Justice & Social Inquiry

Graduate Programs Handbook

2019 – 2020

Arizona State University vigorously pursues Affirmative Action and Equal Opportunity in its employment, activities, and programs.
School of Social Transformation

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SSTGraduate@asu.edu

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INTRODUCTION

Handbook Objectives
This handbook provides an overview of graduate degrees in Justice Studies and is intended to serve as a guide to both faculty and students in matters relating to the Justice Studies graduate program, including the Graduate Certificate in Socio-Economic Justice, M.S. in Justice Studies, and the Ph.D. in Justice Studies. It is a supplement to the Graduate Catalog, and does not replace the Policies and Procedures established by the ASU Graduate College. Students are encouraged to consult with their faculty advisor, JSI Graduate Director, SST Associate Director of Graduate Programs, or SST Graduate Coordinator for questions about any of the Justice Studies graduate programs.

Please note that the Justice & Social Inquiry Graduate Handbook in effect during the semester and year the student is admitted determines the degree requirements for the student’s graduation, unless superseded by the current Graduate College Policies and Procedures. This handbook will apply to all students admitted to the program during the 2019-2020 academic year.

JSI Graduate Degree Programs
Justice & Social Inquiry (JSI) is a leader in the interdisciplinary study of justice and a pioneer in establishing full-fledged academic programs in the field. The Justice Studies Program is part of the School of Social Transformation in the College of Liberal Arts and Sciences at Arizona State University. The master’s and the doctoral degree programs in Justice Studies are innovative liberal arts programs that place social justice at the center of study. Our interdisciplinary program educates future scholars and change agents ready to address today’s complex social problems with social science skills and insights from the humanities. Our programs provide students with the scholarly training needed to sustain sophisticated analyses of socio-cultural, economic, legal, and educational inequalities, and the strategies and polices needed to address them. Our goals in studying justice are to:

- Revealing intersecting forms of injustice based on race, gender, class, sexual orientation, disability, and legal status
- Engage in multiple visions of justice that are local and global
- Transform social life to promote pathways to a more just society

JSI offers two graduate degree programs: Master of Science and Doctor of Philosophy in Justice Studies; we also offer a Graduate Certificate in Socio-Economic Justice.

- **The Master of Science (M.S.) degree program:** Designed for students who have completed an undergraduate degree and who seek further study in the structures, processes, and outcomes related to issues of justice and injustice. The M.S. provides advanced training to prepare students for careers in mid-level management positions, as advocates for social justice and social change, and for continuing education in a doctoral program.

- **The Doctor of Philosophy (PhD) degree program:** Designed for students who want to pursue more intensive training to gain the knowledge and capacity to conduct research on issues of justice and transmit this knowledge via publication and teaching. Typically, students who
have completed either a master’s or law degree, or outstanding applicants with only an undergraduate degree, are admitted to the doctoral program. A concurrent J.D /PhD is available with the Sandra Day O’Connor College of Law.

- **The Certificate in Socio-Economic Justice**: Offers a specialization to ASU students in the social justice implications of local/global economic inequalities.

Students select areas of study based on the teaching and research expertise of faculty as noted below. A student may develop other related areas of specialization after consulting with their advisory committee or applied project chair.

**Citizenship, Migration, and Human Rights**
Current projects include studies of citizenship and identity; the movement and exploitation of labor; migration and immigration policies and practices; nationality and ethnocentrism; conflicts and controversies involving human rights; crime and victimization; racial profiling; and, cultural artifacts and citizenship.

**Globalization, Sustainability, and Economic Justice**
Current projects include studies of racial and gendered barriers to the success of small businesses, social indicators of just cities, the privatization of water and other natural resources, and resource extraction; entrepreneurialism and inequality; and, the study of nongovernmental organizations and non-profits as foundations of a civil society.

**Law, Policy and Social Change**
Current research includes analysis of theories and philosophies of punishment, corporate crime, the social construction of target populations for social policy, youth and justice, and court decision-making.

**Media, Technology and Culture**
Media, technology and cultural studies incorporate scholarship on the print, television, and internet media. Also included are analyses of new technologies of surveillance and security, gendered media images, and the use of technology to do work away from the traditional office. Our research and courses address issues of international politics and the media constructions of fear.

**Social Identities and Communities**
Scholarship on social identities and communities include studies of identities, differences and justice. We focus on the analysis of intersecting forms of oppression and activism tied to relations of gender, race, class, sexual orientation and disabilities. We also analyze media representations, cultural imperialism and hegemony, and identify spaces for viable community activism and empowerment.

**Location**
The [School of Social Transformation](#) is located in [Wilson Hall](#) on the main campus in Tempe, AZ. Named for [George Washington Wilson](#), who owned the five acres used as the original site of Tempe Normal School in 1883, Wilson Hall was built in 1956 as a residence hall. Just off of popular Cady

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Website: https://sst.clas.asu.edu/

**Program Communication**
Email is the official method of university communications. Students must use their assigned ASU email address or they will miss important program communications. Program information is disseminated via email through the student listserv to student ASU email addresses.

Students are responsible for checking email and responding to requests in a timely manner. Program changes and announcements are communicated via SST Graduate Student listservs. Program staff will add all new students' official ASU email addresses to the appropriate listservs.

**Justice & Social Inquiry Graduate Faculty**
Our faculty draw on many disciplines and interacts with departments across ASU. More than 60 faculties from across the university are part of the graduate faculty for Justice & Social Inquiry because they also teach and conduct research on justice related issues. Students are encouraged to visit the JSI webpage to review faculty’s bio, research, and teachings. A comprehensive list of JSI Graduate faculty, including faculty outside of JSI and SST approved to serve on graduate committees can be found here.

Faculty leadership for graduate programs in SST and JSI include:

**JSI Graduate Director**
Dr. Jennifer Sandlin
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**JSI Faculty Head**
Dr. Angela Gonzales
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**SST Associate Director of Graduate Programs**
Dr. Lisa Anderson
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RESOURCES & STUDENT SUPPORT SERVICES

ASU Library
The ASU Library system has over 3 million volumes and comfortably supports teaching and research for both students and faculty. Reflecting its recent emphasis on shifting to electronic content, ASU Library has aggressively licensed full-text journal packages and databases for use by students and faculty. Accessed from campus or remotely, these materials are available 24 hours a day, 7 days a week. Faculty and students can electronically request (non-Reserve) books from any of the four campus libraries to be picked up in whichever library is most convenient; these books can be returned to any ASU Library location. When materials are not available in any of the ASU Library locations, ASU Library provides subsidized interlibrary loan services for faculty and students.

Hayden Library, the main social sciences and humanities library, constitutes a valuable source of research information, particularly via its collection strengths in subject areas such as: social sciences, social policy, economic development, community development, and in its Government Documents Collection. In addition to providing reference assistance in person, by telephone, or by e-mail in all of the ASU Library locations, the ASU Library system offers a 24/7 virtual real-time chat reference service.

Career Services
ASU Career Services offers many services and resources, including career advising, assistance with resume writing, interview preparation, networking, and job search. Career Services holds job fairs on-campus every semester and has recently implemented Handshake, a new online tool for connecting with prospective employers for internships and employment.

Graduate Academic Support Center
ASU offers a dynamic, supportive learning environment and programs for ASU graduate students enrolled in any graduate certificate or graduate degree program.

Graduate Statistics Tutoring provides any graduate student with free one-on-one appointment-based tutoring for statistics coursework as well as peer guidance on the quantitative analysis portion of thesis, dissertations or other research projects. Graduate students can make an appointment with a consultant to discuss and work on:
- Statistics coursework
- Data cleaning and proper formatting
- How to perform analysis using software such as SPSS, SAS, R, Excel, Minitab and JMP
- How to explain the meaning and significance of your results in writing.

Graduate students can work with consultants at Graduate Writing Tutoring at any stage of the writing process to hone their writing skills and to receive coaching advice about navigating graduate life. ASU offers both online writing tutoring in addition to four on-campus locations to serve ASU graduate students. The Tempe, Thunderbird, West, and Downtown Phoenix campus centers also offer graduate students a place to read and write or to meet with a writing group. ASU Writing Centers also facilitate Dissertation Writing Camps during the summer.
Healthcare & Insurance
All students, whether they have health insurance or not, are eligible to use ASU Health Services. Graduate students must be enrolled in a graduate degree or certificate program and registered for at least three credit hours or one dissertation/thesis hour. Visit ASU Health Services for additional information and instructions regarding Student Health Coverage Options, Eligibility & Enrollment. International students will automatically be enrolled in the student health plan upon registration for class. For students with an RA/TA appointment, refer to the Benefits section of the TA/RA Handbook for additional health insurance information. All students are required to meet the measles, mumps, and rubella (MMR) immunization requirement before class registration. You will see an MMR Immunization hold in the Priority Tasks module in My ASU until your MMR information is received and verified. Read additional information about MMR and other immunization information at ASU Health Services.

Disability Resources
The Disability Resource Center (DRC) provides services to qualified students with disabilities on all ASU campuses. Services include testing accommodations, note taking services, on-campus transportation, and more. Students new to ASU must log into DRC Connect to get started with registering with the DRC office. Contact DRC to determine eligibility and submit required documentation.

Veteran’s Resources
ASU has a robust veteran student services center. The Tillman Center offers advising, assistance with GI benefits, military transfer credit and other services. The Tillman Center is staffed almost entirely by veterans who relate to the challenges that new students experience and provide support in navigating complex governmental systems.

Counseling Services
Students are eligible for personal counseling services at ASU. ASU Counseling Services offers confidential, time-limited, counseling and crisis services for students experiencing emotional concerns, problems in adjusting, and other factors that affect their ability to achieve their academic and personal goals. They will talk with you, help you identify solutions or support, and connect you with those services at ASU or in the community.

Title IX
ASU is committed to providing an environment free from discrimination based on sex and provides a number of resources and services to assist students, faculty and staff in addressing issues involving sex discrimination, including sexual violence. The university’s full statement and policies related to Title IX are available online.

Business Services
Student Business Services offers a variety of student account services including tuition and billing, student refunds (including financial aid), receipt and payment processing, support for past due accounts, third party sponsorship assistance and loan repayment. Contact Student Business Services for assistance with student account questions.
Parking and Transit
ASU offers many parking and transit services, including permitted lot and garage parking, campus shuttles, bike lockers and bike valets. Visit ASU Transportation for parking maps, shuttle routes, and permit policies. City of Tempe also has options for traveling to and from campus, including bus, neighborhood circulators, and light rail.

Sun Card
Students must obtain an ASU identification card. The Sun Card is the official student ID for ASU and provides access to campus amenities and services, including secure buildings and elevators as needed. The Sun Card office is located in the Memorial Union lower level. Visit Card Services for more information on the types of cards offered.

Graduate College Policies

Plan of Study
The Plan of Study specifies the degree requirements such as coursework, committee, and culminating experience that students must complete. It is submitted and revised electronically via the interactive Plan of Study system (iPOS), accessed from the My Programs module in MyASU. The Plan of Study functions as a contract between the student, the academic unit, and Graduate College. Students must submit their iPOS by the time they have enrolled for 50 percent of the minimum credit hours required for their degree program. Students will be notified via MyASU when the iPOS requires submission. If the iPOS is not submitted by Graduate College’s deadline, a registration hold will be placed on the student’s account. The iPOS must be approved by the JSI Director of Graduate Studies and Graduate College. Refer to the Graduate College guide or How to: iPOS for details on submitting your Plan of Study. An approved iPOS must be on file prior to completing comprehensive exams, dissertation proposal/ prospectus, and thesis/dissertation defense.

Satisfactory Academic Progress
ASU’s Graduate College expects graduate students to maintain high academic standards. Specifically, graduate students must maintain a minimum 3.0 grade point average (GPA) to maintain satisfactory academic progress and to graduate from the program. The minimum 3.00 GPA must be maintained on all GPA’s (Plan of Study GPA, Overall Graduate GPA and Cumulative GPA). Please see Graduate College Policy and Procedures for greater detail.

1. The iPOS GPA is calculated on all courses that appear on the student’s approved iPOS (with the exception of LAW and Transfer credits)
2. Cumulative ASU GPA represents all courses completed at ASU during the graduate career.
3. The Overall Graduate GPA is based on all courses numbered 500 or higher that appear on the transcript after admission to a graduate program or graduate non-degree. This includes shared coursework if in an approved accelerated bachelor’s/master’s program.

Courses with grades of “D” (1.00) and “E” (0.00) cannot appear on the iPOS but will be included when calculating the Graduate GPA. Courses with an “I” grade cannot appear on the iPOS. In
addition, students must earn a grade of “B” or higher in each of the required core courses, as well as applied project courses. A student who earns a grade below “B” (3.00) in a required core course or an applied project course must retake that course and earn a grade of “B” (3.00) or higher.

A student whose GPA falls below 3.00 will be notified in writing that they will be placed on probationary status. While on probationary status, the student must take no fewer than nine credit hours within two consecutive semesters immediately following placement on probationary status. The nine credit hours will be determined after consulting with the graduate director and obtaining approval from the student’s committee chair or temporary advisor. If the student does not attain a 3.0 GPA minimum after taking nine credit hours, the student will be notified in writing that JSI will recommend their dismissal to the Vice Provost of Graduate Education.

All work toward the PhD degree must be completed within ten (10.0) consecutive years. Master’s degree programs must be completed within six (6.0) consecutive years.

Grievances and Appeals
Students who are enrolled in a College of Liberal Arts and Sciences (CLAS) course and believe they have been unfairly or improperly graded may be assured of just treatment and fair consideration. Any such grievance must be started within the regular semester immediately following the course at issue, whether the student is enrolled in the university or not. There are two stages to the grade grievance process, the informal process and the formal process. Each contains a series of steps. The steps must be followed by any student seeking to appeal a grade. This process does not address academic integrity allegations, faculty misconduct or discrimination. Refer to the CLAS Academic Grievance Policy for more information and specific processes.

Graded and Ungraded Graduate Courses
Courses which involve classroom instruction may be taken for a letter grade (A, B,C,D,E) or for a grade of “Y” (pass). Courses such as internships, reading and conference hours, and research hours, are generally recorded as a grade of “Y” for “pass.” Theses/dissertation hours are also recorded as a grade of “Y” for “pass.”

Incompletes
Incompletes for courses are discouraged. However, if a student should receive an incomplete, the work for that course must be completed within one calendar year. The failure to finish an incomplete within one calendar year may result in a failing grade, which can adversely impact a graduate student’s status in the program. Check ASU Graduate Policies and Procedures for additional information.

Continuous Enrollment
Once admitted to a graduate degree program, students must be registered for a minimum of one (1.0) graduate-level (500 or higher) credit hour every fall and spring semester in the department/school in which they are pursuing their degree program. Failure to register for any fall or spring term may result in being discontinued from the program. Refer to Graduate College for additional details.
If enrollment is required but no course credit is needed, students may enroll in one (1.0) credit of Continuing Registration to meet the continuous enrollment policy. Additional credit hours over the one may be required for students with RA/TA appointments, fellowships, or international students. Students are responsible for knowing the terms of their own employment, awards, or immigration documents.

Summer registration is only required for students who are in any way using university facilities or faculty time during the summer. This includes:

- completing any culminating experience
- working on or defending the applied project or capstone
- doing an internship for credit
- taking a comprehensive exam
- defending a prospectus
- defending a thesis or dissertation
- having an RA/TA appointment
- graduating from the degree program

Graduate students planning to discontinue registration for one semester or more must submit a Request to Maintain Continuous Enrollment form. This request must be submitted and approved before the anticipated semester of non-registration. Students may request to maintain continuous enrollment without course registration for a maximum of two semesters during their entire program. Students who do not register for a fall or spring semester without an approved Request are considered withdrawn from the university under the assumption that they have decided to discontinue their program. Students removed for this reason may reapply for admission by submitting a new application to resume their degree program; the application will be considered along with all other new applications to the degree program. Students should refer to the official ASU Graduate Policies and Procedures for details.

Leave of Absence
Students may request up to two semesters of non-enrollment during their entire program. Submit a Leave of Absence petition via the iPOS. A petition for a leave of absence endorsed by the student’s faculty advisor, the members of the student’s supervisory committee, and the Associate Director of Graduate Programs or the School Director must be approved by Graduate College. This request must be submitted and approved before the anticipated semester of absence.

Medical/Compassionate Withdrawal
Students may be eligible for a medical or compassionate withdrawal due to extenuating circumstances such as a serious physical or mental illness (medical withdrawal) or the death/serious illness of a family member (compassionate withdrawal). For more information, please refer to the College of Liberal Arts and Sciences Medical and Compassionate Withdrawal Request Procedures.

Code of Conduct
All students are expected to adhere to the ABOR Student Code of Conduct. Violations of the Student Code of Conduct, other than the provision concerning academic dishonesty, are more generally
considered inappropriate behavior. The Office of Student Rights and Responsibilities reviews and sanctions these matters. If a student violates both the academic integrity provision and additional provisions of the Student Code of Conduct, both the college and the Office of Student Rights and Responsibilities will review the matter. Each independently makes determinations concerning violations and appropriate sanctions.

**Academic Integrity**

ASU has clear definitions of academic integrity. The ASU Academic Integrity Policy lists violations in detail. These violations fall into five broad areas that include, but are not limited to:

- Cheating on an academic evaluation or assignment
- Plagiarizing (includes self-plagiarism)
- Academic deceit, such as fabricating data or information
- Aiding academic integrity policy violations and inappropriately collaborating
- Falsifying academic records Violation of these standards can result in course failure or expulsion from the program.

**Dates and Deadlines**

The university calendar found in the current Graduate Catalog lists deadlines for applying for graduation, submission of an applied project, or dissertation to the Graduate College, and the last date to hold an oral defense. Check these and other dates carefully. These dates can also be found on the Graduate College web page.

**Graduation**

Students must apply for graduation via MyASU when ready; degree conferral does not happen automatically. Credentials evaluators in the Office of the Registrar must verify that students meet all degree requirements. All JSI and SST program and Graduate College requirements must be met.

Commencement is a University ceremony; Convocation is a College ceremony. These are held twice annually, in the Fall and Spring. Attendance is not required but students must RSVP via MyASU if they wish to attend.

Commencement regalia (cap, gown, hood, stole) is available from the Sun Devil Campus Stores. Visit their website after applying for graduation to order your regalia. Some items are available in store during the weeks leading up to commencement, but supplies are limited. It is recommended that students order their items during the Grad Fair.

**SST & JSI POLICIES AND PROCEDURES**

**Graduate Student Responsibilities**

It is the responsibility of each student to understand and observe all procedures and requirements specified by the Graduate College and the School of Social Transformation. It is a requirement for all Justice Studies graduate students to read and understand the JSI Graduate Programs Handbook, the Graduate College Policies and Procedures Handbook and the ASU Academic Catalog. Faculty
and staff provide academic advising and assistance; however, the ultimate responsibility for meeting degree and other requirements remains with the student.

Student should also communicate directly with their academic unit to be clear on its expectations for degree completion. Students should check in with their academic advisor at least once a semester to make sure they are on track for successful completion of their degree.

Information is provided to students via MyASU. Students should frequently check their MyASU account for the most up-to-date information regarding their status, holds, items to attend to and other important information. As most information will be sent to student’s ASU email account, please ensure that those emails are being received effectively, or that they are being forwarded to an email address that is regularly checked.

Annual Review
The Annual Review process is intended to help students graduate from the program in a timely manner and to provide feedback to students on their progress through the program. Information collected from students, professors, advisors, and other faculty members is used by the JSI Graduate Director and JSI Faculty Head to identify students who may need additional assistance from the program in order to achieve their professional goals. The review process should be seen as a collaborative process intended to support and strengthen both individual students and the program as a whole. The Annual Review takes place in early April of each year with students completing the Annual Review form to the SST Graduate Coordinator. The completed form will be forwarded to the student’s advisor who will review and provide feedback to the JSI Graduate Director. The Annual Review form must be completed and failure to submit the form by the deadline may jeopardize consideration for travel, summer and research funding.

Course Substitutions
Requests to substitute an alternative course for a required core course will not be accepted for Masters students. PhD students can request to substitute a core course only if the alternative course meets the following criteria:

1. The course was taken at ASU. No prior institution coursework will be approved.
2. The course was part of the M.S./M.A./J.D. being applied to the student’s Justice Studies PhD program of study.
3. The course’s final grade is a B or better.
4. A clear equivalency exists between the two courses.

PhD students must submit a written request to the JSI Graduate Director requesting a course substitution. The request must be accompanied by documentation (i.e. syllabus) demonstrating that the proposed substitute course is equivalent, or nearly equivalent, to the course for which the substitution is being requested. The JSI Graduate Director reviews the request and submits a recommendation to the Dean of the School of Graduate Studies. The Dean makes the final decision to approve or deny the course substitution request.
Forms
Most forms are available online—forms specific to the School of Social Transformation and Justice & Social Inquiry are available at the SST intranet site. Forms that are universal to ASU graduate programs can be obtained from the Graduate College webpage. Please contact the JSI Graduate Director or SST Graduate Coordinator if you are not able to find the form that you need.

GRADUATE STUDENT FUNDING

Teaching Assistantships/Associateships
Awarded competitively to doctoral students at the time of admission to the program, and typically renewed for a total of four years if the student is making satisfactory progress toward the degree and is in good standing with Graduate Education. These positions can be guaranteed only for students who are admitted with a written, multi-year funding commitment. During the first two years, Teaching Assistants work with assigned faculty in support of faculty courses; during the third year or afterwards, Teaching Associates teach a class or classes as part of Justice & Social Inquiry’s undergraduate curriculum. Please consult the ASU Graduate College’s TA/RA Policy and Procedures Handbook for additional information on Teaching Assistantship/Associateship terms:

Renewal of teaching-based awards
Considered at the end of each semester, typically in December and May of the academic year, and prior to placements for the following semester (January and August). Renewal of a teaching award is based on the following factors. Renewal may be denied on the basis of any one of them:

1. Availability of funding: In the event of drastic budget cuts to Justice & Social Inquiry, teaching assistantships and teaching associateships may be reduced in duration or size.
2. Satisfactory progress in the degree program. Unsatisfactory progress is noted by one or more of the following: (a) a grade point average below 3.0; (b) failure to complete core courses with a grade of B or better, or to complete these courses in a timely manner; (c) grades of “incomplete” for classes, especially more than one incomplete, and/or for more than one year following the semester in which the course was offered; and (d) failure to make progress consistent with the timelines provided in this Handbook and/or by the office of Graduate Education.
3. Satisfactory teaching performance. Satisfactory performance is determined on the basis of evaluations by faculty to whom the student has been assigned. For students who teach their own classes, performance is based on a review of the course materials and student evaluations.

The JSI Graduate Director conducts the initial review for renewal. Recommendations for nonrenewal must be approved by the JSI Graduate Programs committee. Nonrenewal may be appealed by the affected student to the Faculty Head of Justice & Social Inquiry.

Research Assistantships
Graduate students may be hired as Research Assistants by Justice & Social Inquiry faculty (or faculty across the university) with funds derived from a grant or other sources. Please consult the ASU Graduate College’s TA/RA Policy and Procedures Handbook for additional information.
Grants, Fellowships, and Financial Aid

There are various opportunities available for funding your educational and research-related travel expenses. Financial Aid for Graduate Students is a great place to start for need-based state and federal financial aid, including loans and scholarships. International students, while not eligible for state or federal aid, can visit Financial Aid for International Students for other resources available for funding graduate study at ASU.

The Graduate College offers various fellowships and awards to graduate students. Some awards require department nomination; some are open for student application. Information and instructions regarding applying for these awards will be periodically sent to student via the SST listserv. The Graduate and Professional Student Association (GPSA) is student organization that offers funding opportunities for graduate students. Visit GPSA’s funding webpage for more information.

SST also administers various fellowships and awards. Information regarding applying for these awards will be sent to the student listservs periodically. Local, national, and international award opportunities are also available from planning and geographical organizations.

Students are responsible for observing application deadlines. Students should also have a current FAFSA on file in order to meet the eligibility requirements for some scholarships, grants, and other funding opportunities.

Travel Funding

Students are encouraged to participate in professional academic conferences as a part of their intellectual and academic growth. Based on available funds, and according to guidelines outlined in the application form, Justice & Social Inquiry provides limited support for travel. Funds also may be available from the Graduate and Professional Students Association (GPSA), and other internal or external resources. Visit the Graduate College web page for details on travel funds and other sources of funding for graduate students.
Program Section

Master of Science (M.S.) Degree Program

4+1 BS (or BA)/ Master of Science (M.S.) Degree Program

Doctor of Philosophy (Ph.D.) in Justice Studies Degree Program

Concurrent J.D./Ph.D. Degree Program
MASTER OF SCIENCE (M.S.) DEGREE PROGRAM

Three avenues exist for earning an M.S. degree in Justice Studies. **OPTION 1**: Students can apply directly to the two-year M.S. after completing a B.A./B.S. degree. **OPTION 2**: Eligible ASU undergraduate students can apply to the 4+1 program, which is a special program that allows undergraduates to begin graduate coursework during their senior year. This option is ONLY available for ASU Justice Studies undergraduates. **OPTION 3**: JSI doctoral students who enter into the PhD program without a master’s degree can earn a “Master’s in Passing” en route to obtaining their doctorate. More details about all three options are provided below. (The traditional M.S. and 4+1 routes are outlined in this section while the “Master’s in Passing” option is presented in the PhD section.)

<table>
<thead>
<tr>
<th>Type of Course</th>
<th>Thesis Option Number of Hours</th>
<th>Applied Project Option Number of Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Courses (JUS 500, 501, 509, 521)</td>
<td>12 hours</td>
<td>12 hours</td>
</tr>
<tr>
<td>Three Elective JUS Classroom Courses</td>
<td>9 hours</td>
<td>9 hours</td>
</tr>
<tr>
<td>Non-JUS Elective, Research, Readings and Conference (3 Hours)</td>
<td>3 hours</td>
<td>3 hours</td>
</tr>
<tr>
<td>Research Hours (JUS 592)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thesis (JUS 599)</td>
<td>6 hours</td>
<td>3 hours</td>
</tr>
<tr>
<td>Applied Project (JUS 593)</td>
<td></td>
<td>3 hours</td>
</tr>
<tr>
<td>Total Hours</td>
<td>30 hours</td>
<td>30 hours</td>
</tr>
</tbody>
</table>

**Prerequisites and Transfer Credit**

Students admitted to the M.S. degree must complete their undergraduate degree prior to entering the graduate program. Transfer credit must follow Graduate Council guidelines and Justice & Social Inquiry program requirements, and be approved by Graduate Education.

**The M.S. Curriculum**

The M.S. curriculum includes required core and self-selected elective courses. Core courses help build the theoretical foundations and research toolkit, which enable students to gain expertise in substantive areas of research. Students complete the degree with either a thesis or an applied project. M.S. students are required to complete a total of 30 credit hours as detailed below. At least 27 of the 30 credit hours must be taken in Justice & Social Inquiry.

**Core Courses**

M.S. students are required to complete four core courses. Students must earn a grade of B or better in each core course:

- **JUS 500**  **Justice Research Methods** (3 credit hours)
  Theories and methods of qualitative and quantitative research; development of research most relevant to justice data and problems
JUS 501 Justice Theory (3 credit hours)
Classical and contemporary theories of social, economic, political and criminal justice; assessment of relevance to contemporary justice issues.

JUS 509 Statistical Problems in Justice Research (3 credit hours)
Statistical methods specific to Justice & Social Inquiry. Students who have not taken undergraduate statistics may be required to take (without graduate credit) an appropriate undergraduate course before taking JUS 509.

JUS 521 Qualitative Data Analysis (3 credit hours)
Analyzes qualitative data; coding programs, presenting qualitative research.

Sample M.S. Course Schedule
The M.S. degree is completed typically in two years, or four semesters. All work toward the M.S. must be completed within six consecutive years; the clock begins with the semester and year of admission to the program. Below is a sample course schedule for an M.S. student:

<table>
<thead>
<tr>
<th>Year 1 (Fall)</th>
<th>JUS 500 Research Methods (3)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>JUS 501 Justice Theory (3)</td>
</tr>
<tr>
<td></td>
<td>JUS XXX Elective (3)</td>
</tr>
<tr>
<td>Year 1 (Spring)</td>
<td>JUS 509 Statistical Analysis (3)</td>
</tr>
<tr>
<td></td>
<td>JUS 521 Qualitative Data Analysis (3)</td>
</tr>
<tr>
<td></td>
<td>JUS XXX Elective (3)</td>
</tr>
<tr>
<td>Year 2 (Fall)</td>
<td>JUS XXX Elective (3)</td>
</tr>
<tr>
<td></td>
<td>Non-JUS Elective, Research Hours, OR Readings and Conferences (3)</td>
</tr>
<tr>
<td></td>
<td>JUS 599 Thesis (3) OR JUS 592 Research (3)</td>
</tr>
<tr>
<td>Year 2 (Spring)</td>
<td>JUS 599 Thesis (3) OR</td>
</tr>
<tr>
<td></td>
<td>JUS 593 Applied Project (3)</td>
</tr>
</tbody>
</table>

With the approval of the advisory committee or thesis chair, students may take a maximum of six credit hours of 400-level coursework to be included on the iPOS. Pass/Fail 400 level courses and any credit hours that were applied toward a previously awarded degree may not be included. Graduate courses taken prior to admission to the M.S. that are included on the iPOS must have been completed within three years of the semester and year of admission to the program.

Faculty Advisors & Thesis Advisory Committee
Upon entrance into the program, students are assigned temporary advisors. The temporary advisor provides guidance on course selection and other relevant matters until the student identifies a
thesis advisory committee or applied project chair. The thesis advisory committee or applied project chair oversees and approves the Plan of Study (iPOS), guides and monitors academic progress, and directs the thesis/applied project and its oral defense.

Thesis Option: The advisory committee consists of an SST faculty chair and two other faculty members. At least one member must be faculty of Justice & Social Inquiry. Faculty from outside SST may serve as co-chair or member.

Applied Project Option: A student pursuing the applied project is advised by an SST faculty chair and another faculty member. At least one faculty member must be from Justice & Social Inquiry.

Completing the M.S. Degree
The thesis or applied project constitutes the culmination of a student’s degree. It reflects the research area of specialization identified by the student in consultation with the advisory committee or applied project chair. Before any formal work on the thesis is begun, the advisory committee or applied project chair approves the student’s research prospectus. The prospectus is a statement of the topic area, a brief discussion of its significance, the primary research questions to be addressed, and the research design.

Thesis option. When the advisory committee is satisfied with the progress of the thesis, the student presents and defends their thesis in an oral examination. The thesis defense must be scheduled per Graduate College policy, and the student should contact the Graduation section in the Registrar’s office well in advance of the defense. Notice of the student’s defense, with an abstract, must be posted for JSI faculty and students no later than one week before the date of the defense. Interested parties may attend the defense. After the thesis defense, the committee members and the graduate director (or JSI Faculty Head) sign the Report for Master’s Thesis Defense. A copy of the defense form and the thesis must be taken to Graduate Education. The chair must also give a copy to the JSI Graduate Director.

Applied Project option. The applied project will typically include a brief literature review to identify the nature of the problem, a description of the methodology used and, if relevant, of the data gathered or program studied, followed by an analysis and conclusions. When the chair is satisfied with the progress of the applied project, the student should contact the Graduation Section in the Registrar’s office. This should be done well in advance of the defense. The student will then present and defend the project in an oral examination, conducted by the chair. The graduate director or another faculty member from Justice & Social Inquiry must be present. The defense is not publicized and the Graduate College does not require format approval, nor does the student need to submit any form to Graduate Education. After the defense, the applied project chair, second faculty member and the JSI Graduate Director will sign the internal form (JSI’s Report of Final Master’s Applied Project). The chair will then give the form to the SST Graduate Coordinator and approve the posting of a letter grade for the applied project. Students must earn a grade of “B” or higher to pass the Applied Project requirement.
THE 4+1 BS (or BA)/MASTER OF SCIENCE (M.S.) DEGREE PROGRAM

This accelerated program allows undergraduates in the Justice Studies BA or BS program to share 12 credit hours with the MS in Justice Studies and to complete the 30-hour MS program in just over a year from their undergraduate graduation date. Students will complete all requirements including the core courses for the BS or BA in Justice Studies (120 hours) degree program and the 30 credit hours required for the MS. With the 12 shared hours, the total credit hours at a minimum to complete the bachelor’s/master’s program will be 138.

The 4+1 BS (or BA)/M.S. Curriculum

<table>
<thead>
<tr>
<th>Type of Course Hours</th>
<th>Thesis Option Number of Hours</th>
<th>Applied Project Option Number of Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Courses (JUS 500, 501, 509, 521)</td>
<td>12 hours</td>
<td>12 hours</td>
</tr>
<tr>
<td>Three Elective JUS Classroom Courses</td>
<td>9 hours</td>
<td>9 hours</td>
</tr>
<tr>
<td>Non-JUS Elective, Research, Readings and Conference (3 Hours)</td>
<td>3 hours</td>
<td>3 hours</td>
</tr>
<tr>
<td>Research Hours (JUS 592)</td>
<td></td>
<td>3 hours</td>
</tr>
<tr>
<td>Thesis (JUS 599)</td>
<td>6 hours</td>
<td></td>
</tr>
<tr>
<td>Applied Project (JUS 593)</td>
<td></td>
<td>3 hours</td>
</tr>
<tr>
<td>Total Hours</td>
<td>30 hours</td>
<td>30 hours</td>
</tr>
</tbody>
</table>

Students in the 4+1 program begin taking M.S. courses in their undergraduate senior year. The M.S. curriculum includes required core and self-selected elective courses. Students complete the degree with either a thesis or an applied project. M.S. students are required to complete a total of 30 credit hours as detailed below. At least 27 of the 30 credit hours must be JUS designated courses.

Core Courses

M.S. students are required to complete four core courses. Students must earn a grade of B or better in each core course:

JUS 500: Justice Research Methods (3 credit hours)
Theories and methods of qualitative and quantitative research; development of research most relevant to justice data and problems.

JUS 501: Justice Theory (3 credit hours)
Classical and contemporary theories of social, economic, political and criminal justice; assessment of relevance to contemporary justice issues.

JUS 509: Statistical Problems in Justice Research (3 credit hours)
Statistical methods specific to Justice & Social Inquiry. Successful completion of undergraduate course in statistical analysis of data is strongly advised before taking JUS 509.
JUS 521: Qualitative Data Analysis (3 credit hours)
Analyzes qualitative data (e.g., field notes, in-depth interview transcripts and document analysis); coding programs, presenting qualitative research.

Sample 4+1 M.S. Course Schedule
The M.S. degree is completed typically in two years, or four semesters; the clock begins with the semester and year of admission to the program. JUS MS 4+1 students must successfully finish their undergrad degree by the end of their first academic year in the program. Failure to do so will result in the academic unit recommending their dismissal from the program to graduate education. Once a 4+1 student has successfully transitioned to full graduate student status in their second year, they will be held to Graduate Education’s policy that graduate students have 6 years max to complete their program from its start (this includes the initial year as an undergrad student.) The M.S. should be completed within two consecutive years from the start of the program.

From the start of their program, 4+1 students must adhere to all the graduate student policies and procedures of both the academic unit and Graduate Education. Failure to maintain satisfactory progress throughout the degree will result in the student being notified in writing that they will be placed on probationary status. If the student does not meet minimum standards by the time the probationary status ends, the student will be notified in writing that JSI will recommend their dismissal to the Vice Provost of Graduate Education.

Below is a sample course schedule for an M.S. student:

<table>
<thead>
<tr>
<th>Year 1 (Fall)  (UG Senior Year)</th>
<th>JUS 500 Research Methods (3)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>JUS XXX Elective (3)</td>
</tr>
<tr>
<td>Year 1 (Spring) (UG Senior Year)</td>
<td>JUS 521 Qualitative Data Analysis (3)</td>
</tr>
<tr>
<td></td>
<td>JUS XXX Elective (3)</td>
</tr>
<tr>
<td>SUMMER (after UG graduation)</td>
<td>Non-JUS Elective, Research Hours, OR Readings and Conferences (3)</td>
</tr>
<tr>
<td>Year 2 (Fall)</td>
<td>JUS 501 Justice Theory (3)</td>
</tr>
<tr>
<td></td>
<td>JUS 599 Thesis (3) OR JUS 592 Research (3)</td>
</tr>
<tr>
<td>Year 2 (Spring)</td>
<td>JUS 509 Statistical Analysis (3)</td>
</tr>
<tr>
<td></td>
<td>JUS XXX Elective (3) JUS 599 Thesis (3) OR JUS 593 Applied Project (3)</td>
</tr>
</tbody>
</table>

With the approval of the thesis chair or advisory committee, students may take a maximum of six credit hours of 400-level coursework to be included on the iPOS. Pass/Fail 400 level courses and any credit hours that were applied toward a previously awarded degree may not be included. Graduate courses taken prior to admission that are included on the iPOS must have been completed within three years of the semester and year of admission to the program.
**Faculty Advisors**

Upon entrance into the program, students are assigned temporary advisors. The temporary advisor provides guidance on course selection, and other relevant matters, until the student identifies a thesis advisory committee or applied project chair and faculty member. The thesis advisory committee or the applied project chair and faculty member oversee and approve the Plan of Study (iPOS); guides and monitors academic progress; and directs the thesis/applied project and its oral defense.

*Thesis Option:* The advisory committee consists of a chair and two other faculty members. The chair and at least one other member must be faculty of Justice & Social Inquiry.

*Applied Project Option:* A student pursuing the applied project is advised by one faculty chair and one faculty member. The second faculty member can be the graduate director or another faculty member from Justice & Social Inquiry.

**Completing the M.S. Degree**

The thesis or applied project constitutes the culmination of a student’s degree. It reflects the research area of specialization identified by the student in consultation with the advisory committee or applied project chair. Before any formal work on the thesis is begun, the advisory committee or applied project chair approves the student’s research prospectus. The prospectus is a statement of the topic area, a brief discussion of its significance, the primary research questions to be addressed, and the research design.

*Thesis Option.* When the advisory committee is satisfied with the progress of the thesis, the student presents and defends their thesis in an oral examination. The thesis defense must be scheduled per Graduate College policy, and the student should contact the Graduation section in the Registrar’s office 4 weeks in advance of the defense. Notice of the student’s defense, with an abstract, must be posted for JSI faculty and students no later than one week before the date of the defense. Interested parties may attend the defense. After the thesis defense, the committee members and the graduate director (or JSI Faculty Head) sign the Report for Master’s Thesis Defense. A copy of the defense form and the thesis must be taken to Graduate Education. The chair must also give a copy to the JSI Graduate Director.

*Applied Project Option.* The applied project will typically include the following: a brief literature review to identify the nature of the problem; a description of the methodology used; a description of the data gathered or program studied (if relevant); an analysis and conclusion. When the chair is satisfied with the progress of the applied project, the student should contact the Graduation Section in the Registrar’s office. This should be done 4 weeks in advance of the defense. The student will then present and defend the project in an oral examination. The graduate director or another faculty member from Justice & Social Inquiry must be present. The defense is not publicized and the Graduate College does not require format approval, nor does the student need to submit any form to Graduate Education. After the defense, the applied project chair, second faculty member (if this person is not the graduate director), and the graduate director will sign the
internal form (JSI's Report of Final Master's Applied Project). The chair will then give the form to the JSI Graduate Director and approve the posting of the passing grade for the applied project.

**THE DOCTOR OF PHILOSOPHY (PhD) IN JUSTICE STUDIES DEGREE**

The doctoral program in Justice Studies is an interdisciplinary degree under the auspices of Justice & Social Inquiry. The degree integrates philosophical, legal, and ethical approaches with social science and humanities perspectives to study inequalities and justice in social life. Interdisciplinary courses are offered within Justice & Social Inquiry; students also are encouraged to take courses from other academic units across the university.

Outstanding undergraduate students, master’s degree students, and law school students may apply for admission to the doctoral program. Candidates for admission to the doctoral program are recruited from a wide variety of academic backgrounds, including (but not limited to) the social sciences, philosophy, law, and relevant interdisciplinary fields (e.g., public administration, legal studies, criminal justice, women’s studies). Admission is competitive and decisions for admission are based on: record of academic achievement, promise of academic excellence both in the program and following completion of the program, and the degree to which substantive interests and career goals are compatible with the strengths and goals of our doctoral program.

The doctoral program produces scholars whose research and teaching activities contribute to the knowledge and understanding of conflicts and dilemmas surrounding inequalities, justice and social change. Graduates from this program will have a strong theoretical background and interdisciplinary training in law, humanities, and the social sciences, and possess the technical skills associated with both qualitative and quantitative research methodologies. These qualifications provide graduates with the opportunity to successfully compete for a variety of positions in academic, for-profit and non-profit related fields including government and policy work. In terms of university and college positions, our graduates obtain jobs in traditional academic disciplinary programs (e.g., sociology, social work, political science, law, anthropology) as well as in interdisciplinary academic programs focused on the following realms: crime, race and ethnicity, gender, government, socio-legal studies, public administration, and economy and society.

**Prerequisites**

**Undergraduate degree:** Admitted students must complete the undergraduate degree prior to entering the doctoral program.

**Post-baccalaureate degrees at universities other than ASU:** Admitted students who are enrolled in a post-baccalaureate degree program must complete that degree (e.g. M.S./M.A. or J.D.) prior to enrolling in the Justice Studies doctoral program, unless otherwise noted in the letter of acceptance. If the M.S./M.A. or J.D. is not completed, the student will be permitted to enroll in doctoral graduate courses for only one semester. Enrollment will be permitted in subsequent semesters only if the post-baccalaureate degree has been completed.

**Post-baccalaureate degrees at ASU:** Admitted students who are enrolled in a post-baccalaureate
degree program must complete that degree prior to enrolling in the Justice Studies doctoral program. If the M.S./M.A. or J.D. is not completed, the student will not be eligible for funding in the doctoral program (TAships or scholarships) until the post-baccalaureate degree is completed.

**Residency Requirement**
The residency requirement for the doctoral program is two consecutive academic semesters in full-time enrollment status (not including summer sessions) after admission.

**The PhD Curriculum**
The PhD curriculum is interdisciplinary in nature and includes required core and self-selected elective courses. Core courses help build the theoretical foundations and research toolkit, which enable students to gain expertise in elective substantive areas of research. Upon completion of required coursework, students demonstrate their intellectual breadth and width through the comprehensive examinations.

**Required Core Courses**
Students must complete three core courses (JUS 620, 640, and 630 or 650), and earn a grade of B or better in each of them. Students are encouraged to complete both JUS 630 & JUS 650, or their equivalents.

**JUS 620: Justice Research Methodology (3 credit hours)**
The epistemology of knowledge and method in justice research; history and philosophy of social science/critical inquiry; and, perspectives which link these concerns to research strategies. Critically explores the strengths and weaknesses of varied methodologies. *Note:* Students who have not successfully completed a master’s level research methods course may be required to take JUS 500 before JUS 620.

**JUS 640: Theoretical Perspectives on Justice (3 credit hours)**
Analyzes philosophical perspectives of justice; linkages between social science and justice constructs; application of justice to social issues. *Note:* Students who have not successfully completed a master’s level theory course may be required to do so before taking JUS 640.

**JUS 630: Data Analysis for Justice Research (3 credit hours)**
Bivariate and justice-related research and use of information and statistical programs. *Note:* Students who have not successfully completed a master’s level statistics course may be required to do so before taking JUS 630.

**OR**

**SST 691: Quantitative Methods for Qualitative Researchers (3 credit hours)**
Focuses on giving qualitative researchers the skills to (1) understand and critique quantitative research, (2) identify areas of their own research where they may want to incorporate quantitative data, (3) assess the quality and suitability of different quantitative data sources, and (4) access and analyze quantitative data to enhance their research projects.
JUS 650: Advanced Qualitative Analysis (3 credit hours) - *Recommended, but not required*
Advanced qualitative data collection and analysis techniques: ethnography, interviews, field notes, coding, transcribing, content analysis, textual analysis.

**Required Pedagogy Course**
Students funded as Teaching Assistants (TAs) are required to take SST 691 Teaching for Social Transformation in the spring of their second year in the doctoral program.

SST 691: Teaching for Social Transformation (3 credit hours)
Focuses on the pedagogy and practicum of teaching for Social Transformation at the university level. Meeting weekly, students will engage in readings and activities directed toward increasing their knowledge and skills in the college classroom. Sample topics include: reading selection; teaching/discussing challenging topics; assignment design; exam construction; grading; understanding university policies; communication with students and faculty and classroom management.

**Minimum requirements for students entering the doctoral program with M.S./M.A. or J.D.:**

<table>
<thead>
<tr>
<th>Type of course hours</th>
<th># of hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Courses</td>
<td>9 hours</td>
</tr>
<tr>
<td>(JUS 620, 640 &amp; JUS 630 or SST 691 or JUS 650</td>
<td></td>
</tr>
<tr>
<td>Elective Classroom Courses (9 hours must be JUS XXX)</td>
<td>15 hours</td>
</tr>
<tr>
<td>Elective Classroom Courses, Research Hours and/or Reading</td>
<td></td>
</tr>
<tr>
<td>and Conference. (If a student is a TA, then one of these</td>
<td></td>
</tr>
<tr>
<td>courses must include SST 691-Teaching for Social Transformation.)</td>
<td>18 hours</td>
</tr>
<tr>
<td>Dissertation Hours (JUS 799)</td>
<td>12 hours</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td><strong>54 hours</strong></td>
</tr>
</tbody>
</table>
A sample course schedule for students entering the program with M.S./M.A. or J.D.:

| Year 1 (Fall) | JUS 620 Justice Research Methodology (3)  
|              | JUS 640 Theoretical Perspectives on Justice (3) |
| Year 1 (Spring) | JUS 630 OR SST 691 OR JUS 650 (3)  
|                | JUS XXX Elective (3)  
|                | JUS XXX or non-JUS Elective (3) |
| Year 2 (Fall)  | JUS XXX or Non-JUS Elective (3)  
|                | JUS XXX Elective (3)  
|                | JUS XXX Elective (3) |
| Year 2 (Spring) | JUS XXX Elective (3)  
|                  | SST 691-Teaching for Social Transformation (3)  
|                  | JUS 790 Reading & Conference (3) |
| Year 3 (Fall)  | JUS 792 Research (3) – Comprehensive Exams  
|                | JUS XXX Elective (3) |
| Year 3 (Spring) | JUS 792 Research (3) – Defend Prospectus |
| Year 4 (Fall)  | JUS 799 Dissertation (6) |
| Year 4 (Spring) | JUS 799 Dissertation (6) |
| TOTAL          | 54 hours |

Minimum requirements for doctoral program without M.S./M.A. or J.D.:

<table>
<thead>
<tr>
<th>Type of course</th>
<th># of hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theory and methods foundation</td>
<td>12 hours</td>
</tr>
<tr>
<td>Core Courses</td>
<td>9 hours</td>
</tr>
<tr>
<td>Elective Classroom Courses (at least 15 hours JUS XXX)</td>
<td>24 hours</td>
</tr>
<tr>
<td>Elective Classroom Courses, Research Hours and/or Reading and Conference. (If a student is a TA, then one of these courses must include SST 691-Teaching for Social Transformation.)</td>
<td>27 hours</td>
</tr>
<tr>
<td>Dissertation Hours (JUS 799)</td>
<td>12 hours</td>
</tr>
<tr>
<td>Total Hours</td>
<td>84 hours</td>
</tr>
</tbody>
</table>
A sample course of study for the doctoral program without M.S./M.A. or J.D.:

| Year 1 (Fall) | JUS 500 Research Methods (3)  
|               | JUS 501 Justice Theory (3) |
| Year 1 (Spring) | JUS 509 Data Analysis for Justice Research (3)  
|                 | JUS 521 Qualitative Data Analysis (3)  
|                 | JUS XXX Elective (3) |
| Year 2 (Fall)  | JUS 620 Justice Research Methodology (3)  
|                 | JUS 640 Theoretical Perspectives on Justice (3)  
|                 | JUS XXX Elective (3) |
| Year 2 (Spring) | JUS 630 or SST 691 or JUS 650 (3)  
|                 | JUS XXX Elective (3)  
|                 | JUS XXX Elective (3) |
| Year 3 (Fall)  | JUS XXX Elective (3)  
|                 | JUS XXX Elective (3)  
|                 | Non-JUS Elective (3) |
| Year 3 (Spring) | JUS 790 Reading & Conference (3)  
|                 | Non-JUS Elective (3)  
|                 | Non-JUS Elective (3) |
| Year 4 (Fall)  | JUS 792 Research (9) - Comprehensive Exams |
| Year 4 (Spring) | JUS 792 Research (9) - Defend Prospectus |
| Year 5 (Fall)  | JUS 799 Dissertation (6)  
|                 | JUS 792 Research (3) |
| Year 5 (Spring) | JUS 799 Dissertation (6) |
| TOTAL          | 84 hours |

**Faculty Advisors**

Upon entrance into the program, students are assigned temporary advisors. The temporary advisors work with their assigned students, providing guidance on course selection, and other relevant matters, until the student identifies their advisory committee.

A student’s advisory committee guides preparation of the Plan of Study; guides and monitors academic progress; determines (with student participation) the areas to be covered by the comprehensive examinations; and administers and grades the comprehensive examination. The advisory committee is comprised of a chair and two other faculty members.

- The chair must be a member of the Justice Studies Doctoral Program Graduate Faculty and be approved to chair doctoral student committees.
- At least one member of the committee must be a tenured or tenure-track faculty member in Justice & Social Inquiry.
- The committee members may not all be from the same discipline.
- At least 50% of the committee must be faculty from ASU and members of JSI graduate faculty.
Any change in the committee members from those listed on the Plan of Study must be recommended by the graduate director and approved by Graduate Education.

**Progress Toward Degree**
Students should demonstrate continuous and satisfactory progress toward the degree. The graduate programs committee in consultation with the student’s advisory committee will determine if satisfactory progress has been made. Failure to make satisfactory progress will result in denial of financial support from the Justice & Social Inquiry graduate program; withdrawal from the program may be initiated as well. Satisfactory progress is achieved by successful passage through the stages of the doctoral program. Students should work closely with their faculty advisors as they progress toward the degree.

**Master’s Degree in Passing**
Students who enter the doctoral program without a master’s degree or J.D. degree may petition for a Master’s Degree in Passing (MIP) after they have completed 30 credit hours and successfully defended a Capstone Writing Project (CWP). Twenty-seven (27) of the thirty (30) credit hours must be classroom hours and include the four theory and methods foundation courses (i.e., JUS 500, JUS 501, JUS 509, JUS 521) or their approved equivalent. The remaining three credit hours may be research hours or a combination of research and class-based hours needed to complete the capstone project.

Candidates pursuing the Master’s in Passing must present their Capstone Writing Project (CWP) and defend it in an oral examination conducted by the supervising faculty advisor. The graduate director or a designated representative must also be present at the defense. The CWP will typically include a brief literature review to identify the nature or issue of the problem, a description of the methodology used and, if relevant, of the data gathered or program studied, followed by an analysis and conclusions. The CWP and its defense must be approved in writing by the supervising faculty advisor and the graduate director. The CWP defense is not posted. The supervising faculty advisor will inform the JSI Graduate Director of the results of the defense. The student should then turn in a hard copy of the final Capstone Writing Project to the SST Graduate Coordinator. Once this is complete, students should apply for graduation.

**Plan of Study (iPOS)**
Justice Studies doctoral students who entered the program with a J.D. or Master’s degree file their iPOS before the semester in which they will have completed 27 of their required 54 credit hours of study. In addition to the required 54 hours for the PhD, these students must have approval to apply 30 credit hours from the previously awarded M.S./M.A. or J.D. degree to the iPOS. Justice Studies doctoral students who entered the PhD program with only a bachelor’s degree must file the iPOS during the semester in which they will complete 42 of their required 84 credit hours.

**Comprehensive Area Examinations**
The Comprehensive Area Examinations demonstrate the student’s ability to master, synthesize, critically assess, and creatively elaborate on material drawn from core and elective course work, primary research, and readings in two distinct comprehensive research areas of specialization (e.g.,
social movements, immigration, public policy, globalization and economic justice, juvenile justice, restorative justice, legal consciousness, gender and work, critical race studies, sexuality and justice; and see five areas of Justice & Social Inquiry specialization). For each specialty, the student critically examines theories and methodologies as well as substantive research relevant to the area, and explains the relevance of the area to the study of justice. Successful completion of each area should indicate that the student has achieved sufficient expertise to teach and conduct research in that specialty. The advisory committee works closely with the student to identify their two distinct comprehensive areas of specialty.

**Scheduling**

Upon approval of the iPOS, Justice & Social Inquiry doctoral students demonstrate mastery in their two areas no later than their third year (or fourth year for those who enter without the Master’s or J.D.). If the comprehensives are not successfully completed by that time, students must be able to demonstrate satisfactory progress toward the degree in other respects (e.g., publications, grants). Students may be withdrawn from the program if they fail to complete the comprehensives by the spring semester of their fourth year (or fifth year for those who enter without the Master’s or J.D.) of enrollment in the PhD program.

Comprehensives are administered at different points in time – one paper or test for each of the two specialty areas. The length of time between the two comprehensive areas is decided by the student in consultation with the advisory committee.

At least a month before test answers and/or papers are submitted for review to the advisory committee, the committee chair must submit to the SST Graduate Coordinator:

- A copy of their approved reading list for each research area.
- Indication of the format they have selected for each research area.
- Dates for the scheduled test and/or deadlines for the paper completion.

**Format options**

In consultation with their advisory committee, students select from among format options (test or paper) to demonstrate their competence in their two selected areas; students may elect to complete BOTH areas in the same format (e.g., two papers or two tests) or in different formats (e.g., a paper for one area and test for the second area).

A) **In-Office Test Format.** An eight-hour testing period for each area taken in a Justice & Social Inquiry office on the ASU campus.

B) **48-Hour Take Home Test Format.** One 2-Day testing period for each area (e.g. student receives questions at 4:00 p.m. on Friday and returns responses by 9:00 a.m. the following Monday. Weekday formats are also permissible.

C) **Article-length Paper Format.** An original scholarly article length paper (25-35 double-spaced pages) that demonstrates creative mastery of the selected comprehensive area.
D) **Multiple-essay Paper Format.** At least two shorter original essays on more narrowly focused but linked topics, comprising a total of 25-35 double-spaced pages, and demonstrating a mastery of the selected comprehensive areas.

**Procedures**

After approving the selected format(s), the advisory committee must determine the procedures to be used. The committee chair must provide the student and the SST Graduate Coordinator with a copy of the procedures prior to administering the comprehensives. See *appendices for samples of recommended procedures.*

**Test format A or B.** The procedures should specify the number of questions to be asked for each area; the number of questions to be addressed during each test period; the total number of questions to be answered; what constitutes a pass or fail for each question and for the test as a whole (i.e., qualitative expectations, number of passing votes, number of questions student must pass, etc.), and any specified minimum or maximum page length.

**Paper format C or D.** The procedures should specify the timeframe and deadline(s); if Format D, the nature and approximate length of each essay; what constitutes a pass or fail for each paper and/or for the papers as a whole (i.e., qualitative expectations, number of passing votes, and if Format D, number of essays a student must pass, etc.); The committee also must specify in advance both the number of drafts or revisions (if any) that will be permitted prior to making their pass/fail assessments.

**Preparing for the comprehensives**

**Reading lists:** Regardless of format, students prepare for the comprehensives by carefully reviewing and discussing the relevant research literature with their committee, peers and others. Students create a reading list (i.e., theoretical, methodological, and substantive literature), developed with and approved by the advisory committee, for each comprehensive area. The committee also may identify a list of seminars relevant for the mastery of each comprehensive area. Typically, each major section of the reading list includes a paragraph highlighting the student’s goals/emphases. Before undertaking the comprehensives, a copy of the committee-approved reading list must be submitted to the SST Graduate Coordinator.

- **Test format options A and B.** Students may develop study questions, which they respond to and discuss with their committee members. Committee members may generally discuss the content of the test, but they may not convey the exact questions to the students ahead of time. Committee members may draw on the study questions to develop the test questions. Test questions may pertain to teaching as well as research.

- **Paper format options C and D.** Students may develop potential paper topics in conversation with committee members, who then approve the topic for each paper prior to their undertaking by the student. References used within the paper format will typically expand beyond that of the approved reading list as necessary to prepare a strong manuscript.
Composing responses/papers
Regardless of format, students are required to demonstrate mastery of scholarship in the designated area, including synthesis, critical assessment, and elaboration of designated topics within the area in a creative and scholarly manner. A mastery of scholarship in each comprehensive area goes beyond a simple description or overview of the literature. The responses and/or papers must constitute original work prepared explicitly for the comprehensives. Course papers, previously published articles, previously submitted grant applications or master’s theses do NOT meet requirements. Although each comprehensive area requires original work, this work should be applicable to one or more of the following subsequent projects: grant application, scholarly publication, dissertation, and/or teaching.

Evaluation. Advisory committee members evaluate each comprehensive area based on agreed upon criteria about what constitutes a pass/fail, and then submit written comments and grades (pass/fail) to the committee chair (with attribution) by a designated date. The chair reviews committee member input, and determines the final grade (pass/fail) for each comprehensive area. The chair shares a compilation of committee members’ comments and grades (without attribution or identification), along with the overall final comprehensive area grade, with the student.

Reporting grades. After the student passes both parts of the comprehensive examination, all committee members must sign the comprehensive exam completion form (available for pick-up from the SST Graduate Coordinator). Only one date should be used on the form to indicate when the comprehensive exam was passed. Then, the chair must give the form to the SST Graduate Coordinator who will be responsible for obtaining the signature of the JSI Graduate Director or Faculty Head and posting the pass for the comprehensive examination in the student’s iPOS.

The committee chair MUST provide copies of the comprehensive exam to the SST graduate programs office of the final version of the comprehensive area (e.g., question and answers and/or completed papers), committee members’ (unnamed) grades and comments, and the overall grade. Please note that the Graduate Director or Faculty Head will not approve the comprehensives until all paper work has been submitted to the office.

Failing grades and reexamination. A failing grade in one or more of the comprehensive areas is reported to the Graduate College. The failing grade is considered final unless the advisory committee and the head of the academic unit recommend a reexamination. The Vice Provost of the Graduate College must approve such a reexamination. The student must then follow the Graduate College guidelines for reexamination. Only one reexamination is permitted by Graduate Education.

After the comprehensives. Students who have successfully passed the comprehensive area Examinations must confirm the membership of their dissertation committee, and with their guidance, prepare the dissertation prospectus and a plan for their research.
Dissertation Committee
The dissertation committee may be constituted by the same or different faculty from the advisory committee that supervised the comprehensive examinations. However, approval by the graduate director and the Graduate College is required for any changes in committee composition. The dissertation committee supervises and approves the subject and title of the dissertation, the dissertation prospectus, and the completed dissertation. The dissertation committee is comprised of a chair and two other faculty members.

- The chair must be a member of the Justice Studies Doctoral Program Graduate Faculty and be approved to chair doctoral student committees.
- At least one member of the committee must be a tenured or tenure-track faculty member in Justice & Social Inquiry.
- One member must be a faculty member from an academic unit outside of Justice & Social Inquiry.
- The committee members may not all be from the same discipline and members of JSI graduate faculty.
- At least 50% of the committee must be faculty from ASU.
- Upon the recommendation from the graduate director and the approval from Graduate Education, qualified individuals outside the University may serve as members of the dissertation committee, but may not serve as chairs or co-chairs.
- Former ASU faculty whose students are completing their degrees may continue to serve as co-chairs pending approval by Justice & Social Inquiry and Graduate Education.
- Faculty Emeriti who meet the Graduate College’s criteria may serve as members or co-chairs on graduate supervisory committees. They may serve as chairs with the recommendation from the academic unit and approval from the Graduate College on a case by case basis.

The Dissertation Prospectus and Advancement to Candidacy
The dissertation committee approves the format and content of the prospectus. The prospectus should include a statement of the problem, a review of the literature, and a detailed plan for research. Candidacy (ABD-all but dissertation) is achieved after the student has passed the required comprehensive examinations and has successfully presented and defended the prospectus. After the student has successfully defended the prospectus, they must turn in the signed prospectus form to the SST Graduate Coordinator who will then update the student’s iPOS to reflect that the student has passed the prospectus. The student is notified of candidacy status by letter from the Vice Provost of Graduate Education.

Dissertation and Dissertation Defense
The dissertation consists of a fully documented written analysis demonstrating a high level of interdisciplinary skill and competence associated with a justice-related research problem and approved by members of the dissertation committee. An oral defense of the dissertation is required. Please check the Graduate College’s website for details.

Justice & Social Inquiry doctoral students are expected to defend their dissertations on campus
within two years after passing the comprehensive examinations. Students who do not defend within this time frame may lose financial support from the graduate program, and may be withdrawn from the program.

**CONCURRENT JD/PhD DEGREES**

The purpose of the concurrent JD/PhD Degrees is to provide a rigorous education for highly qualified students interested in pursuing academic careers in law, law and the social sciences and/or philosophy.

**Qualifications & Requirements**

Prospective students apply separately for admission to the Sandra Day O’Connor College of Law and to Justice & Social Inquiry. Before applying, students must request special approval from the College of Law and Justice & Social Inquiry to pursue concurrently the JD and PhD degrees. If admitted into both programs, the SST Graduate Coordinator will notify ASU Graduate Admissions that the student has been admitted into the concurrent JD/PhD program. Requirements for the concurrent degrees are designed to ensure the integrity of both the JD and PhD degree programs and to enable students to earn concurrent degrees in five to six years.

- Students pursuing the concurrent degrees must maintain the grade point averages required of both programs and fulfill all other stated requirements.
- Students earning concurrent JD and PhD degrees enroll solely in law school courses the first year, beginning PhD coursework in the second year. Students may not serve as TAs during their first year of law school.
- Students will not be held to the law school’s five-year cap on graduation.
- Students who leave one of the programs must complete the standard graduation requirements associated with the other program: Baccalaureate—only students in PhD program need 84 credit hours and all other requirements; students with Master’s degree in PhD program need 54 credit hours and all other requirements.

Please consult with the JSI Graduate Director and SST Graduate Coordinator for additional details regarding the requirements for the concurrent degree.
Justice Studies MS
Plan of Study Checksheet

4 Core Courses (12 credit hours)
JUS 500 Research Methods
JUS 501 Justice Theory
JUS 509 Statistical Problems in Justice Research
JUS 521 Qualitative Data Analysis and Evaluation

3 Justice Studies Elective Courses (9 credit hours)
JUS Elective/Substantive seminar (3 credit hours)
JUS Elective/Substantive seminar (3 credit hours)
JUS Elective/Substantive Seminar (3 credit hours)

1 Additional Course (3 credit hours)
JUS 590 Reading & Conference (3 credit hours)
JUS 592 Research (3 credit hours)
Non-JUS Elective/Substantive Seminar (3 credit hours)

Culminating Experience (6 credit hours)
Applied Project
  JUS 592 Research (3 credit hours)
  JUS 593 Applied Project (3 credit hours)
Thesis
  JUS 599 Thesis (6 credit hours)
THREE (3) JUS CORE COURSES- TOTALING NINE (9) CREDIT HOURS

- JUS 620 – Justice Research Methodology – (3 credit hours)
- JUS 640 – Theoretical Perspectives on Justice – (3 credit hours)
- JUS 630 – Data Analysis for Justice Research – (3 credit hours)

OR

- SST 691 – Quantitative Methods for Qualitative Researchers – (3 credit hours)

OR

- JUS 650 – Advanced Qualitative data Analysis – (3 credit hours)

FIVE (5) ELECTIVE COURSES - TOTALING FIFTEEN (15) CREDIT HOURS, THREE (3) COURSES MUST BE JUS PREFIX

- JUS - Elective/Substantive seminar – (3 credit hours)
- JUS - Elective/Substantive seminar – (3 credit hours)
- JUS - Elective/Substantive Seminar – (3 credit hours)
- XXX – Elective/Substantive Seminar – (3 credit hours)
- XXX – Elective/Substantive Seminar – (3 credit hours)

*Students funded as TAs must take SST 691 (Teaching for Social Transformation) during the spring of their second year. This course counts as one of their non-JUS elective requirements.

SIX (6) OTHER COURSES- TOTALING EIGHTEEN (18) CREDIT HOURS, ELECTIVES AND INDEPENDENT COURSES (JUS 790, JUS 792)

- JUS 790 – Reading & Conference - (3 credit hours)
- JUS 792 – Research - (3 credit hours)
- JUS 792 – Research - (3 credit hours)
- Elective/Independent course – (3 credit hours)
- Elective/Independent course – (3 credit hours)
- Elective/Independent course – (3 credit hours)

TWELVE (12) CREDIT HOURS OF JUS 799 - DISSERTATION

- JUS 799 – Dissertation - (12 credit hours)
SEVEN (7) CORE COURSES TOTALING TWENTY-ONE (21) CREDIT HOURS

- JUS 500 – Research Methods – (3 credit hours)
- JUS 501 – Justice Theory – (3 credit hours)
- JUS 509 – Statistical Analysis – (3 credit hours)
- JUS 521 – Qualitative Data Analysis – (3 credit hours)
- JUS 620 – Justice Research Methodology – (3 credit hours)
- JUS 640 – Theoretical Perspectives on Justice – (3 credit hours)
- JUS 630 – Data Analysis for Justice Research – (3 credit hours)

OR

- SST 691 – Quantitative Methods for Qualitative Researchers – (3 credit hours)

OR

- JUS 650 – Advanced Qualitative Data Analysis – (3 credit hours)

EIGHT (8) ELECTIVES TOTALING TWENTY-FOUR (24) CREDIT HOURS - FIVE (5) COURSES MUST BE JUS

- JUS - Elective/Substantive seminar – (3 credit hours)
- JUS - Elective/Substantive seminar – (3 credit hours)
- JUS - Elective/Substantive Seminar – (3 credit hours)
- JUS – Elective/Substantive Seminar – (3 credit hours)
- JUS – Elective/Substantive Seminar – (3 credit hours)
- XXX – Elective/Substantive Seminar – (3 credit hours)
- XXX – Elective/Substantive Seminar – (3 credit hours)
- XXX – Elective/Substantive Seminar – (3 credit hours)

*Students funded as TAs must take SST 691 - Teaching for Social Transformation - during the spring of their second year. This course counts as one of their non-JUS or JUS elective requirements.

NINE (9) OTHER COURSES TOTALING TWENTY-SEVEN (27) CREDIT HOURS – ELECTIVES AND JUS 790, JUS 792

- JUS 790 – Reading & Conference - (3 credit hours)
- JUS 792 – Research - (3 credit hours)
- JUS 792 – Research - (3 credit hours)
- JUS 792 – Research – (3 credit hours)
- Other course – (3 credit hours)
- Other course – (3 credit hours)
- Other course – (3 credit hours)
☐ Other course – (3 credit hours)
☐ Other course – (3 credit hours)

TWELVE (12) CREDIT HOURS – JUS 799 - DISSERTATION
☐ JUS 799 – Dissertation - (12 credit hours)
SAMPLE COMPREHENSIVE PROCEDURES: TEST FORMATS

The following guidelines for your comprehensives are based on discussions that you have had with the members of your advisory committee (X, Y & Z). A copy of these procedures should be signed and dated by the student and all committee members indicating their agreement with the procedures, and submitted to the SST graduate programs office prior to beginning the comprehensives.

FORMAT: We have agreed that you will use the take-home test format to demonstrate mastery in Research Area A and Research Area B.

LOGISTICS: You will take the examination in research area “A” beginning on Month, Day, Year. You may receive and send questions and answers electronically. You will receive via email a list of questions for the research area A portion of the exam between 4:00 PM and 5:00 PM on Friday, Month, Date, Year. Answers to those questions will be due by 9:00 AM on Monday, Month, Date, Year.

You will take the examination in research area “B” beginning on Month, Day, Year. You may receive and send questions and answers electronically. You will receive via email a list of questions for the research area B portion of the exam between 4:00 PM and 5:00 PM on Friday, Month, Date, Year. Answers to those questions will be due by 9:00 AM on Monday, Month, Date, Year.

QUESTIONS: You will be asked to answer three questions in research area A and three questions in Research Area B. In each research area, you will have one mandatory question, plus you will be asked to select two additional questions from a list of three or more questions.

ANSWERS: Answers to each question should not exceed 20 pages (double-spaced, 12 point font). You need to include a copy of your reading list when you submit your answers, and include any additional references cited in your answers. You need to use the (Chicago, APA, etc.) style manual to compose your answers. You may not consult with anyone in order to compose your answers.

EVALUATION: Your answers will be evaluated using the following process: (A): The decision of two of three committee members is binding for each question and for the entire exam. (B): You must pass all three questions in an area to receive a “pass” for that area. (C): You must pass both research areas in order to receive a “pass” for the comprehensives. In terms of evaluating the substance of your answers, the committee will be looking for indication that you have mastered each research area and are able to creatively analyze, critique, and synthesize the literature at an advanced graduate level.

PASS/FAIL: Should the committee decide that you have failed one research area of the examination, you will be requested to discuss a retake of that portion at a later time. Should the committee decide that you have failed both research areas of the examination, the Graduate College will be notified, and your reexamination will occur within their time requirements.

REPORTING RESULTS: Copies of these procedures, reading list, comprehensive questions and answers, and the committee evaluations (without attribution) must be provided to the SST graduate programs office.
SAMPLE COMPREHENSIVE PROCEDURES: PAPER FORMATS

The following guidelines for your written comprehensives are based on discussions that you have had with the members of your advisory committee (X, Y & Z). A copy of these procedures should be signed and dated by the student and all committee members indicating their agreement with the procedures, and submitted to the SST graduate programs office prior to beginning the exam.

FORMAT: We have agreed that you will use the paper format to demonstrate mastery in research area A (article length) and research area B (multiple essays).

LOGISTICS: The final, approved version of both reading lists (1 per research area) must be submitted to the committee and the SST graduate programs office no later than Month, Date, Year. For research area A, the penultimate draft of the paper must be submitted to the committee by Month, Date, Year. The committee will take XX weeks to comment on this draft and provide written feedback to you. The deadline for the final version of the paper will be set at that time; no additional feedback from the committee is allowed. For research area B, the three essays will be due no later than Month, Date, Year. No committee input is allowed in the composition of these essays.

TOPICS: For research area A, you will have one mandatory question/topic and two choice-based sub-questions/topics. For research area B, you will respond to three out of five linked questions/topics. Committee members will work with your prepared reading list to identify research questions/topics.

ANSWERS: Research area A paper should be approximately 35 double-spaced pages in length (12 pt font). research area B should be a series of 3 papers, each approximately 10-12 double-spaced pages in length (12 pt font). The papers for research areas A & B will describe the key bodies of literature in the area and then focus on the development of a framework for analyzing focal areas or topics. The papers should indicate a mastery of literature, theory and methodology for your specified area as well as your ability to synthesize and creatively conceptualize the study of XXX focal areas or topics. Include a copy of your reading list when you submit your papers, and include any additional references cited in your answers. Please use (Chicago, APA, etc.) style manual. Do not consult with anyone to prepare your papers, other than committee members for feedback on research area A.

EVALUATION: (A): Committee members will assign a grade of pass or fail and provide written comments for the student for each research area paper/series of essays. (B): A pass for research area A is achieved if all committee members assign “pass” to the paper; a pass for research area B is achieved if all committee members assign “pass” to all three of the essays. (C): Both research areas must be passed in order to “pass” the comprehensives. The committee will look for mastery of each research area and that you are able to creatively analyze, critique, and synthesize the literature at an advanced graduate level.

PASS/FAIL: A failure on any parts of these comprehensives will be reported to the Graduate College and their procedures regarding comprehensive examination failures will be followed.

REPORTING RESULTS: Copies of these procedures, approved reading lists, final papers, grades, and committee evaluations (without attribution) must be filed with the SST graduate office.