



College Document # 4.6

UCC Document # 66

Review Type:  Edit  Exp  Full

**CATALOG YEAR 2015-2016**

COLLEGE/SCHOOL/SECTION: COAS/PASR/CRIJ

**Course:** Add:  Delete:   
(check all that apply) Change: Number  Title  SCH  Description  Prerequisite

**Response Required:** New course will be part of major  minor  as a required  or elective  course

**Response Required:** New course will introduce , reinforce , or apply  concepts

**Response Required:** Grade Type  Normal (A-F)  CR/NC  P/F

If new, provide Course Prefix, Number, Title, **Measurable** Student Learning Outcomes, SCH Value, Description, prerequisite, and lecture/lab hours if applicable. If in current online catalog, provide change and attach text with changes in red and provide a brief justification.

**Program:** Delete:  Add:  Change:  Attach new/changed Program of Study description and 4-year plan. If in current online catalog, provide change and attach text with changes in red.

**Program Learning Outcomes:** Add:  Change:  Attach listing of program learning outcomes.

**Minor:** Add:  Delete:  Change:  Attach new/changed minor. If in current online catalog, provide change and attach text with changes in red.

**College Introductory Pages:** Add information:  Change information:   
Attach new/changed information. If in current online catalog, provide change and attach text with changes in red.

**Other:** Add information:  Change information:  Attach new/changed information. If in current online catalog, provide change and attach text with changes in red.

This catalog change form is for admissions and declaration of track policies for the MSCJ program to be published here: <http://www.tamtu.edu/catalog/current/gradcoas.shtml> and as a new link here: <http://www.tamtu.edu/coas/pasr/PasrDegrees.shtml>. The previous policy is struck through below; the new policies will go into effect spring 2015.

**MSCJ ADMISSIONS POLICY**

Admission to the Master of Science program in Criminal Justice is competitive. The decision to admit applicants is based upon a number of factors. The undergraduate GPA, as well as writing skills in the personal statement and writing sample all play a significant role in evaluating each applicant's ability to be successful in the Master's program. Other factors that are considered include letters of recommendation, the resume and other graduate work where applicable. It is extremely important to ensure that your packet contains your best work. Failure to provide all of the required documents in the proper format or length will result in the automatic non-admission to the program.

All application materials for the Master of Science in Criminal Justice are due by the date prescribed by the Office of Graduate Studies & Research to be considered for admission. You

may apply and begin our graduate program in the Fall, Spring, or Summer if you are fully admitted into the program (to begin the summer, the application materials must be received by the due date for Spring). If you are provisionally admitted, you must begin our graduate program in the Fall or Spring. In addition, all provisionally admitted students must take two required courses prior to completing any other graduate course work and receive a B or better in both required courses in order to proceed to full admission.

In those cases where the undergraduate major and minor differs from criminal justice, the applicant may be required to take developmental undergraduate courses. These cases will be reviewed by the criminal justice faculty.

The following are the admissions criteria for the master's program in criminal justice:

- 1) Submit an application for graduate studies by the due date provided by the Office of Graduate Studies & Research. Deadlines can be found at:  
<http://www.tamtu.edu/gradschool/>
- 2) Pay the application fee.
- 3) Submit transcripts from all colleges/universities attended.
- 4) Provide evidence of overall and upper-level GPAs.
  - a. Applicants who have an overall 3.0 GPA and upper-level GPA of 3.2 in their major may be fully admitted into the program, provided all required documentation in the proper length and format are submitted.
  - b. Applicants who have already earned a Master's degree from an accredited University may be fully admitted into the program provided all required documentation in the proper length and format are submitted.
  - c. Applicants who have an overall GPA of 2.7 to 3.1 and upper-level GPA of 3.0 in their major will be considered for provisional admission into the program, provided all required documentation in the proper length and format is submitted. The complete application packet must demonstrate to the criminal justice faculty that the applicant is capable of successfully completing the Master's program.
  - d. Applicants with <sup>overall (see Page 5)</sup> GPAs lower than 2.7 will be considered for provisional admission in the program, provided all required documentation in the proper length and format is submitted. The complete application packet must demonstrate to the criminal justice faculty that the applicant is capable of successfully completing the Master's program.
- 5) Submit a Personal Statement describing your research interests and indicating how your research interests and academic/professional background will assist you in successfully completing the online degree program.
- 6) Submit three letters of recommendation to the Office of Graduate Studies & Research. You must include two academic and one professional letters of recommendation and they should indicate:

- a. Applicant's academic performance (or job performance) that is relevant to show competency to be successful in graduate education
  - b. Applicant's ability to succeed in an online program where a good deal of motivation, dedication and self-direction is necessary
  - c. Applicant's strengths and weaknesses
- 7) Submit a resume.
- 8) Submit at least a 10 page writing sample that demonstrates:
- a. Knowledge of contemporary issues in the field of criminal justice
  - b. Academic writing skills
  - c. Elements of good writing and comport with American Psychological Association's (6th edition) writing style/format.

The criminal justice faculty may request a personal interview.

#### DECLARATION OF TRACK POLICY

If admitted to the master's in criminal justice program, students will be asked to declare thesis or non-thesis track. Descriptions of both are available from this page: <http://www.tamtu.edu/catalog/current/gradcoas.shtml>.

Students who declare thesis track must:

- a. Meet with a faculty member during the first semester of enrollment in the MSCJ program and obtain commitment from that faculty member to serve as thesis advisor.
- b. Maintain a 3.5 GPA during the first full year of enrollment in the MSCJ program.
  - a. Students who do not maintain a 3.5 GPA during the first full year of enrollment may petition to remain on thesis track by writing a letter to the criminal justice faculty that includes:
    - i. Reasons for first year GPA
    - ii. Name of thesis advisor and confirmed or potential thesis committee members
    - iii. Research question to be answered by the thesis
    - iv. Methodological plan to answer the research question
    - v. A statement from the thesis advisor supporting continued enrollment in thesis track
- c. Enroll in CRIJ 5398 and CRIJ 5399 during the last two semesters of the program.

#### ~~CRIMINAL JUSTICE GRADUATE PROGRAM ADMISSION REQUIREMENTS~~

~~All application materials for the Master of Science in Criminal Justice are due by the date provided by the Office of Graduate Studies & Research to be considered for full admission. Students are able to apply and begin their graduate programs in the Fall, Spring, or Summer (to begin the summer, the application materials must be received by the due date for Spring). To be~~

considered for admission to the Master of Science in Criminal Justice, the student must complete the following requirements prior to the application deadline:

1. ~~Submit an application for graduate studies.~~
2. ~~Pay application fee.~~
3. ~~Submit transcripts from all colleges/universities attended.~~
4. ~~Submitted a Personal Statement describing your research interests and indicating how your research interests and academic/professional background characteristics will assist you in successfully completing the online degree program.~~
5. ~~Earned a 2.7 GPA overall and a 3.0 GPA in upper level courses within the undergraduate degree (junior and senior years of coursework of the major).~~
6. ~~Submit two letters of recommendation from academic or professional sources sent to the Office of Graduate Studies and Research. You may include one academic and one professional recommendation. Letters of recommendation should indicate:
  - a. Applicant's academic performance (or job performance that is relevant to show competency to be successful in graduate education).
  - b. Applicant's ability to succeed in an online program where a good deal of motivation, dedication, and self-direction is necessary.
  - c. Applicant's strengths and weaknesses.~~
7. ~~Submit a resume.~~
8. ~~Submit a Writing Sample that demonstrates:
  - a. knowledge of contemporary issues in the field of criminal justice
  - b. professional writing skillsThe Writing Sample must contain elements of good writing and comport with American Psychological Association's (6th edition) writing style/format.~~

In addition, the admissions committee may request a personal interview with the applicant.

Approvals:

Signature

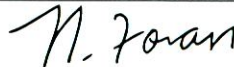
Date

Chair  
Department Curriculum Committee

John Kilburn  
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DN: cn=John Kilburn, o=TAMU, ou=TAMU,  
email=j.kilburn@tamui.edu, c=US  
Date: 2014.10.20 10:09:08 -05:00

Dr. Claudia San Miguel  
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Date: 2014.10.21 12:36:51 -05:00

Chair  
Department



Chair  
College Curriculum Committee

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Date: 2014.10.26 11:37:06 -05:00

Dean

Provost

06/2014

Oct. 24/14

**From:** Frailing, Kelly L.  
**Sent:** Saturday, November 22, 2014 10:24 AM  
**To:** San Miguel, Claudia E; Trevino, Mary T.  
**Subject:** RE: Clarification

Hi, Claudia and Mary. Sorry for the confusion here. Item d should be the overall GPA. Any questions, please let me know and thank you for taking the time to help make these policies as clear as possible!  
--Kelly

**From:** San Miguel, Claudia E  
**Sent:** Saturday, November 22, 2014 10:21 AM  
**To:** Frailing, Kelly L.  
**Subject:** FW: Clarification

Hi Kelly,  
Please see Mary's question below.  
Thanks, C

**From:** Trevino, Mary T.  
**Sent:** Friday, November 21, 2014 11:42 AM  
**To:** San Miguel, Claudia E  
**Cc:** Foran, Nicole P; Bernat, Frances P  
**Subject:** Clarification

The UCC had a question regarding UCC 66, the MSCJ admission requirements. Specifically for item "d" there is no indication of the 2.7 being the overall GPA, the major GPA or both.  
Please let me know what modifications I can make to the document for consideration at the next meeting.  
Thanks.

**From:** Frailing, Kelly L.  
**Sent:** Thursday, February 26, 2015 10:57 AM  
**To:** Lindberg, Kevin D; Trevino, Mary T.  
**Cc:** San Miguel, Claudia E  
**Subject:** Changes to the MSCJ admission policies

Hi, Kevin and Mary. I'd like to apologize again for ongoing confusion about the new MSCJ admission policies. The CJ faculty has decided to combine letters C and D of the new policies into the following text that would comprise letter C under number 4:

Applicants who have an overall GPA of less than 3.1 and an upper-level GPA of 3.0 or better will be considered for provisional admission provided all required documentation in the proper length and format is submitted. The complete application packet must demonstrate to the criminal justice faculty that the applicant is capable of successfully completing the Master's program.

Please let me know if there are further questions or concerns about this. Thanks so much for your patience!

--Kelly

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