

Arizona State University

Justice & Social Inquiry
Graduate Programs Handbook

2020-2021



Arizona State University vigorously pursues Affirmative Action and Equal Opportunity in its employment, activities, and programs

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Table of Contents

INTRODUCTION	5
ASU RESOURCES & STUDENT SUPPORT SERVICES	7
Wellness Services	10
Graduate College Policies	11
Graduate Student Responsibilities	11
The Interactive Plan of Study (IPOS).....	11
Coursework.....	11
Satisfactory Academic Progress	12
Leave of Absence (LOA):	13
Grievances and Appeals	13
Graded and Ungraded Graduate Courses	13
Continuous Enrollment.....	13
Academic Integrity	14
Dates and Deadlines	15
Enrollment and Tuition.....	15
Graduation	15
SST & JSI POLICIES AND PROCEDURES	16
Graduate Student Responsibilities.....	16
iPOS.....	16
Satisfactory Academic Progress	16
GRADUATE STUDENT FUNDING	19
Teaching Assistantships/Associateships.....	19
Research Assistantships.....	19
Grants, Fellowships, and Financial Aid.....	19
Graduate Certificate Program.....	21
Application Procedures.....	22
Certificate Requirements	22
Certificate Completion Procedures.....	22
MASTER OF SCIENCE (M.S.) DEGREE PROGRAM	24
Prerequisites and Transfer Credit	24
The M.S. Curriculum.....	24

Core Courses.....	25
JUS 500 Justice Research Methods (3 credit hours).....	25
Completing the M.S. Degree	26
Thesis or Applied Project Option	26
THE 4+1 BS (or BA)/MASTER OF SCIENCE (M.S.) DEGREE PROGRAM.....	27
Sample 4+1 M.S. Course Schedule	27
DOCTOR OF PHILOSOPHY (Ph.D.) IN JUSTICE STUDIES.....	29
Prerequisites.....	29
Residency Requirement.....	30
The Ph.D. Curriculum	30
Required Core Courses.....	30
Required Pedagogy Course	31
Faculty Advisors.....	33
Progress Toward Degree	33
Master’s Degree in Passing	33
Comprehensive Area Examinations	34
Procedures	35
Preparing for the comprehensives	35
Composing responses/papers.....	35
The Dissertation Prospectus and Advancement to Candidacy	37
Dissertation and Dissertation Defense.....	37
CONCURRENT JD/PhD DEGREES	38
Qualifications & Requirements	38

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 and/or committee chair, 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 2020-2021 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 policies 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 (Ph.D.) 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 JD /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 includes 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 Mall, Wilson Hall houses the School of Social Transformation and its five academic programs: [Justice & Social Inquiry](#), [Women & Gender Studies](#), [African and African American Studies](#), [Asian Pacific American Studies](#), and [Social and Cultural Pedagogy](#).

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Program Communication

ASU email is the [official means of communication](#) among students, faculty, and staff. *All university, school and program-related correspondence will be sent to your ASU email account.* Students are expected to read and act upon email in a timely fashion. Program information is disseminated via email through the SST graduate student listserv to student ASU email addresses. Students bear the responsibility of missed messages and should check their ASU-assigned email regularly.

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 draws 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 includes:

- a. JSI Faculty Head
 - a. Dr. Rashad Shabazz
 - b. Email: rashad.shabazz@asu.edu
 - c. Phone:
- b. SST Associate Director of Graduate Programs
 - a. Dr. Vera Lopez
 - b. Email: vera.lopez@asu.edu
 - c. Phone: (480) 965-7681

ASU 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 requirements](#) 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.

Wellness Services

Graduate school is a stressful time, and for most people, that stress will take a toll at some point. While your academic work is important, it is also important that you find time to pursue things that can help clear your head and reduce stress. The [Sun Devil Fitness Center](#) has a broad range of services. In addition, GPSA has prepared a one-page guide to financial, social, emotional, and physical health and wellness resources [Graduate Wellness Resources](#); and [10 Best Practices in Graduate Student Wellbeing](#) highlights proven ways to help graduate students better care for themselves under the increasing demands of graduate school.

Graduate College Policies

Students are responsible for reviewing and adhering to all university and graduate policies and procedures. The following are a few key Graduate College policies students should be aware of; however, students are responsible for being aware of current ASU Graduate Policies and Procedures that influence degree progress. These policies and procedures are detailed in the [Graduate College Policies and Procedures Handbook](#).

Graduate Student Responsibilities

Graduate students are responsible for familiarizing themselves with all university and graduate policies and procedures. Students should also communicate directly with their academic unit to be clear on expectations for degree completion. 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.

The Interactive Plan of Study (iPOS)

The Interactive Plan of Study (iPOS) functions as an agreement between the student, the academic unit and the Graduate College. The iPOS contains certain requirements such as coursework, a committee and a culminating experience that must be included before it can be approved. The academic unit's graduate support staff should be the primary contact for questions regarding iPOS, degree and certificate requirements. The iPOS must be approved by a student's committee, the head of the academic unit, and the Dean of the Graduate College. To facilitate program completion and shorten time to complete the program, graduate students are encouraged to complete their iPOS in their first semester. Students who have not completed their iPOS by the time they have enrolled for 50 percent of the minimum credit hours required for their degree program will receive a registration hold.

Coursework

Graduate-level courses are those numbered 500 or higher. All core courses required by a graduate program must be at least 500-level. A maximum of 6 credit hours of 400-level coursework can be included on an iPOS with program approval. 400-level courses taken prior to admission and 400-level courses graded as "Pass/Fail" are not acceptable. Courses with grades of "D", "E", or "W" and audited courses (graded as "X") cannot be included on an iPOS. Courses applied to a previously awarded degree cannot be included on an iPOS.

Any course with a grade of Incomplete ("I") must be completed within one calendar year of the end of the scheduled course. If a regular grade is not assigned within the calendar year, the "I" becomes permanent. The student will have to re-register for the course to receive credit. Additional information regarding incomplete grades may be found at: asu.edu/aad/manuals/ssm/ssm203-09.html

Graduate students may register to audit one or more courses with the approval of the supervisory committee chair and the consent of the instructor involved. An audited course does not count toward the minimum number of credits required for international students with visa restrictions, students employed as TA/RAs, or students receiving financial assistance. Courses taken for audit do not satisfy the Graduate College continuous enrollment policy. Undergraduate courses not included on the iPOS do not satisfy the Graduate College continuous enrollment policy.

Master's degree students whose culminating experience is a thesis must include 6 (and only 6) credit hours of 599 Thesis credits on the iPOS. Doctoral students whose culminating experience is a dissertation must include 12 (and only 12) credit hours of 799 Dissertation credits on the iPOS. Thesis and Dissertation credit hours may only receive grades of "Z" (research is in progress), or "Y" (research is satisfactorily complete). Doctoral students may apply up to 30 credit hours of appropriate coursework from a previously awarded master's degree toward their doctoral plan of study with approval of their academic unit and the Graduate College.

Satisfactory Academic Progress

All graduate students are expected to make systematic progress toward completion of their graduate program. This progress includes satisfying the conditions of the program and achieving the benchmarks and requirements set by the individual graduate programs as well as the Graduate College. If a student fails to satisfy the requirements of their program and/or the benchmarks outlined below, the student may be dismissed from their program based on the academic unit's recommendation to the Graduate College at which time the Dean of the Graduate College makes the final determination.

Satisfactory academic progress includes:

1. Maintain a minimum GPAs as required by their program.
2. Satisfy all requirements of the graduate program.
3. Satisfy the maximum time limit for graduation for the student's graduate program (six years for masters and certificates, ten years for doctoral).
4. Successfully pass comprehensive exams, qualifying exams, foreign language exams, and the oral defense of the proposal/prospectus for the thesis or dissertation.
5. Successfully complete the culminating experience.
6. Graduate students must remain continuously enrolled in their graduate program. Failing to do so without a Graduate College approved Leave of Absence is considered to be lack of academic progress and may result in the Graduate College withdrawing the student from their program. See full Leave of Absence rules on page 9 of the [Graduate College Policies and Procedures](#).

Leave of Absence (LOA):

If a Plan of Study needs to be interrupted for one semester, the student must apply for Leave Status with The Graduate College before the beginning of the semester. Graduate students who do not obtain an approved Leave of Absence (LOA) prior to the start of the semester, and do not register for classes, will be dropped from the program and are required to submit a new degree application to re-enter their program. The department will have the opportunity to make a recommendation on these applications. Graduate students planning to discontinue registration must submit a request for a LOA via their iPOS. This request must be submitted and approved before the anticipated semester of non-registration.

There are appropriate circumstances when students may need to withdraw from the university (i.e. medical withdrawal, compassionate leave) in the middle of a semester. The policies for such withdrawals are the same for both undergraduate and graduate students. Types of withdrawals and procedures can be found at: students.asu.edu/drop-add. More information on The College policies and procedures for medical and compassionate withdrawals can be found here: <https://clas.asu.edu/resources/medical-withdrawal>. Students should reach out to their graduate coordinator for guidance on any type of withdrawal.

Grievances and Appeals

Students who are enrolled in a College of Liberal Arts and Sciences (The College) 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 [The College Academic Grievance Policy](#) for more information and specific processes

Graded and Ungraded Graduate Courses

Courses that 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.”

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

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. In the application for readmission, students must submit a plan and timeline to complete the degree program as the Statement of Purpose; letters of recommendation should come from the student's committee and speak to the student's ability to complete the proposed plan. Students should refer to the official [ASU Graduate Policies and Procedures](#) for details.

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.

Enrollment and Tuition

Graduate students register through MyASU per their enrollment appointment. Details regarding registration and course drop/add procedures are provided in the Registration and Tuition Payment Guide. <https://students.asu.edu/registration-and-tuition-payment-guides>

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.

SST & JSI POLICIES AND PROCEDURES

Graduate Student Responsibilities

It is the responsibility of each student in the Justice Studies M.S. and Ph.D. programs 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 adhering to these policies and meeting degree and other requirements remains with the student.

Students should also communicate directly with their academic unit to be clear on its expectations for degree completion. Students should meet with their academic advisor or committee chair at least once a semester to review their plan of study and to make sure they are on track for successful completion of their degree.

iPOS

Students in Justice Studies Ph.D. or MS program are required to submit their Plan of Study (iPOS) by the end of their first semester. Students are strongly encouraged to meet with their advisor to discuss the courses they plan to take prior to completing the iPOS. For questions about the iPOS or for assistance, please contact the SST Graduate Programs Coordinator, Ms. Montemayor (Alainah.Montemayor@asu.edu).

The iPOS should include courses to satisfy all of the program requirements (see “Typical Plan of Study”). Please make use of both the “Typical Plan of Study” and the program check sheets to ensure that you have completed, or plan to complete, all of the requirements for the degree. Students are encouraged to share this check sheet with their advisor. If the plan of study does not fulfill the degree requirements, it will not be approved at the program level. A preliminary iPOS is first approved by the student’s Temporary Advisor or Committee Chair. The draft is then reviewed by the Graduate Coordinator and the Associate Director of Graduate Programs, before the end of the first semester. Finally, the iPOS is submitted electronically to The Graduate College for final approval. The graduate coordinator will help ensure proper on-line entry and submission of the iPOS.

Students are encouraged to review their iPOS annually with their advisor or committee chair to ensure that the courses listed are accurate and complete.

Satisfactory Academic Progress

Students in the Justice Studies M.S. and Ph.D. programs must maintain a minimum 3.5 grade point average (GPA) and meet benchmarks for their program (see relevant section of this handbook for individual program benchmarks). The minimum 3.50 GPA must be maintained on all GPA’s (Plan of Study GPA, Overall Graduate GPA and Cumulative GPA):

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.

Academic Probation

A student who is determined to not be making satisfactory progress in the program, due to GPA or failing to meet program benchmarks, may be placed on academic probation. Students will be notified of this action in writing. While on probationary status, the student must meet the conditions of the academic probation (GPA, exams, etc.) in the time limit stated in the probation letter. If the student does not meet the conditions set out in the letter, the JSI Faculty Lead, in consultation with the SST Associate Director of Graduate Programs, will recommend the student for dismissal to the Vice Provost of Graduate Education.

Annual Review

Students in the Justice Studies Ph.D. and M.S. programs are required to submit a progress report as part of the Annual Review process. The purpose of the Annual Review is to provide feedback to students on their progress through the program. The Annual Review takes place in April of each year with students completing the electronic progress report form. The completed form is then forwarded to the student's advisor or committee chair who will review and provide feedback on the form. The completed progress report will then be reviewed by the JSI Faculty Lead who will notify students in writing of their progress by the end of May. A copy of the progress report and Annual Review Letter will be placed in the student's file.

Students are considered to be making satisfactory progress if they meet all of the following:

1. Maintain a minimum grade point average (GPA) of 3.5 or higher every semester.
A student whose GPA falls below 3.5 must raise their GPA to 3.5 or higher by the end of the full semester following the semester in which the student's GPA has fallen below 3.5. There are three types of GPA's for which this policy is applicable:
 - Cumulative GPA
 - GPA on all graduate courses at 500 level or above (Graduate GPA)
 - Plan of Study GPA (iPOS GPA)If any of these falls below 3.5, the student will be placed on academic probation.
2. Earn a grade of B or better in all required courses. In exceptional circumstances, and with the permission of the student's advisor and the Associate Director of Graduate Programs, a student may repeat a course once.

3. Complete required course work and meet the benchmarks as required by their program. See the individual M.S. and Ph.D. sections for information on these requirements and timeline for completion.

Students who do not meet all of these are considered to be making *below satisfactory progress* (particularly not meeting benchmarks in a timely manner) or to be making *unsatisfactory progress* (GPA, more than a year behind meeting benchmarks). Students making *unsatisfactory progress* may be placed on Academic Probation with specific guidelines on returning to satisfactory progress.

Course Substitutions

Requests to substitute an alternative course for a required core course will not be accepted for students in the MS or Ph.D. programs.

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 the program and the Graduate College. Typically, during the first two years, students work as a Teaching Assistant in support of a specific faculty member or course; during the third year or afterwards, students work as Teaching Associates independently teaching a class(es) 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 3.5; (b) failure to complete core courses with a grade of B or better, or to meet program benchmarks 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 Faculty Lead conducts the initial review for renewal. Recommendations for nonrenewal must be approved by the SST Associate Director of Graduate Programs. Nonrenewal may be appealed by the affected student to the SST Director.

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 students via the SST listserv. The [Graduate and Professional Student Association](#) (GPSA) is a student organization that offers funding opportunities for graduate students. Visit GPSA's funding [webpage](#) for more information.

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.

Graduate Certificate Program

This program provides additional training and certification for graduate students in other fields who are interested in preparing for teaching, research, or applied careers related to Gender Studies.

We are unable to offer Certificate Students financial aid; we recommend that Certificate students pursue funding opportunities through their home units.

The graduate certificate in socioeconomic justice addresses the social and political implications of global and local economies for economic inequality and social justice. This transdisciplinary program fuses interests in political economy, socioeconomic inequality and analysis of related policies and their consequences for social welfare in areas of income, housing, employment and education.

This program complements the current graduate curriculum at ASU and is structured to allow students to draw upon a combination of core courses in justice and social inquiry and coursework from units from throughout the university. The approach is transdisciplinary (i.e., inclusive of courses in a variety of disciplines but transcending disciplinary boundaries through an integrative core curriculum), intersectional (i.e., considering gender, race, class, nation and sexual relations) and transnational (courses that examine global and local concerns). It strengthens student understanding of the justice implications of the convergence of social and economic inequalities in the global economy.

Admission Requirements

Applicants must fulfill the requirements of both the Graduate College and The College of Liberal Arts and Sciences.

Applicants are eligible to apply to the program if they have earned a bachelor's or master's degree, in any field, from a regionally accredited institution.

Applicants must have a minimum cumulative GPA of 3.00 (scale is 4.00 = "A") in the last 60 hours of their first bachelor's degree program, or applicants must have a minimum cumulative GPA of 3.00 (scale is 4.00 = "A") in an applicable master's degree program.

All applicants must submit:

1. graduate admission application and application fee
2. official transcripts
3. at least one letter of recommendation
4. a statement of purpose for pursuing the certificate
5. a writing sample demonstrating excellent writing and analytical skills
6. proof of English proficiency

Application Procedures

- **Application form:** Please complete the application form, available at the Graduate College website.
- **Admission:** Admission decisions are made by the Graduate Director on a rolling basis, with advice from the graduate committee if needed.
- The standard application fee for graduate programs applies.

Certificate Requirements

15 credit hours

Required Core (6 credit hours)

Students must select one course from each of the following two areas of study:

1. Economic Justice (3 credit hours)
JUS 550 Gender, Race and Economic Justice (3) or
JUS 660 Globalization and Economic Justice (3)
2. Conducting Research in Communities (3 credit hours)
JHR 525 Action Research in Social Justice and Human Rights (3) or
JUS 633 Community Research (3)

Electives (9 credit hours)

Additional Curriculum Information

Students must select three elective courses on socioeconomic justice from a restricted list, and they should see the academic unit for the full list of possible courses.

Only one 400-level course may be listed on the plan of study. Students must have prior approval from the director of the certificate program for use of any 400-level course.

Certificate Completion Procedures

Once you have been admitted to the program, you may begin to fill out the certificate iPOS. After you have *completed* all the requirements for the certificate:

1. Ensure that your certificate iPOS is accurate and up to date.
2. Apply for graduation.

Please note that ASU does not issue a paper certificate or diploma for certificate programs; the certificate completion is noted on the student's transcript.

Program Section

- I. Master of Science (M.S.) Degree Program
- II. 4+1 BS (or BA)/ Master of Science (M.S.) Degree Program
- III. Doctor of Philosophy (Ph.D.) in Justice Studies Degree Program
- IV. 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 Ph.D. 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 Ph.D. section.)

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.

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

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.

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:

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

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.

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 or Applied Project Option

By the end of their second semester, students in the M.S. program should select a thesis advisory committee or applied project chair. The thesis advisory committee or applied project chair will oversee and direct 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.

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 at the beginning of the semester of the planned defense. Notice of the student's defense 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 JSI Faculty Head sign the Report for master's Thesis Defense. All thesis forms are sent by the Graduate College via DocuSign to all of the student's committee members for signing. A copy of the approved thesis must be submitted to the SST Graduate Coordinator and The Graduate College.

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 at the beginning of the semester of the planned defense. The student will then present and defend the project in an oral examination by the project chair and other committee member. After the project defense, the committee members and the JSI Faculty Head sign the Report of Final Master’s Applied Project and submit it to the SST Associate Director of Graduate Programs. The Associate Director will approve the posting of the passing 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:

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

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.

Sample 4+1 M.S. Course Schedule

The M.S. degree is typically completed 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, providing program benchmarks:

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

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 are included on the iPOS must have been completed within three years of the semester and year of admission to the program.

DOCTOR OF PHILOSOPHY (Ph.D.) IN JUSTICE STUDIES

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 Ph.D. Curriculum

The Ph.D. 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 depth through 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 that 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.:

Type of course hours	# of hours
Core Courses (JUS 620, 640 & JUS 630 or SST 691 or JUS 650)	9 hours
Elective Classroom Courses (9 hours must be JUS XXX)	5 hours
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.)	18 hours
Dissertation Hours (JUS 799)	12 hours
Total Hours	54 hours

Course schedule/benchmarks 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) – <i>Comprehensive Exams</i> JUS XXX Elective (3)

Year 3 (Spring)	JUS 792 Research (3) – <i>Defend Prospectus</i>
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.:

Type of course hours	# of hours
Theory and methods foundation (JUS 500, 501, 509, 521)	12 hours
Core Courses (JUS 620, 640 & 630 or 650 or SST 691)	9 hours
Elective Classroom Courses (at least 15 hours JUS XXX)	24 hours
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.)	27 hours
Dissertation Hours (JUS 799)	12 hours
Total Hours	84 hours

Course of study/benchmarks 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) - <i>Comprehensive Exams</i>
Year 4 (Spring)	JUS 792 Research (9) - <i>Defend Prospectus</i>
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 composed 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. This is accomplished through the Annual Review Process (see section under SST & JSI Policies and Procedures). Failure to make satisfactory progress may result in denial of financial support, placement on probationary status, or recommendation of dismissal from the program. Students should work closely with their faculty advisor or committee chair to make sure they stay on track in progressing towards completion of 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.

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 Ph.D. program.

At least a month before their 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 exam and/or deadlines for the paper completion.

Format options

In consultation with their advisory committee, students select one of the following format options to demonstrate their competence in their two selected areas.

- A) Article-length Paper Format. An original scholarly article length paper (25-35 double-spaced pages) that demonstrates creative mastery of the selected comprehensive area.

B) Multiple-Essay Paper Format. 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.

Paper format A or B. The procedures should specify the timeframe and deadline(s); if Format B, 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, 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.

Paper format options A and B. 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 cannot be used as part of the comprehensive exam.

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 (the committee chair should notify the Graduate Program Coordinator to request the DocuSign form). Only one date should be used on the form to indicate when the comprehensive exam was passed. Once the form is complete with all signatures, the Graduate Program Coordinator will post 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 paperwork 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 examination 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 SST Associate Director of Graduate Programs 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 composed 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 timeframe 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. Tuition remission from a TA position cannot be used to pay for Law School classes.
- 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 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)

54 CREDIT HOURS WITH A MASTER'S OR J.D. DEGREE CHECKSHEET FOR JSI PHD
STUDENTS PLAN OF STUDY (POS)

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)

