

CRIMINAL JUSTICE GRADUATE STUDENT GUIDEBOOK

The purpose of this guidebook is to notify Criminal Justice Graduate Students of the requirements of the Graduate Criminal Justice Program. Some of the information contained in this handbook is taken verbatim from the UTC Graduate catalog. The information is reprinted here to provide Criminal Justice Graduate Students with a handbook that centralizes all pertinent information necessary for completing a Master's of Science degree in Criminal Justice. It is the student's responsibility to familiarize themselves with specific degree requirements. This guidebook is intended for informational purposes only. In all cases, the University Catalog is the binding document for all regulations and curriculum related matters (see <http://www.utc.edu/Administration/Records/Catalogs/>).

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Overview of Master's of Science in Criminal Justice

The purpose of the graduate degree program in Criminal Justice is to prepare graduates for leadership, education, and. An interdisciplinary model, in content and concept, has been adopted to accomplish a systematic approach in criminal justice.

The Master of Science Degree in Criminal Justice is a professional degree and is designed to prepare graduates for leadership in management positions in criminal justice and social services agencies, research roles in the field of criminal justice, or entry into doctoral study. The program places emphasis on development of skills in critical thinking, communication, and applied research. Graduates from this program emerge with a thorough knowledge of the major substantive areas of the criminal justice system with refined analytic, critical, and evaluative skills including with specialized skills and competencies appropriate to the requirements in the field and based on the student's professional needs and objectives. Selecting from a variety of specialty courses, students devise an area of specialization based upon a career interest. Opportunities are available for involvement in community service projects, participation in research, and involvement in professional conferences. A university wide Graduate Student Association provides support for students campus wide and a chapter of Alpha Phi Sigma, the national Criminal Justice Honor Society is available as well.

Students from any undergraduate major are welcome to apply, although some undergraduate prerequisites may be required depending on the academic background of the student.

For additional information visit:

<http://www.utc.edu/Academic/CriminalJustice/degree-master-general.php>

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Criminal Justice Program

Degree Requirements are outlined below. These are intended for informational purposes only. In all cases, the University Catalog is the binding document for all curriculum matters.

Program Requirements

A core program consisting of four courses (12 hours) and 24 hours electives is required of all graduate students. With advisement, students select the remaining elective courses in a specialty area of interest. To graduate, students must earn a minimum of 36 credit hours, receive candidacy status, and successfully complete a comprehensive examination OR successfully defend a thesis which is an independent research project. Students may complete the program in two years if they are attending full time. Part time students are welcome. All courses are offered in the evening and some are available in the summer.

Program Overview (Total 36 Hours)

- *12 Hours Core Required Courses:*
 - 500 Research Methodology I (offered only in Fall semester)
 - 502 Research Methodology II (offered only in Spring semester)
 - 503 Criminal Justice Proseminar (offered only in Fall semester)
 - 516 Theoretical Perspectives of Crime (offered only in Spring semester)
- *18 Hours Electives* (including 596: Thesis Seminar for students completing a thesis)
- *6 Hours Thesis OR 6 Hours Additional Electives* (for students completing the comprehensive exam)

Criminal Justice Course Descriptions

The Criminal Justice curriculum has a wide variety of courses that may be taken by both majors and non-majors. All students must take the following core courses:

CRMJ 500: Research Methodology I (3 credit hours). Offered only in the Fall semester. Emphasis on the development of research and design skills and related competencies encompassing writing skills, development of research resources, library utilization and

computer applications involved in examining and reporting criminal justice issues.
Prerequisites: basic statistics course, research methods course.

CRMJ 502: Research Methodology II (3 credit hours). Offered only in the Spring semester. An overview of applied research and exploration of advanced concepts of research design. Application of computer to multivariate analysis statistics, nonparametric tests, regression models, and secondary data. An applied research project is carried out.

CRMJ 503: Criminal Justice Proseminar (3 credit hours). Offered only in the Fall semester. A comprehensive review of the criminal justice system focusing on how the system functions in theory and practice. Analyses of specific policies relevant to crime and the administration of justice is used to explore the process of forming public policy and the impact criminal justice professions have upon the policy implementations.

CRMJ 516: Theoretical Perspectives of Crime (3 credit hours). Offered only in the Spring semester. Critical examination of current theoretical perspectives on crime and justice.

The Department also offers a wide variety of elective courses. Content areas include corrections, policing, courts, comparative/cross cultural issues, minorities and gender and the criminal justice system, victimology, white collar crime, terrorism, ethics, and popular culture. Specific courses in the current catalog and pre-requisites can be found in the University Catalog at:

<http://www.utc.edu/catalogs/Graduate/>

Criminal Justice Graduate Faculty

We have a very talented group of faculty members who have been honored for their teaching, research productivity, and extensive involvement in the Chattanooga community. We are also well represented in the leadership of regional and national professional organizations. Faculty members are often called upon for their expertise by various local, state, and national groups. Faculty include:

Dr. Vic Bumphus, Associate Professor. Ph.D. from Michigan State University
Research & Teaching Interests: police accountability, criminal justice privatization, family crime characteristics, and race and gender issues in criminal justice processing.

Dr. Helen Eigenberg, Professor and Department Head. Ph.D. from Sam Houston State University. Research & Teaching Interests: Institutional corrections, violence against women, gender and crime, and women in academe.

Dr. Tammy Garland, Assistant Professor. Ph.D. from Sam Houston State University.
Research & Teaching Interests: Women and crime; criminology, popular culture, victimology, juvenile justice, and drugs and crime.

Dr. Christopher, Hensley, Associate Professor. Ph.D. from Mississippi State University.
Research & Teaching Interests: Inmate sexuality, animal cruelty, serial killers, and

attitudes towards criminal justice issues

Dr. Gale Iles, Assistant Professor. Ph.D. from University of Nebraska-Omaha.
Research & Teaching Interests: Courts and sentencing, cross-national criminal justice systems, and theory.

Professor Karen McGuffee, Associate Professor and Legal Assistant Coordinator. J.D. from University of Tennessee-Knoxville. Research and Teaching Interests: Family law, domestic relations, juvenile law, and general practice issues.

Dr. Roger Thompson, Associate Professor. Ed.D. from University of Tennessee-Knoxville. Teaching and Research Interests: Crime prevention; public policy and law enforcement.

Our most basic commitment is to provide an excellent education to our students in an effort to help them to become life-long learners. We challenge students to become critical and analytical thinkers. We support UTC's mission as an engaged metropolitan university in many ways including opportunities for internships in the community and service learning activities. We also support UTC's mission that views partnerships as an essential part of an urban institution. We are partners with the Law Enforcement Innovation Center (LEIC) in Knoxville and the Tennessee Coalition Against Domestic and Sexual Violence (TCADSV). In conjunction with LEIC we provide specialized training and educational programs to senior, command level police officers in leadership positions and we partner with TCADSV to offer the Senator Tommy Burks Victim Assistance Academy which provides annual, entry level victim training for victim advocates in the state of Tennessee.

Registration and Advising

Registration

Dates of registration and class offerings are published on the UTC Website <http://utconline.utc.edu/online/registration.php> for each semester and summer session. Students are strongly encouraged to register for classes prior to the start of the semester.

Advising

The Graduate Coordinator of the Criminal Justice Program serves as the graduate advisor for all graduate students in the program. All substantive matters relating to the academic program and particular courses should be directed to the Graduate Coordinator.

Prior to registering for classes, students must contact the Graduate Coordinator for advising and to obtain an advisement code. The advisement code received in the Fall semester is good for Fall registration and the advisement code received in the Spring semester is good for both Spring and

Summer registration. Course offerings each semester are available at:
<http://www.utc.edu/Public/ClassFind/>

Program Completion/Candidacy

Admission to Candidacy

Admission to a graduate program allows the student to demonstrate ability but does not guarantee the right to continue toward a degree unless he or she is admitted to candidacy. The application to candidacy should be made after the student has completed in residence nine (9) semester hours of approved graduate courses (excluding transfer credit and any specified prerequisites) and before completion of more than 18 hours. A student who fails to submit a candidacy form before completion of more than 18 graduate hours must petition the Graduate Council for acceptance of the additional course hours.

In order to be eligible for admission to candidacy, the student must have a B average (3.0 GPA) on all courses taken for graduate credit, have no grades below a C and must have completed CRMJ 500, 502, 503, and 516.

On the application, the student must list the courses which have been completed and those which the student plans to complete to fulfill requirements for the degree. The application must be approved and signed by the Graduate Program Coordinator before it is submitted to The Graduate School office for approval by the Dean of the Graduate School. *It is this approved program, rather than any examples that may appear in the Graduate Catalog, which will constitute the student's graduation requirements.*

Revision to Candidacy

If the student registers for courses that are not listed on their candidacy form, he/she must complete a revision to the candidacy form. The form, which is available online <http://www.utc.edu/Administration/GraduateSchool/forms/CandidacyApplication.pdf> and at the Graduate Office, MUST be submitted at least one semester prior to the date on which the degree was anticipated.

Time Limit of Candidacy Program

All credit applied toward a graduate degree must be earned within a six (6)-year period beginning with the registration for the earliest course counted. Students can petition to the Graduate Coordinator for an extension of the candidacy period. The petition must layout, in detail, the student's plans to complete the program. A committee of active graduate faculty within the department will review the petition. If approved, the student's candidacy will be extended for a period not to exceed one year. The Graduate Council will be promptly notified, in writing, of the appeal and the results.

Catalog Effective Date

Graduate students will comply with the catalog requirements in effect at the time of admission to candidacy.

Graduation Requirements

In order to be eligible for degree conferral, the candidate must have completed all coursework as specified on the approved Application for Admission to Candidacy form, with no course with a grade below C presented for the degree and with a minimum average of B on each of the following:

- All coursework taken for graduate credit at UTC.
- All coursework transferred to UTC for graduate credit
- All coursework completed to fulfill the program approved on the Application for Admission to Candidacy.

The same credits may not be used toward two master's degrees.

Application for the Degree

Commencement is held each year in May, August, and December. Students who expect to receive graduate degree must file an application for the degree with the Office of Records by the date specified. The application form is available in the Records and Registration Office or on its website at www.utc.edu/Records-Registration.

Overview of Thesis and Comprehensive Exams

Making a decision to pursue a thesis versus comprehensive exams is a highly individualized decision. While both options are designed as capstone experiences, they evaluate students' skills in different ways. In both instances, students demonstrate the ability to synthesize content from various courses as well as the ability to analyze a specific problem situation. Students also demonstrate a basic knowledge of theory, research and assessment

There are several reasons students may want to pursue a thesis option. Students who are certain they want to pursue a Ph.D. degree may want to complete a thesis because many doctoral programs are more apt to accept applicants who have completed a thesis. In addition, doctoral programs typically look for students who have strong research skills; a thesis is an excellent way to hone those skills and demonstrate proficiency. Students who wish to pursue employment in research related jobs also would benefit from completing a thesis because it will strengthen these skills. Students who pursue a thesis option need to be self-motivated and must have the ability to work independently and have excellent time management skills. Thesis advisors guide the project but they expect students to take the initiative to ensure the thesis is completed in a timely manner.

Students who are not interested in pursuing a Ph.D. may not want to do a thesis. Students who are certain they want to seek employment in the field may instead select to take comprehensive exams. Doing so allows students to take additional course work relevant to their interests. Students might benefit more from particular coursed work that is especially related to their career interests. Students who have more extensive time demands and outside commitments also may find that the comprehensive exam is a good way for them to demonstrate their competency in the discipline. Students who lack the ability to meet with faculty advisors on a frequent basis or who have limited opportunities to confer with faculty on an on-going basis may experience significant challenges with respect to time management.

In addition, the Department lacks sufficient personnel to adequately staff theses if all students in the program wanted to pursue this option. As such, there is a process in place to ensure that students are adequately prepared to complete a thesis and that faculty can devote sufficient time to students with the best theses proposals. Students who wish to pursue a thesis must 1) complete a thesis application (in Spring semesters) and 2) register for CRMJ 596: Thesis Seminar (offered in Fall semesters).

Thesis Process

The purpose of a thesis is to demonstrate mastery of the discipline of criminal justice while also contributing to scientific knowledge in the field of criminal justice. The thesis is a formal research practicum that allows students to learn first hand how to deal with the problems that arise in the development, execution, and dissemination of research. Through this process students refine existing skills and develop new ones.

A thesis demonstrates a mastery of oral, written, and research skills. The thesis demonstrates intellectual creativity and critical thinking skills through the development of a unique research topic and hypotheses. Students demonstrate the ability to: locate and organize a body of literature relevant to a topic; conduct a critical review of literature, develop research questions; identify an appropriate research design; employ appropriate methodological techniques; and interpret research findings.

Students who wish to pursue a thesis must submit an application to the Graduate Coordinator in the Spring semester the year before they intend to pursue a thesis. The application is available at: [https://www.crimjustice.com.edu/graduate-studies/graduate-studies-requirements/graduate-studies-requirements-thesis](#). Students who wish to pursue a thesis should demonstrate their ability to achieve these goals. The application process is designed as a competitive process to select students who have a high probability of completing their thesis in a timely manner and who demonstrate their ability to master the skills previously discussed. ***Students who have been placed on academic probation at any time during the program are not allowed to complete a thesis.***

Thesis Application

Students must demonstrate they have the abilities, skills and perseverance to complete a thesis. The application process is designed to assess the student's ability to conceptualize a project and evaluate the likelihood that a high quality thesis will be completed in a timely manner.

Students who wish to complete a thesis, must submit an application to the Graduate Coordinator no later than April 1 each year. (In some instances when students have entered in the Spring or Summer or are out of sequence, applications may be submitted on an ad hoc basis as approved by the Graduate Coordinator). Students must submit a RAP sheet and a two to three page paper. Include your name, the name of the proposed thesis title or topic area and a discussion of:

1. The Research Question
What is/are the basic research questions you are interested in examining? Why are you interested in this question(s)?
2. Significance
Why is this research question or topic area important to the field of criminal justice and/or criminology?
3. Theoretical Orientation
What theoretical framework helps us to understand your question?
4. Methodology
How do you think you can answer this question(s) from a methodological standpoint?
Do you think you would collect original data or conduct secondary data analysis?
5. Resources
Is there any cost associated with this study? For example, will you need to copy surveys or buy a data base? How do you anticipate covering these costs?
6. Previous Work
Describe any previous work you have done in the area (if any). Be specific.
7. Timeline
How long do you think it will take you to complete this study? Please briefly discuss a timeline?

Thesis applications will be reviewed by a faculty committee and require a majority vote for approval. Applications will be evaluated based on:

- the thoroughness and care with which the applicant completes the application
- the applicant's ability to successfully complete the project as evidenced by the application
- the merit of the project and ability to contribute to the body of knowledge in the field
- the ability to match student interests with faculty expertise
- the overall qualifications of the student (including GPA and prior class performance)

Students who do not receive a recommendation from the faculty will not be allowed to pursue a thesis.

Students should be advised that applications may not be approved for a variety of reasons including insufficient faculty resources or lack of faculty expertise in a particular subject area. As such, students who are not approved should not conclude that their work is necessarily deficient. Students who are not approved may submit ONE additional application. They may revise the initial application and improve the quality of the application or they may choose to propose an entirely different area of research. Students who complete a second application and

who are not approved may not submit another application. They MUST complete the comprehensive exam option.

Students who have their thesis application approved also must register for CRMJ 596: Thesis Seminar in the fall semester.

Thesis Seminar

In addition to having an approved thesis application, students are required to take CRMJ 596: Thesis Seminar and receive at least a B in the course prior to completing a thesis.

This course is designed to help students start, finish, and defend their thesis proposal. The proposal writing process includes, formulating research questions and hypotheses, selecting a Chair and committee, developing a feasible research design, and completing the literature review. The course involves intensive writing and offers the structure, guidance, and peer support to enable students to successfully complete and defend their thesis prospectus. The course also is designed to allow students to complete this preliminary work and make an informed decision about completing a thesis. Students may take this course for credit and decide that they do not want to pursue the thesis option at the end of the course.

In rare instances, when students are out of sequence with the normal course rotation schedule, this course may be waived. Permission to waive the course will be made in writing and can only be made by the Graduate Coordinator.

Thesis Committee

All thesis committees must consist of a chair and at least two other readers. The Chair and committee will normally be identified during completion of CRMJ 596 (Thesis Seminar). The Chair must be a full-time faculty member in the Criminal Justice department in a tenure-track position and should have full graduate faculty status. The thesis committee Chair must agree to work with the student and must approve the topic of the thesis. The remaining committee members will be selected in consultation with the Chair. No faculty member is required to chair or serve on any particular thesis committee. One member of the Committee must be a full-time faculty member in the Criminal Justice department. The remaining member(s) of the committee must either be full-time faculty members in the Department or must possess qualifications that are deemed suitable for committee membership by the Criminal Justice Department and by members of the Graduate Faculty.

The Thesis Prospectus

The purpose of the prospectus is to demonstrate that the student has mastered the content in the area and to secure approval for the methodology that will be used in the research. The prospectus will normally be completed during the Thesis Seminar course (596) and will be presented to the Chair and Committee as part of the final product for that course. If for some reason, the prospectus is not final at that point, students must complete and present their prospectus at a later date to be determined by the Committee Chair.

Typically, the prospectus consists of a review of the relevant literature, a statement of the research hypothesis/question, a description of the proposed methodology, and an overview of the analytic strategy. Any committee member is permitted to require additional information before making a judgment on the adequacy of the prospectus. The presentation gives the thesis committee the opportunity to (a) hear a summary of the proposed research, (b) ask questions of the student, (c) decide whether the proposed study is adequate, and (d) make recommendations for changes if necessary. The Chair and all members of the thesis committee will sign the prospectus form (sample attached to this document) indicating their approval of the proposed thesis along with a listing of any significant changes made to the research design as proposed. Copies of this form will go to the student, the thesis committee chair, and to the Graduate Coordinator. If additional revisions are made after the proposal meeting that significantly alter the research strategy, these revisions must be approved by the Chair and committee and be documented on the aforementioned form.

Enrollment for Thesis Credits

Students taking the thesis option must take at least six credit hours of thesis (CRMJ 599r). Students writing a thesis must continue to register for CRMJ 599r each fall and spring semester after the initial thesis registration, until the thesis is accepted for binding. The student must be enrolled for at least two semester hours of thesis during the semester the thesis is submitted. Students who are planning on graduating in August must register for thesis hours in the summer term. Although additional hours can be taken, students will receive a grade for only six hours. If, through unusual circumstances, the student cannot work continuously on the thesis, the student may request a one-time stop-out. This request must be made no later than the end of the enrollment period of the succeeding semester. The stop-out is not to exceed four continuous fall and spring semesters. The stop-out must be approved by the thesis advisor and the Dean of the Graduate School.

Grading

NP (no progress) grades for thesis hours will be recorded during semesters when, in the judgment of the thesis advisor, the student fails to demonstrate adequate progress on the thesis. SP (satisfactory progress) grades will be recorded for those semesters during which adequate progress occurs. A final grade for the thesis course will not be recorded until the thesis has been completed and deposited in the library. At that time, up to six of the most recent semester hours of previously SP graded thesis credit will be recorded as an A or B on the student's transcript. NP grades and SP grades for thesis in excess of the thesis hours required will remain on the transcript.

Thesis Format

Specific formatting rules and submission guidelines are required for final approval of the thesis by the Graduate School. UTC guidelines are available at:

<http://www.utc.edu/Administration/GraduateSchool/documents/ETDforUTC12-08-08.pdf>

In addition, review the Guide to the Preparation of Theses and Dissertations, Tenth Edition, available at <http://web.utk.edu/~thesis/> .

Submission of Thesis

A full draft of the thesis must be submitted to the dean of the Graduate School for review no later than one month prior to the first day of scheduled final examinations for the term in which the student expects to graduate. These dates are posted on the university academic calendar (see <http://www.utc.edu/Administration/Records/calendars.php>). *The thesis may NOT be submitted to the Dean of the Graduate School unless the Thesis Chair has first approved the final draft.*

When the thesis has been successfully defended, the original and two copies of the approved thesis (three copies) must be submitted to the Dean of the Graduate School for final approval by the last day of examinations for the term during which the student plans to graduate.

Before a thesis is deposited in the library, it is the responsibility of the thesis committee to examine the materials and to make sure that the report is mechanically accurate and attractively presented, is free of technical errors in format, is suitable for binding and reflects credit upon the University and its graduate program. If the form of the thesis is not approved, the student must make whatever corrections are necessary and submit the materials again. The thesis must include the standardized approval sheet, signed by the members of the committee, which certifies to the Dean of the Graduate School that the committee has examined the final copy of the thesis and found its contents to be satisfactory. A receipt from the Lupton Library for the binding fee must be submitted with the final thesis.

The Oral Defense

When the research is completed, the student, in consultation with the thesis Chair, must schedule a time for the oral defense. The time, date, and location of the defense must be announced to all department faculty and students one week prior to the defense. All committee members must attend the defense. The defense should take place no later than two weeks before the final thesis must be submitted to the Graduate School. (see the current academic calendar: <http://www.utc.edu/Administration/Records/calendars.php>)

The oral defense consists of: (a) a presentation by the student of a summary of the research process, findings, and conclusions, (b) questions of the student by the committee members and any other interested persons who are present, and (c) a decision made by the committee members as to the adequacy of the thesis.

All faculty members and students are welcome to attend the oral defense, but only the committee members may participate in the decision to accept or reject the thesis. Each committee member must accept the thesis in order for the student to receive credit for having completed the thesis. The Committee may determine that the thesis is finished and recommend that a formal passing grade is in order in which case the committee members will sign the signature page indicating their approval. . Revisions are often necessary. In this case, the Committee may assign a Conditional Pass meaning the Committee agrees to accept the thesis contingent on the student

making specified changes prior to submission to the Graduate Office. When the specified revisions have been made, the committee members will sign the approval page. A grade of Fail indicates that the thesis and/or the oral defense of it is unacceptable and major changes/modifications must be completed. Final grades on the thesis, which are recorded as either an A or B, are determined by the Committee Chair.

Students wishing to complete their thesis during the summer should recognize that faculty schedules may preclude the possibility of scheduling a defense in a timely manner.

Copyrighting the Thesis

The Graduate Council strongly recommends that thesis students pay an additional \$45 fee so that a fourth copy of their abstract and thesis can be submitted to University Dissertation Publishing Co., for listing in Master's Abstracts International, for copyright, and for submission to the Library of Congress. (Master's Abstracts International (MAI) is University Dissertation Publishing Co's, formerly known as University Microfilms, Inc., authoritative source of current graduate research.)

MAI is available in practically every university and research library in North America as well as through Europe and the Far East. Citations for tens of thousands of master's theses are included with 10,000 master's theses added to the database each year.

Institutional Review Board Compliance

All graduate students engaged in research involving human participants or animal subjects must obtain approval from The University of Tennessee at Chattanooga's Institutional Review Board (IRB) or the Animal Subjects Review Board (ARB). There are no exceptions to this requirement. Graduate students engaged in any research regardless of venue or academic requirement, must ensure that they comply with the policies and procedures established by the review boards. Students may not initiate any research that involves the use of human or animal participants without prior consent of the review board. Violations of these regulations shall be considered a violation of ethical behavior. Disregard of board policies and procedures may result in forfeiture of any data collected and disciplinary action. Theses will not be approved without the appropriate levels of review. Information on IRB and ARB are available on the web at:

<http://www.utc.edu/Administration/InstitutionalReviewBoard/>

<http://www.utc.edu/Administration/InstitutionalAnimalCareAndUseCommittee/>

Comprehensive Exam Process

The purpose of the comprehensive exam is to demonstrate mastery of the discipline and to provide evidence of written skills and critical thinking abilities. The exam is designed to test the overall knowledge students have acquired upon completion of the criminal justice degree. Students will demonstrate the ability to synthesize content from the courses as well as the ability

to analyze a specific problem situation as presented in the examination. Students will evidence a basic knowledge of theory and research. They also will demonstrate the ability to: locate and organize a body of literature relevant to a topic; conduct a critical review of the literature; draw implications; identify an appropriate research design; and interpret research findings.

The comprehensive exams are administered once in the fall (the first Saturday in November) and once in the Spring (the first Saturday in March). To be eligible for the comprehensive exam, the student must;

- be within one semester of program completion,
- successfully pass all core classes (CRMJ 500, 502, 503 and 516),
- have a cumulative grade point average of 3.0,
- have their candidacy form approved and accepted, and
- submit an application indicating their intent to take the comprehensive exam (the application must be submitted no less than one month prior to the examination date.

Procedures

The comprehensive exam is administered by the Graduate Coordinator, and is divided into two parts. For Part I, students will electronically receive a general research/policy issue two weeks prior to the official comp date. They will be required to complete an 8-10 page literature review and outline a research design appropriate to their issue/research question. This literature review **MUST** contain a discussion that outlines theoretical issues associated with the topic. The research design section **MUST** list strengths and weaknesses of the study they have designed. All exams must using APA style for citations and references. The literature review should contain a minimum of 8-10 bibliographic sources. Students are expected to complete this work on their own without consultation with other individuals. Receiving assistance from other parties and/or submitting work that is not the student's work product is considered cheating. Students who cheat will fail the comps and will be referred to honor court for other sanctions including possible dismissal.

On the official comprehensive exam date students will electronically receive Part II of the exam. They will be presented with research findings pertinent to their assignment and asked to interpret these findings, discuss the limitations of the study, and interpret the results. The student will also write a discussion section that addresses policy implications and make recommendations based on their literature review and the findings. The student will have 3 hours (9-1pm) to complete this assignment.

Submission

Upon completion, the student will electronically submit Part I and Part II as **ONE** complete document. Standard writing practices are expected meaning that the document should be typed, double spaced with one-inched margins, 12-point font and numbered pages. A cover sheet must accompany the document with a title of the paper and the name of the author. To ensure a blind review grading process, the authors' name **SHOULD NOT** appear on any other page in the document (including as headers or footers). Once the exam has been submitted, the Graduate Coordinator will electronically send confirmation that he/she has received the exam.

Grading

Each exam will be graded by two faculty assigned by the Graduate Coordinator. To comply with the blind review grading requirements, the cover page of each exam will be removed, and a new cover page with a coded number will be attached to the document. The reviewers will be given two weeks to grade the exams. Students will be notified of the results at the end of the two week period. Based on the student's performance on the exam, each grader will recommend one of the following;

- Pass, no further action
- Marginal performance, oral exam requested.
- Failure, student must retake the exam.

To receive a pass, both reviewers must evaluate the student's performance as passing. If the reviewers fail to agree on the recommendation (e.g. one of the reviewers believes the grade is marginal or failing and the other has graded it as a pass), it is considered a split decision. In split decisions, a third reviewer will review the exam. The grade of the third reviewer will serve as the final decision.

Students who receive a marginal performance evaluation will be required to take an oral examination within one week of receiving the exam results. The purpose of the oral exam is to give reviewers the opportunity to follow up on issues in the exam and/or to flush out details in cases where students appear to be on the margins of passing. It also may be requested if there are any doubts that the student prepared the work independently and without assistance from others. The oral exam will be attended by two reviewers and the Graduate Coordinator. The decision of the Graduate Coordinator will serve as the deciding vote if the two main reviewers cannot reach a consensus.

Re-Taking the Exam

Students who fail the comprehensive exam may retake the examination a second time. The process is the same as the first time. In unusual circumstances, a student, with the approval of the program graduate coordinator, may petition the Graduate Council for permission to retake the exam a third time. If approved, the process is the same as outlined previously. If the petition is denied or if the student fails the exam a third time, the student will be dismissed from the Criminal Justice Program.

Admission to the Graduate School

Students must apply to be admitted to the Graduate School prior to admission into the Criminal Justice Program. See

<http://www.utc.edu/Administration/GraduateSchool/forms/Applications.php>

Application Process

An applicant for admission to the Graduate School must:

- Hold a baccalaureate degree from a regionally accredited college or university.
- Have a minimum grade point average of 2.5 (based on a 4.0 scale) on all undergraduate work taken prior to receiving the baccalaureate degree or 3.0 in the senior year.

Students who do not meet these admission requirements should contact the staff of the Graduate School office to discuss alternative requirements. International students should refer to the “Admission Procedures” of the Graduate Catalog for further information.

To ensure adequate consideration, the applicant should submit the completed application and supporting credentials to the Graduate School office at least one month prior to the beginning of the semester or summer term for which admission is desired. Those filing applications after the established submission dates cannot be assured their credentials will be processed in sufficient time to secure admission for that term. Financial aid may also be delayed.

Anyone wishing to be admitted to the Graduate School of Criminal Justice must furnish the following materials to the Graduate School.

- A completed application form available on the website at www.utc.edu/graduateschool.
- Payment of the \$30 nonrefundable application fee (\$35 for international students).
- An official transcript from each college or university previously attended. These transcripts must be sent directly from the institution to the Graduate School office.
- An official report of the applicant’s score on the prescribed test for admission.

WARNING: Misrepresentation of academic credentials constitutes a Class A misdemeanor, under Tennessee Code Annotated, Section 49-7-133.

Measles Immunization Requirement

In an attempt to maintain a healthy campus environment, The University of Tennessee campuses require that all new entering students born after 1956 furnish documented proof of having immunity or having been immunized with a live measles vaccine after January 1, 1980, unless contraindicated because of pregnancy, allergy to a vaccine component, or other valid medical reasons. A verification of immunization, signed by a health care provider, should be returned to Health Services. An official copy of the “permanent Tennessee Certificate of Immunization” (for PH-2414) or a comparable immunization form from another state will be accepted.

Readmission

Any student whose attendance has been interrupted one or more semesters (excluding the summer sessions) must apply for readmission to the University. An application must be submitted prior to the beginning of the semester or summer term in which readmission is desired. Departmental recommendation will also be required to be readmitted to the program. In addition, students who have not been admitted to candidacy must follow the regulations in effect at the time of readmission.

Admission Classification

There are several admission classifications for degree seeking students.

Provisional Students

An applicant who meets the admission requirements but whose application file is incomplete may be admitted as a “provisional student.” A provisional student can enroll in up to nine (9) credit hours with the understanding that those credit hours will not count toward a degree unless he/she is fully admitted to the program. The provisional status is valid for one semester and may not be renewed. In addition, students holding any kind of provisional admission are not eligible for financial aid.

Conditional Students

An applicant who seeks a degree but does not have the requisite grade point average may be classified as a conditional student. In this classification, a student takes six or nine graduate hours as specified by the graduate program coordinator. Within two semesters of initial enrollment, the applicant must earn a grade of B or better in each graduate course and a cumulative 3.0 grade point average on all graduate courses taken during this time, or the applicant will be dismissed. At the completion of the conditional work, as specified in the admission letter, the program coordinator and director of the Graduate School will review the student’s application materials and make a final admissions decision. If the student is accepted as a degree-seeking student, courses taken during conditional admission may, with the recommendation of the program coordinator, be accepted into the degree program.

Conditional admission is a one-time opportunity extended to students who are United States citizens or permanent residents to prove that, despite a low grade point average in undergraduate studies, they can now perform satisfactorily in graduate classes. *Enrollment in graduate courses under a conditional admission status does not, however, imply admission into a degree program.* It should also be understood that fully admitted graduate students will be given priority in enrollment. Students classified with conditional admissions are not eligible for financial aid.

Non-degree Graduate

An applicant who meets admission requirements and wishes to enroll in graduate or undergraduate courses and earn credit without reference to a degree program may be admitted as a non-degree graduate student. Students holding non-degree status are not eligible for financial aid.

A student classified as non-degree who subsequently wishes to be admitted to a degree program must file a formal request for this change with The Graduate School office by completing a degree objective form. In addition, the student must submit supplemental application materials as required for the proposed degree program. A maximum of nine (9) semester hours earned as a non-degree student may be accepted toward degree requirements. The Graduate School cannot assure a student classified as non-degree that all or any work completed in this status will apply toward a degree.

The UTC Graduate School uses the following classifications to distinguish among the types of non-degree graduate students.

Post-master's Graduate

An applicant who has a master's or terminal degree from an accredited institution and who is not working toward a degree may be admitted as a non-degree graduate student. A graduate application, application fee and transcripts from the university which awarded the master's or terminal degree are required.

Provisional Non-degree Graduate Students

An applicant who meets the GPA admission requirements of the Graduate School, but whose file is incomplete, may be admitted as a provisional graduate student. Students holding any kind of provisional admission are not eligible for financial aid. This type of admission is valid for one semester and may not be renewed. Further, the provisional graduate must have his or her file completed by the end of the first semester or summer term he or she enrolls. If the student fails to complete the graduate file on the specified date, the student will not be permitted to register for a future term.

Auditor

Adults who wish to attend classes without earning credit or receiving grades may be admitted as auditors. A graduate application and transcripts are required. (Elder scholars do not need to submit transcripts.) Individuals may register as auditors provided space is available in the class desired and the instructor accepts auditors. Fees for audit are the same as for credit registration.

Auditors are under no obligation of regular attendance, preparation, recitation, or examination, and academic records are maintained only for audited courses in which the student attends at least 75 percent of the class sessions. They receive no grades and no credit. The degree of their participation in class discussion, laboratory, or field work shall be determined by the instructor of the class. (For fee schedule, please see "Student Fees and Expenses" section of the Graduate Catalog.)

Transient Graduate

An applicant who has been admitted to a graduate program at another university and wishes to take UTC courses for transfer to that institution may be admitted as a transient student. A graduate application, application fee, and letter of good standing or certificate of transient admission are required. The letter of good standing or certificate of transient admission must be signed by the graduate dean or major adviser at the institution where the student is pursuing his or her graduate degree.

Upon completion of approved courses, the student should request that the UTC Office of Records forward a copy of his or her transcript to the appropriate institution.

Financial Aid

Graduate education is an investment in your future. There are numerous ways you can manage the cost of your investment. Information on fees is available at:

<http://www.utc.edu/Administration/Bursar/fees.php>

Graduate Assistantships in Criminal Justice

Applicants accepted into the Criminal Justice program may apply for a graduate assistantship. Full-time awards include a \$2,750 stipend and full tuition waiver each semester. In an academic year, the total value of a full-time assistantship for in-state residents is \$16,854 and \$26,716 for out-of-state residents. Recipients will work in their area of academic discipline or in other university units twenty hours per week for a full-time assistantship.

Assistantships serve to facilitate graduate students in the prompt and successful completion of an advanced degree program and to provide work experience in a setting under the supervision of a faculty or administrative mentor. Duties may include such tasks as assistance with undergraduate courses (i.e. proctor exams, record grades), library research, preparation of reports, gathering, organizing and analyzing data. There are a limited number of assistantships and they are awarded on a competitive basis. The priority deadline for applying for a graduate assistantship is February 15. Applications are available at:

<http://www.utc.edu/Administration/GraduateSchool/documents/AppforGraduateAssistantship5-23-08.pdf> . To be eligible for a graduate assistantship, a student must be fully admitted to the

Criminal Justice program and be in good academic standing. To be awarded a full time graduate assistantship, the student must be enrolled full-time taking at least nine semester hours of graduate course work applicable to the degree. Assistants will be assigned to work 20 hours per week. Part-time awards are sometimes available. In this case, students can take up to nine-semester hours, but will receive only 6 hours of tuition remission and will be assigned to work 10 hours per week.

Assistants usually are eligible for renewal for the second year upon successful progress and performance the first year. All students must maintain a 3.25 cumulative grade point average on all graduate courses taken at UTC to retain the assistantship award.

In some instances, there may be assistantships available for criminal justice students in other departments on campus. These awards often require administrative work for a specific unit on campus. Applicants should check with the Graduate School for more information on these awards.

Opportunity Assistantships

Graduate Opportunity Assistantships are available to first year graduate students who are first generation students at the master's or doctoral level and who will promote the educational and related benefits of a diverse graduate student body. This assistantship provides financial support to first-time enrolled graduate students demonstrating significant potential to contribute to the

educational mission of the University of Tennessee at Chattanooga by presenting one or more of a wide range of diverse attributes.

Recipients will be selected by a committee of three: one graduate faculty member and two administrators of the Graduate School. Recipients will hold the award while they are in good academic standing until the degree is successfully completed. The priority deadline for applying for this award is February 15. Applications are available at:

<http://www.utc.edu/Administration/GraduateSchool/GradSchlInfo/documents/AppforOpportunityGraduateAssistantship.pdf>

The Criminal Justice Graduate Doc Schettler Scholarship

Ann Schettler Worth established this scholarship in memory of her father, Clarence G. “Doc” Schettler who was a pharmacist who owned Schettler Drugs in Sweetwater, Tennessee, and was a great believer in education. Doc’s passing in 1981 was a great loss to his family, friends and community, but the fruits of his integrity, faithfulness, and commitment to education endure through his family and this scholarship program established in his memory.

The award is a maximum of \$3000 annually. It is given to a graduate student who has been accepted by the Graduate School unconditionally. The student must submit a departmental application.(see <http://www.utc.edu/Academic/CriminalJustice/CRMJGraduateScholarships.php>)

The scholarship may be renewed for a second year based on satisfactory progress toward degree completion. Preference will be given to students with a minimum undergraduate and/or a Graduate GPA of 3.0. The award is determined by Departmental Scholarship Committee. Scholarships are awarded each Spring for the following academic year. The deadline for Fall scholarships is March 1 (or the first Monday after for weekend dates) each year.

<http://www.utc.edu/Administration/GraduateSchool/AssistanshipsAndScholarships.php>

Other University Scholarships

Students also may be eligible for additional university wide scholarships. For more information, refer to the Graduate School or visit:

<http://www.utc.edu/Administration/GraduateSchool/AssistanshipsAndScholarships.php>

Student Loans

Degree seeking students enrolled in at least 6 semester hours may be eligible for Federal Stafford loans and Graduate PLUS loans. To qualify for the Subsidized Stafford Loans and/or the Unsubsidized Stafford Loans, students need to file the Free Application for Federal Student Aid (FAFSA) and have a complete Financial Aid file. Students must be enrolled on at least a half-time basis (six hours for fall, spring, or summer terms). Eligible students may borrow up to \$8,500 per academic year.

Early application for financial aid is encouraged. FAFSA should be mailed by February 15 for the Fall semester and September 15 for the Spring semester entry. Applications are available from the UTC Financial Aid Office or online at www.utc.edu/financialaid. Students admitted as

provisional or conditional graduate students are not eligible for loan assistance. **NOTE:** For more information on student loans please refer to Graduate Catalog's section on financial aid or visit: <http://www.utc.edu/Administration/FinancialAid/gradstudents.php>

Academic Standards

Honor Code

The Honor Code is based upon the assumption that the student recognizes the fundamental importance of honesty in all dealings within the University Community and that education is a cooperative enterprise between student and teacher and between student and student. Any act of dishonesty violates and weakens this relationship and lessens the value of the education which the student is pursuing. The Honor Code, the Honor Court, and its procedures are detailed in the *UTC Student Handbook* available at:

<http://www.utc.edu/Administration/StudentHousing/handbook.php>

Academic Dishonesty/Plagiarism

All students are expected to do their own work. Students engaging in plagiarism are considered in violation of the professional fitness standards. Plagiarism as defined in the Graduate Catalog is "The use or reproduction of materials from another person's work (e.g., publication, productions, or intellectual property) without revealing the source and/or clearly acknowledging the degree of dependency. If materials are reproduced verbatim from another source, or even reproduced in large part with only minor modification, proper citation must occur.

To avoid allegations of plagiarism, one must clearly cite the source and use quotations marks to identify the excerpts, or clearly acknowledge the source by indenting and single-spacing the reproduced selections. Students caught plagiarizing may receive an "F" for the assignment, an "F" for the course or program dismissal.

Academic Probation

Students admitted to graduate study must maintain a 3.0 GPA in all courses taken for graduate credit. A student will be placed on academic probation whenever the grade point average (GPA) falls below a 3.0 on courses completed for graduate credit. Students placed on academic probation will be given two terms of enrollment (counting the entire semester session as one term) to raise their cumulative GPA to 3.0 or higher. Students who fail to achieve this cumulative GPA within the two semester probation OR if they fail to achieve a 3.0 or higher for either probationary semester, will be academically dismissed.

Dismissals

Students who receive three (3) grades of "C: or below in criminal justice courses can also be academically dismissed. For program dismissal for reasons other than grades, please refer to the Graduate Catalog's section on General Graduate Regulations. Decisions regarding continuation

will be made by the Dean of the Graduate School. Dismissed students may appeal to the Graduate Council for readmission. Upon readmission, students may resume graduate study on probation with the same continuation standards.

Appeals and Petitions

Grade Appeals

Each faculty member has the prerogative and responsibility to determine in accordance with his or her best judgment the grade for each student. Whenever a student feels that his/her rights and interests have been seriously jeopardized by unfair, arbitrary, or malicious exercise of faculty grading prerogative, the student may appeal a grade. Failure to receive the grade desired or expected is not sufficient reason to appeal a grade. If at any step in the appeals process the University fails to respond to the student within the time specified, this shall be treated as a denial of the appeal and the student may proceed to the next step of the process.

The appeal procedure is designed to provide graduate students with a clearly defined method for appealing a grade which is deemed to have been assigned unfairly, arbitrarily, or maliciously. The following procedure is to be followed for all grades (including comprehensive examinations) that are included on a student's transcript. In all cases, the instructor shall be presumed to have assigned the proper grade and the student appealing shall have the burden of proof to the contrary. The steps to the appeals process are as follows:

1. The student shall consult with the instructor within 5 working days after grades are mailed to students. If an agreement is reached, the appeal process ends.
2. If the student cannot reach the professor or if the complaint is not resolved, the student must contact the department head or director within 10 working days of the date grades were mailed. The department head/director will attempt to resolve the complaint in consultation with the instructor and the student individual or together. Within 5 working days of the initial contact by the student, the department head/director will notify or confirm in writing to the student the results of this consultation. The department head/director will also notify the graduate coordinator of the program in which the student is enrolled. If an agreement is reached, the process ends. If the department head/director is the instructor of the course involved in the complaint and the problem cannot be resolved through Step 1, the department head/director will notify the student in writing of his/her decision, and the student may proceed with Step 3.
3. If an agreement is not reached at the departmental level and the student wishes to appeal, the student must obtain, complete, and return to the Graduate School office a grade appeal form within 10 working days after being mailed notification or confirmation by the department head of the departmental decision. The form includes a place for the signature of the department head or director indicating that the first two steps have been followed, the signature of the dean of the appropriate college or school, a request for a

hearing before the Grade Appeals Committee, and supporting information to justify the student's appeal.

4. The Dean of the Graduate School will arrange a grade appeals meeting to be held within 10 working days after receiving the grade appeal form. Present at the meeting will be the Grade appeals Committee (the Chair of the Graduate Council and three members of the Council), the student, the faculty member, the dean (or his/her designated representative) of the college or school in which the appeal originated, the Dean of the Graduate School, and up to two non-voting faculty members of the department affected. The student will be given time to present his/her case with a question-answer period following. The faculty member will then present his/her response followed by another question-answer period. The student and faculty member may be present during both presentations and during both question-answer periods, and both presentations must adhere to the issues covered in the written appeal.

When the committee deems it has sufficient information to determine the case, the student, faculty member, and visiting members of the department will be asked to leave, and the committee will begin its deliberation and make its decision. If the committee decides that additional information is needed, the chair may request such information orally or in writing before the committee makes a decision.

5. The committee will recommend that 1) the grade previously assigned be upheld; or 2) the faculty member be asked to change the grade; or 3) the grade of I be assigned until completion of specified requirements agreed upon by faculty and student. The dean of The Graduate School will send a copy of the recommendation to the student, the faculty member, the graduate coordinator, the department head/director, and the dean. Within 10 working days after being mailed the recommendation, the student and faculty member must each notify the Dean of the Graduate School of an intention to accept or reject the recommendation. If both faculty and student agree to accept the recommendation of the committee, the process ends. If that recommendation includes a grade change, the faculty member will make the necessary change and notify the Dean of the Graduate School that the change has been made. The graduate dean will then notify the student of the change. If no response is received after 10 working days, then the recommendation of the grade appeal committee is upheld as the final decision.
6. If either the student or faculty chooses to reject the recommendation and wishes to continue the appeal process, the Dean of the Graduate School will notify the faculty member as well as the graduate coordinator, the department head or director, and the dean. The Dean of the Graduate School will then submit all materials to the Chancellor who may request additional information/materials from either/both parties. The Chancellor's decision is final, and a copy of that decision will be mailed to the student, the faculty member, the graduate coordinator, the department head/director, the dean, and the Dean of the Graduate School.

A copy of the Graduate School Grade Appeals Form, the results of the hearing, and the chancellor's decision (if applicable) will become a part of the student's file. A permanent

record of all grade appeals reviewed by the Grade Appeals Committee shall be maintained in The Graduate School office.

Petitions

Students may submit a petition for a variety of reasons including a request to: grant readmission, file a late candidacy form, extend Candidacy, request a course waiver/substitution, get permission to take excessive hours, or transfer excessive hours.

The Graduate Council policy on petitions is as follows:

1. The burden of proof is on the petitioner, and petitions will not be routinely accepted but considered on their merits as exceptions. This basic rule applies at each step of the petitioner procedure.
2. Petitioners are responsible for stating clearly, in writing, what they are petitioning for. They are also responsible for giving, in writing, clear and cogent reasons supporting their request.
3. Each department, or other responsible unit, shall have a committee empowered to receive petitions of graduate students. The committee, consisting of at least three members, should meet formally to consider any petition, and each member of the committee should sign the recommendation of the committee and forward five copies of the petition to the Graduate School office to be placed on the agenda for the Graduate Council. Any dissenting judgment should also be signed. Dissenting judgments may, but need not, be supported by a statement of reasons (see 1, above, relative to burden of proof).
4. The department committee may decline petitions. A student may appeal a declined petition to the Graduate Council and, if declined there, to the Chancellor.
5. The petition form is available in The Graduate School office, or it may be downloaded from: <http://www.utc.edu/Administration/GraduateSchool/documents/PetitionForm3-2-08.pdf>.

Sources of Student Assistance

Blackboard

Blackboard is a software tool that provides online course delivery for UTC Online. The software and its support are funded by the UTC Student Technology Fees and by state funds. Most instructors use at least some aspects of Blackboard to post grades, syllabi and other course content. Students may access course materials at: <http://utconline.utc.edu/> and general information about the system is available at: <http://utconline.utc.edu/online/generalblackboard.php>

Counseling and Career Planning Center

The Counseling and Career Planning Center at the University of Tennessee at Chattanooga offers a variety of services to students. These services include personal, vocational, academic counseling and crisis intervention for individuals and groups. The services are confidential and can be obtained on a walk-in basis. For more information contact the center at (423) 425-4438 or refer to: www.utc.edu/Administration/CounselingAndCareerPlanning/

Forms

Most graduate forms are available at:

<http://www.utc.edu/Administration/GraduateSchool/CurrentStudentForms.php>

Health Services Center (UTC Polyclinic)

The Health Service Center at UTC provides a range of services including visits for general illness, immunizations, TB skin testing, physical exams, lab services, women's health, educational programs, counseling and referrals. For additional information on services provided or to make an appointment please contact the center at (423) 425-4453 or visit:

<http://www.utc.edu/Administration/UniversityHealthServices/Fees.php>. Students also are eligible for student health insurance. Visit:

<http://www.studenthealthprograms.com/UnivofTennessee/tabid/68/Default.aspx>

Housing on Campus

The University of Tennessee at Chattanooga provides on-campus housing. A student that is interested in living on campus should call (423) 425-4304 or contact the Department of Student Housing at: <http://www.utc.edu/Administration/StudentHousing/>.

Information Technology Division and Help Desk

The IT Division provides students with technology services that are, reliable, responsive, cost effective and delivered in a courteous and proactive manner. Information about e-mail accounts, software, computer labs, Mocsnet accounts, student passwords, wireless hotspots, recommended hardware requirements, and other assistance is available at 425-4000 or by visiting:

<http://itd.utc.edu/>

Lupton Library

The Lupton Library provides access to electronic databases along with traditional research resources. Databases and search engines may be accessed on line. Many full text journal articles also are available on-line. Graduate students may access interlibrary loan to secure articles and/or books that are not available at the UTC library. For more information visit:

<http://www.lib.utc.edu/library-home/index.php>

Placement & Student Employment Center

The center assists degree candidates, alumni, and students in securing full- and part-time employment. The service is free and available year round. Students should register with the center early in their final year to take advantage of the employment recruiting season, the center's Job Opportunities bulletin, and various seminars and workshops. Individual employment counseling is also available. Visit:

<http://www.utc.edu/Administration/PlacementAndStudentEmployment/jobposting.php>

Student Associations

The Graduate Student Association is an on-campus organization for graduate students from all discipline. Students are encouraged to be a part of this organization. For more information refer to: <http://www.utc.edu/StudentOrgs/GraduateStudentAssociation/>. UTC also has a chapter of Alpha Phi Sigma, the national Criminal Justice Honor Society. Information is available at: <http://www.utc.edu/Academic/CriminalJustice/clubs.php>

The Writing Center

Clear, concise and effective communication is extremely important in the field of criminal justice. Students expecting to earn an advanced degree must demonstrate competency in communication, both verbally and in writing. Written materials submitted in connection with the Criminal Justice program should exhibit the fundamentals of English composition. In addition, the APA writing style is used in the Criminal Justice Graduate School. The APA manual is available in the bookstore and it is recommended that students purchase the manual for use in all their classes.

An on-campus writing center is available to assist students in writing. Services offered by this center include helping students develop workable editing/proofreading strategies. For more information visit: <http://www.utc.edu/Administration/WritingCenter/>

Travel & Research Awards

A limited number of travel and research awards are available from the Graduate Student Association Fund. Students may apply for funding to present research at a conference, gathering data for research, and/or attending a conference. Consideration for awards is prioritized based on the order previously listed. Applications are available at: http://www.utc.edu/StudentOrgs/GraduateStudentAssociation/documents/Travel_Award_Packet.pdf