

**MASTER OF SCIENCE IN CRIMINAL JUSTICE
WITH CONCENTRATION IN THEORY
& RESEARCH
CAMPUS-BASED PROGRAM
UNIVERSITY OF NORTH TEXAS**



**GRADUATE STUDENT POLICIES &
PROCEDURES MANUAL
UPDATED FALL 2025**



DEGREE REQUIREMENTS

The Master of Science in Criminal Justice (MSCJ) with Concentration in Theory and Research program requires satisfactory completion of 36 hours beyond the bachelor's degree. For graduate programs, 9 hours (3 courses) is considered full-time enrollment. The degree requires each student to select a thesis or non-thesis option. The courses required under each option are listed below:

Thesis Option

Part I: Core Curriculum

CJUS 5000 – Criminal Justice Policy	3 hours
CJUS 5600 – Advanced Criminological Theory	3 hours
CJUS 5700 – Evaluation and Research Methodologies	3 hours
CJUS 5750 – Criminal Justice Statistics	<u>3 hours</u>
	12 core hours

Part II: Electives

18 elective hours

Part III: Thesis

CJUS 5950 – Thesis	6 thesis hours
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Total hours: 36 hours

Non-Thesis Option

Part I: Core Curriculum

CJUS 5000 – Criminal Justice Policy	3 hours
CJUS 5600 – Advanced Criminological Theory	3 hours
CJUS 5700 – Evaluation and Research Methodologies	3 hours
CJUS 5750 – Criminal Justice Statistics	<u>3 hours</u>
	12 core hours

Part II: Electives

24 elective hours

Part III: Cumulative Essays

Total hours: 36 hours

Required Course Offerings – (12 hours) Courses comprising the core curriculum are scheduled in the fall and spring semesters. The schedule for required course offerings is as follows:

Fall of each academic year:

CJUS 5000 – Criminal Justice Policy

CJUS 5700 – Evaluation and Research Methodologies

Spring of each academic year:

CJUS 5600 – Advanced Criminological Theory

CJUS 5750 – Criminal Justice Statistics

Required courses should be completed in the following sequence as to not delay the completion of thesis/cumulative essays and graduation:

Fall Cohort (Thesis):

Fall I: CJUS 5700, Elective, Elective
Spring I: CJUS 5600, CJUS 5750, Elective
Fall II: CJUS 5000, CJUS 5950, Elective
Spring II: CJUS 5950, Elective, Elective

Spring Cohort (Thesis):

Spring I: CJUS 5600, CJUS 5750, Elective
Fall I: CJUS 5000, CJUS 5700, Elective
Spring II: CJUS 5950, Elective, Elective
Fall II: CJUS 5950, Elective, Elective

Fall Cohort (Non-Thesis):

Fall I: CJUS 5000, Elective, Elective
Spring I: CJUS 5600, Elective, Elective
Fall II: CJUS 5700, Elective, Elective
Spring II: CJUS 5750, Elective, Elective

Spring Cohort (Non-Thesis):

Spring I: CJUS 5600, Elective, Elective
Fall I: CJUS 5700, Elective, Elective
Spring II: CJUS 5750, Elective, Elective
Fall II: CJUS 5000, Elective, Elective

POLICIES ON ACADEMIC PROGRESS

Progress Toward the Degree

Students are expected to maintain continual progress toward completion of the MSCJ with Concentration in Theory and Research degree. The following policies ensure our students maintain progress toward the degree.

1. Students must enroll in criminal justice classes within one (1) year of being admitted into the MSCJ with Concentration in Theory and Research program.
2. Students must also enroll in at least one (1) course each year that will count toward their MSCJ with Concentration in Theory and Research degree.
3. Students must submit their cumulative essays for CJUS 5600, CJUS 5700, and CJUS 5750 on-time; OR
4. Students have one (1) year after completing their coursework on their MSCJ with Concentration in Theory and Research degree to defend their thesis proposal. Students have one (1) year after defending their thesis proposal to defend the final version of their completed thesis.

Students who fail to meet the above requirements will be dismissed from the MSCJ with Concentration in Theory and Research program. Students who are dismissed under this policy may provide a written appeal to the departmental graduate committee for consideration. The decision to reinstate a student after dismissal is solely at the discretion of the departmental graduate committee. Students who violate the above policies twice will be dismissed from the MSCJ with Concentration in Theory and Research program without further recourse within the department.

Time Limitations

All requirements for the MSCJ with Concentration in Theory and Research degree must be completed within 5-years of the first semester of enrollment in the program. As individual courses, transfer credits as well as those completed in the program, exceed these time limits they lose all value for degree purposes. While it is possible to request a one-year time extension through the Graduate School, the Department of Criminal Justice typically does not grant extension requests. Students who fail to complete all requirements for the MSCJ with Concentration in Theory and Research degree within 5-years will be dismissed from the program without recourse within the department.

Graduation

Students should track their progress through the campus MSCJ with Concentration in Theory and Research program and are responsible for ensuring that all required components necessary to graduate have been met. During the final semester of enrollment, the student will apply for graduation and should be in direct contact with the Graduate School as well as their advisor to ensure eligibility. Students must be aware of the graduation application deadlines for the semester they plan on graduating. These dates can be found at <http://tgs.unt.edu/new-current-students/graduation-information>.

ACADEMIC STANDARDS AND SUPPORT POLICIES

Early Support and Registration Hold Policy

To proactively support student success and provide timely assistance before academic challenges become barriers, the graduate program will implement the following support measures for students who may benefit from early intervention:

- Students who do not attend the required orientation or convocation during their incoming semester will have submission of their official degree plan delayed until they have participated in an orientation session or completed a one-on-one meeting with a graduate advisor.
- Students who earn a grade of C or below in any graduate-level coursework will have a registration hold placed on their account. The hold will be lifted once the student has met with a graduate advisor to discuss strategies and resources for academic improvement.

These steps are intended to ensure students have the opportunity to access resources, reflect on their academic goals, and develop strategies for continued growth and success in their graduate studies.

Two “C” Rule

The graduate committee in the Department of Criminal Justice will recommend dismissal of a student from the MSCJ with Concentration in Theory and Research program if the student receives two course grades of C or below (for purposes of this rule, the first grade received in a course is used). The departmental graduate committee is comprised of the Director of Graduate Programs and three departmental faculty members who are currently serving as graduate faculty for the University. If the departmental graduate committee recommends the dismissal of a student under this policy, the student may provide a written appeal to the departmental graduate committee for consideration. The decision to reinstate a student after dismissal is recommended is solely at the discretion of the departmental graduate committee. If a student who is reinstated receives a third grade of C or below, the student will be dismissed from the program without further recourse within the department.

For the purposes of this policy, a grade of “C” can count toward the MSCJ with Concentration in Theory and Research degree but a grade of “D” or “F” cannot.

Incomplete Grades

The grade of “I” is assigned when extraordinary circumstances prevent the completion of coursework within the time frame of a given semester. What constitutes extraordinary circumstances meriting the grade of “I” is solely at the discretion of the course instructor. To remove the grade of “I”, the student must complete the coursework remaining in a time frame determined by the course instructor. However, a student must remove a grade of “I” within one year of receiving the initial grade by completing the stipulated work. If a student does not complete the stipulated work within one year, the instructor may change the grade of I to a grade of F.

Admission Provisions

Students that are required to complete undergraduate course hours in Criminal Justice per the terms of their conditional admission into the campus-based MSCJ with Concentration in Theory and Research program must complete these hours prior to enrollment in graduate Criminal Justice coursework. All undergraduate coursework must be taken through the Department of Criminal Justice at UNT, but students may enroll in either online or campus- based courses.

Note: Undergraduate work, including 4000 level courses, cannot be applied to the campus MSCJ with Concentration in Theory and Research degree.

DEGREE PLAN AND COURSE APPROVAL POLICIES

Degree Plan

During the first or second semester in the MSCJ with Concentration in Theory and Research program, a degree plan will be submitted for each student to the graduate school through the departmental Director of Graduate Programs. The degree plan must be approved by the

departmental Director of Graduate Programs and the graduate school. Once filed, any changes to the degree plan must be approved by the Director of Graduate Programs. Therefore, if a student plans on taking a course that is not on their degree plan, they must notify the Director of Graduate Programs for approval prior to enrollment in the course so that necessary changes to the degree plan can be made.

Transfer Hours

A maximum of 9 hours of transfer credit previously earned at an outside institution or academic unit may be applied to the MSCJ with Concentration in Theory and Research degree. Only transfer credit with a grade of “B” or higher from an outside institution or academic unit may be applied toward the MSCJ degree. The acceptance of transfer work is at the discretion of the Director of Graduate Programs. If a student would like to transfer hours from another University or academic unit into the MSCJ with Concentration in Theory and Research program, please contact the Director of Graduate Programs as other restrictions beyond those stated may apply.

Courses Taken Outside of Criminal Justice

A maximum of 6 graduate hours taken at UNT outside of the on-campus MSCJ courses may be applied to the campus-based MSCJ with Concentration in Theory and Research degree. Any courses taken outside of Criminal Justice must be approved by the Director of Graduate Programs prior to enrollment in the course. It is an expectation of the department that students will choose regular course offerings to satisfy degree requirements; therefore, enrolling in courses outside of criminal justice are only approved in rare circumstances. Students should also avoid choosing outside topics that are already covered by regular curriculum.

Online MSCJ with Concentration in Justice Policy and Administration Courses

Students pursuing the on-campus Master of Science in Criminal Justice (MSCJ) with Concentration in Theory and Research have the option to incorporate a limited number of online courses from the MSCJ with Concentration in Justice Policy and Administration program into their degree plan. However, this flexibility comes with specific restrictions:

1. All required courses must be completed on campus.
2. Only elective courses may be taken online.
3. Online courses are exclusively available during summer sessions.
4. Prior to enrolling in any online course, students must obtain approval from their Director of Graduate Programs.

This approach allows students to benefit from some online learning opportunities while maintaining the core on-campus experience of their chosen program. Please note any credit hours earned counts to the 6-hour rule noted above.

On-Campus to Online MSCJ Program Transfer Policy

Students are allowed to transfer their enrollment between the on-campus MSCJ program and the online MSCJ program only once during their academic career. This transfer option is

available to students in good academic standing within the on-campus MSCJ program. Interested students must contact the Director of Graduate Programs to initiate the transfer process. Students may be required to re-apply to the online MSCJ program, depending on individual circumstances and at the discretion of the Director of Graduate Programs. The Director of Graduate Programs will review each transfer request on a case-by-case basis, considering factors such as academic performance, available space in the online program, and the student's rationale for transfer. Students will not be able to transfer back to the on-campus MSCJ program.

All credits earned in the on-campus MSCJ program will be fully transferable to the online MSCJ program, provided that (1) the courses taken in the on-campus program are equivalent to those offered in the online program; and (2) the credits were earned within the university's established time limit for degree completion. The effective date of transfer, if approved, will typically be at the start of the next academic term. Upon transfer, students will be subject to all policies, procedures, and requirements of the online MSCJ program.

SPECIAL ACADEMIC OPPORTUNITIES

Directed Studies

Directed studies can be arranged with any graduate faculty member within the Department of Criminal Justice. The directed study will include assignments that require the student to complete substantive reading/research, with the ultimate objective of producing scholarly work. It is an expectation of the department that students will choose regular course offerings to satisfy degree requirements; therefore, directed studies are only approved in rare circumstances. It is also an expectation of the department that students will have completed two full semesters in the MSCJ program before requesting to enroll in directed studies. When selecting a topic you want to explore more fully, avoid choosing a subject already covered in the regular curriculum. A Directed Studies Contract for CJUS 5850 Form must be completed by the student and faculty member. The contract must then be submitted to the Director of Graduate Programs for additional approval. A Directed Studies Contract for CJUS 5850 Form can be found at the end of this manual.

OTHER DEPARTMENTAL POLICIES

Interdisciplinary Studies, MA/MS

The Department of Criminal Justice does not participate in the MA or MS in Interdisciplinary Studies degree. Therefore, Criminal Justice cannot be an Academic Area within the MA or MS in Interdisciplinary Studies degree.

MSCJ WITH CONCENTRATION IN THEORY AND RESEARCH DEGREE EXIT REQUIREMENTS

As the final exit requirement for the MSCJ with Concentration in Theory and Research degree, students may choose to complete either the cumulative essays or write a thesis as their capstone experience. If a student has unsuccessfully attempted the cumulative essay, the student may not switch to the thesis option. However, if the student has unsuccessfully attempted the thesis, the student may switch to the non-thesis option and complete the cumulative essays as well as two additional electives.

Cumulative Essays

Students who do not wish to complete the thesis option for the MSCJ with Concentration in Theory and Research degree will be required to complete a series of cumulative reflective essays. Students who choose this option will complete three cumulative reflective essays, one for each of the following courses:

- CJUS 5600 – Criminological Theory
- CJUS 5700 – Research Methodologies
- CJUS 5750 – Criminal Justice Statistics

As you begin each essay, review the assigned texts and articles for the course, as well as the cumulative essay guidelines provided below and on our program webpage.

Important Policy on Generative AI Tools

- **Prohibited:** Use of generative AI tools (such as ChatGPT or similar programs) is not permitted in the writing of cumulative essays.
- **Academic Integrity:** All work must be your own original reflection and analysis. Submissions found to be generated or significantly assisted by AI will be considered a violation of academic integrity and may result in a failing grade or further disciplinary action.

Timeline & Communication

- You will receive an email from MSCJ-Advising@unt.edu at the start of the semester reminding you of the due date and writing expectations.
- **Essay Due Date:** Essays are due one week after the final day of the semester.
 - **Submission Window:** You may submit essays starting two weeks before the last day of the semester up until the final due date.
 - *Example:* If the semester ends May 15, you may submit between May 1 and May 22
- **Graduating Students:** Students who intend to graduate in the current semester must submit their essays by a mid-semester deadline. The exact date will be communicated in the initial email from MSCJ-Advising at the beginning of the semester.
- **Submission Method:** Email your essay, formatted as a PDF, from your UNT email

address to MSCJ-Advising@unt.edu.

- **Confirmation:** You will receive a confirmation email within 3 business days of submission. If you do not receive confirmation, it is your responsibility to follow up.

Submission Guidelines

- **Format:**
 - Length: 2.5–3 full pages (excluding title page and references)
 - Font: Times New Roman, 12 pt
 - Spacing: Double-spaced
 - Include in-text references and a reference page for any cited materials (APA format; references not required)
- **Organization:**
 - Include an introduction, body, and conclusion
 - Use subheadings to designate themes and provide structure
 - Use first-person (“I”) as appropriate

Cumulative Essay Guidance

The purpose of this reflective essay is for you to thoughtfully consider how your learning in this course connects to your personal, academic, and professional development. This is not a summary of readings or assignments, but an opportunity to analyze how the course content, discussions, and activities have influenced your understanding, perspectives, and future goals—especially as they relate to the criminal justice system and criminology.

Your essay should address the following:

- **Overall Course Experience:** Reflect on your overall experience in the course. What aspects stood out to you, and in what ways was the experience meaningful or useful?
- **Personal and Professional Impact:** Discuss how the knowledge, skills, or perspectives you gained from this course will influence your current or future academic and/or professional life. Consider how you might apply what you learned in practical settings or how it has shaped your thinking about your career in criminal justice.
- **Connections and Application:** Make connections between your experiences in the course (including readings, discussions, and assignments) and key theoretical concepts. Explain how these connections have affected your understanding of the subject and how you anticipate using this knowledge moving forward.

Tips for Writing Your Reflective Essay:

1. **Focus on Reflection, Not Summary:** Rather than summarizing course materials, identify the main themes that resonated with you and analyze how they have influenced your thinking and approach.
2. **Personal Voice:** Use the first person (“I”) to express your thoughts, insights, and growth.
3. **Structure and Organization:** Your essay should have a clear introduction, body, and conclusion. Consider using subheadings to organize your thoughts and highlight key themes.

4. **Depth of Analysis:** Go beyond describing what you learned—reflect on how your learning has changed your understanding of criminal justice and how you will apply it in academic or professional contexts.

Grading and Revisions

- **Pass/Fail:** Each essay is graded as pass or fail.
 - Pass: Meets or exceeds all requirements outlined in the rubric (see below) and guidelines.
 - Fail: Does not meet required standards, is incomplete, is not submitted by the deadline, or is submitted in an unopenable or incorrect format (unless corrected before the deadline).
- **Notification:** you will be notified of your result via email within 4 weeks of the due date.
- **Revision:** If you fail an essay, you must resubmit a revised version within one week of notification.
 - The revised submission must include:
 - A cover letter summarizing the original concerns and changes made
 - Highlighted changes in the revised essay

Consequences of Failure

- **First failure:** Mandatory revision (due within one week of notification)
- **Second failure (same essay):** Dismissal from the program
- **Appeals:** A third attempt may be requested only in cases of extreme hardship, subject to approval by the departmental graduate committee.
 - A third failure results in dismissal.

Evaluation Process

- **Blind Review:** Essays are evaluated anonymously by faculty members familiar with the course content.
- **Rubric-Based Assessment:** Faculty use the cumulative essay rubric (see below) to assess the depth of reflection, application of course material, and overall quality.
- **Communication:** Results (pass/fail and comments) will be emailed within four weeks of submission.
 - Do not contact course faculty about your essay during the evaluation process; all communication should go through MSCJ-Advising@unt.edu.

Additional Policies

- **Extensions:**
 - Requests for extensions must be made in writing to the Director of Graduate Programs before the essay deadline.
 - Extensions will only be granted for documented emergencies (e.g., illness, family emergency, military service).
 - Documentation (e.g., doctor's note, official letter) must be attached to the

extension request.

- Late submissions without an approved extension will be considered a failure.

- **Academic Integrity:**

- Definition: Academic dishonesty includes, but is not limited to, plagiarism, fabrication, collusion, and unauthorized assistance (including use of generative AI tools).
- Plagiarism: Submitting work that is not your own, or failing to properly cite sources, constitutes plagiarism.
- Reporting: Suspected violations will be reported to the Office of Academic Integrity and may result in a failing grade, academic probation, or dismissal from the program.
- University Policy: For more information, see the [UNT Academic Integrity Policy](#).

Support and Resources

- **Writing Support:**

- [UNT Writing Center](#)
- [Criminal Justice Guide for Graduate Students](#)
- [Cumulative Essay Guidance Document](#)

- **Questions:** For questions about these guidelines, contact MSCJ-Advising@unt.edu.

Cumulative Essay Rubric

Criteria	Pass (Satisfactory)	Fail (Unsatisfactory)
Depth of Reflection	Demonstrates thoughtful reflection, integrates personal experience and course material, and provides critical analysis.	Lacks depth; reflection is superficial or descriptive only.
Application of Theory/Content	Clearly and specifically applies course theories, concepts, and readings to personal or professional context.	Minimal or no application of course content; lacks specificity.
Personalization	Essay is individualized, with clear connections to student's goals, background, or experiences.	Essay is generic, could apply to any student.
Organization & Structure	Well-organized, logical flow, clear introduction, body, and conclusion; uses subheadings as appropriate.	Poor organization, unclear structure, or missing sections.
Writing Quality	Clear, concise, and free of major grammatical or spelling errors; appropriate tone and style.	Frequent errors, unclear writing, or inappropriate tone.
Formatting	Meets all formatting requirements (length, font, spacing, citations, file type, naming).	Does not meet formatting requirements.

Thesis

The thesis option is open to all students and is particularly appropriate for those wishing to pursue a Ph.D. after completing the MSCJ with Concentration in Theory and Research or those wishing to work in research positions in the field. In addition to writing a thesis, students must also successfully defend their completed work in an oral examination.

As part of the departmental consent process to enroll in thesis, all students who are planning on writing a thesis must satisfactorily complete CJUS 5750 – Criminal Justice Statistics before enrolling in thesis hours.

The thesis must be initiated, executed and reported by the student under the supervision of one chair and two other graduate faculty members within the Department of Criminal Justice. The thesis chair will serve as the director of the thesis committee while the two other graduate faculty members will serve as members of the thesis committee. The thesis chair and committee members are chosen by the student. After assembling the committee, the student must complete the Thesis Committee Designation Form and submit it to the graduate advisor. This form can be found at the end of this manual or online at <http://cjus.hps.unt.edu/programs/graduate-mscj/forms>.

Before the thesis is begun, the student should consult the graduate school for information concerning the proper form for preparation of the thesis. The policies and procedures of the graduate school governing thesis preparation can be found at the graduate school's website. This site includes the guidelines for thesis preparation as well as requirements for electronic filing of the thesis. It is imperative that a student completing a thesis be familiar with the policies and procedures of the graduate school regarding thesis preparation. It is the student's responsibility to be familiar with the policies and procedures of the graduate school not the thesis committee.

Once the thesis is begun, the student is required to enroll in a minimum of 3 semester hours of thesis credit (CJUS 5950) and must maintain continuous enrollment in CJUS 5950 during each Fall and Spring semester until the thesis has been completed and submitted to the graduate school. Only one enrollment in CJUS 5950 is required during the summer session if the student is using university facilities and/or faculty time during that semester. The total number of semester hour credits recorded for the thesis may not exceed 6, regardless of the number of enrollments in CJUS 5950. The student must be enrolled in CJUS 5950 in the semester of graduation. For example, if a student is planning on graduating in August, the student must be enrolled in CJUS 5950 for 5WK1. Until the student successfully defends their completed thesis, grades of "PR" and "NPR" will be assigned based on whether the student made progress or did not make progress. Grades of "PR" will be changed to traditional letter grades upon completion.

Thesis Defense Guidelines

These are guidelines that every graduate student completing a thesis should bear in mind. The

student must obtain the Graduate School guidelines for preparing a thesis and follow these guidelines for successful completion of the thesis. These requirements are in addition to anything contained in this policy manual. ***It is crucial that the student maintain continual communication with the thesis chair and committee members throughout the preparation and defense of the thesis.*** It is also important to bear in mind that the final structure of the thesis and defense is up to the thesis chair and committee members. Preparing and defending a thesis involves several parts and steps.

Formation of the Thesis Committee

The student is free to choose any graduate faculty member within the Department of Criminal Justice to serve on the thesis committee. The student is encouraged to identify a chair for the thesis first and discuss the thesis topic, timeline for completion, and other faculty members the student wishes to select for the thesis committee with the chair. Upon selecting a topic, a thesis chair, and two committee members, the student should file a Thesis Committee Designation Form with the Director of Graduate Programs. This form can be found at the end of this manual or online at <http://cjus.hps.unt.edu/programs/graduate-mscj/forms>. A Thesis Committee Designation Form cannot be filed until the student completes the core required courses and a total of 24 hours of graduate coursework in the MSCJ program. However, the student can and should bear the thesis topic in mind during completion of all coursework. They should also feel free to discuss potential thesis topics with various faculty members at any time.

Human Subjects Review

All research conducted at the University of North Texas needs to conform with human subjects guidelines. Any student preparing a thesis should consult the policies and procedures for conducting research at the University. Human subjects approval and appropriate documentation must be obtained prior to the student collecting any data or conducting any research on topics where human subjects are involved. The approval forms and human subjects documentation should be included in the final thesis whenever human subjects are involved.

Prospectus Preparation and Defense

Upon the formation of a thesis committee and the filing of the formal declaration, the student should schedule a meeting with the thesis chair and committee members to determine the specific form the prospectus will take. The prospectus defense involves defending the conceptualization, operationalization, and methodology of a proposed thesis topic. The student, with the advice and consent of the thesis chair and committee, will prepare a written prospectus of the proposed thesis topic. This will typically take the form of the first 3 thesis chapters. However, the form of the prospectus will be ultimately up to the thesis chair and committee. The student should maintain continual communication with the thesis chair and committee throughout the development of the prospectus and prospectus defense.

Upon completion of the written prospectus, the student should submit a copy to the chair and each committee member. The student should then schedule a prospectus defense with the committee. The prospectus defense date cannot be in the first or last two weeks of the Fall or Spring semesters. Students should not expect to defend their prospectus in the summer unless

they have received prior approval from their committee. The student will then orally defend the prospectus to the committee. The defense is open to any faculty members or graduate students wishing to attend. The format of the defense should be determined by the committee; however, the student should be prepared to present an oral presentation of the prospectus followed by questions from the committee. The committee can decide to pass the prospectus without revisions, pass the prospectus with revisions, or not pass the prospectus whereupon the student will have to revise and / or alter the thesis plan and set another prospectus defense date.

Final Thesis Defense

Upon final completion of the thesis, the student should submit a copy to the thesis chair and the committee members. The date for a thesis defense cannot be in the first two weeks or the last two weeks of the Fall or Spring semester. Students should not expect to defend their thesis in the summer unless they have received prior approval from their committee. The student should consult with the chair and committee concerning the format for the thesis defense. However, the student should be prepared to deliver an oral presentation of the thesis followed by questions from the committee.

The committee can pass the student without revisions, pass the student with minor revisions, pass with major revisions, or not pass. The committee may not sign the final signature sheet until the document is in its final form ready for submission to the graduate school per established guidelines. If the student does not pass, the student must reschedule the final defense for another date. If they pass with major revisions, they must complete their revisions to the satisfaction of their committee prior to obtaining final signatures for the thesis document. If the student passes without revisions or passes with minor revisions, the final signatures may be obtained at the thesis defense.

Upon passing the thesis defense, the student should make sure that all Graduate School requirements regarding formatting and paperwork are met within established timeframes and guidelines. It is up to the student to know and understand all Graduate School policies regarding the preparation and submission of a thesis. It is also incumbent upon the student to file all the paperwork necessary for the thesis defense and graduation.

Graduation application / Thesis defense deadlines

Students must be aware of the graduation application deadlines and/or thesis defense deadlines for the semester they plan on graduating. These dates can be found at <http://tgs.unt.edu/new-current-students/graduation-information>.

FORMS

Thesis Committee Designation Form

Department of Criminal Justice

Student _____

Student ID # _____

Proposed Thesis Title _____

Anticipated Graduation Semester and Year _____

Synopsis of Proposed Thesis (brief outline of proposed research and methodology):

Thesis Chair*:

Committee Member*:

Committee Member*:

Student Signature:

Date:

Graduate Advisor Approval:

Date:

*You are not required to obtain the signatures of the thesis chair and committee members on this form. However, it is expected that you have asked the chairs and members to serve on your committee and they have agreed before submitting the form.

MSCJ WITH CONCENTRATION IN THEORY AND RESEARCH

Directed Studies Contract for CJUS 5850
Department of Criminal Justice

Part I – To Be Completed by Student

Name: _____

Student ID#: _____

Semester: _____, 20____

Professor: _____

Part II – To Be Completed by Professor

I. Proposed topic and course objectives:

II. Assigned course readings:

III. Assignments/Proposed final written product:

IV. Grading scale/criteria to assess the final written product:

Student Signature: _____ Date: _____

Professor Signature: _____ Date: _____

Graduate Advisor Approval: _____ Date: _____