

Graduate Handbook

Division of Criminology and Criminal Justice

Mark O. Hatfield School of Government

College of Urban and Public Affairs

Criminology and Criminal Justice M.S. Program

Graduate Handbook

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Criminology and Criminal Justice M.S. Program

Graduate program goals and objectives

The Division of Criminology and Criminal Justice offers a program of study designed to provide students a broad-based understanding of the criminal justice system and society's response to crime. A major goal of the program is to develop understanding of the applied and theoretical aspects of crime and criminal justice.

The program provides students with a high degree of flexibility and allows students to tailor the program to match their own career interests. Core coursework consists of classes in the theoretical foundations of criminology and criminal justice, methodology, and criminal justice policy analysis.

Students are required to develop a specialization in a substantive area outside of the Division of Criminology and Criminal Justice. In consultation with an adviser, students identify and complete a minimum of four classes, thereby creating a specialty that is unique for each student. Potential specialization fields include public management, political science, urban studies, and geographic information systems.

Criminology and criminal justice graduate courses also support other PSU degree programs, such as the Master of Public Administration, Master of Public Policy, Master of Urban Studies, Ph.D. in Urban Studies, and Ph.D. in Public Administration and Policy.

The specific objectives of the master's program are:

1. Provide students with a broad-based criminal justice education at the graduate level of study.
2. Prepare students to assume positions of leadership in criminal justice agencies.
3. Provide students with an understanding of the factors explaining crime and the response to crime.
4. Prepare students to be intelligent consumers of criminal justice scholarship.
5. Provide students desiring to obtain a doctorate the necessary intellectual foundation required for a doctoral degree.

Degree requirements

All candidates for a master's degree must complete 50-54 graduate credits distributed as follows:

1. 20 credit hours must be taken in the substantive core.
2. A minimum of four classes totaling 12-16 credit hours in a specialization field.
3. 6 credit hours of thesis or research project work.
4. 12 credits of elective courses.

Substantive Core.

AJ515 Theories of Crime	4 credits
AJ520 Analysis of Crime and Justice Data	4 credits
AJ525 Criminal Justice Theory	4 credits
AJ530 Criminal Justice Research	4 credits
AJ535 Criminal Justice Policy	4 credits

Specialization Field.

In consultation with an adviser, students will be required to develop and complete a specialization field as a part of their degree requirements. A minimum of four classes, totaling 12-16 credits must be completed in the specialization field. Students are encouraged to complete this requirement by taking courses in other academic units such as public administration, computer science, political science, sociology, or psychology. Courses may be selected from several academic units so long as they comprise a coherent field of study that will contribute to the academic development of the student. Students may pursue a graduate certificate as part of their specialization (see page 4).

Thesis and Graduate Project.

Candidates must complete either a thesis or substantial research project. Both options require a final oral examination. A thesis is a scholarly work that demonstrates substantial capacity on the part of the student to engage in independent investigation. In order to satisfy thesis requirements, students must pose an original research question and apply appropriate methods of scholarship and methodology to that question in order to generate new knowledge. Graduate project requirements may be satisfied by demonstrating mastery of a particular field of literature and how that literature applies to a policy issue within criminology and criminal justice.

Elective Courses.

Students must satisfactorily complete 12 credit hours of elective courses, half of which must be taken in the Division of Criminology and Criminal Justice.

Recommended course of study (2 year full-time student)

Year 1

Fall quarter (9 credits)	Winter quarter (8-12 credits)	Spring quarter (8-12 credits)
CCJ520 Analysis of crime and justice data (4)	CCJ530 Criminal justice research (4)	CCJ535 Criminal justice policy (4)
CCJ525 Criminal justice theory (4)	CCJ515 Theories of crime (4)	CCJ elective (4)
CCJ510 Thesis prep (1)	CCJ elective (4) OR CCJ501 Research (1)	Specialization course (3-4) AND/OR CCJ501 Research (1)

Year 2

Fall quarter (8-12 credits)	Winter quarter (8-12 credits)	Spring quarter (5-6 credits)
CCJ Elective (3-4)	CCJ Elective (3-4)	Specialization course (3-4)
Specialization course (3-4)	Specialization course (3-4)	CCJ501 Research (2)
Specialization course (3-4)	CCJ501 Research (1)	
OR		
CCJ501 Research (1)		

A total of 50-54 credits must be presented for the degree. The above schedule is suggestive only and will vary depending upon a number of factors including course availability. Students must complete four specialization courses totaling 12-16 credits from an academic unit outside of Criminology and Criminal Justice. Additionally, a minimum of 12 credits of elective work are required, half of these must come from CCJ.

Graduate Student Advising

Selecting an advisor

Students must select a faculty advisor prior to the end of their first quarter of study. In selecting an advisor, students should strive to select an advisor with similar academic interests who will be able to assist in developing an individual plan of study. The advisor will also serve as the chair of the student's final project or thesis.

Students beginning their studies in the fall should complete and turn in the Advisor Request Form (found in the appendix) to the front desk by December 1 of each year. The form asks that you indicate your first, second, and third choices for an advisor. The faculty will try to accommodate as many first choices as possible, but will also seek to balance faculty workload and to address issues of fit between the advisor and student. Students will be contacted prior to December 15 by their advisor.

Advising procedures

Students are strongly encouraged to meet with their advisors each term of the academic year. Students should schedule this appointment *prior* to registering for courses for the falling academic term. During advising sessions, student progress toward degree completion will be reviewed and students will select courses in which to enroll for the next quarter. Students wishing to enroll for classes to fulfill specialization requirements must have proposed courses approved by their advisor prior to enrolling in said courses. Students who do not receive prior approval for each specialization course in advance risk the course not being approved for use to meet the specialization requirement.

Changing advisors

Due to the relatively short time period in which a master's degree is completed, faculty members expect that students will receive advising from only their assigned advisor during the course of their studies. It is recognized, however, that circumstances could arise that would require a change of advisor during a student's program of study. Students wishing to switch advisors during their program must submit a new Request for Advisor form to the CCJ Division along with a brief written statement explaining the reasons for the request. The request for a change of advisor will be ruled upon by the faculty within 30 days of receipt.

Graduate Certificates

A graduate certificate program is a linked series of approved graduate-level courses which constitute a coherent body of study with a specific defined focus within a discipline. It is designed for a postbaccalaureate participant and reflects the educational mission of the University. Each graduate certificate program is approved by the Graduate Council and the Faculty Senate with a minimum number of credits and a specific set of courses which must be completed; a final project or portfolio may be required to provide for integration of the sequence of course materials.

Students must be admitted to the graduate certificate program by the University and must meet standards for admission to allied graduate degree programs (master's or doctoral level programs). All graduate certificate applicants must have an accredited baccalaureate degree. Applicants with an undergraduate GPA of at least 2.75 are eligible for regular admission with the agreement of their graduate certificate program; applicants with an undergraduate GPA lower than 2.75 but at least 2.50 are eligible for conditional admission at the discretion of their program. Applicants with 9 or more graduate credits must have a cumulative graduate GPA of at least 3.00, and this GPA supersedes the undergraduate GPA. Programs may specify additional requirements, including higher minimum GPA requirements.

Graduate certificate students must remain in good academic standing (see page 16) and must achieve a cumulative GPA of 3.00 or higher in all courses to be used for the graduate certificate.

Courses and certificates completed will be transcribed by the University Registrar as a part of the student's permanent University record. Certificates may be awarded at the end of any term when the requirements have been met. Students must apply for award of the certificate in the Office of Graduate Studies no later than the first week of the term in which completion is expected.

Courses completed up to seven years prior to the certificate award date may be used to satisfy graduate certificate requirements (i.e., a course started in the fall term of 2000 will be beyond the seven-year limitation at the close of fall term 2007).

Courses completed for a graduate degree program may be applied to completion of a graduate certificate program. Degree credits earned in fulfillment of a graduate certificate program may be applied to a graduate degree program, provided they meet the appropriate standards for use in the degree (including acceptable grade and completion within seven years of the degree award date for the master's degree). *For graduate certificates only*, transfer credit is defined as any graded (B- or higher) graduate course taken at another accredited institution. Two-thirds of the credits required for a graduate certificate, or 15 credits, whichever is higher, must be taken at PSU. Individual programs may set higher minimums.

The following graduate certificate programs are currently offered (additional programs are in the process of approval): addictions counseling; marriage, couples, and family counseling (Special and Counselor Education); analog and microwave circuit design; communication systems; computer architecture and design; design automation; digital design; digital signal processing; image processing; integrated circuit test, verification, and validation (Electrical and Computer Engineering); computer security (Computer Science); geographic information systems (Geography); applied statistics; mathematics for middle school mathematics teachers (Mathematical Sciences); children's and young adult literature (Curriculum and Instruction); computational intelligence; computer modeling and simulation (Systems Science); earth and space sciences for K-12 educators; engineering geology; environmental geology; hydrogeology (Geology); hydrology (Environmental Sciences and Resources); gerontology (Urban Studies and Planning); systems engineering fundamentals (Systems Engineering); food marketing and logistics (Business Administration); transportation (Civil and Environmental Engineering and Urban Studies and Planning); and real estate development (Urban Studies and Planning). Application materials and program requirements are available from the departments offering these programs or from the Graduate Studies Web site at *www.gsr.pdx.edu*.

Links to all graduate certificate programs may be found at:

<http://www.pdx.edu/certificates.html>

Public Administration & Policy Ph.D. Program

The Division of Criminology and Criminal Justice is a participating division in the Public Administration & Ph.D. Program administered by the Hatfield School of Government. The Ph.D. program consists of four tracks: public administration and policy; politics and public policy; community health and policy; and criminology and criminal justice. These tracks provide (1) full training in a social science discipline; (2) multidisciplinary training in the political, economic, and institutional frameworks within which policies are implemented, administered, and evaluated; and, (3) training in a wide range of methods used to analyze policy outcomes and effects.

In their first year of study, students complete a sequence of six core courses comprising 18 credit hours. These courses are:

PAP 620 Seminar in the American Political System	3
PAP 611 Theoretical Foundations of Governance	3
PAP 612 Governance, Social Change, and Rule of Law Systems	3
PAP 614 Contemporary Governance	3
PAP 656 Advanced Political Economy	3
PAP 664/USP 664 Organization Theory and Behavior	3

Subsequent to the completion of the core, students select one of the four specialization tracks. Completion of the CCJ track requires the following coursework:

AJ 615 Theories of Crime (4 credits)
AJ 620 Analysis of Crime and Justice Data (4 credits)
AJ 625 Criminal Justice Theory (4 credits)
AJ 630 Criminal Justice Research (4 credits)
AJ 635 Criminal Justice Policy (4 credits)
PAP 616/USP 660 Policy Process (3 credits)
Dissertation Field Specializations (23 credits, all electives)
Electives determined in agreement with field examining committee.
Credit subtotal: 47

More information about the PAP program may be found at:

<http://www.hatfieldschool.pdx.edu/courses/phd.php>

Courses

Masters' students should enroll in courses numbered in the 500's; courses numbered 600 and above are reserved for doctoral students.

AJ 501/601

Research (Credit to be assigned)

AJ 502/602

Independent Study (Credit to be assigned)

AJ 503/603

Thesis (Credit to be arranged.)

AJ 504/604

Internship (Credit to be arranged)

AJ 505/605

Reading and Conference (Credit to be arranged)

AJ 506/606

Projects (Credit to be arranged)

AJ 507/607

Seminar (Credit to be arranged)

AJ 508/608

Workshop (Credit to be arranged)

AJ 509/609

Graduate Practicum (Credit to be arranged)

AJ515/615

Theories of Crime (4)

An overview of historical, sociological, biological, psychological, economic, and Marxist theories of crime causation. Particular attention is given to analyzing each theory presented in terms of its internal consistency and logic as well as its fit with data on crime, criminals, and victims. Students will have to test the effectiveness of these individual theories through the research literature available in the criminal justice literature. Policy and programmatic implications stemming from these theories and what the research literature indicates will be discussed in class.

AJ520/620

Analysis of Crime and Justice Data (4)

An applied approach to the analysis of criminal justice data. Includes an overview of the collection, storage, and retrieval of data from various sources (e.g., police, courts,

corrections). Basic techniques commonly used to analyze and present criminal justice data are covered with an emphasis on the use of empirical findings to solve problems and develop policy. Advanced statistical procedures introduced.

AJ525/625

Criminal Justice Theory (4)

This course introduces students to the theoretical work on criminal justice process, decision-making, and discretion using multiple disciplinary perspectives. Topics discussed include examination of the stages of the justice process and theoretical approaches to studying individual, organizational, system, and political behavior. Emphasis is placed on the practical utilization of theory to inform development of research problems.

AJ530/630

Criminal Justice Research (4)

The purpose of the course is to familiarize students with typical research methods used in the study of criminology and criminal justice along with their resulting databases. This knowledge base will be used as a foundation upon which to teach students how to critically research in criminology and criminal justice. Recommended prerequisite: AJ 520/620.

AJ535/635

Criminal Justice Policy (4)

An advanced course in criminal justice policy analysis. Course examines the development, implementation, and outcomes of interventions designed to impact crime and the criminal justice system. Theories of criminal justice intervention will be studied across multiple levels: individual, organizational, community, and system. Emphasis is placed on the utilization of research findings to inform criminal justice policy and future research. Recommended prerequisites: AJ 515/615, AJ 525/625, and AJ 530/630.

***AJ 538/638**

Historical Perspective of Criminal Justice (4)

A chronological survey of significant social events and trends in Western and Eastern civilizations that have influenced crime and the development of law, the police, the courts, and corrections and have formed the interrelationships among these parts of the criminal justice system.

***AJ 540/640**

Legal Perspective of Criminal Justice (4)

An advanced course that examines the legal environment within which the criminal and quasi-criminal justice systems function, with particular emphasis on philosophical and procedural issues related to deprivation of liberty decisions.

***AJ 545/645**

**Economic and Political Perspective of
Criminal Justice (4)**

An advanced course that explores the political and economic influences on the formulation and administration of public policies related to criminal justice system issues.

***AJ 550/650**

**Comparative Perspectives of
Criminal Justice (4)**

An exploration of international criminal justice systems that compares and contrasts the general features and cultural foundations of criminal justice procedures and institutions in different countries throughout the world.

*Denotes course may not be offered every year.

Enrollment

Graduate grading system.

The following grading scale is employed at the graduate level:

A = 4.00	B- = 2.67	D+ = 1.33
A- = 3.67	C+ = 2.33	D = 1.00
B+ = 3.33	C = 2.00	D- = 0.67
B = 3.00	C- = 1.67	F = 0.00

The grading system at the graduate level is defined as follows:

- A—Excellent
- B—Satisfactory
- C—Below graduate standard
- D—Failure
- F—Failure

The following marks are also used:

- P—Satisfactory completion (B- or better)
- NP—No credit, unsatisfactory
- I—Incomplete
- IP—In progress
- M—Missing
- W—Withdrawn
- X—No grade received/No basis for grade

Although grades of C+, C, and C- are below the graduate standard, they may be counted as credit toward a graduate degree with the specific approval of the department if taken at PSU after the term of formal admission to the graduate program. The student must have a B average (3.00 GPA) on the courses fulfilling the degree requirements (courses listed on the GO-12 form for master's students). Grades of D or F indicate clearly unacceptable work and carry no graduate credit.

A mark of IP may be used for 501/601 Research and for 506/606 Project when a student is progressing in an acceptable manner toward completion of the work; final grades for 501/601 and 506/606 are assigned by the instructor on a Supplemental Grade Report. A mark of IP must be used for 503 Thesis/603 Dissertation when a student is progressing in an acceptable manner; final grades for 503/603 are assigned by the instructor on the Recommendation for the Degree form (GO-17) and posted after acceptance of the thesis/dissertation by the Office of Graduate Studies.

Incompletes.

A student may be assigned an 'I' grade by an instructor when all of the following four criteria apply:

1. Quality of work in the course up to that point is C level or above.
2. Essential work remains to be done. "Essential" means that a grade for the course could not be assigned without dropping one or more grade points below the level achievable upon completion of the work.

3. Reasons for assigning an I must be acceptable to the instructor. The student does not have the right to demand an I. The circumstances must be unforeseen or be beyond the control of the student. An instructor is entitled to insist on appropriate medical or other documentation. *In no case is an "Incomplete" grade given to enable a student to do additional work to raise a deficient grade.*

4. A written agreement, signed by both the student and the instructor, should include a statement of the remaining work to be done to remove the I grade, and the date, not to exceed one year from the end of the term of enrollment for the course, by which work must be completed in order to earn credit toward the degree. The instructor may specify the highest grade which may be awarded upon completion; the grade awarded should not exceed the level of achievement attained during the regular course period.

An Incomplete grade becomes part of the permanent transcript record after the deadline expires, unless a retroactive withdrawal is approved by petition to the Graduate Council. To remove an I an instructor must file a supplementary grade report. Incomplete grades automatically revert to an 'F' after one year if the incomplete grade is not resolved.

Withdrawals.

Withdrawal from a course must be initiated by the student. It is the student's responsibility to withdraw properly by the deadline dates published in the *Schedule of Classes*.

A student may withdraw with no record on the transcript up to the end of the fourth week of the term. As a courtesy, students are advised to notify the instructor concerned of the intended or completed withdrawal.

A student may withdraw for any reason before the end of the fourth week, but withdrawal between then and the end of the eighth week requires instructor approval. A student withdrawing after the end of the fourth week shall have a W recorded on the transcript.

A student wishing to withdraw after the eighth week must petition the Deadline Appeals Board. A W is recorded if the petition is allowed. Reasons for withdrawal beyond the eighth week must be beyond the student's control, and medical reasons must be documented. Instructor's comments are required on the petition.

Refunds are automatic and are calculated from the date of official course load reduction. The refund is 100 percent only if withdrawal occurs before the first day of the term.

If a student, to the best of the instructor's knowledge, has never attended class, the name on the Grading Register may be assigned an X grade. An auditor may also be assigned an X for insufficient attendance.

A student who has participated in a course but has failed to complete essential work or attend examinations, and who has not communicated with the instructor, will be assigned an F, a D, or whatever grade the work has earned.

Repeat of graduate courses.

If a graduate course is repeated, the grades awarded both times are included in the GPA; however, credit toward the number of credits required for the degree is counted only once. Repeating courses to raise the GPA is not acceptable.

Audit.

Graduate students may take any course for which they have the prerequisites and which is open to them on the basis of their admission category on an audit (no-credit) basis. The tuition and fees for auditing courses are the same as for taking the courses for credit, but a student's load (total credit hours) does not include audit enrollments.

Courses taken more than once on an audit basis cannot be repeated for graduate credit. During the add-drop period a student registered for a course for audit may change to credit status or vice versa through the official methods; thereafter the change cannot be made.

Television course credit.

Graduate credit earned through enrollment in television courses (closed-circuit TV excepted) will not be acceptable toward an advanced degree, except when approved in advance by the graduate adviser, the department, and the dean of Graduate Studies.

Correspondence credit.

Under no circumstance will graduate credit earned through correspondence study be acceptable toward an advanced degree.

Academic load.

The normal term load for a student devoting full time to graduate study is 12 credits including coursework and thesis. Graduate students must seek approval of registration in excess of 16 credits. A student registering for 17 to 19 credits must obtain the approval of the department chair or faculty adviser. A student registering for 20 credits or more must obtain the approval of the department chair or faculty adviser, the student's academic dean, and the dean of Graduate Studies. A graduate assistant registering for more than 16 credits must obtain approval from the department chair and the dean of Graduate Studies. Overload approval forms may be obtained from the departments or the Office of Graduate Studies.

Minimum enrollment.

The University requires that graduate students who are involved in activities requiring faculty time or the use of University facilities register each term, including those working on any aspects of a thesis or dissertation. A minimum of one credit is required when taking any comprehensive or final examination. A minimum of one credit

of registration is required when engaged in any phase of research, such as developing or collecting data, or any aspects of a thesis or dissertation until its final acceptance is approved by the Office of Graduate Studies. Additionally, CCJ may require enrollment greater than one credit hour to insure that enrollment is commensurate with faculty workload for a given student.

Residence credit.

In all cases, a master's student must earn a minimum of two-thirds of the courses applied to the degree *after* formal admission to the graduate degree program at PSU; courses taken at any institution, including PSU, before the term of formal admission to a PSU graduate degree program are *pre-admission* credits. Additionally, a minimum of two-thirds of the courses applied to the degree must be taken *at* PSU; courses taken at other institutions at any time are *transfer* credits. A minimum of 12 credits in a 45-credit program (or 25 percent of the required credits in a degree program greater than 45 credits) must be taken in residence in 500, 500/600, or 600 course level categories¹. The remainder of the required credits may be 400/500 courses taken for the 500-level number.

A maximum of 12 graduate credits acquired by an undergraduate student at Portland State University through the graduate credit reservation procedure will be counted as reserved credits if approved for inclusion in the student's graduate program. Reserved credits are subject to preadmission limits and requirements.

Residence requirements are intended to ensure that the candidates work in close association with other graduate scholars in the intellectual environment of Portland State University.

Credit distribution and limitations for master's degrees.

Limitations are placed on the use of credits in 501, 502, 503, 504, 505, 508, and 509 courses. In a 45-credit program, the limits are as follows:

- a maximum of 12 credits in 501, 502, and 505 combined;
- a maximum of 9 credits in 504, 508, and 509 combined;
- a range of 6 to 9 credits in 503.
- Courses numbered 60x are included in these limitations.

Courses applied to the degree must be 500 or 600 level. The 700- and 800-level courses are not acceptable in graduate degree programs.

Joint Campus program.

Graduate students at Portland State University may, with adviser, department, and registrar approval, take graduate courses at any of the other institutions in the Oregon State System of Higher Education. A student registers for these courses with the PSU registrar, who records each grade on the academic record under Joint-Campus Course (JC 510/610). The student must be a matriculated graduate student in a PSU advanced-degree

¹ Since the CCJ program is a total of 50-54 credit hours, this requirement means that students completing the degree with 50-53 credit hours must complete at least 13 credit hours of coursework in residence; students graduating with 54 credit hours must complete at least 14 credit hours in residence.

program and be registered for PSU credit the same term the JC 510/610 course is taken. Forms are available in the Office of Registration and Records in the lobby of Neuberger Hall. Self-support courses and courses offered by Extended Studies and Summer Session are ineligible for this program.

Pre-admission and transfer credit.

Courses taken at any institution, including PSU, before the term of formal admission to a PSU graduate degree program are *Preadmission* credits. Courses taken at any other institution at any time are *Transfer* credits. In all cases, a master's student must earn a minimum of two-thirds of the courses applied to the degree *after* formal admission to the graduate degree program at PSU *and* must earn a minimum of two-thirds of the credits applied to the degree *at* PSU.

The application of eligible pre-admission and/or transfer credits to an advanced degree at PSU must be approved by the student's department and the Office of Graduate Studies. Both pre-admission and transfer credits must be submitted to the Office of Graduate Studies for approval on the GO-21 form (Proposed Pre-admission and Transfer Credit for the Master's Degree). It is strongly suggested that this form be submitted early in the student's program, but it must be submitted and approved before the Office of Graduate Studies can review the Graduate Degree Program form, which is due in the first week of the term of graduation.

All pre-admission and transfer credits must be letter-graded B- or higher; pass or similar grading methods are not acceptable. All Joint Campus (JC) credits are considered transfer credits. Credit from foreign institutions is subject to the same requirements and limitations; requests for foreign transfer must include additional documentation to facilitate verification of eligibility.

Transfer credits must meet all the following requirements: (1) must be graduate credit taken at an accredited institution and acceptable into graduate academic degrees without qualification at the originating institution; (2) must be letter-graded B- or higher; pass or similar grading methods are not acceptable; (3) must not be used for any other degree at any institution; (4) must not be correspondence credit; (5) must be no older than seven years old at the time the master's degree is awarded; (6) must total no more than one-third of the required credits for the degree program. Television courses and short-term courses are generally not eligible; requests for transfer of these courses require additional documentation and specific approval (*see above*, Television Course Credit).

Courses from other institutions approved for graduate transfer credit are not entered on PSU's graduate transcripts and are not considered in the computation of PSU cumulative graduate grade point averages for the purposes of determining continued admissibility and graduation (except they are included in the program GPA, which is calculated on only those courses applied to the degree).

Reservation of work for graduate credit.

Only credits earned at PSU can be reserved for graduate credit. A Reservation of Graduate Credit form must be filed in the Degree Requirements Office (for students who are still undergraduates) or the Office of Graduate Studies (for students whose

baccalaureate degrees have already been awarded) as early as possible. It must be approved by the department or degree program, the Office of Degree Requirements, and the Office of Graduate Studies. It is strongly suggested that this be submitted before award of the baccalaureate degree, but it must be submitted and approved before the Office of Graduate Studies can review the Graduate Degree Program form, which is due in the first week in the term of graduation with the master's degree.

Reserved graduate credit is limited to 12 completed and graded graduate credits letter-graded B- or higher earned within the last 45 credits prior to award of the baccalaureate degree and not used to fulfill the requirements for the baccalaureate degree. Such courses are pre-admission credits and subject to all pre-admission requirements and limitations.

Dual master's degrees.

No credits applied toward a master's degree, once that degree is achieved, may be applied to the earning of another master's degree, except for the special arrangement provided for the dual master's degree program.

In the case of the dual master's degree program, a graduate student may work concurrently toward the completion of the requirements of two PSU master's degrees in complementary disciplines where an overlap of coursework or research (not thesis) occurs. The dual degree program is planned in consultation with and approved by the advisers from each program. The courses to be accepted dually for the two degrees shall be determined by the department involved but may not exceed one-third of the required quarter credits for a degree. If the two master's programs have different totals for course credits, the one-third limit is determined by the smaller course total. To ensure time for adequate planning, applications for admission to the dual degree program are made early in the graduate studies. Admission to the second program in the dual degree program must be attained no later than the term prior to the term in which the final coursework is completed for the first degree. A memo of agreement signed by both advisers and listing the specific courses which will be used for both degrees must be approved by the Office of Graduate Studies before graduation with the first degree. These forms are available in the Office of Graduate Studies, 117 Cramer Hall.

Leave of absence.

A student admitted to a graduate program and in good standing may petition for leave of absence for one calendar year. Leave of absence status assures the student a continuation of the student's admission in the program during the period of the leave of absence. Application for leave of absence, endorsed by the department chair or program director, must be filed in the Office of Graduate Studies not later than the last day to register for classes in the term for which the application is made. A leave of absence is granted only to graduate students in good standing and does not constitute a waiver of the time limit for completion of the graduate degree at PSU.

A student may petition for a second leave of absence from a graduate program, but approval is required from the department chair or program director and graduate

committee of the college or school. Students who have not enrolled for three terms (excluding summer) must submit a re-enrollment request.

Cancellation of admission to graduate program.

If a student does not validate admission by registering and paying for at least one credit in the term of admission, that admission will be cancelled unless the student contacts the Admissions Office and requests that the admission be updated to another term within the calendar year. If the student does not validate admission within one calendar year, the admission will be cancelled and the student must submit a new application and a new application fee.

A student with validated admission to a graduate program who during a one-year period 1) does not have an approved leave of absence and 2) does not successfully complete a graduate course in the approved program of study for the degree may have admission to the degree program canceled.

Degree application.

<http://www.gsr.pdx.edu/application/>

Candidates must file a Degree Application card with Graduate Studies by the first Friday of the anticipated term of graduation. The degree will not be conferred unless the student has attained a cumulative GPA of at least 3.00 for all graduate credits earned at Portland State, as well as a GPA of at least 3.00 on the courses fulfilling the degree requirements (courses listed on the GO-12 form for master's students); the Division of Criminology and Criminal Justice requires a 3.00.

Academic standing.

http://www.gsr.pdx.edu/ogs_general_standing.html

All students admitted to graduate studies (regular, conditional, and graduate certificate) at Portland State University must maintain a GPA of at least 3.00 for all graduate credit earned at Portland State University. All graduate students, especially those in a conditional admission status, are expected to keep in close communication with their departments and to avail themselves of departmental advising.

Academic probation.

An admitted student is placed on probation if:

1. The student's cumulative graduate GPA at Portland State University, based on the completion of 9 graded graduate credits after admission to the graduate/postbaccalaureate level at PSU, is below 3.00 at the end of any term, or
2. The student's term graduate GPA, based on a minimum of 6 graded graduate credits, is below 2.67 for a given term.

While on academic probation the student will not be permitted to graduate, to be advanced to doctoral candidacy, to receive approval of the master's degree program (GO-12 form), to receive or continue to hold a graduate assistantship, or to register for more than a total of 9 credits in any term. Removal of academic probation occurs if the cumulative graduate GPA is brought to 3.00 within the next 9 graduate credits in graded courses in the case of probation due to a low cumulative GPA, or both cumulative and term GPA of 3.00 or above in the case of probation due to a low term GPA.

Disqualification.

A student who is disqualified may not register for any graduate courses at PSU for at least one calendar year. Disqualification occurs if:

1. The student on academic probation for low GPA fails to achieve a cumulative graduate GPA of 3.00 or higher within the next 9 graduate credits in graded courses; or
2. The student on probation for a term GPA below 2.67 does not receive at least a 3.00 term GPA and does not achieve a 3.00 cumulative GPA within the next 9 credits of graded graduate coursework; or
3. The student becomes subject to academic probation for a second time.

Readmission after disqualification.

A disqualified student may petition for readmission as a degree-seeking student in a graduate program after one calendar year. Readmission after the mandatory one-year period is initiated by the student's filing of a petition for readmission to the Graduate Council through the Office of Graduate Studies. Readmission is not automatic. To be readmitted the student must meet all current admission requirements, with the exception of the graduate GPA.

If the student's graduate program has recommended readmission, the Graduate Council may grant readmission, with or without additional academic requirements, or may recommend continued disqualification. If the Graduate Council approves readmission, the student must submit a *re-enrollment request* to the Office of Admissions. The readmitted graduate student is subject to all University and program requirements in effect at the time of readmission. The student must raise the PSU cumulative graduate GPA to 3.00 or better with 12 credits of graded graduate coursework after readmission, or she/he will be disqualified.

Graduate courses completed at any institution while a student is under disqualification at PSU will not be applied toward a graduate program at PSU.

Academic honesty

Graduate policy on academic honesty and integrity.

Graduate students have a primary, unique relationship and responsibility to the faculty of the academic departments, the faculty upon whose recommendations graduate degrees are awarded. A major feature of the graduate student's responsibilities to the faculty is the adherence to academic honesty. The Graduate Policy on Academic Honesty and Integrity assumes that the student is honest, that all coursework and examinations represent the student's own work, and that all documents supporting the student's admission and graduation are accurate and complete. Academic honesty is a requirement for all graduate activities. Any violation of academic honesty and integrity is grounds for academic action. In addition, a student found in violation of this policy may be subject to disciplinary sanction as provided in the University Student Conduct Code.

Violations of the policy include but are not limited to:

1. Cheating in examinations and course assignments. The willful use or provision to others of unauthorized materials in written or oral examinations or in course assignments.

2. Plagiarism. The appropriation of language, ideas, and products of another author or artist and representation of them as one's own original work; failure to provide proper identification of source data; use of purchased or borrowed papers in graduate courses without complete identification of the source.

3. Selling or offering to sell course assignment materials. Selling or offering to sell material to another person; knowing, or under circumstances having reason to know, that the whole or a substantial part of the material is intended to be submitted in fulfillment of a course requirement.

4. Academic fraud. Furnishing false or incomplete information to the University with the intent to deceive; forging, altering, or misusing University documents or academic forms which serve as the basis for admission, course study, or graduation; misrepresenting a person's identity to an instructor or other University official.

Graduate Council

This council recommends policies and standards for graduate courses and programs and coordinates all graduate activities of instructional units and programs. It develops and recommends University policies, establishes procedures and regulations for graduate studies, and adjudicates petitions regarding graduate regulations.

Procedures for allegations of violations of graduate policy on academic honesty and integrity are listed in the *Bulletin*.

Financial assistance

Graduate assistantships.

The University offers graduate assistantships for teaching or research on a competitive basis for students working toward advanced degrees in most areas. To qualify and to remain eligible for an appointment, a student must be admitted to regular or qualified status and be in good academic standing in a graduate degree program at PSU. Graduate assistants must be registered for and satisfactorily complete a minimum of 9 graduate academic credits each term the assistantship is in effect, except Summer Session, with term and cumulative GPAs of 3.00 or higher, and must show satisfactory academic progress in fulfilling the requirements of the degree program. The student's department chair or graduate coordinator may allow up to 4 undergraduate credits within the 9 credits if the undergraduate credits are needed as prerequisites for graduate courses or are important to the student's plan of study. Any request for a student to take more than four undergraduate courses must be approved by the dean of Graduate Studies. Graduate assistants are provided a salary on a regular periodic basis as compensation for the service provided and receive a remission of the instructional fee portion of tuition each term of appointment. The Office of Graduate Studies does not award graduate assistantships.

Students who wish to be considered for a graduate assistantship must complete the CCJ Application for Graduate Assistantship. For those wishing to receive funding for an entire academic year, applications are due by March 15 for full consideration for the following academic year. Students who are admitted for the fall term and have applications for admission turned into the CCJ office by the priority deadline for the fall will be automatically considered for funding.

PSU Laurels.

http://www.gsr.pdx.edu/ogs_funding_scholarships_laurels.html

The PSU Laurels Graduate Tuition Remission Program provides remission of the instructional fees at in-state rates to academically qualified students on a competitive basis with preference given to Oregon residents. The tuition remissions are available to admitted graduate students, both full time and part time, at Portland State University. The PSU Laurels is a merit program; financial need is also a consideration for some of the awards. The application deadline is April 15 for the following year. Information will be available after March 1 from the Office of Graduate Studies in 117 Cramer Hall.

Scholarships.

Portland State University has a limited number of scholarships available to graduate students. Scholarships are awarded to students in attendance at the University on the basis of academic achievement, promise, and financial need. A computerized data base of scholarships, both national and local, is available on the second floor of the library. The Division of Criminology and Criminal Justice does not have any division-specific scholarships available for graduate students.

Educational loans and work.
<http://www.pdx.edu/finaid/>

Graduate students may apply for educational loans through the Federal Perkins Student Loan program, the Federal Direct Stafford Loan program, the Federal Unsubsidized Stafford Loan program, and the federal College Work-Study Program. Details and application materials are available from the Admissions, Records, and Financial Aid Office, 176 Neuberger Hall. Priority consideration for Federal Perkins Student Loan and federal College Work-Study will be given to those who have completed the application process earliest, while funds are available.

Thesis and project procedures

General procedures.

Students are encouraged to begin work with their advisor early in the program to identify and develop a viable thesis or graduate project. For full-time students who begin in the fall quarter, this should occur as early as their second quarter of enrollment. At this time, students should register for one credit of CCJ501 Research as a pass-fail option. Yellow by-arrangement forms are available from the CCJ office and should be completed in conjunction with the student's advisor. Students should generally refrain from registering for thesis credit (CCJ503) until a final decision has been reached as to whether the student's culminating experience in the program will be either a project or thesis. In conjunction with the office of graduate studies, we can convert 501 credits to 503 thesis credits, but not the other way around. Thus, students who register for 503 credits and subsequently decide to complete a project will have the 503 credits remain on their transcripts and marked as In Progress. In all cases, students must complete a minimum of six (6) credits of thesis or project. All project and thesis credit hours will be graded on a pass / no pass basis.

Thesis.

For students wishing to complete a thesis, several steps must be undertaken. As these steps are common across academic units at PSU, they are fully described in the following two sections. In general, a thesis requires students to work closely with their advisor to develop and execute a piece of original scholarship. Students wishing to complete a thesis must form a thesis committee. The committee is comprised of their advisor, who serves as the chair of the committee and must be a faculty member in CCJ; a second committee member from CCJ; and a committee member selected by the office or graduate studies whose academic unit is outside of the Hatfield School of Government.

Graduate project.

Students wishing to complete a graduate project in lieu of the thesis work closely with their advisor to develop and complete a significant work product that serves as a culminating experience to the student's graduate program of study. Graduate projects can take any of a number of forms, including the completion of a significant piece of scholarship, the presentation of a conference paper or poster, and the completion of a field practicum that includes an academic component. In order to complete the graduate project, students are encouraged to formulate projects early in their course of graduate study. In addition to the advisor, one other faculty member from CCJ serves on the student's project committee. The role of the second committee member will be defined by the advisor and student, but in all cases the second member shall serve as an independent reviewer of the work completed by the student. Most commonly this will involve acting as a reader for written materials. In order to successfully complete the project, both committee members must agree that the work is of sufficient quality to fulfill program requirements. Unlike the thesis option, graduate projects do not require the presence of a third, external committee member.

Thesis Guidelines

http://www.gsr.pdx.edu/ogs_thesis.html

Master's theses must be approved for content and format within the department before submission to the Office of Graduate Studies. Although the acceptance requirements have been determined in accordance with Library needs as well as other considerations, *the approval page does not contain a Library signature*. These requirements allow flexibility to individual departments but maintain certain university requirements for all theses submitted.

Requirements

Three copies of the thesis, three approval pages with all original signatures, and four copies of the abstract must be submitted, all on white, acid-free paper with a cotton content of 25% or higher. Two theses, with approval pages and abstracts, will be sent to the PSU Library; the third will be sent to the student's department. The fourth abstract will remain in your permanent file in the Office of Graduate Studies.

On every page, minimum clear margins are required; see the note about page numbers below: 1 inch right, top, and bottom margins and 1.5 inch left margin. These are minimum margins; margins may be larger but not smaller than these measurements on the finished documents as submitted. We suggest setting margins larger than what is required (1.1 inches for the right, top, and bottom margins, and 1.6 inches for the left margin, for instance) to account for page shifting and print expansion during photocopying. **Page numbers may appear above or below the text, but they must be printed so that the margins remain clear on every page.** Printing must be on only one side of the page.

Type for all text in the thesis body must be 12-point professional quality font. For those theses that will be microfilmed, 12-point font averaging 10 characters per inch is preferred. All text in the thesis body must be double spaced. Footnotes, figures, and tables may be 10-point font and/or single-spaced. Long quotations included with the body of the text must be 12-point font but may be single-spaced, if the student's committee and department find that acceptable; the same is true for the reference list. The appendices do not have a font size or spacing requirement. **Every page submitted, however, must meet the margin requirements.**

The page order of the thesis and several sample pages are available on-line. Figures and tables which are discussed in the thesis may appear within the text page, on a separate page following the beginning or ending of the discussion, or as a group at the end of each chapter or at the end of the text, before the terminal reference list. Because these are bindery-ready copies and will not be typeset before cataloging by the Library, the APA method of designating "insert Figure [or Table] X here" is not acceptable. Students are strongly encouraged to bring a copy of their entire thesis to the Graduate Studies office for review *before the final copies are made*. We will audit the document and can identify errors which may reduce the need for revisions. Do not use another

student's thesis as a model; formatting requirements have changed over time and special arrangements could have been made that would not apply in all cases.

Print must be properly fused onto the archive-quality paper by original laser printing or high-heat copying by a commercial machine. Each document will be subjected to a scratch test before approval. **Clean Copy** (<http://clean-copy.com/>) at SW Broadway and Mill and **Kinko's** (<http://www.fedex.com/us/officeprint/main/index.html>) at SW Clay and 5th have the correct paper and guarantee fusion.

The student's name and the correct degree must exactly agree on the title page, the abstract, and the approval page. The title must exactly agree on the title page and the first page of the abstract, including punctuation, except that the title on the title page will be printed in all upper-case while the title on the first page of the abstract will be printed in upper- and lower-case.

Submit the thesis in four new manila envelopes. Three of them will each contain one copy of the full thesis, from the title page through the end of the thesis; these envelopes must be large enough to hold the thesis without damage to the pages. On the front of each of these envelopes, tape a photocopy of the title page. The fourth envelope should measure 9 x 12 inches and will contain the four abstracts and the three approval pages (plus microfilming materials, if microfilming has been requested by the department chair and paid for by the student; see Graduate Studies for materials). Tape the Thesis/Dissertation Submission Sheet on the front of the fourth envelope. These University requirements supersede the guidelines of any other style manuals which may be used by individual departments or master's programs. Any additional format restrictions will be imposed by and enforced through the department. The department is responsible for establishing acceptable format(s) and for communicating these standards to the student. Questions about procedure may be directed to the Office of Graduate Studies (725-8410).

Order of the Thesis

- Approval page (not numbered)
- Abstract (not a part of the thesis; its pages do not impact the pagination of the thesis)
- Title page
- *The following are numbered with lower-case Roman numerals (i, ii, iii, etc.); although every page is counted, the page numbers in this section do not have to appear on the pages themselves:*
- Dedication (optional; if included, should not be listed in the Table of Contents)
- Acknowledgments (optional; if included, must be listed in the Table of Contents)
- Table of Contents (required)
- List of Tables (required if the thesis contains any tables; must be listed in the Table of Contents)
- List of Figures (required if the thesis contains any figures; must be listed in the Table of Contents)

- Glossary or List of Abbreviations/Symbols, etc. (optional; if included, must be listed in the Table of Contents)
- Preface (optional; if included, must be listed in the Table of Contents)
- *Beginning with the first page of the text, all pages that follow are numbered consecutively in Arabic numbers (1, 2, 3, etc.); although every page is counted, the page numbers do not have to appear on the first page of each chapter, on the first page of the reference list, or on the first page of each appendix.*
- Text of thesis, divided into chapters or major sections. Each chapter or major section must begin on a new page, and the chapter titles in the text and in the Table of Contents must match.
- Terminal reference list (required)
- Appendices (optional). Must be divided into sections A, B, C, etc., if necessary for clarity. Each Appendix must begin on a new page, and the Appendix titles in the text and in the Table of Contents must match.

Summary of Procedures for Master's Degrees

http://www.gsr.pdx.edu/ogs_general_summary_masters.html

The following outline summarizes the Portland State University procedural requirements for master's degrees. Additional requirements may be imposed by specific programs. Additional information can be found in the Graduate Studies section of the Portland State University Bulletin 2006-07 pages 61-74. See the Graduate Candidates' Deadlines available in the Office of Graduate Studies.

Steps marked with *** are required for every master's degree.

1. Apply for admission about six months prior to the beginning of the term for which admission is requested. Check with the specific department about the deadlines. Note that you must apply to both the university and department separately.

2. Prior to registration, become familiar with general regulations and procedures for the master's degree as described in the Bulletin.

3. Prior to first term registration, meet with faculty adviser assigned by program director and plan a preliminary program of study.

4. If graduate courses taken while an undergraduate at PSU and not used in the bachelor's degree are to be considered for use in the graduate program, the Reservation of Graduate Credit form (GO-10) must be filed in the Office of Graduate Studies no later than the term following admission to a graduate degree program; we encourage students to file this form before graduation with the baccalaureate degree. (Valid only for courses completed at PSU, limited to 12 credits maximum.) Reserved credits are also subject to all pre-admission limits and requirements. (<http://www.gsr.pdx.edu/forms/go-10.pdf>)

5. If pre-admission credit (courses taken at any institution before the term of formal admission to the PSU graduate degree program) OR transfer credit (courses taken at any time from another accredited institution) is to be included in the master's program of study, the Proposed for Master's Pre-admission and/or Transfer Credit form (GO-21) must be filed in the Office of Graduate Studies for approval. It is strongly suggested that this form be submitted early in the student's program; it must be approved before the GO-12 can be approved. (<http://www.gsr.pdx.edu/forms/go-21.pdf>)

6. If admitted to conditional or qualified status, remove all deficiencies and/or conditions. Department must submit a Request for Change of Status form (GO-7) to remove department conditions; most university conditional admission will automatically be changed to regular status after completion of the first 9 letter-graded graduate hours with a 3.00 or better GPA. (<http://www.gsr.pdx.edu/forms/go-7.pdf>)

7. If a foreign language is required, pass the foreign language exam. This requirement must be met before the GO-12 or oral exam committee can be approved and before any final exam may be taken. (See "Options for Meeting the Graduate Foreign Language Requirement for MA and MAT students," page 70 in the Bulletin.)

8. *** Submit a final Graduate Degree Program form (GO-12), planned with and approved by the faculty adviser and signed by the department chair or department graduate committee chair, to the Office of Graduate Studies no later than the first week of the term of graduation. Deadlines are available in the Office of Graduate Studies. (<http://www.gsr.pdx.edu/forms/go-12.pdf>)

9. *** Student must file Application for Awarding of Master's or Doctoral Degree form in the Office of Graduate Studies no later than the first week of the term of graduation. Deadlines are available in the Office of Graduate Studies.

(<http://www.gsr.pdx.edu/application/>)

10. A minimum enrollment of one credit is required during the term in which oral or written exams are taken. A thesis student must be registered for at least one credit in every term in which the student is working on any phase of thesis, including data development or collection, writing, revision, defense, and finalization through acceptance by the Office of Graduate Studies.

11. If thesis is to be submitted:

1. Thesis proposal, Human Subjects Research Review Committee approval, and appointment of departmental thesis committee must be completed before submission of the GO-12 (see #8 above). (<http://www.gsr.pdx.edu/compliance/human/>)

2. Adviser submits the Appointment of Final Oral Examination Committee form (GO-16M for appointment of the Representative of the Office of Graduate Studies two weeks before the end of the term preceding the term of defense (earlier in summer term). The chair of the examination committee and the Graduate Office representative must be regular, full-time PSU faculty, tenured or tenure-track, assistant professor or higher in rank; the other committee members may include adjunct faculty. If it is necessary to go off-campus for one committee member with specific expertise not available among PSU faculty, a CV for the proposed member must be submitted with the GO-16M; that member must be in addition to the required three PSU faculty members. All committee members must have master's degrees. No defense shall be valid without a thesis committee approved by the Office of Graduate Studies. (<http://www.gsr.pdx.edu/forms/go-16m.pdf>)

3. The oral examination (thesis defense) must take place at least five weeks prior to the end of the term and all members, including the Graduate Office Representative, must receive a complete copy of the thesis at least two weeks prior to the examination date. For summer term graduation, deadlines apply to the regular eight-week Summer Session dates; later completion will result in fall term graduation.

4. Student must check with faculty adviser and thesis committee chair to assure completion of requirements prior to final examinations.

5. Three copies of the unbound thesis and four copies of the abstract, in final approved form, must be submitted to the Office of Graduate Studies at least three weeks prior to close of the term in which the degree will be granted. Deadlines for each term are available in the Office of Graduate Studies. Required changes must be made before graduation.

12. In the case of a non-thesis final oral examinations, the committee shall consist of at least two members of the student's department, including the student's adviser. At the discretion of the department, a faculty member from another department may be added; that member would be selected by the adviser, the department chair, or the departmental graduate committee chair, according to department policy. For MAT and MST students, one member of the committee is required to be added from the School of Education. See the Bulletin (p. 71) for additional information about non-thesis committees. The oral examination must be scheduled no less than two weeks before the end of the term.

13. If there are any changes in a GO-12 which has been approved by the Office of Graduate Studies, a Change in Graduate Degree Program form (GO-13) must be filed. (<http://www.gsr.pdx.edu/forms/go-13.pdf>)

14. Schedule and pass final master's examinations, if required, at least two weeks before date of graduation.

15. An Incomplete or In-Progress grade in any course, excluding thesis (see #17 below), which is on the approved program (GO-12) must be removed no later than two weeks before graduation.

16. All M (Missing) grades in PSU graduate courses that could potentially be letter graded must be removed no later than two weeks before graduation, even if the courses are not listed on the student's approved GO-12.

17. *** Adviser is responsible for the completion of the form Recommendation for the Degree (GO-17M), which is due in the Office of Graduate Studies the last day of the term of graduation. In-Progress grades for required thesis credits are changed on the form, eliminating the need for the Supplemental Grade Report for these courses. Outstanding grades for all other required courses must be submitted by the instructor directly to the Office of Admissions, Registration, and Records.

18. The Dean of Graduate Studies certifies that all requirements for the degree have been met and recommends the awarding of the degree.

19. The degree is awarded in the Student Information System by the Registrar's Office, which causes a diploma to be produced. Diplomas are available in the Office of Degree Requirements (104 Neuberger Hall) approximately one full term after the degree is awarded. (Please note that commencement is not the same as graduation.)

For specific deadlines for each term, see the Graduate Candidates' Deadlines available on the web and in departmental offices and in the Office of Graduate Studies, 117 Cramer Hall.

Staying Connected

Information posted on PSU websites.

Students will often be able to find answers for many of their questions by referring to the website for CCJ, the graduate office, or another office at PSU. All students should check these websites on a regular basis for updated information.

PSU Email account required.

Students are required to obtain a computer account on the PSU computer system (known as ODIN). This account will allow students to send and receive email, dial into campus resources from off-campus, and use PSU computing resources on campus. Students should check their PSU email accounts several times per week to check for important university and CCJ announcements. Information for obtaining a computer account may be found at www.account.pdx.edu.

Contacting CCJ.

Students may contact the division in one of a number of ways. We are located on the fifth floor of the Urban Building in Room 550. The front desk is staffed between the hours of 9:00 a.m. and 5:00 p.m. Monday through Friday. After these hours, access to CCJ offices is restricted to those possessing keys. To contact a faculty member in their office after hours, a telephone is located on the sixth floor in front of the door to Room 670. The telephone number for the front desk is (503) 725-4014. The CCJ email address is ccj@pdx.edu.

Student's Change in Name, Address, or Other Contact Information.

Students who change their name, address, telephone number, email address, or any other item relating to their contact information should notify the CCJ office. Official PSU records should also be updated through the PSU Information System.

Criminology and Criminal Justice M.S. Program

Graduate Handbook

Appendices

Key Events During CCJ Master's Program*

<u>Event</u>	<u>When</u>
Selection of advisor	By December 1 of Fall Quarter (fall admits) By the end of the 9 th week of admission term (winter and spring admission).
Reservation of graduate credit (GO-10)	Only for students who took graduate courses at PSU as an undergraduate to be used in a graduate program; usually filed prior to undergraduate graduation. At latest, must be filed during term following admission.
Pre-admission or transfer credit approval (GO-21)	As early as practical during student's course of study.
Removal of departmental conditions (GO-7)	As soon as departmental conditions for admission have been fulfilled.
Approved graduate degree program form (GO-12)	No later than the Friday of the first week of student's anticipated term of graduation.
Application for graduation	No later than the Friday of the first week of student's anticipated term of graduation.
Recommendation for degree (GO-17M)	Not later than the last day of the term of graduation.

*Other dates and forms may apply to individual students. For a complete listing, see:
http://www.gsr.pdx.edu/ogs_general_masters.php

EFFECTIVE FALL 2005

CRIMINOLOGY & CRIMINAL JUSTICE
Master of Science

(All candidates for M.S. must complete a minimum of 50 – 54 graduate credits)

TOTAL CCJ CORE CREDITS = 20

Course #	Name of Course	Check Off
AJ 515	Theories of Crime-4	
AJ 520	Analysis of Crime and Justice Data-4	
AJ 525	Criminal Justice Theory-4	
AJ 530	Criminal Justice Research-4	
AJ 535	Criminal Justice Policy-4	

CCJ ELECTIVE CREDITS = 12

(Half of which need to be taken in the Division of Criminology and Criminal Justice)

SPECIALIZATION FIELD = 12-16 (4 class minimum)

(Specialization field determined in consultation with an advisor; courses may be selected from several academic units so long as they comprise a coherent field of study that will contribute to the academic development of the student)

THESIS OR PROJECT = 6

CCJ Graduate Advisor Request Form (Fall 2006)

Student Name:

Student ID #:

Student Email:

Term Admitted to CCJ Masters Program

Areas of Interest:

Choice for Graduate Advisor: (put an X next to your 1st, 2nd, & 3rd choice)

Professor	1st Choice	2nd Choice	3rd Choice
Cunningham, W.S.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Henning, K.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jolin, A.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lockwood, R.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Renauer, B.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Our hope is that 1st choice preferences will be filled. However, depending upon each faculty's current advising load and other factors, one's first choice may not be possible. You do not need to choose a faculty advisor either; advisors will be automatically assigned to active students depending upon faculty availability.

Application for the Appointment of a Graduate Assistant

The completed application is due to the Division of Criminology and Criminal Justice by April 20, 2007 at 5:00 p.m.

Name

PSU id number

Address:

Street

Email address

Apartment/Other number

Phone number

City, State, Zip

Expected graduation

Credit hours completed

PSU Graduate GPA

I would prefer (mark all that apply):

- A teaching assistant position
- A research oriented position
- Undergraduate advising
- Office and/or administrative

Please describe any applicable skills and experience:

Please list all previous PSU graduate assistant appointments, duties, and supervisors:

PORTLAND STATE UNIVERSITY
GRADUATE ASSISTANT TERMS OF APPOINTMENT

ELIGIBILITY

To qualify and to remain eligible for an appointment, the student must have Regular Admission status (or Qualified Admission status: eligible for Regular University admission but having only departmental conditions) and must maintain good academic standing in a graduate degree program at PSU. The graduate assistant must be registered for and satisfactorily complete a minimum of 9 graduate credits each term the assistantship is in effect, except Summer Term, with term and cumulative GPAs of 3.00 or higher, and show satisfactory academic progress in fulfilling the requirements of the degree program. (The graduate assistant will also be registered for assistantship-related Practicum or Research credits each term, as noted in the memo from the Vice Provost for Graduate Studies, which cannot apply toward any degree and do not count toward the 9-credit enrollment requirement.)

TERMS OF APPOINTMENT

Levels of appointment may be between 0.15 and 0.49 FTE per term, with appointments being either for a single term, for 9 months, or for 12 months (see paragraph below). The typical full time assistantship is at 0.30 FTE. Students appointed for an academic year (9 months) receive a salary each month during the academic year; students appointed for 12 months receive a salary each month of the year. Appointments for fiscal quarters essentially parallel the academic terms for which the instruction fee portion of the tuition is remitted. The carry over of a week or two from one fiscal quarter to another does not provide instructional fee remission for both academic quarters.

Under no circumstances can a graduate assistant hold unclassified or classified appointments concurrent with the graduate assistantship. If a graduate assistant also earns student wages or other graduate assistant wages, a maximum of .49 FTE (approximately 254 hours of work total per term) is allowed from all PSU appointments during each term the assistantship is in effect.

For example, a graduate assistant with a 0.30 FTE appointment could work a maximum of 0.19 additional FTE in that term in any other PSU student position(s) but could not have any unclassified or classified appointment in that term. 1.0 FTE for 13 weeks is approximately 520 hours of work; 0.19 FTE (98 hours) maximum is available in that term for other student work at PSU.

SERVICE TO THE INSTITUTION

Graduate assistants holding a 0.30 FTE appointment are expected to provide teaching or research services of approximately 12-15 hours per week (see Salary and Hours, below). The time commitment for other levels of appointment should be increased or decreased proportionally. Teaching assistants provide service related to the University's instructional program (e.g., teaching, laboratory, or discussion sections; grading papers). Research assistants provide service related to the research functions of the Department or School/College. In all cases the assistantship is regarded as a contribution to the graduate student's learning experience as well as a service to the university.

SALARY AND HOURS

The graduate assistant is provided a salary on a monthly basis as compensation for the service that has been provided. The salary is not directly dependent on the actual number of hours worked each month, but rather is paid for satisfactory performance of professional responsibilities as required by the Department Chair or program Director. However, as a guideline, the following can be used:

Each term is 13 weeks. $13 \text{ weeks/term} \times 40 \text{ hours/week} \times .3 \text{ FTE} = \text{approximately } 156 \text{ hours/term}$. If students are teaching assistants and do not work during vacation, they would work about 15 hours per week; if they work the entire term, they would work about 12 hours per week ($156 \text{ hours}/13 \text{ weeks} = 12 \text{ hours per week}$).

Term dates are defined as follows: Fall term, September 16 – December 15; Winter term, December 16 – March 15; Spring term, March 16 – June 15; Summer term, June 15 – September 15.

All graduate assistantships must be for appointments between .15 and .49 FTE (inclusive) and must also include tuition remission equivalent to at least the minimum established by the tuition remission schedule set each academic year (instructional costs only, at resident rates). Nonresident graduate assistants are charged resident tuition rates for the terms of their graduate assistantship only. No vacation, medical, dental, or retirement benefits are paid, and no time toward tenure is accrued.

TERMINATION OF APPOINTMENT

All appointments are made for a specific period of time (e.g., one quarter, 9 months, 12 months). Reappointment is not automatic, must be considered on a competitive basis, and is based upon an evaluation of the student's academic progress and performance as a graduate assistant. An appointment may be terminated at any time because of unsatisfactory academic performance, such as probation status, or for failure to register for and complete satisfactorily a minimum of 9 graduate credits in a term, or if the services provided by the graduate assistant are judged unsatisfactory or unnecessary. A graduate assistant who has been terminated by the Department may petition the Dean of the appropriate School/College for review of the termination action. After review, the Dean of the appropriate School/College will confirm the termination or reinstate the appointment. Termination of the appointment is not subject to the administrative rules of the Oregon State Board of Higher Education and Portland State University.

Portland State University

Application for Awarding of Master's or Doctoral Degree

Due the first Friday of the term in which you anticipate completing your master's or doctoral degree

Deliver or mail **BOTH** signed and dated copies to: OFFICE OF GRADUATE STUDIES 117 Cramer Hall / PO Box 751 Portland, OR 97207

Faxed/emailed copies of this form will NOT be accepted

ANTICIPATED TERM OF GRADUATION _____
Term Year STUDENT ID NUMBER last 4 digits of SSN

PLEASE PROVIDE YOUR NAME EXACTLY AS YOU WISH IT TO APPEAR ON YOUR DIPLOMA (Name must be on PSU records)

First Name Middle Name Last Name
DEGREE (e.g. MA, MS, MBA, MEd, PhD, EdD) _____ in _____ (major)

Best DAYTIME PHONE NUMBER for contacting you _____ Alternate PHONE NUMBER _____

E-MAIL ADDRESS _____ ADVISER's name (not signature) _____

- A \$20 charge will be applied to your PSU account after your application is processed by the Office of Graduate Studies
- Diploma information will be mailed to your address in the Student Information System – be sure your mailing address is up to date

STUDENT SIGNATURE (REQUIRED) / Date

Do you want your name printed in the Commencement Program? Yes No

HOMETOWN: City _____ State/Country _____
(optional; for the Commencement Program)

Are you currently admitted to another graduate program at PSU which you plan to continue after completion of this degree? No Yes If Yes, in which program? _____

OFFICE USE ONLY:	
Req. Com.	_____
Initials/Date	OGS 1/07

ADDITIONAL DOCUMENTS ARE REQUIRED FOR GRADUATION. For details and online forms visit <http://www.gsr.pdx.edu>

Portland State University

Application for Awarding of Master's or Doctoral Degree

Due the first Friday of the term in which you anticipate completing your master's or doctoral degree

Deliver or mail **BOTH** signed and dated copies to: OFFICE OF GRADUATE STUDIES 117 Cramer Hall / PO Box 751 Portland, OR 97207

Faxed/emailed copies of this form will NOT be accepted.

ANTICIPATED TERM OF GRADUATION _____
Term Year STUDENT ID NUMBER last 4 digits of SSN

PLEASE PROVIDE YOUR NAME EXACTLY AS YOU WISH IT TO APPEAR ON YOUR DIPLOMA (Name must be on PSU records)

First Name Middle Name Last Name
DEGREE (e.g. MA, MS, MBA, MEd, PhD, EdD) _____ in _____ (major)

Best DAYTIME PHONE NUMBER for contacting you _____ Alternate PHONE NUMBER _____

E-MAIL ADDRESS _____ ADVISER's name (not signature) _____

- A \$20 charge will be applied to your PSU account after your application is processed by the Office of Graduate Studies
- Diploma information will be mailed to your address in the Student Information System – be sure your mailing address is up to date

STUDENT SIGNATURE (REQUIRED) / Date

Do you want your name printed in the Commencement Program? Yes No

HOMETOWN: City _____ State/Country _____
(optional; for the Commencement Program)

Are you currently admitted to another graduate program at PSU which you plan to continue after completion of this degree? No Yes If Yes, in which program? _____

OFFICE USE ONLY:	
Req. Com.	_____
Initials/Date	OGS 1/07

ADDITIONAL DOCUMENTS ARE REQUIRED FOR GRADUATION. For details and online forms visit <http://www.gsr.pdx.edu>

**Submit complete application, with BOTH halves signed and dated, to
Office of Graduate Studies, 117 Cramer Hall**

**Master's Degree
RESERVATION OF GRADUATE CREDIT**

Some graduate-level course work taken at Portland State University while working toward a student's first bachelor's degree can be reserved for use in a PSU graduate program. Reserved graduate credit is limited to 12 graduate credits letter-graded B- or higher, earned within the last 45 credits prior to the awarding of the bachelor's degree, and not used to fulfill the requirements of the bachelor's degree.

The GO-10 form should be submitted as early as possible, preferably before the awarding of the bachelor's degree.

- If it is submitted before graduation with the bachelor's degree, the Office of Degree Requirements will guarantee that these credits will not be used toward that degree. After graduation, the courses will still need to be reviewed to see if they meet all the other requirements for Reserve credits. Submitting a GO-10 form does not guarantee admission to a graduate degree program at Portland State University.
- If this form is submitted after graduation with the bachelor's degree, Degree Requirements must verify that the credits were not used in the bachelor's degree before all other conditions are reviewed.

Reserved graduate credits are Pre-admission credits and are subject to all Pre-admission requirements and limitations. Pre-admission credits must be approved by Graduate Studies with a GO-21 form before the student's Graduate Degree Program (GO-12 form) can be approved.

Name _____ ID # _____

Address _____ City _____ State _____ Zip _____

E-mail (**PRINT CLEARLY**) _____ Day phone (____) _____ Other phone (____) _____

Bachelor's degree _____ Major _____ Intended or actual term of graduation with bachelor's degree _____

Master's Degree _____ Major _____ Intended or actual term of admission to the graduate program _____

I propose that the following courses be reserved for use in my graduate degree program:

DEPT.	NO.	TITLE	TERM/YEAR	GRADE	CREDITS

TOTAL RESERVED CREDITS REQUESTED _____
(limit 12 credits)

Student's signature _____ Date _____

Routing: For students not admitted to a graduate program, submit this form to Graduate Studies in 117 Cramer Hall.
For students already admitted, submit to your department for approval.

Degree Requirements Approval

The above courses have not been used in the student's PSU bachelor's degree.

Degree Requirements _____ Date _____

Routing: forward this form to Graduate Studies once approved.

Graduate Departmental Approval

By signing this form, the student's Graduate Adviser and Department Chair or Graduate Committee Chair have reviewed the appropriateness of these credits toward the student's individual program of study and approves the use of these courses as Reserved graduate credits toward the student's graduate degree program, pending approval of the Office of Graduate Studies.

Graduate Adviser _____ Date _____

Department Chair or Graduate Committee Chair _____ Date _____

Routing: forward this form to Graduate Studies once approved.

Graduate Studies Approval

The above courses meet Portland State University requirements for acceptance as Reserved graduate credit.

Dean of Graduate Studies _____ Date _____

Master's Degree

POLICY AND EXAMPLES REGARDING PRE-ADMISSION AND TRANSFER CREDIT

All master's students are required to earn a minimum of two-thirds of the credits applied to the degree *after formal admission to the PSU degree program* and must earn a minimum of two-thirds of the credits applied to the degree *at PSU*. A maximum of one-third of the total number of credits required for a degree program may be **Pre-admission** credits, which are defined as credits taken at any institution, including PSU, before the formal term of admission to a PSU graduate degree program, and one-third of the total credits may be **Transfer** credits, which are defined as credits taken at any other institution at any time. Reserve credits, which are graduate-level courses taken at PSU while working toward the first bachelor's degree but not used to meet the requirements of the bachelor's degree, are included in Pre-admission totals. Reserve courses have additional stipulations and requirements, and must be approved with the use of a GO-10 form. Departments may have additional restrictions.

All Pre-admission and Transfer credits must be graduate level and meet the following requirements: 1) must be letter graded B- or higher; 2) must not be graded Pass (or similar grading method); 3) must not be used for any other degree at any institution; 4) must be no older than seven years old at the time the master's degree is awarded; 5) must be applicable to a master's degree at originating institution without qualification; 6) must not be correspondence credit. Refer to the PSU Bulletin for information on transfer of television courses, short-term courses, and courses from foreign institutions, as these require additional documentation.

Example 1: Emily was admitted to the MA in English at PSU effective Fall 2001. The MA in English is a 45 credit program, so she is allowed a maximum 15 Pre-admission credits and a maximum 15 Transfer credits. She took 12 graduate credits at PSU before her term of admission. She also took 9 graduate credits in English at Oregon State University, 3 credits before and 6 credits after her term of admission to PSU.

Pre-admission Credits

DEPT.	NO.	TITLE	INSTITUTION	TERM/YEAR	GRADE	CREDITS
ENG	526	The Age of Chaucer	OSU	Fall 1999	A-	3
ENG	591	Literary Criticism	PSU	Spring 2000	A-	4
ENG	520	Caribbean Literature	PSU	Summer 2000	B	4
ENG	548	Cather and Friends	PSU	Spring 2001	A	4

TOTAL PRE-ADMISSION CREDITS REQUESTED 15

Transfer Credits

DEPT.	NO.	TITLE	INSTITUTION	TERM/YEAR	GRADE	CREDITS
ENG	526	The Age of Chaucer	OSU	Fall 1999	A-	3
ENG	535	Studies in Shakespeare	OSU	Summer 2002	B	3
ENG	531	John Milton	OSU	Summer 2002	A	3

TOTAL TRANSFER CREDITS REQUESTED 9

Note that ENG 526 from OSU meets the definition of Pre-admission and Transfer credits, so it must be listed in both tables.

Example 2: Scott took 16 credits of Public Administration courses at UO, then moved to PSU and took another 12 credits before he was formally admitted to the Master of Public Administration in Fall 2002. The MPA at PSU is a 60 credit program, so Scott is allowed a maximum 20 Pre-admission credits and a maximum 20 Transfer credits. Since he has taken 28 Pre-admission credits, he will need to work with his adviser to determine which 20 of these 28 credits would be most appropriate to use in his PSU degree.

Pre-admission Credits

DEPT.	NO.	TITLE	INSTITUTION	TERM/YEAR	GRADE	CREDITS
PPPM	618	Intro. to Public Service	UO	Winter 2002	A	4
PPPM	628	Public Finance Admin.	UO	Winter 2002	A	4
PA	513	Admin. Values and Ethics	PSU	Spring 2002	B	3
PA	520	Intro. Non-Profit Mgmt	PSU	Spring 2002	A-	3
PA	536	Strategic Planning	PSU	Spring 2002	A	3
PA	540	Admin. Theory and Behavior	PSU	Spring 2002	B+	3

TOTAL PRE-ADMISSION CREDITS REQUESTED 20

Transfer Credits

DEPT.	NO.	TITLE	INSTITUTION	TERM/YEAR	GRADE	CREDITS
PPPM	618	Intro. to Public Service	UO	Winter 2002	A	4
PPPM	628	Public Finance Admin.	UO	Winter 2002	A	4

TOTAL TRANSFER CREDITS REQUESTED 8

Note that PPPM 618 and 628 from UO meet the definition of Pre-admission and Transfer credits, so they must be listed in both tables.

For more details on how this policy would affect your plan of study, contact the Office of Graduate Studies in 117 Cramer Hall or at 503-725-8410.

Master's Degree

PROPOSED PRE-ADMISSION AND TRANSFER CREDIT

This form is required whenever Pre-admission and/or Transfer credit is requested. The GO-21 must be submitted and approved before the GO-12 can be approved. Approval of the GO-21 *early in the student's program* is recommended, so the student will have sufficient time to complete any additional course work which may be necessary to her/his program. In the case of transfer credits, an official transcript in a sealed (closed) envelope from the originating institution must be attached if it is not already on file in the Office of Admissions.

Name _____ ID# _____ Term of Admission _____
 Address _____ City _____ State _____ Zip _____
 E-mail (**PRINT CLEARLY**) _____ Day phone (____) _____ Other phone (____) _____
 Degree _____ Major _____ Department, _____
 if different from Major _____ Adviser _____

All master's students are required to earn a minimum of two-thirds of the credits applied to the degree *after formal admission to the degree program* and must earn a minimum of two-thirds of the credits applied to the degree *at PSU* (reserved credits are included in these totals). A maximum of one-third of the total number of credits required for a degree program may be **Pre-admission** credits, which are defined as credits taken at any institution, including PSU, before the formal term of admission to a PSU graduate degree program, and one-third of the total credits may be **Transfer** credits, which are defined as credits taken at any other institution at any time. Departments may have additional restrictions. Please refer to the back of this form for further details and examples.

All Pre-admission and Transfer credits must be graduate level and meet the following requirements: 1) must be letter graded B- or higher; 2) must not be graded Pass (or similar grading method); 3) must not be used for any other degree at any institution; 4) must be no older than seven years old at the time the master's degree is awarded; 5) must be applicable to a master's degree at originating institution without qualification; 6) must not be correspondence credit. Refer to the PSU Bulletin for information on transfer of television courses, short-term courses, and courses from foreign institutions, as these require additional documentation.

If a course meets the definition of Pre-admission and Transfer, it **MUST** be listed in **BOTH TABLES BELOW**

Pre-admission Credits

DEPT.	NO.	TITLE	INSTITUTION	TERM/YEAR	GRADE	CREDITS

TOTAL PRE-ADMISSION CREDITS REQUESTED _____

Transfer Credits

Transfer credits from other institutions are not computed in the PSU graduate GPA and are not entered on PSU's transcript.

DEPT.	NO.	TITLE	INSTITUTION	TERM/YEAR	GRADE	CREDITS

IF CREDITS AT ORIGINATING INSTITUTION ARE SEMESTER CREDITS, CLEARLY INDICATE WHETHER THEY SHOULD BE CONVERTED TO QUARTER CREDITS (MAXIMUM CONVERSION: 1 SEMESTER CREDIT = 1.5 QUARTER CREDITS; PARTIAL CREDITS CANNOT BE ROUNDED UP)

TOTAL TRANSFER CREDITS REQUESTED _____

COMMENTS _____

Required Signatures

Student Signature _____ Date _____

Adviser _____ Date _____

Department Chair or Graduate Committee Chair _____ Date _____

Dean of Graduate Studies _____ Date _____

REQUEST FOR CHANGE OF STATUS

This form is required to change a student's admission status from *Departmental Conditional* to *Regular* status and should be submitted to the Office of Graduate Studies, 117 Cramer Hall.

A GO-7 should be used to remove Department condition(s) as soon as it is appropriate to do so. A student's GO-12 or GO-16 cannot be approved until all Departmental conditions have been met and the GO-7 has been processed by OGS.

Name _____ ID # _____

Address _____ City _____ State _____ Zip _____

E-mail (**PRINT CLEARLY**) _____ Day phone (____) _____ Other phone (____) _____

Degree _____ Major _____ Department, if different from Major _____

Term of Admission _____ Adviser _____

TO REMOVE A DEPARTMENT CONDITION (AD, AB, or AC* status in Banner)
imposed by the department at the time of admission

Specify exact condition(s) imposed by department at admission:

NOTE: University Conditional Admission (AK or AC* status in Banner), imposed when undergraduate GPA was too low to warrant Regular Admission, cannot be removed by an academic department.

* AC status indicates both University and Department conditions. If the University condition is removed first, the status will change from AC to AB. If the Department condition is removed first, the status will change from AC to AK.

The department certifies that the student has satisfied the condition(s) listed above.

Department Chair or Graduate Committee Chair _____ Date _____

Processed by Office of Graduate Studies _____ Date _____

MASTERS
APPOINTMENT OF FINAL ORAL EXAMINATION COMMITTEE
for THESIS students only

The adviser must submit this form to the Office of Graduate Studies no later than the date indicated on the Graduate Candidates' Deadline form for the intended term of graduation. The adviser should submit the names of two regular PSU faculty members, tenured or tenure-track, from other departments for consideration for Graduate Office Representative. The Office of Graduate Studies will select the Graduate Office Representative and will approve the committee; the department, the student, and all committee members will receive copies of the approved form.

The student must deliver a complete readable, typed defense draft of the thesis to all members of the approved committee, including the Graduate Office Representative, no fewer than 14 days before the oral defense.

The final oral examination committee shall consist of a minimum of two members of the student's department (the thesis adviser and one other faculty member) plus the Graduate Office Representative. The Chair and the Graduate Office Representative must be regular PSU faculty, tenured or tenure-track, Assistant Professor or higher in rank. A maximum of two additional members may be designated before submission of the GO-16M. (If it is necessary to go off-campus for an additional committee member with specific expertise not available among PSU faculty, a CV for that proposed member must be submitted with this form.) All members of the committee must be present for the oral examination.

NO DEFENSE SHALL BE VALID WITHOUT A THESIS COMMITTEE APPROVED BY THE OFFICE OF GRADUATE STUDIES.

Any committee changes, for any reason, must be approved in advance by the Office of Graduate Studies.

To be completed by the THESIS ADVISER

Student _____ Student ID # _____

Student phone _____ Student email (PRINT CLEARLY) _____

Degree _____ Major _____ Department, if different from Major _____

If MA or MAT, passing of Language Requirement is a prerequisite. Date of FL exam _____ Language _____

Thesis title or topic _____

Will Human Subjects be involved in any way? _____ If yes, the Human Subjects Approval Memo **MUST** be attached.

Estimated date of defense _____ Do not schedule without OGS approval of the committee.

COMMITTEE MEMBER

DEPARTMENT

Chair: _____

Submit two suggestions, in priority order, for consideration for Graduate Office Representative

NO DEFENSE SHALL BE VALID WITHOUT A THESIS COMMITTEE APPROVED BY THE OFFICE OF GRADUATE STUDIES.

Thesis Adviser (name) _____ Thesis Adviser (signature) _____ Date _____

Department Chair (name) _____ Department Chair (signature) _____ Date _____

To be completed by the OFFICE OF GRADUATE STUDIES

Graduate Office Representative _____
Name _____ Department _____

Dean of Graduate Studies _____ Date _____

**MASTERS
RECOMMENDATION FOR THE DEGREE**

The department must submit this form to the Office of Graduate Studies upon completion of all final evaluation procedures. Since the GO-17 is such a vital document it should always be delivered, not mailed, to OGS.

Students can never handle their own GO-17 once it has any signatures.

Student _____ ID # _____

is a candidate for the _____ degree in _____ and has fulfilled the following requirements:

1. Foreign Language Verification (if applicable; required for M.A. and M.A.T. degrees)

_____	_____	_____	_____
Language	Date	Office of Graduate Studies	Date

2. Written Examination (if applicable)

This candidate has taken a written comprehensive examination administered _____.
The examiner's decisions are indicated by the undersigned: _____ (enter written exam date)

_____	Pass Fail	_____	Pass Fail
_____	Pass Fail	_____	Pass Fail

3. Oral Examination, including Thesis defense (if applicable)

This candidate has taken an oral examination administered _____.
The examiner's decisions are indicated by the undersigned: _____ (enter oral exam date)

_____	Pass Fail	_____	Pass Fail
_____	Pass Fail	_____	Pass Fail
_____ Graduate Office Representative			

THESIS GRADE				
To be used for grading 503 Thesis credits <u>only</u>. All other course numbers must be graded online or with an SGR.				
	503			
Dept.	No.	Grade	Thesis Adviser signature	Thesis Adviser – print name
The signature verifies that this is the official grade to be posted on the Portland State University transcript. A minimum of 6 and a maximum of 9 credit hours are used for the degree, but all 503 Thesis credits on the student's transcript will be changed to this grade.				

OGS USE ONLY: This candidate has submitted to the Office of Graduate Studies on (date) _____ four copies of the abstract and three copies of the thesis approved by Graduate Studies on (date) _____.

4. Other Final Evaluation (if applicable)

This candidate has successfully completed all other evaluation procedures required by the department or program, namely:
(specify) _____

REQUIRED: This candidate (IS) (IS NOT) (circle one) certified to the Faculty of the University as having fulfilled the above requirements for the degree.

_____	_____	_____	_____
Adviser	Date	Department Chair	Date

Dean of Graduate Studies _____ Date _____