Note: This is the second edition of the Criminal Justice & Criminalistics Graduate Handbook. It will be updated on a regular basis. All graduate students are expected to read this handbook and be familiar with requirements stated herein. Please direct any corrections or suggestions about the handbook to the Graduate Director.

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Overview of Graduate Programs in the School of Criminal Justice & Criminalistics

The graduate program within the School of Criminal Justice & Criminalistics at California State University (CSULA) is unique as it combines academic teaching and research programs with state-of-the-art crime laboratories. Our programs are widely known and highly regarded in criminal justice and criminalistics, and our students are actively recruited by law enforcement, judicial, correctional, and forensic science agencies at the local, state, and federal levels.

The School offers two programs leading to a Master of Science degree: one in Criminal Justice, and the other in Criminalistics. With expert criminal justice and criminalistics faculty, a strong research program, and modern laboratory facilities, we are embarking on a period of innovation and leadership in the field.

The School is committed to an academically rigorous course of study that is based on high-quality teaching, open scientific inquiry, and exposure to those vexing problems that characterize questions of crime, law, and justice. The curriculum promotes critical thinking skills as it helps students master a core body of knowledge. The School attracts a diverse student body to study issues of crime and justice and promotes respect for racial, ethnic, cultural, and gender diversity. The behavioral, social, and natural science components of the criminal justice and criminalistics curricula support the College of Health and Human Services’ mission to prepare innovative practitioners and leaders. The School’s interdisciplinary curriculum prepares students to address complex legal, scientific and crime control problems in multicultural urban communities.
The **Master of Science in Criminal Justice** is designed to provide the background necessary for administrative, practice, policy, social services and research positions in criminal justice. The school recognizes the value of diverse methodological and theoretical approaches and encourages their complementary use and integration. The program leading to the Master of Science degree in Criminal Justice offers a specialization in the application of science to the criminal justice process.

The **Master of Science in Criminalistics** program (FEPAC accredited) provides advanced, discipline specific knowledge for students wishing to pursue a career in criminalistics/forensic science. Criminalistics is an interdisciplinary field, in which the physical and natural sciences are employed to analyze and evaluate physical evidence in a judicial context. The program emphasizes current analytical and scientific methods and is open to students who hold a baccalaureate in a natural or physical science. Above all, the criminalistics program seeks to develop critical thinking skills while emphasizing the ethical obligations to be objective sources of scientific knowledge to the legal fact-finder.

Our graduate programs are housed in the School of Criminal Justice and Criminalistics, which is located on the first floor of the Hertzberg-Davis Forensic Science Center on the campus of the California State University at Los Angeles. The School’s Administrative Assistants are Ms. Tara Herman (T Herman@cslanet.calstatela.edu) and Ms. Maria Hernandez (m hern298@calstatela.edu). They can be contacted by telephone at 323.343.4610. The School’s Director of Graduate Programs is Dr. Denise Herz (d herz@exchange.calstatela.edu). She can be contacted at 323.343.4624.

This graduate handbook is designed to answer common questions and provide general information that is helpful to prospective and current students. Students should refer to this handbook as well as those polices issued by the College of Health and Human Services (http://www.calstatela.edu/hhs) and the Office of Graduate Studies and Research (http://www.calstatela.edu/graduatestudies).
Mission Statement

The School of Criminal Justice and Criminalistics contributes to student success and to the advancement of criminal justice practice and policy by:

1. Providing students with the specialized knowledge and skills to become well-informed and engaged justice professionals;
2. Creating significant learning experiences by integrating innovative technologies, civic engagement, and service learning;
3. Creating partnerships to conduct applied research to improve policy and practice; and,

Student success=students who (1) communicate effectively; (2) have critical thinking skills; (3) are empathic; (4) are responsible; and (5) understand the impact of micro and macro forces on justice policy and practice.
Admission Requirements

Please note: admission to the Criminalistics program requires an undergraduate degree in a natural or physical science and completion of all pre-requisite undergraduate courses or their equivalent. Admission to the Criminal Justice program requires undergraduate preparation in criminal justice or a related field (see Admission Requirements below).

The same application form is used when applying for admission to the Graduate College, whether applying to the Criminal Justice or Criminalistics program. Applicants will indicate the program that they are applying to on the application form.

Applicants must satisfy both University and School requirements before admission to the graduate degree programs.

Students must submit two applications:

- one to California State University, Los Angeles (CSULA), and
- one to the School of Criminal Justice and Criminalistics

The application to CSULA can be completed and submitted online via CSU Mentor (http://www.csumentor.edu/). The application to the School, in PDF format, can be obtained at http://www.calstatela.edu/academic/hhs/crim_jus/crim_grad.php Applications can also be obtained from the School’s main office.

An admissions decision will result in two separate letters—one from the University and another from the School. Please note: acceptance to the University does not guarantee acceptance to the School.

All applications to the School must be received by March 1st of the calendar year the applicant seeks to be admitted. New graduate students are accepted only for the fall session of each academic year.

Grade Point Average:

For consideration of admission to the School’s graduate programs the applicant must have

- a minimum grade point average of 3.0 in the last 90 quarter units (or last 60 semester units) and
- a 3.0 G.P.A. in the undergraduate major
Graduate Record Exam:

For admission to the School’s graduate programs, applicants are required to submit Graduate Record Exam (GRE) scores taken within the twelve months prior to application. Applicants must arrange to take the GRE and have their scores sent directly to the school by the Educational Testing Service.

Transcripts:

One set of official transcripts from all colleges and universities attended are required. Applicants must submit official transcripts to the Graduate Office.

Letters of Reference and Personal Statement:

In addition to the application materials required by the Graduate College, applicants must submit (a) two letters of recommendation from individuals familiar with the applicant’s academic or professional work; and (b) a personal statement not exceeding two double-spaced, typed pages that addresses the applicant’s prior education and professional experience, discusses the applicant’s career goals, and explains how the graduate program will help the applicant achieve those goals.

Applications will not be considered until all of these conditions are met.

Conditionally Classified Standing:

Conditionally Classified Standing may be granted to accepted applicants whose grade point average in their last 90 quarter units (or last 60 semester units) is less than 3.0 with a minimum of 2.75. Conditionally Classified students must achieve a 3.0 after completing four qualifying courses (that have been approved by the Graduate Director) by the end of their second semester of graduate study in order to be granted Classified Standing.
Master of Science in Criminal Justice

Nature of the Program

Uniquely situated in the Hertzberg-Davis Forensic Science Center with the Los Angeles Police Department and LA Sheriff’s Department crime labs, the applied focus of the Master of Science program in Criminal Justice provides opportunities for students to bridge the gap between research and practice. The M.S. prepares students to become civic professionals with problem solving skills that can effect change through a commitment to community building and evidence-based practices.

The curriculum is designed to cultivate students’ scholarly perspective by expanding their capacity for critical analysis and evaluation of emergent issues and controversies that characterize the administration of the criminal justice system. The practicum component of the program gives students the opportunity to participate in engaged scholarship while developing leadership abilities and research skills.

Graduate courses are offered in fall and spring semesters only. The master’s program is designed as a two-year, cohorted program. Full-time students can complete the program in two years. Part-time students will take longer to complete the degree, but all requirements for the degree must be completed within seven years from the date of the first course listed on the program of study.

Program Requirements

The 30-unit program includes 27 units of required core courses, and 3 units of electives. Together with the Graduate Director each student designs a Program of Study that incorporates coursework in the core curriculum and elective coursework. The Program of Study must be submitted to the Graduate Director in the fall before the student begins coursework.

Recommended Undergraduate Preparation

The following undergraduate courses (or their equivalents) are recommended preparation for success in the program. Applicants who have not taken these courses should consider taking them or researching the topics prior to enrolling in the program.
CRIM 1010  Administration of Justice
CRIM 3030  Theories and Perspectives in Criminal Justice
CRIM 3300  Research Methods
CRIM 4830  Statistics

Requirements for the Master of Science in Criminal Justice (30 units)

Required Core Courses – All students (27 units)

CRIM 5010 - Seminar: Administration of Justice (3)
CRIM 5110 - Principles of Research (3)
CRIM 5120 – Quantitative Applications (3)
CRIM 5200 – Multicultural Issues in Criminal Justice (3)
CRIM 5300 - Theories and Perspectives in Criminal Justice (3)
CRIM 5380 - Seminar: Criminal Justice Problems (3)
CRIM 5900 – Planning and Program Development (3)
CRIM 5920 – Criminal Justice Capstone (3)
PSYC 4640 – Psychology & Law (3)

Electives in Criminal Justice and Related Fields (3 units)

Electives must be completed by taking one of the courses below from the criminal justice program and/or by taking classes in other related disciplines that provide the student with the opportunity to pursue his/her particular interest as it relates to criminal justice. Electives from other departments must be approved by the Graduate Director; approval will be based on the significance of the course to the student’s Program of Study and inability to get the necessary content within the School of Criminal Justice and Criminalistics.

- CRIM 5380 – Seminar: Criminal Justice Problems (3) (5380 credits can be repeated if different topic)
- CRIM 5980 – Graduate Directed Study (3)

Students in the Criminal Justice Master's Program may receive credit for the following courses in their academic plan with approval from the
instructor. Students taking this course for graduate level credit must complete extra assignments that involve writing and oral presentation. Final requirements will be defined by the course instructor. Students who have taken a course at the undergraduate level cannot repeat it for graduate credit.

- CRIM 4010 – Gangs (3)
- CRIM 4020 – Substance Use and Crime (3)
- CRIM 4030 – Violence (3)
- CRIM 4450 – Legal Issues for Police Officers (3)
- CRIM 4460 – Community Policing and Problem Solving (3)
- CRIM 4480 – Police and the Media
- CRIM 4540 – Special Topics (3)
- CRIM 4600 – Hate Crimes (3)
- CRIM 4610 – Offender Reentry
- CRIM 4700 – Women and Crime (3)

Students in the Criminal Justice Master’s Program can receive credit for the following courses in the Criminal Justice Certificate Program offered at the downtown campus. These courses can take the place of the 5380 requirement or can serve as the student’s elective.

- CRIM 5600 – Evidence Based Programs in Criminal Justice
- CRIM 5700 – The Role of Interagency Collaboration in Criminal Justice

**Criminal Justice Service Learning Capstone (3)**

Criminal Justice Capstone (3): With the exception of those who have been approved to write a thesis, during the second year of the program all students are required to register for CRIM 5920 and complete a service learning capstone project. In addition to the field experience, students are also required to meet for the CRIM 5920 course and complete an applied research project.

**Master’s Thesis**

- CRIM 5990 – Thesis (3) – Upon approval from the Graduate Director

Students in the Criminal Justice MS may, with approval from the Graduate Director, choose the thesis option in place of the Criminal Justice Capstone. Such students will write a thesis that reflects original research and scholarship and makes a significant contribution to knowledge in the field. Approval will only be given to those students
who have a thesis advisor and who have demonstrated an ability to design and carry out an independent research project. The thesis is supervised by the student’s thesis advisor and two other CSULA faculty members. Oral defense of the thesis is required. See below (page 18) for more information about thesis requirements.

Program Learning Outcomes

Students who graduate from the Criminal Justice MS program will be able:

- To acquire specialized knowledge and understanding of scientific concepts, theories and principles in relation to the practice of criminal/juvenile justice systems.
- To understand and connect the underlying theoretical, ethical, legal, scientific and social issues that influence and impact the practice of criminal/juvenile justice.
- To analyze the issues relevant to criminal/juvenile justice and apply creative responses to them through practice, policy and research.
- To recognize and evaluate the interconnectedness between knowledge, diverse perspectives and practice within the criminal/juvenile justice system.
- To create innovative responses to criminal justice research, policy and practice needs through the application of knowledge and the principles of social science.
Master of Science in Criminalistics

Nature of the Program

The Master of Science in Criminalistics is a 41-unit program (FEPAC accredited) that provides advanced, discipline specific knowledge for students wishing to pursue a career in criminalistics/forensic science. Criminalistics is an interdisciplinary field, in which the physical and natural sciences are employed to analyze and evaluate physical evidence in a judicial context. The program emphasizes current analytical and scientific methods and is open to students who hold a baccalaureate in a natural or physical science. Above all, the criminalistics program seeks to develop critical thinking skills while emphasizing the ethical obligations to be objective sources of scientific knowledge to the legal fact-finder.

Program Requirements

The 41-unit program includes 38 units of required core courses, and 3 units of electives. Together with the Criminalistics Graduate Program Director, each student designs a Program of Study that incorporates coursework in the core curriculum, elective coursework, and the thesis project.

All graduate students must have an approved master’s degree program. The approved program must be followed; the Criminalistics Graduate Program Director and the College Associate Dean must approve any changes or variations in the program in advance. Students must have achieved classified standing and an approved master’s degree program on file in the Graduate Dean’s office in order to qualify for enrollment in graduate (500-level) courses.

The Criminalistics Graduate Committee must approve the thesis proposal prior to commencing research. The results of the thesis must be presented orally in a public forum for evaluation.

Students are advised that background checks similar to those required for law enforcement officers are likely to be a condition of employment (reference: NIJ Report NCJ 203099 – “Qualifications for a career in forensic science,” pp. 7-10).

All students are required to take the forensic science assessment test (FSAT) during the spring semester of their second year. The FSAT is an on-site examination that is administered by the program director or another faculty member. The test consists of 220 multiple-choice
questions of which 200 will be scored. The remaining 20 questions are being piloted for future FSAT examinations. This is not a pass/fail test. A numerical score out of a possible 1200 points will be provided to the student.

**Prerequisites for Graduate Study in Criminalistics**

The following courses or their equivalents may be taken *concurrently*. These courses are **not included in the 41 units required for the master’s degree.**

- CHEM 3500  Quantitative Analysis (3)
- CRIM 4090  Forensic Science (3)

The following courses or their equivalents must have been *completed prior to admission* to graduate study. These courses are **not included in the 41 units required for the master’s degree.**

- BIOL 1100       Principles of Biology I (5)
- BIOL 1200       Principles of Biology II (5)
- BIOL 3000       Biostatistics (3)
- BIOL 3400       General Genetics (3)
- CHEM 1100       General Chemistry I (5)
- CHEM 1110       General Chemistry II (5)
- CHEM 2200       Organic Chemistry I (4)
- CHEM 3200       Organic Chemistry II (4)
- CHEM 2201       Organic Chemistry Laboratory I (2)
- CHEM 3201       Organic Chemistry Laboratory II (2)
- PHYS 2100       General Physics (5)
- PHYS 2200       General Physics (5)

**Required Courses (41 units)**
CRIM 5100 Graduate Seminar: Ethical, Managerial, and Contemporary Issues in Forensic Science (3)
CRIM 5150 Research Methods and Statistical Analysis in Forensic Science (3)
CRIM 5500 Crime Scene Reconstruction (4)
CRIM 5520 Trace Evidence Analysis (4)
CRIM 5530 Forensic Serology and DNA Analysis (4)
CRIM 5570 Forensic Pathology (3)
CRIM 5590 Forensic Microscopy (4)
CRIM 5600 Forensic Toxicology and Controlled Substances Analysis (4)
CRIM 5620 Courtroom and Legal Issues in Criminalistics (3)
CRIM 5630: Forensic Analysis of Firearms, Toolmarks, and Serial Number Restoration (3)

With adviser approval, select 3 units in criminalistics or related fields from the following:

ANTH 4630 Forensic Anthropology (3)
BIOL 4080 Experimental Design & Advanced Biometry Biostatistics (4)
BIOL 4130 Molecular Diagnostics (3)*
BIOL 4150 Population Genetics (3)*
BIOL 4160 Molecular Genetics (3)*
BIOL 4170 Gene Manipulation (3)*
BIOL 4320 Fundamentals of Toxicology (3)*
CHEM 4300 Introduction to Biochemistry (3)*
GEOL 4220 Environmental and Forensic Geochemistry (4)*
CRIM 5950 Directed Field Work (1-3)
* Check University catalog for prerequisite courses

CRIM 5990: Thesis (3)
Criminalistics: Student Learning Objectives

Graduates of the Criminalistics program will be able:

- To acquire specialized knowledge and understanding of scientific concepts, theories, and principles in relation to the practice of forensic science.
- To understand and connect the underlying theoretical, ethical, and legal issues that influence and impact the practice of forensic science.
- To apply one’s knowledge in forensic science to plan and implement laboratory experiments and measurement techniques applicable to the forensic sciences.
- To utilize knowledge to demonstrate proficiency in assessing, analyzing, and synthesizing scientific data applicable to the forensic sciences.
- To evaluate the level of uncertainty in scientific experimental results and theoretical predictions.
- To recognize and articulate the interconnectedness between knowledge, diverse perspectives, and practice within the justice system.
- To create innovative responses to forensic science research, policy, and practice needs through the application of knowledge and the principles of the natural and physical sciences.

Description of School Graduate Courses

Classified Graduate standing or Conditionally Classified standing is required for admission to all 500-level courses.

Courses Open to Both Criminal Justice and Criminalistics Students

CRIM 5990: Thesis (3)
Prerequisites: Consent of an approved thesis committee to act as sponsor, completion of appropriate forms, approval of school. Independent research resulting in a thesis. Must be repeated to maximum of 3 units. Graded CR/NC.

CRIMINAL JUSTICE COURSES

CRIM 5010: Seminar: Administration of Justice (3)

Advanced studies of interrelating component parts of criminal justice system, with particular emphasis on managerial aspects of agencies involved.

CRIM 5110: Principles of Research (3)

Methodology, research strategy, question development, and research ethics. Detailed review of methods appropriate for criminal justice.

CRIM 5120 Quantitative Applications (3)

Statistical methods as applied to problems in crime and criminal justice; data description, data analysis, hypothesis testing, and inference using packaged statistical programs.

CRIM 5200 Multiculturalism in Criminal Justice

This course utilizes an intersectional framework to examine the historical and current relevance of race, class, gender, and sexuality to: (1) individuals and communities; (2) the experiences of offenders, victims, and criminal justice personnel; and (3) policy development, power dynamics, and the administration of criminal justice.

CRIM 5300: Theories and Perspectives in Criminal Justice (3)

Functions of theory building and testing as fundamental parts of scientific method in criminal justice; examination and evaluation of criminological theories.

CRIM 5380 Seminar: Criminal Justice Problems (3)

Advanced investigation and reports on selected critical problems in criminal justice; emphasis on scientific method and acquaintance with reliable methods of research.

CRIM 5900 Planning and Program Development (3)

Prerequisites: CRIM 5010, CRIM 5110, CRIM 5120 and CRIM 5300. Review of different planning and evaluation models used in applied
research to build programming targeted at specific criminal justice issues and to evaluate their effectiveness.

**CRIM 5920: Criminal Justice Capstone**

Prerequisite: CRIM 5900. This course requires students to apply concepts from CRIM 5900 in a real-world setting in order to produce a capstone project.

**CRIM 5980: Graduate Directed Study (3)**

Requires instructor consent to act as sponsor. Independent study of advanced topics covering the criminal justice system; regular conferences with sponsor.

**PSY 4640 – Psychology & Law (3).**

Intersection of psychology and the legal system including child abuse, eyewitness memory, juror decision-making, child custody, pleas and sentencing. Rights and responsibilities of mental health providers; legal versus ethical practice.

**CRIMINALISTICS COURSES**

**CRIM 4090: Applications of Forensic Science (3)**

Prerequisite: BIOL 1100, BIOL 1200 and CHEM 1100 and CHEM 1110 (or equivalent courses).

Discussion of techniques and concepts in the forensic sciences: the application of scientific methods and techniques to justice systems. Overview of forensic pattern analysis. Quality assurance/control and certification/accreditation guidelines

**CRIM 5100 Graduate Seminar: Ethical, Managerial, and Contemporary Issues in Forensic Science (3)**

Prerequisite: Instructor consent. Examines parameters that affect the quality of scientific results entering the criminal justice system. Discusses validity and reliability and includes presentations by experts on forensic science-related publications and original research.

**CRIM 5150 Research Methods and Statistical Analysis in Forensic Science (3)**

Prerequisite: BIOL 3000 Biostatistics (or equivalent course). Research addressing scientific problems in forensic science, including experimental design, hypotheses, variables. Statistics applied to
forensic science data: genetic typing, population genetics, transfer evidence, likelihood ratio, relatedness testing, population databases.

**CRIM 5500: Crime Scene Reconstruction (4)**

Instructor Consent. Fundamentals of crime scene processing, reconstruction, and report writing. Instruction in pattern analysis typically found at crime scenes, such as blood spatter interpretation, glass fracture and firearms-related reconstructions. Seminar: 2 hours, Laboratory: 6 hours

**CRIM 5520: Trace Evidence Analysis (4)**

Prerequisite: CRIM 5590 Forensic Microscopy. Microscopic and chemical methods of analysis of forensic trace evidence; focus includes forensic examination of hair, fibers paint, glass, soil, and crystalline materials. Seminar 2 hours, laboratory 6 hours.

**CRIM 5530: Forensic Serology and DNA Analysis (4)**

Prerequisite: Instructor consent. Forensic serology and current methods of forensic analysis. Emphasis on molecular techniques with introduction to population statistics. Seminar 2 hours, laboratory 6 hours.

**CRIM 5570: Forensic Pathology (3)**

Prerequisite: Instructor Consent. Correlation of findings of forensic pathologist and criminalist; identification of human remains; traumatic injuries; evaluation of wounds; time of death; postmortem lucidity, algor mortis; recognition of poison deaths.

**CRIM 5590: Forensic Microscopy (4)**

Prerequisite: Instructor consent. Fundamentals of forensic microscopy; emphasis on light microscopy, including polarized light, dark and bright field, fluorescence, and phase contrast illumination; scanning and transmission electron microscopy techniques. Seminar: 2 hours, laboratory: 6 hours.

**CRIM 5600: Forensic Toxicology and Controlled Substances Analysis (4)**

Forensic Toxicology and Controlled Substances Analysis (4). Prerequisite: Instructor Consent. Identification of drugs and poisons by physical, chemical, and instrumental methods; metabolism, organ distribution, methods of extraction, analysis of toxicity in human tissues; qualitative and quantitative analysis; pharmacodynamics and pharmacokinetics. Seminar: 2 hours, laboratory: 6 hours.
CRIM 5620: Courtroom and Legal Issues in Criminalistics (3)

Prerequisite: Instructor consent. Legal issues of concern to the forensic scientist: search and seizure, chain of custody, expert testimony and courtroom scientific admissibility of analytical results. Discussion of ethical dilemmas of concern to forensic scientists.

CRIM 5630: Forensic Analysis of Firearms, Toolmarks, and Serial Number Restoration (3)

Prerequisite: Instructor Consent. Muzzle-to-target distance determination, gunshot residue analysis, comparative microscopy, serial number restoration, history of firearm and ammunition development, classification of firearms and ammunition components, quality assurance, and uncertainty of measurement.
School of Criminal Justice and Criminalistics
Policies and Procedures

Student Responsibility

As a graduate student in the School of Criminal Justice and Criminalistics you should be aware of and observe all of the procedures and requirements outlined in the CSULA Graduate Handbook (http://www.calstatela.edu/sites/default/files/groups/Office%20of%20Graduate%20Studies/gshandbook.pdf) and in this School of Criminal Justice Handbook. You are expected to remain informed about the general policies concerning graduate studies and the specific requirements of the program. We suggest that upon admission, you read this Handbook periodically consult it throughout your course of study. For further clarification, consult with the School’s Graduate Director.

Academic Advising

Students who are admitted into the graduate program will receive academic advising from the Graduate Director. Although you are responsible for keeping track of your academic progress and making decisions with regard to which classes to take, the Graduate Director is there to help you achieve your academic goals. You should plan to meet with the Graduate Director regularly, and at least once per semester.

Faculty Supervisors

Students who are admitted into the graduate program will be assigned a faculty supervisor. These faculty members will serve as informal mentors helping students navigate the program as well as providing overall support.

HDFSC Computing and Printing Resources

The School of Criminal Justice and Criminalistics maintain several personal computers, a printer and photo copier in the Undergraduate Study Lounge area of the building. Graduate students are welcome to use these resources.

Master’s Thesis Requirements

All students in the Criminalistics program, and some in the Criminal Justice program, will write a thesis that reflects original research and
scholarship, makes a significant contribution to knowledge in the field, and demonstrates an ability to design and carry out an independent research project. The thesis is supervised by the student’s graduate supervisory committee.

- **Research Involving Human Subjects**

  Theses that make use of research involving human subjects must include a statement indicating that the research has been approved by the University Human Subjects Institutional Review Board (IRB). Research involving human subjects concerns the collection of data on subjects whose performance of any activity is required for the purpose of compiling data. This includes data obtained by observation, interview, questionnaire, experiment, or a secondary source. Applications for IRB approval must be submitted before data collection or recruitment of subjects is initiated.

- **Thesis Topic and Proposal**

  After completing all of the required coursework, the student convenes the supervisory committee to approve the thesis topic. After the topic has been approved, the student prepares a written thesis proposal, which consists of (1) a statement of the problem; (2) a comprehensive literature review that includes a discussion of the limitations of the extant research and explains how the student’s research will address these limitations; and (3) a detailed discussion of the research design and methodology. The student meets with the committee for a formal oral defense of the proposal. The Committee can either approve the proposal as submitted or require the student to make revisions prior to approval. The approved proposal is considered a contract with the student; significant changes require the preparation of a formal proposal addendum and subsequent review and approval by the supervisory committee.

  The oral examination is an oral defense of the thesis. This examination is conducted by the student’s supervisory committee and is open to all members of the University community. The supervisory committee decides whether the thesis should be (1) accepted unconditionally, (2) accepted conditionally, with changes made in consultation with the committee chair, or (3) accepted conditionally, with a requirement that the committee be reconvened to discuss the revisions.
University Policies and Procedures

The following university policies, procedures and resources are discussed in the university’s Graduate Handbook, which can be found on the website of the Office of Graduate Studies or at the following link:
http://www.calstatela.edu/sites/default/files/groups/Office%20of%20Graduate%20Studies/gshandbook.pdf

- Graduation Procedure
- Registration
- Withdrawals
- Transfer of Credit from Other Programs
- Time Limit for Completion of Degree Enrollment
- University Policy on Incompletes
- Attendance
- Academic Honesty
- University Requirements for Master’s Degree
- Unit Requirement
- Grade Point Average Requirement
- Residence Requirement
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- Leaves of Absence
- Required GPA
- Academic Probation
- Writing Proficiency Examination (WPE)
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- Course Substitution Policy
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- Student Code of Conduct
- The Golden Eagle One Card
- Student Health Center
- Medical and Dental Insurance
- Personal Counseling
- Child Care
- Career Center
- Housing Services
• Computing Resources (outside HDFC)
• Office for Students with Disabilities
# School of Criminal Justice & Criminalistics Information

## Contact List

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<td>323-343-4613</td>
<td>HDFC 248</td>
<td><a href="mailto:jay.vargas86@calstatela.edu">jay.vargas86@calstatela.edu</a></td>
</tr>
<tr>
<td><strong>Staff</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tara Herman</td>
<td>323-343-4610</td>
<td>HDFC 244B</td>
<td><a href="mailto:therman@calstatela.edu">therman@calstatela.edu</a></td>
</tr>
<tr>
<td>Maria Hernandez</td>
<td>323-343-4610</td>
<td>HDFC 244</td>
<td><a href="mailto:mhern298@calstatela.edu">mhern298@calstatela.edu</a></td>
</tr>
<tr>
<td>Maria Molina</td>
<td>323-343-4618</td>
<td>HDFC 250</td>
<td><a href="mailto:mmolina@calstatela.edu">mmolina@calstatela.edu</a></td>
</tr>
</tbody>
</table>

## University Phone Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone</th>
<th>Location</th>
<th>Website</th>
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</thead>
<tbody>
<tr>
<td><strong>Bookstore</strong></td>
<td>323-343-2500</td>
<td>GE 1st floor</td>
<td><a href="http://calstate-la.bncollege.com">http://calstate-la.bncollege.com</a></td>
</tr>
<tr>
<td>Cashiers</td>
<td>323-343-3630</td>
<td>ADM 128</td>
<td><a href="http://www.calstatela.edu/sfinserv/cashiers-office">http://www.calstatela.edu/sfinserv/cashiers-office</a></td>
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<tr>
<td>Cal State LA Operator</td>
<td>323-343-3000</td>
<td></td>
<td><a href="http://www.calstatela.edu">www.calstatela.edu</a></td>
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<tr>
<td>Financial Aid</td>
<td>323-343-6260</td>
<td>SA 124</td>
<td><a href="http://www.calstatela.edu/financialaid">http://www.calstatela.edu/financialaid</a></td>
</tr>
<tr>
<td>GET Helpline</td>
<td>323-343-7438</td>
<td></td>
<td></td>
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<tr>
<td>Health Center</td>
<td>323-343-3300</td>
<td>Health Center</td>
<td><a href="http://www.calstatela.edu/studenthealthcenter">http://www.calstatela.edu/studenthealthcenter</a></td>
</tr>
<tr>
<td>ITS</td>
<td>323-343-6170</td>
<td>Library South Palmer Wing</td>
<td><a href="http://www.calstatela.edu/its">http://www.calstatela.edu/its</a></td>
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<td>Library</td>
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<td>Library</td>
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<tr>
<td>One Card</td>
<td>323-343-6800</td>
<td>GE 220.1</td>
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<tr>
<td>Parking Permit</td>
<td>323-343-6117</td>
<td>Parking &amp; Transportation Service Center</td>
<td><a href="http://www.calstatela.edu/police/parking">http://www.calstatela.edu/police/parking</a></td>
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<tr>
<td>Admissions</td>
<td>323-343-3901</td>
<td>SA 101</td>
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<tr>
<td>University Police</td>
<td>323-343-3700</td>
<td>Public Safety</td>
<td><a href="http://www.calstatela.edu/police">http://www.calstatela.edu/police</a></td>
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## Other Websites

<table>
<thead>
<tr>
<th>Service</th>
<th>Website</th>
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<tbody>
<tr>
<td>Apply Online to CSU</td>
<td><a href="http://www.csumentor.com">http://www.csumentor.com</a></td>
</tr>
<tr>
<td>Disabilities Services</td>
<td><a href="http://www.calstatela.edu/univ/osd">http://www.calstatela.edu/univ/osd</a></td>
</tr>
<tr>
<td>Extended Education</td>
<td><a href="http://www.calstatela.edu/openuniversity">http://www.calstatela.edu/openuniversity</a></td>
</tr>
<tr>
<td>International Services</td>
<td><a href="http://www.calstatela.edu/international">http://www.calstatela.edu/international</a></td>
</tr>
<tr>
<td>Printed Class Schedule</td>
<td><a href="http://www.calstatela.edu/classschedule/">http://www.calstatela.edu/classschedule/</a></td>
</tr>
<tr>
<td>Testing Center</td>
<td><a href="http://www.calstatela.edu/centers/testctr/index.htm">http://www.calstatela.edu/centers/testctr/index.htm</a></td>
</tr>
<tr>
<td>University Catalog</td>
<td><a href="http://ecatalog.calstatela.edu/">http://ecatalog.calstatela.edu/</a></td>
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