



**WEST VIRGINIA STATE**  
UNIVERSITY

**Master of Science**  
**Criminal Justice Administration**



**Graduate Student Handbook**

## **About the Program**

The Master of Science degree in Criminal Justice Administration prepares students for careers in the field of criminal justice, and will enhance the careers of those already in the field. The program is designed with flexibility and can be completed in either a one-year or two-year track and includes a comprehensive final. There are 12 required courses for a total of 36 hours. Students will be required to take at least two courses per semester (one course 1<sup>st</sup> 8 weeks and one course 2<sup>nd</sup> 8 weeks) for six consecutive semesters or four courses per semester (two 1<sup>st</sup> 8 weeks and two 2<sup>nd</sup> 8 weeks) for three consecutive semesters. These courses focus on administration, management, policymaking, law and ethics.

## **Admission Requirements**

- A completed application.
- An undergraduate degree from an accredited college or university in criminal justice, law enforcement or a related field.
- Standardized test scores from GRE/MAT completed no more than seven years prior to the application submission to the program.
- Candidates who have earned a bachelor's degree from an accredited college or university and achieved a cumulative GPA of 3.0 or higher are eligible to waive the standardized test requirement.
- A minimum overall GPA of 2.7 on a 4 point scale for all undergraduate work from an accredited institution(s) with an MAT score of 380 (GRE Verbal Reasoning Score of 144) or
  - GPA of 2.6 and MAT score of 385 (GRE Verbal Reasoning Score of 146) or
  - GPA of 2.5 and MAT score of 390 (GRE Verbal Reasoning Score of 148) or
  - Exceptional expertise in the field of Criminal Justice as demonstrated through an interview with the Graduate Studies Committee.
- All candidates for whom English is not their native language must take either the Test of English as a Foreign Language (TOEFL) or the IELTS Exam. On the TOEFL, a minimum of score 500 (paper-based exam), 173 (computer-based), or a 61 (Internet-based) is required. On the IELTS, a minimum score of a 6 is required. Graduates of English speaking universities will have TOEFL/IELTS requirements waived.
- Satisfactory completion of an undergraduate or graduate course in research methods and/or statistics prior to admission to the program.
- Current resume or curriculum vitae.
- Three letters of recommendation which address the applicant's academic competencies, work performance and fitness to pursue this graduate degree.
- Satisfactory performance on a preadmission Interview.
- Applicants can be granted conditional admission.

## **Program Requirements**

Students are responsible for knowing and fulfilling requirements for graduation. The University cannot assume responsibility for failure of students to fulfill catalog and curriculum requirements. If questions arise about requirements, students should consult with the appropriate

department chair, college dean, or the Registrar several semesters prior to graduation. Participation in the commencement exercise is required.

### **Performance Standards:**

Universally, a normal course load for most graduate programs is nine credit hours for full-time graduate student status. However, for this cohort program approach, students can take either six or twelve credit hours each semester and go year-round. All students must complete coursework with a cumulative GPA of 3.0 on a 4.0 scale. Students who accumulate more than two “C” grades will be dismissed from the program. Students must also complete all requirements within a period of seven years following the date of admission to the program. The Dean of the College of Professional Studies may extend these limits upon recommendation of the Criminal Justice Department Chairperson and approval of the Graduate Studies Committee.

### **Curriculum 36 Hours Required**

- CJ 520 Introduction to Criminal Justice Administration
- CJ 530 Technology Applications for Criminal Justice
- CJ 540 Ethical Practices in Administration
- CJ 550 Criminal Justice and the Community
- CJ 600 Research Methods & Statistics in Criminal Justice
- CJ 610 Human Resource Management
- CJ 620 Leadership Psychology
- CJ 630 Planning Organizational Staff Development
- CJ 640 Strategic Planning & Policy Formulation
- CJ 650 Legal Aspects of Criminal Justice Administration
- CJ 660 Crisis Management, Homeland Security & Critical Incident
- CJ 680 Diverse Communication for the CJ Professional

### **Course Sequence (One-Year Track Option)**

#### **Fall Semester – 1<sup>st</sup> 8 Weeks**

CJ 520 Introduction to Criminal Justice Administration  
CJ 620 Leadership Psychology

#### **Fall Semester – 2<sup>nd</sup> 8 Weeks**

CJ 540 Ethical Practices in Administration  
CJ 630 Planning Organizational Staff Development

#### **Spring Semester – 1<sup>st</sup> 8 Weeks**

CJ 530 Technology Applications for Criminal Justice  
CJ 640 Strategic Planning and Policy Formulation

#### **Spring Semester – 2<sup>nd</sup> 8 Weeks**

CJ 550 Criminal Justice and the Community  
CJ 650 Legal Aspects of CJ Administration

### **Summer Semester**

CJ 600 Research Methods and Statistics in CJ  
CJ 610 Human Resource Management  
CJ 660 Crisis Management, Homeland Security and Critical Incident  
CJ 680 Diverse Communication for the CJ Professional

### **Course Sequence (Two-Year Track Option)**

#### **Fall**

CJ 520 Introduction to Criminal Justice Administration  
CJ 540 Ethical Practices in Administration

#### **Spring**

CJ 530 Technology Applications for Criminal Justice  
CJ 550 Criminal Justice and the Community

#### **Summer**

CJ 600 Research Methods and Statistics in CJ  
CJ 610 Human Resource Management

#### **Fall**

CJ 620 Leadership Psychology  
CJ 630 Planning and Organizational Staff Development

#### **Spring**

CJ 640 Strategic Planning & Policy Formulation  
CJ 650 Legal Aspects of CJ Administration

#### **Summer**

CJ 660 Crisis Management, Homeland Security and Critical Incident  
CJ 680 Diverse Communication for the CJ Professional

### **Requirements for Graduation**

Two written comprehensive examinations in which students will choose from four comprehensive exam areas - research, law, administration and leadership. The examinations will be graded independently by two faculty members, and the grade will be given as distinction, pass, or fail. If a student fails a comprehensive exam, the student can take it one more time. Once a student chooses the comprehensive exam areas, he/she cannot change the area after failing an exam.

To be recommended for graduation, a student must satisfy all of the pertinent requirements stated in this handbook, including the following:

1. A cumulative grade point average of 3.0 on all work attempted.
2. Completion of the 36 hours required in the curriculum, including the comprehensive exams.
3. The necessary residence requirement for a degree.
4. Payment of all outstanding financial obligations to the University.

## **Application for Degree**

Every student must file an application for degree with the Registrar by the end of the fourth week of the semester in which the degree is to be conferred. The Registrar provides application forms.

## **Course Descriptions**

### **CJ 520 Introduction to Criminal Justice Administration**

This course is an introduction to Criminal Justice administration focusing on the procedures, politics and human relations issues that Criminal Justice administrators must understand in order to succeed. Topics include administration theory, theories of motivation, organizational behavior, politics, and police as components of the community, including the political, social, and economic networks that compose police administration. Concepts and terminology of administration are covered as well as legal issues involving police administrators.

### **CJ 530 Technology Applications for Criminal Justice**

This course focuses on techniques of data processing emphasizing SPSS applications to criminal justice research. Students will increase their technical skills through hands on experiences, such as entering, compiling and analyzing data. They will become aware of the importance of SPSS in relation to criminal justice and research.

### **CJ 540. Ethical Practices in Administration**

The course will examine ethical decision making at the administrative level. Three major ethical perspectives: virtue, formalism, and utilitarianism will be presented, analyzed, and discussed as it relates to administration. Ethics as it relates to law, police, courts, and corrections, and liability in general will be analyzed and examined, as well as the future development of ethics. Critical thinking and ethical decision making in administration will be emphasized.

### **CJ 550. Criminal Justice and the Community**

This course focuses on the Criminal Justice system as a component of the community, including the political, social, and economic networks that make up communities. Topics include the interrelations between law enforcement, mental health agencies, juvenile justice and the educational systems. High crime communities are studied, particularly in terms of the impact on citizens, those who are victimized and others who are not, but are afraid of their safety. The process of community change is addressed in terms of the prevention of crime.

### **CJ 600. Research Methods and Statistics in Criminal Justice**

This course provides an introduction to methods of research in criminal justice. Topics include research development based on hypotheses and theories, data collection and analysis, interpretation of results, and evaluation of studies.

### **CJ 610 Human Resource Management**

This course focuses on managing resources in criminal justice agencies. Resources include personnel and funding. Topics on human resources will include human resource flow, reward systems, and work systems. Topics on funding will include budgeting, grants, and the impact of policies.

#### CJ 620. Leadership Psychology

This course focuses on the leadership and management principles as applied to criminal justice agencies. Also emphasized are the important psychological processes that are involved in dealing with others. Understanding the importance of key psychological influences in human interactions is inextricably linked to success as an effective leader and manager.

#### CJ 630. Planning Organizational Staff Development

This course focuses on developing training within organizations and aligning training needs with organizational strategy. Topics covered will include learning, motivation and performance. This course will include training design and training methods including computer based training methods. Students will learn the importance of the development and implementation of staff development.

#### CJ 640. Strategic Planning and Policy Formulation

This course focuses on strategic planning and the process of policy formulation. The strategic planning and policy formulation as applied to Criminal Justice agencies must emphasize the importance of these processes being correctly implemented. The success of Criminal Justice administrators and agencies depend on these key concepts of administration being fully understood and implemented.

#### CJ 650. Legal Aspects of Criminal Justice Administration

This course focuses on the aspects of law which are relevant to Criminal Justice administration. Specifically reviewed are the laws that control police practices, court procedures, sentencing and corrections. The course will also examine regulatory state and federal laws regarding employment, discrimination, termination, equal opportunity, and wage and law issues.

#### CJ 660. Crisis Management, Homeland Security & Critical Incident

This course provides an overview of domestic and international terrorism. Philosophies, tactics, and targets are discussed. The role of the Criminal Justice system in the prevention and response to terrorism is covered.

#### CJ 680. Diverse Communication for the CJ Professional

This course is designed to give students the chance to apply the knowledge they have acquired throughout their education to real-world situations, and to encapsulate all the learning objectives of the program. In addition, students will prepare and take the final comprehensive examinations during this course.

### **Criminal Justice Administration Graduate Faculty**

Davidson, Dr. Leighann Justice

Chairperson of Criminal Justice

B.S. West Virginia State University

M.S. West Virginia State University

Ed.D. Marshall University, 2019

Areas of Research: Offender Education and Policies, Drug/Alcohol Abuse, and Domestic Violence

Kane, Dr. Michael  
Professor of Criminal Justice  
B.A. Pfeiffer University  
M.S.F.S National University  
Ph.D. Union Institute and University, 2001  
Areas of Research: Rural Policing, Forensic Investigations and ethical philosophy

Stroupe, Dr. Walter  
Professor of Criminal Justice.  
B.S. West Virginia State University  
M.S. Marshall University  
Ed.D Marshall University, 2003  
Areas of Research: Law enforcement and Sex crimes

Whyte, Dr. Cassandra B.  
Associate Professor of Criminal Justice.  
B.A. Fairmont State University.  
M.A. West Virginia University.  
Ed.D West Virginia University, 1975  
Areas of Research: Internal/External Locus of Control; Felon Treatment Modalities; Curriculum Development & Design