards. When conditions such as probation or suspension are imposed, the department shall give at the time of its imposition a written explanation of this status, what is needed to correct deficiencies, and time limits for readmission or regaining graduate standing.
2. Program suspension or dismissal may follow failure to meet conditions of admission or probation; established written grade point or program requirements or other academic and professional program standards; or failure to meet a regularly scheduled examination or formal evaluation. The student has the right to appeal such decisions and to seek further departmental review, according to

established departmental and/or program standards (see above, Section I C).

3. Appeals of probation, suspension, or dismissal decisions by faculty that involve judgment of performance normally will not be reviewed beyond the college or school level. If, however, the student feels there has been discrimination, unfairness, or procedural irregularity, the student may appeal to the college or school dean and then to the graduate dean. The student may pursue a grievance according to the Dispute Resolution Procedures established by the university (see Division of Student Affairs documentation).
4. Students who are suspended or dismissed from a graduate program may be eligible to retain their post baccalaureate standing in the university. However, these students are not permitted to enroll in graduate coursework unless they are admitted to a new graduate degree program.

References: Title 5 California Code of Regulations Graduate Student Academic Petitions Committee Policies and Procedures (APM), Section 247

Recommended by the Academic Senate April 2003

Approved by the President May 9, 2003