

GRADUATE STUDENT HANDBOOK

MASTER OF SCIENCE DEGREE

AND

DOCTOR OF PHILOSOPHY DEGREE

IN

JUSTICE STUDIES

2009-2010



An academic unit of the College of Liberal Arts and Sciences

<http://WWW.sjsi.clas.asu.edu>

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I. INTRODUCTION

The student handbook provides an overview of the policies and procedures for the M.S. and Ph.D. degrees in Justice Studies. The handbook serves as a basis for answering students' questions. However, the handbook is not an official document or contract of Arizona State University and does not replace the Graduate College academic requirements. For information not provided in the handbook, consult with the chair of your advisory committee, the director of Graduate Programs, or the ASU Graduate Catalog. For information on official Graduate College Policies and Procedures please visit this website: http://graduate.asu.edu/academic_policies.html

A. Graduate Education

The master's degree and the doctoral degree programs are innovative liberal arts programs that place social justice at the center of study. Our interdisciplinary program educates future scholars and change agents ready to address today's complex social problems with social science skills and insights from the humanities. Both our M.S. and Ph.D. programs provide students with the scholarly perspective and training needed to sustain a sophisticated analysis of socio-cultural, economic and legal inequalities, and the strategies and policies needed to address those issues. Our goals in studying justice include 1) revealing intersecting forms of injustice based on race, gender, class, sexual orientation, disability, and legal status; 2) engaging in multiple visions of justice that are local and global; and 3) transforming social life to promote pathways to a more just society. Our successful graduate programs draw on many disciplines and numerous departments, schools and colleges across ASU's campuses including the School of Human Evolution & Social Change, Criminal Justice and Criminology, English, Social & Family Dynamics, Global Studies, History, Law, Philosophy, Political Science, Psychology, Public Affairs, and Social Work.

Justice & Social Inquiry is recognized as a leader in the interdisciplinary study of justice and a pioneer in establishing full-fledged programs in the field. Other colleges and universities have followed, using Justice & Social Inquiry as their model, but we remain the only comprehensive B.S., M.S, and Ph.D. programs in the study of justice in all its forms. Our perspective is global, both in terms of the problems we study and in terms of the international reputation we have earned.

B. Graduate Degree Programs

The school offers two graduate degree programs: the Master of Science and the Doctor of Philosophy.

- The Master of Science degree program is designed for students who have successfully completed an undergraduate degree and who seek further study in the structures, processes, and outcomes related to issues of justice and injustice. The master's degree program provides advanced education and training to prepare students for continuing education in the doctoral program, for careers in mid-level management positions, or as advocates for social justice and social change.

- The Doctor of Philosophy degree program is designed for students who want to pursue more intensive education and training in order to gain the knowledge and capacity to conduct research on issues of justice and transmit this knowledge via publication and teaching. Typically, students who have completed either a master's or law degree, or outstanding applicants with only an undergraduate degree, are admitted to the doctoral program. Formal arrangements with ASU's Sandra Day O'Connor College of Law permit us to offer a concurrent J.D./ Ph.D. program for select students. This concurrent degree program is discussed later in the Handbook.

Areas of study based on the teaching and research expertise of faculty include the following:

- **Citizenship, Migration, and Human Rights**
This theme includes studies of citizenship and identity; the movement of labor; migration and immigration policies and practices; nationality and ethnocentrism; and the conflicts and controversies involving human rights. Current and recent projects include studies of the movement and exploitation of labor, crime and victimization, racial profiling, cultural artifacts and citizenship, and human issues such as human trafficking.
- **Globalization, Sustainability, and Economic Justice**
Justice & Social Inquiry faculty are leaders nationally and internationally in the studies of globalization and economic justice. Topics addressed include gender, race and work issues, the privatization of public resources and services, entrepreneurialism and inequality, and the study of nongovernmental organization and non-profits as alternative spaces for the foundation of a civil society. Current and recent projects include studies of racial and gendered barriers to the success of small businesses, social indicators of just cities, the privatization of water and other natural resources and energy, and resource extraction.
- **Law, Policy and Social Change**
Justice & Social Inquiry is ranked among the top five Law and Society graduate programs nationally, and is a founding member of the Law and Society Association's Consortium of Undergraduate Law and Justice Programs. Research in these areas includes analysis of theories and philosophies of punishment, corporate crime, the social construction of target populations for social policy, and court decisionmaking.
- **Media, Technology and Culture**
Media, technology and cultural studies incorporate scholarship on the print, television, and internet media. Also included are analyses of new technologies of surveillance and security, gendered media images, and the use of technology to work away from the traditional office. Our research and courses address issues of international politics and the media constructions of fear.

- **Social Identities and Communities**
Scholarship on social identities and communities include studies of identities, differences and justice. We focus on the analysis of intersecting forms of oppression and activism tied to relations of gender, race, class, sexual orientation and disabilities. We also analyze media representations, cultural imperialism and hegemony, and seek to identify spaces for viable community activism and empowerment.

A student may use elective courses to develop other areas of specialization after consulting with the advisory committee or temporary advisor. More than 45 faculty from other departments and Schools at ASU are part of the graduate faculty for Justice & Social Inquiry because they also teach and conduct research on justice related issues. The foundation of the master's degree program is an interdisciplinary approach, so students are encouraged to take selected courses from other academic disciplines, with the approval of their advisory committee.

II. THE MASTER OF SCIENCE DEGREE PROGRAM

A. The Curriculum

The master's program embraces those aspects of social and behavioral sciences relevant to an understanding of the social arrangements and social processes that affect justice in society. The curriculum focuses on justice theory, research methods, policy, and data analysis in a variety of substantive areas. The program offers a Master of Science degree with a thesis or an applied project option. In fulfilling the requirements of this program, the student is prepared for professional positions in justice-related agencies and nonprofit organizations, for teaching in community colleges, and for further study and research in the justice field.

B. Program Requirements

Admission to either of our graduate programs is conditional upon the successful completion of all requirements for the degree program enrolled in at the time of application. Applicants who have not yet completed their undergraduate degree at the time of application are expected to complete all requirements for the undergraduate degree prior to entering our graduate program

Any **transfer credit** must meet the Graduate Council transfer policy guidelines, Justice and Social Inquiry program requirements, and the approval of the Graduate College. Please check the ASU Graduate Catalog for more information on transfer credit or see this website: http://graduate.asu.edu/academic_policies.html

All students must satisfy the requirements of either a written thesis or a written applied project and must complete the required courses.

Thesis Option: Any student who is taking the thesis requirement must successfully complete a minimum of 36 credit hours, including 6 hours of thesis. At least 27 of the 36 credit hours must be taken in Justice & Social Inquiry.

Applied Project Option: The applied project requires the successful completion of a minimum of 36 credit hours including 6 hours of the applied project (JUS 593). At least 27 of the 36 credit hours must be taken in the Justice & Social Inquiry.

C. Core Courses and Prerequisites

The master's degree program requires students to complete four core courses as part of the coursework for the master's degree. Students must earn a grade of B or better in each core course. The foundation courses are:

- | | |
|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| JUS 500 | Justice Research Methods (3 credit hours)
Presents theories and methods of qualitative and quantitative research with emphasis on development of designs most relevant to justice data and problems. |
| JUS 501 | Justice Theory (3 credit hours)
Acquaints students with classical and contemporary theories and philosophies of social, economic, political and criminal justice, including an assessment of their relevance to contemporary justice issues. |
| JUS 509 | Statistical Problems in Justice Research (3 credit hours)
Studies statistical methods specific to Justice & Social Inquiry. |
| JUS 521 | Qualitative Data Analysis (3 credit hours)
Analyzes qualitative data (e.g., field notes, in-depth interview transcripts and document analysis); coding programs; qualitative evaluation. |

The successful completion of an undergraduate course in statistical analysis of data is strongly advised before taking JUS 509. Students that are admitted into the master's program and have not taken any undergraduate statistics course may be required to correct this deficiency (without graduate credit) with an appropriate undergraduate course upon entering the program.

D. Minimum Requirements for the Degree

Students completing the **thesis option** are required to complete a total of 36 credit hours including the following: 6 hours of thesis research (JUS 599); 12 hours of required core courses; 9 hours of elective classroom courses; 9 credit hours may be any combination of other elective classroom, reading and conference, research or internship courses. At least 27 of the 36 credit hours must be taken in the School of Justice & Social Inquiry.

Students completing the **applied project option** are required to complete a total of 36 credit hours including the following: 6 hours of the applied project (JUS 593); 12 hours of required core courses; 9 hours of elective classroom courses; 9 credit hours may be any combination of other elective classroom, reading and conference, research, or internship courses. At least 27 of the 36 credit hours must be taken in the School of Justice & Social Inquiry.

These requirements are summarized below:

	<u>Thesis Option</u>	<u>Applied Project Option</u>
a. Core Course Hours	12	12
b. Elective Classroom Hours	9	9
c. Elective Classroom Courses, Research, Reading and Conference, and/or Internship	9	9
d. Thesis/Applied Project Hours	6	6
Total	36	36

E. Advisory Committee

The thesis advisory committee consists of a chair and two other faculty members. The chair and at least one other member must be faculty of the School of Justice & Social Inquiry. These committee members are appointed by the dean of the Graduate College on the recommendation of the director of Graduate Programs.

A compatible advisory committee is important to any student since the committee will be working in concert to direct the student's academic progress. The committee further assists the student by overseeing and approving the plan of study; monitoring and providing academic guidance; and directing the thesis and its oral defense. It helps the student to be informed of the committee's research interests, personalities, and work style. Before approaching any prospective committee members, the student should prepare a synopsis of the proposed research project.

A student pursuing the Master of Science degree with the applied project is supervised by one faculty member from Justice & Social Inquiry to oversee the student's plan of study and applied project.

F. Plan of Study (POS)

The plan of study (POS) is an integral part of the graduate degree process. The POS specifies the expected coursework that students will complete toward their degree, reflects the area of specialization, program goals, and the interdisciplinary nature of the program, and formally establishes the advisory committee. The POS is completed and revised electronically and must be approved by the student's advisory committee and the Justice & Social Inquiry Director of Graduate Programs before it is submitted for approval to the Graduate College Dean. The Justice & Social Inquiry Graduate Coordinator must be consulted prior to the on-line entry of the POS.

Master students must file their POS before they begin their second year of enrollment or before the time they enroll for 50%, or 18 credit hours, of the 36 credit hours required for their degree.

Students completing the thesis requirement include only 6 credit hours of 599 Thesis on their POS. Students completing the applied project requirement include 6 credit hours of 593 Applied Project. With approval from the student's advisory committee for either the thesis or applied project option, a maximum of six credit hours of 400-level coursework may be included on the POS. Pass/Fail 400 level courses and any credit hours that were applied toward a previously awarded degree, may not be included on the POS.

The master's degree typically is completed in two years, or four semesters. All work toward a master's degree must be completed within six consecutive years. The six years begin with the semester and year of admission to the program. Graduate courses taken prior to admission that are included on the POS must have been completed within three years of the semester and year of admission to the program.

Fall Year 1:	JUS 500 Research Methods (3) JUS 501 Justice Theory (3)
Spring Year 1:	JUS 509 Statistical Analysis (3) JUS 521 Qualitative Data Analysis (3) JUS xxx Elective (3)
Fall Year 2:	JUS xxx Elective (3) JUS xxx Elective (3) JUS 592 Research(6)
Spring Year 2:	xxx xxx Elective (3) JUS 599 Thesis (6)/ JUS 593 Applied Project (6)

G. Thesis Defense

Before starting the thesis, the student must present a prospectus for the committee. The prospectus is a statement of the topic area, a brief discussion of its significance, the primary research questions to be addressed, and the research design.

To satisfy the thesis research requirement for the master's degree, the student must defend a thesis in an oral examination. Written approval of the thesis and its defense is required from the committee members and the head of the academic unit.

When the thesis is near completion, the student is expected to discuss a time of defense with the committee in accord with the Graduate College Graduation Deadlines and Procedures. The student will also contact the Graduation section in the Registrar's office in preparation for graduation.

Notice of the student's defense, with an attached abstract, must be posted for Justice & Social Inquiry faculty and students no later than one week before the date of the defense. Interested parties may attend the oral defense.

After the thesis defense, the defense form is signed by committee members and by the director of Graduate Programs or the director of Justice Studies. A copy of this document must be given to the Justice & Social Inquiry graduate coordinator.

H. Applied Project Defense

Candidates pursuing the applied project option must present their applied project and defend it in an oral examination conducted by the faculty member that supervises the project. The director of Graduate Programs or her/his designated representative must be present at the defense. The applied project will typically include a brief literature review to identify the nature or issue of the problem, a description of the methodology used and, if relevant, of the data gathered or program studied, followed by an analysis and conclusions. Written approval of the applied project and its defense is required from the faculty advisor directing the project and the director of Graduate Programs. The applied project defense is not publicized and the Graduate College does not require format approval and binding of the applied project; however, the student must contact the Graduation section in the Registrar's office in preparation for graduation well in advance of the defense. After the defense, the faculty member in charge of the applied project and the director of Graduate Programs or the director of Justice & Social Inquiry, will sign and approve the appropriate document before delivery to the Graduate College. A copy of this document must be given to the Justice & Social Inquiry graduate coordinator.

I. Maximum Time Limit to Complete Degree

Students who have not completed the M.S. degree after 8 semesters of enrollment may be withdrawn from the program. Check the ASU Graduate Catalog for the maximum time limit. http://graduate.asu.edu/academic_policies.html

J. Applying for Graduation

After all coursework has been completed, the requirements for the Graduate College have been met, and the thesis or applied project has been approved, the student is eligible for graduation. Students must check the Graduate College Graduation Deadlines and Procedures for future information. http://graduate.asu.edu/academic_policies.html The student must be enrolled during the semester or summer/winter session in which the student defends the thesis or applied project.

III. THE DOCTOR OF PHILOSOPHY IN JUSTICE STUDIES DEGREE PROGRAM

The doctoral program is an interdisciplinary degree program operated under the auspices of Justice & Social Inquiry. Our interdisciplinary doctoral program in Justice Studies integrates philosophical, legal, and ethical approaches with social science and humanities perspectives to study inequalities and justice in social life. Our doctoral students gain interdisciplinary expertise by taking courses that cover issues within and across a range of disciplines. Interdisciplinary courses are offered within Justice & Social Inquiry and students are also encouraged to take courses from other departments and Schools across the ASU campuses. At least one member of the student's Advisory and Dissertation Committee will be from outside Justice & Social Inquiry. Student Advisory and Dissertation Committees must also be comprised of faculty from more than one discipline. More than 45 faculty from across ASU are members of the Justice Studies PhD Graduate Faculty.

Outstanding undergraduate students, master's degree students, and law school students may apply for admission to the doctoral program. As noted earlier, the doctoral program is designed for those students who want to pursue more intensive education and training that will provide them with the knowledge and capacity to conduct research on issues of justice, and to transmit their knowledge and research findings via publication and teaching. Candidates for admission to the doctoral program are recruited from a wide variety of academic backgrounds, including (but not limited to) the social sciences, philosophy, law, and relevant interdisciplinary fields (e.g., public administration, legal studies, criminal justice, women's studies). Admission is competitive and decisions for admission are based on the following: record of academic achievement, promise of academic excellence both in the program and following completion of the program, and the degree to which substantive interests and career goals are compatible with the strengths and goals of the doctoral program.

Through a formal arrangement with ASU's Sandra Day O'Connor College of Law, we also offer a concurrent J.D./ Ph.D. program in Justice Studies. In order to seek concurrent degrees, prospective students must first gain separate admissions to both the Sandra Day O'Connor College of Law and the Justice Studies Ph.D. Program offered in Justice & Social Inquiry. The student must then obtain special approval to concurrently pursue the J.D. and Ph.D. degrees. Additional information about the concurrent J.D./Ph.D. program is included later in this Handbook.

The doctoral program aims to produce scholars whose research and teaching activities contribute to the knowledge and understanding of conflicts and dilemmas surrounding inequalities, justice and social change. Courses in the study of justice are a part of the curriculum within many academic disciplines and journals. Graduates from this program will have a strong theoretical background and interdisciplinary training in law, humanities, and the social sciences, and possess the technical skills associated with both qualitative and quantitative research methodology. These qualifications provide graduates with the opportunity to successfully compete for a variety of positions in academic and policy-related fields. Graduates from our PhD program obtain jobs in traditional disciplinary programs (e.g., sociology, social work, political science, law, anthropology) as well as in interdisciplinary programs focused on the following realms: crime, race and ethnicity, gender, government, socio-legal studies, public administration, and economy and society.

A. The Curriculum

The interdisciplinary nature of the program is evident from the curriculum available to the graduate students. As noted earlier (see page 5), we offer five broad areas of specialization that represent the strengths and expertise of our graduate faculty. Issues of gender, race and class are addressed throughout all five areas.

- *Citizenship, Migration and Human Rights*
- *Globalization, Sustainability and Economic Justice*
- *Law, Policy, and Social Change*
- *Media, Technology and Culture*
- *Social Identities and Communities*

B. Required Courses – And Prerequisites

Admission to either of our graduate programs is conditional upon the successful completion of all requirements for the degree program enrolled in at the time of application. Applicants who have not yet completed their undergraduate degree are required to complete all requirements for the undergraduate degree prior to entering the doctoral program. If a master's degree is not presumed upon admission and is not awarded, then any transfer of master's level courses toward the doctoral degree must be approved by the Justice & Social Inquiry Graduate Programs Committee.

Applicants who were admitted while pursuing a Master's or J.D. degree at a university outside of ASU are expected to complete all requirements for that advanced degree prior to entering the doctoral program, unless otherwise noted in the letter of acceptance to the doctoral program. If this post-baccalaureate degree is not completed by the time of initial enrollment into the ASU Justice Studies PhD program, the student is permitted to enroll in doctoral graduate courses for one semester while she/he completes the Master's or JD

degree. However, the student will not be permitted to enroll in subsequent semesters unless the post-baccalaureate degree has been fully completed.

Students who are earning a master's degree from ASU must complete all requirements for their master's prior to enrolling in the Justice Studies doctoral program. They will not be eligible for funding associated with the doctoral program (TA's or scholarships) until they complete all requirements for the master's.

C. Core Required PhD Courses

Justice & Social Inquiry requires that students complete three of four core courses as part of their work toward the Justice Studies Ph.D. degree program. Students must earn a grade of B or better in each of the core courses. The core courses are:

JUS 620 Justice Research Methodology (3 credit hours)
Covers the epistemology of knowledge and method in justice research, history and philosophy of social science/critical inquiry, as well as perspectives which link these concerns to research strategies. Critically explores the strengths and weaknesses of varied methodologies.

Please Note: Students who have not successfully completed a master level research methods course may be required to take JUS 500 before taking JUS 620.

JUS 640 Theoretical Perspectives on Justice (3 credit hours)
Analyzes philosophical perspectives of justice; linkages between social science and justice constructs; application of justice to social issues.

Please Note: Students who have not successfully completed a master level theory course may be required to do so before taking JUS 640.

Students are also required to take one of the following two courses:

JUS 630 Data Analysis for Justice Research (3 credit hours)
Bivariate and multivariate techniques of data analysis and hypothesis testing for justice-related research and use of information and statistical programs.

Please Note: Students who have not successfully completed a master level statistics course may be required to do so before taking JUS 630.

OR

JUS 650 Advanced Qualitative Analysis (3 credit hours)
Advanced qualitative data collection and analysis techniques, including ethnography, in-depth interviews, field notes, coding, transcribing, content analysis, textual analysis.

A sample schedule for students entering the program with a J.D. or Master's degree would be:

Fall, Year 1:	JUS 620 Justice Research Methodology (3)* JUS 640 Theoretical Perspectives on Justice (3)*
Spring, Year 1:	JUS 630 Data Analysis for Justice Research (3) OR JUS 650 Advanced Qualitative Data Analysis (3) JUS xxx Elective (3) JUS xxx or non-JUS Elective (3)
Fall, Year 2:	JUS xxx or non-JUS Elective (3) JUS xxx Elective (3) JUS xxx Elective (3)
Spring, Year 2:	JUS xxx Elective (3) xxx Elective (3) xxx Elective (3) or JUS xxx Research/Reading & Conference (3)
Fall, Year 3:	JUS 792 Research (3) – Comprehensive Exams JUS xxx Elective (3)
Spring, Year 3:	JUS 792 Research (6) Prepare/Defend Dissertation Prospectus
Fall, Year 4:	JUS 799 Dissertation (6)
Spring, Year 4:	JUS 799 Dissertation (6)

*Students who are not funded may need to take nine credit hours but may not post more than 12 hours of dissertation on the POS.

Note: Students should try to defend their prospectus by the Spring of Year 3 and expect to work during the summer to complete their degree in a timely manner.

D. Minimum Requirements for the Degree

Students entering the doctoral program with a master's or J.D. degree are required to complete 54 credit hours that include the following: 12 dissertation credit hours; 9 hours of required core PhD courses; 15 hours of elective classroom courses and 9 hours of these

elective classroom courses must have a JUS prefix; 18 credit hours of any combination of other classroom electives, reading and conference, and/or research hours.

Students entering the doctoral program without a master's degree or J.D. degree are required to complete 84 credit hours that include the following: 12 dissertation credit hours; 12 hours of theory and methods foundation courses (i.e., JUS 500, JUS 501, JUS 509, and JUS 521); 9 hours of required core PhD courses; 24 hours of elective classroom courses and 15 hours of these courses must have a JUS prefix; 27 hours of any combination of other classroom electives, reading and conference, and/or research hours.

Students who enter the doctoral program without a master's degree or J.D. degree may petition for a Master's Degree in Passing after they have completed 36 credit hours and a Capstone Writing Project (CWP). These hours must include the four theory and methods foundation courses (i.e., JUS 500, JUS 501, JUS 509, JUS 521) or their approved equivalent, AND a successfully defended CWP. Candidates pursuing the master's in passing must present their CWP and defend it in an oral examination conducted by the faculty member who supervises the project. The Director of Graduate Programs or her/his designated representative must be present at the defense. The CWP will typically include a brief literature review to identify the nature or issue of the problem, a description of the methodology used and, if relevant, of the data gathered or program studied, followed by an analysis and conclusions. Written approval of the CWP and its defense is required from the faculty advisor directing the project and the director of Graduate Programs. The CWP defense is not posted. After the defense, the faculty member in charge of the CWP and the director of Graduate Programs or the Director of Justice & Social Inquiry will sign and approve appropriate documents before delivery to the Graduate College.

E. Residency Requirement

The residency requirement for the doctoral program is two consecutive academic semesters in full-time enrollment status (not including summer sessions) subsequent to admission.

F. Continuous Enrollment

Once admitted to the doctoral program, students must be enrolled continuously, excluding summer sessions, until all requirements have been fulfilled. If a plan of study needs to be interrupted for one semester, the student must apply for leave status before the beginning of the semester.

G. Advisory Committee

The Student's Advisory Committee (AC) serves the following functions: 1) guides students in the preparation of the plan of study; 2) guides and monitors academic progress; 3) determines (with student participation) the areas to be covered by the comprehensive examinations; 4) administers and grades the comprehensive examination. Any change in the committee members from those listed on the plan of study must be

recommended by the director of Graduate Programs and approved by the Graduate College.

An advisory committee consists of at least three persons, a chair and two other faculty members. The committee is appointed by the dean of the Graduate College on the recommendation of the director of Justice & Social Inquiry Graduate Programs. To ensure the university-wide, interdisciplinary nature of the doctoral program, the advisory committee members may not all be drawn from the same discipline or from the same academic unit. At least 50% of the committee members must be faculty from ASU. At least one faculty member must be drawn from the School of Justice & Social Inquiry tenured or tenure-track faculty. The chair of the advisory committee must be drawn from the list of Justice Studies PhD Graduate Faculty with approval to serve as committee chairs.

H. Plan of Study (POS)

The plan of study (POS) is an integral part of the graduate degree process. The POS specifies the expected coursework that students will complete toward their degree, reflects the areas of specialization, program goals, and the interdisciplinary nature of the program and formally establishes the advisory committee. The POS is completed and revised electronically and must be approved by the student's advisory committee and the Justice & Social Inquiry Director of Graduate Programs before it is submitted for approval to the Graduate College Dean. The Justice & Social Inquiry Graduate Coordinator must be consulted prior to the on-line entry of the POS.

Doctoral students must file their POS before the semester in which they will be completing the first half (50%) of the credit hours required toward their degree program. This means that Justice Studies doctoral students who entered the program with a J.D. or Master's degree must file their POS before the semester in which they will have completed 27 of their required 54 credit hours of study. Justice Studies doctoral students who entered the PhD program with only a bachelor's degree must file the POS during the semester in which they will complete 42 of their required 84 credit hours. Graduate and core courses that appear on the POS must be 500-level or above. Any credit hours that were applied toward a previously awarded degree may not be included on the POS. For any exceptions, check the Graduate College's Graduate Policies and Procedures for Graduate Degree Requirements.

Policies in effect during the semester and year the student is admitted determine the degree requirements for the student's graduation.

All students who entered the doctoral program with only a bachelor's degree must include a minimum of 84 credit hours on the plan of study. Students who entered the doctoral program after completing a master's or J.D. degree must have approval to apply 30 credit hours from a previously awarded degree to the plan of study. They must also have successfully completed a minimum of 54 credit hours taken as part of the doctoral program. As part of the overall plan of study, each student must complete a minimum of

12 credit hours of dissertation (JUS 799). A minimum of two consecutive semesters subsequent to admission must be spent in full-time residence.

I. The Comprehensive Examination

The Comprehensive Examinations (hereafter referred to as Comprehensives or Comprehensive Areas) demonstrate the student's ability to master, synthesize, critically assess, and creatively elaborate on material drawn from core and elective course work, primary research, and readings in **two distinct comprehensive areas of specialization** (e.g., social movements, immigration, public policy, globalization and economic justice, juvenile justice, restorative justice, legal consciousness, gender and work, critical race studies, sexuality; also see five areas of Justice & Social Inquiry specialization). The Comprehensives are administered at different points in time – one paper or exam for each of the two specialty areas. The length of time between the two Comprehensive Areas is decided by the student in consultation with the Advisory Committee (AC). The Comprehensive for each specialty will include the critical examination of theories and methodologies as well as substantive research relevant to the area, and an explanation of the relevance of the area to the study of justice. The completion of graduate seminars in the specialty area may also be required by the AC if such courses are available. Successful completion of each Comprehensive Area should indicate that the student has achieved sufficient expertise to teach and conduct research in that specialty.

The AC works closely with the student to identify the two distinct areas of specialty. The AC also works with the student to develop a reading list (i.e., theoretical, methodological, and substantive readings) and (if applicable) a list of seminars relevant for the mastery of each Comprehensive Area. Typically, each major section of the Comprehensive Area reading list includes an introductory paragraph highlighting the student's goals/emphases. (Students may review unnamed copies of existing reading lists and questions from prior comprehensive examinations that are available in the Graduate Programs office.) Students must submit a copy of their AC- approved reading list for each area of specialization and indicate the Comprehensive format they have selected for each comprehensive area to the Graduate Programs office at least one month prior to submitting their final Comprehensive Area products (e.g., papers, exams) to their AC.

Regardless of the format selected, all Comprehensive options require the following:

- 1) A reading list developed with and approved by the AC (one for each Comprehensive area). (Contents described above.)
- 2) Each Comprehensive Area product must demonstrate a mastery of scholarship in the designated area, including synthesis, critical assessment, and elaboration of designated topics within the area in a creative and scholarly manner. In other words, a mastery of scholarship in each

Comprehensive Area goes beyond a simple description or overview of the literature.

- 3) *Original* work prepared explicitly for the Comprehensives. (NOTE: Course papers, previously published articles, previously submitted grant applications or master's theses do NOT meet the Comprehensive requirements.)
- 4) Although each Comprehensive Area requires an original product, these outcomes should be applicable to one or more of the following subsequent projects: grant applications, scholarly publication, dissertation, teaching..

Comprehensive Format Options

In consultation with their AC, students select from among three format options to demonstrate their competence in each selected Comprehensive Area. (If desired, different formats may be selected for each of the two areas.)

A) **In-Office Exam Format** – An eight-hour testing period for each area taken in a Justice & Social Inquiry office on the ASU campus.

B) **48-Hour Take Home Exam Format** – One 2-Day testing period for each area (e.g., the student receives the exam at 4:00 p.m. on Friday afternoon and returns it by 9:00 a.m. the following Monday). (Weekday formats are also permissible.)

For exam format options (A and B), the Graduate Programs Committee urges students to develop preliminary questions that will help them in preparing for the exam. Previous copies of comprehensive questions and answers (without attribution) are available in the Graduate Programs Office. The process of writing and discussing potential questions with committee members are study techniques that many students have found useful. Faculty may draw on the study questions to develop the exam. The Graduate Programs Committee recognizes the importance of exam questions pertaining to teaching as well as research. Finally, committee members may generally discuss the content of the exam, but they may not convey the exact questions to the students ahead of time.

C) **Paper(s) Format** – A paper or series of papers that demonstrate(s) a creative mastery of the select specialty area. The paper would be an original scholarly article-length treatment (**approximately 25 – 35 pages**). Alternatively, a series of shorter original essays on more narrowly focused topics would comprise a similar number of total pages (as the single paper) and equally demonstrate a mastery of the Comprehensive Area. The AC works with the student to define the topic of each paper. The AC must approve all paper topics prior to their undertaking by the student. References used in the Paper(s) will typically expand beyond that of the approved reading list as necessary to prepare a strong manuscript. The AC must work with the student to specify the criteria for a passable paper in advance of the undertaking. The timetable for the paper(s) option is open, but it is strongly recommended that the committee specify in advance both the number of

revisions (if any) that will be permitted prior to making their pass/fail assessments, and the overall time frame allowed for completion of the paper(s). A paper that is deemed unacceptable by the AC after the agreed-upon number of revisions and time frame for completion constitutes a failure of the Comprehensive Area.

Procedural Details for All Formats:

In consultation with their AC, students may elect to complete both Comprehensive Areas in the same format (e.g., two papers or two exams). Students must indicate the format that they have selected for each specialty area to Justice & Social Inquiry Graduate Office at the time that they submit a copy of their approved reading lists. Alternatively, students and the AC may select a different format option for each of the two Comprehensive Areas (e.g., a paper for one area and exam for the second area).

Advisory Committee members will grade each comprehensive (e.g., exam question or paper) with a pass or fail and provide written comments for the student. The advisory committee should establish criteria regarding the number of questions in each area (if Format A or B), and what constitutes a pass or failure (all formats) before the examination or paper is undertaken. After grading each Comprehensive Area, the committee members must submit comments and grades to the committee chair (with attribution) by a designated date. The chair will compile the grades and determine the final grade (pass/fail) for each Comprehensive Area. Comments and grades without attribution and identification and the final Comprehensive grade for the area will be provided by the committee chair to the student. (Examples of specific exam procedures including rules and criteria for pass/fail grades are available from the Justice & Social Inquiry Graduate Office.)

For each Comprehensive Area, the committee chair is responsible for getting copies of the following to the Justice & Social Inquiry Graduate Office: 1) Completed Comprehensive Area (e.g., exam question and answers or completed papers), 2) Committee members' (unnamed) grades and comments for each Comprehensive Area.

Once reported to the Justice & Social Inquiry Graduate Office, a failure in one or more of the Comprehensive Areas is reported to the Graduate College. A failing grade is considered final unless the advisory committee and the head of the academic unit recommend a reexamination. The Dean of Graduate Studies must approve a reexamination. The student must then follow the Graduate College guidelines for reexamination. Only one reexamination is permitted by the Graduate College.

J. Dissertation Committee

The dissertation committee supervises and approves the subject and title of the dissertation, the dissertation prospectus, and the completed dissertation. Note: The dissertation committee may be comprised of the same or different faculty from the Advisory Committee for the Comprehensive examinations. However, approval of the

Justice & Social Inquiry Graduate Director and Graduate College is required for any changes in committee composition. The dissertation committee is comprised of a chair and two other faculty members. The chair must be a member of the Justice Studies Doctoral Program Graduate Faculty and be approved to chair doctoral student advisory committees. As noted earlier, at least one member of the committee must be a tenured or tenure-track faculty member in Justice & Social Inquiry and one member must be a faculty member from a department outside of Justice & Social Inquiry. The committee members may not all be from the same discipline. At least 50% of the committee must be faculty from ASU. Upon the recommendation of the Director of Graduate Programs and the approval of the Graduate College, qualified individuals outside the University may serve as members of the dissertation committee, but may not serve as chairs or co-chairs. Former ASU faculty with students completing their degrees may continue to serve as co-chairs pending the approval of the academic unit and the Graduate College.

K. The Dissertation Prospectus and Advancement to Candidacy

The dissertation committee approves the format and content of the prospectus. The prospectus should include a statement of the problem, a review of the literature, and a plan for research. Candidacy (ABD- all but dissertation) is achieved after the student has passed the required comprehensive examinations and has successfully presented and defended the prospectus. The student is notified of candidacy status by letter from the dean of the Graduate College. The Graduation section informs the student by memo of any degree requirements that need to be completed prior to graduation and includes the semester deadline for graduation.

L. Dissertation and Dissertation Defense

The dissertation consists of a fully documented written analysis demonstrating a high level of interdisciplinary skill and competence associated with a justice-related problem and approved by members of the dissertation committee. An oral defense of the dissertation is required. See the following graduate college website http://graduate.asu.edu/academic_policies.html or further information regarding graduate student resources.

M. Maximum Time Limits and Application for Graduation

- Applying for graduation – Students apply for graduation at the Graduation Office in the Student Services Building. All doctoral requirements must be successfully completed before graduation and the student must be currently enrolled during the semester of the thesis or dissertation defense.
- Dates and Deadlines – Check the Graduate College website for current Graduation Deadlines and Procedures. http://graduate.asu.edu/academic_policies.html

- **Maximum Time Limit to Complete the Degree** – Students should demonstrate continuous and satisfactory progress toward the degree. Typically students entering the Ph.D. program with a masters or law degree will take the comprehensive exams in their third year. If the exams are not successfully completed by the spring of year 3, students must be able to demonstrate that they are making satisfactory progress toward the degree in other respects (e.g., publications, grants). The Graduate Programs Committee in consultation with the student’s advisory committee will determine if satisfactory progress has been made. Failure to make satisfactory progress will result in denial of financial support from the Justice & Social Inquiry Graduate Program. Students may be withdrawn from the program if they fail to complete the comprehensive exams by the spring semester of their fourth year of enrollment in the Ph.D. program.

Students entering the Ph.D. program without a master’s or law degree are expected to take an additional year to successfully complete their comprehensive exams.

The ASU Graduate College requires that doctoral students successfully defend their dissertation prospectus within a specified period after passing their Comprehensive Exams (see Graduate College Website for details). http://graduate.asu.edu/academic_policies.html Justice & Social Inquiry doctoral students are expected to defend their dissertations on campus within two years after passing the comprehensive examinations. Students who do not defend within this time frame may lose financial support from the graduate program, and may be withdrawn from the program.

IV. CONCURRENT JD/PHD DEGREES

- **Purpose and History**

The purpose of the concurrent J.D./PhD. Degrees is to provide a rigorous education for highly qualified students interested in pursuing academic careers in law, law and the social sciences, or law and philosophy.

The demand for interdisciplinary legal studies dates to the beginning of this century. Early on, scholars such as Roscoe Pound, Dean of the Harvard Law School, and sociologist, E.A. Ross, pioneered this field of inquiry. Later, E.A. Hoebel, the legal anthropologist, and Karl Llewellyn, the author of the Uniform Commercial Code, championed interdisciplinary legal studies. More recently, the creation of such organizations as the Law and Society Association and the American Psychology-Law Society has facilitated interdisciplinary legal studies. Moreover, today, the National Science Foundation has a permanent Law and Social Science Program, which provides financial support for research and advanced studies in this area.

- **Qualifications for Admission**

Prospective students apply separately for admission to the Sandra Day O'Connor College of Law and to Justice & Social Inquiry. Students request special approval to pursue concurrently the J.D. and Ph.D. degrees. A limited number of students will be permitted to pursue concurrent degrees. Students pursuing the concurrent J.D./ Ph.D. will spend the first year taking law courses full time. In the second year, students can begin to blend Ph.D. and J.D. coursework. Students may not serve as T.A.s during their first year of law school.

- **Requirements for Concurrent Degrees**

Requirements for the concurrent degrees are designed to ensure the integrity of both the J.D. and Ph.D. degree programs and to enable students to earn concurrent degrees in five to six years. Students earning concurrent J.D. and Ph.D. degrees enroll solely in law school courses the first year, beginning Ph.D. coursework in the second year.

The concurrent degree allows qualified students to earn J.D./ Ph.D. degrees in 120 credit hours of coursework. Specifically, candidates with concurrent degrees must complete 87 law hours, 9 credit hours of required Ph.D. core courses, 27 credit hours of doctoral committee approved electives and research to develop substantive specialization and increase core areas of competency, and 12 credit hours of dissertation. The 87 law hours include 66 hours of law school courses, 60 of which must be earned in numerically graded courses. Upon recommendation of the candidate's dissertation committee and approval by the Associate Dean of the College of Law, a candidate may apply additional hours earned in non-numerically graded law courses toward the concurrent degree.

Students may not apply any of the 60 credit hours of numerically graded and required law courses toward meeting the elective requirements of the Ph.D. However, upon approval of the students' committees, other law college seminars may be included as part of the electives. Fifteen credit hours of combined research and dissertation coursework and six credit hours of Ph.D. core coursework will be credited toward the completion of the J.D. degree requirements of 87 credit hours. These requirements apply only when the J.D. and Ph.D. degrees are awarded concurrently and not if one degree is earned prior to the other. The completed and approved dissertation will satisfy the writing requirement of the Law College. Throughout candidacy, students pursuing the concurrent degrees must maintain the grade point averages required of both programs and fulfill all other stated requirements. Candidates pursuing concurrent degrees will not be held to the law school's five year limit on graduation. However, students who leave either the J.D. or the Ph.D. program forfeit the facilitative features of the concurrent degrees and will have to complete the standard graduation requirements as follows: 84 credit hours and all other requirements for the "baccalaureate only" students remaining in the Ph.D. program; 54 credit hours and all other requirements for the students who remain in the Ph.D. program having already earned a Master's degree; 87 credit hours and all other requirements for the students remaining in the J.D. program.

V. FINANCIAL ASSISTANCE

A. Teaching Assistantships/Associateships and Renewal

Teaching Assistantships/Associateships are competitively allocated to students at the time of admission to the program. The typical renewal for doctoral students is three years if the student is making reasonable progress through the program and is in good standing with the Graduate College. Doctoral students may be awarded a Teaching Associateship after their third year when they teach classes as part of the School's undergraduate curriculum. Whether students were admitted into the program as funded or unfunded students, they are eligible to apply for a Faculty Associateship if they have completed a Master's or J.D. degree. However, teaching positions cannot be guaranteed for students who are admitted without a written, multi-year funding commitment.

The presumption of renewal is based on the following three factors. Renewal may be denied on the basis of any one of them:

1. The availability of funding. In the event of drastic budget cuts to the School teaching assistantships and teaching associateships may be reduced in duration or size.
2. Satisfactory progress in the degree program. Unsatisfactory progress is noted by one or more of the following: (a) a grade point average below 3.0; (b) failure to complete core courses with a grade of B or better, or to complete these courses in a timely manner; (c) grades of "incomplete" for classes, especially more than one incomplete, and/or for more than one year following the semester in which the course was offered; and (d) failure to make progress consistent with the timelines provided in this Handbook (see page 20).
3. Satisfactory performance of teaching assistantships/associateships. Unsatisfactory performance is determined on the basis of evaluations by faculty to whom the student has been assigned. For students who teach their own classes, performance is based on a review of the course materials and student evaluations.

Renewals are considered at the end of each semester, typically in December and May of the academic year, and prior to placements for the following semester (January and August). The Director of Graduate Programs conducts the initial review.

Recommendations for nonrenewal must be approved by the Graduate Programs Committee. Nonrenewal may be appealed by the affected student to the Director of Justice & Social Inquiry.

B. External Sources of Financial Assistance

Check the Graduate College website (see Financing Graduate Studies) for internal and external fellowships and awards.

C. FAFSA – Free Application for Federal Student Aid

Students should have a current FAFSA on file in order to meet the eligibility requirements for any special scholarships, grants, and other funding opportunities.

D. Professional Travel

Students are encouraged to participate in professional conferences as a part of their intellectual and academic growth. Based on available funds, JSI provides limited support for travel. Funds may also be available from the Graduate College and other internal resources. Interested students are advised to check the website and the Graduate Programs office for more current information.

E. Guidelines for Distribution for Travel Funding to Students

- Formal program participation at conference or meeting
- Participation consistent with the student's plan of study
- Advanced doctoral students have priority over other graduate students
- Students making satisfactory progress toward the degree as outlined in this Handbook.
- Application timing consistent with deadlines posted by Justice & Social Inquiry Graduate Office.

F. Student Awards

The Graduate Programs Committee annually recognizes the performance of outstanding master's and doctoral students. Some of the awards available are:

- Rombach Scholar – awarded to one student
- First Generation Justice Studies Alumni Scholarship and Fellowship Gift Agreement
- Graduate Student Essay Competition – awarded to one student

VI. MISCELLANEOUS INFORMATION

A. Policy on Academic Standards

The School of Justice & Social Inquiry expects its graduate students to retain high academic standards. Specifically, a student must maintain a minimum GPA of 3.00 in all graduate-level coursework within the plan of study for regular status in the program. In addition, each student must earn a grade of B or higher in each of the required core courses. A student who earns a grade below "B" (3.00) in a required core course must retake that course and earn a grade of "B" (3.00) or higher. A student whose GPA falls below 3.00 will be notified in writing that he/she will be placed on probationary status. While on probationary status, the student must take no fewer than nine credit hours within two consecutive semesters immediately following placement on probationary status. The nine credit hours will be determined after consulting with the director of Graduate Programs and obtaining approval from the student's committee chair or temporary advisor. If the student does not attain a 3.0 GPA minimum after taking nine credit hours, the student will be notified in writing that the School will recommend his/her dismissal to the dean of the Graduate College.

B. Policy for Substitution for a Course

Requests to substitute an alternative course for a required course are generally discouraged, but will be considered under the following circumstances. **Prior** to taking the substitute course, (1) the student should make a request in writing to the Director of Graduate Programs, (2) accompanied by the syllabus for the alternative course, and (3) an explanation of why the substitution is thought to be necessary or appropriate. The director will consult with faculty who teach this core course and ask for a review of the

syllabus and make a recommendation concerning the equivalence of the two courses. In reaching a decision concerning the substitution, the director will, to the extent appropriate and feasible, take into account the following:

- suitability of substituting the course
- programmatic considerations
- student enrollment in the core courses
- recommendation of the actual/potential faculty advisor
- the particular needs and circumstances of the student

If the student believes that an improper decision was made, reconsideration can be sought before the Graduate Programs Committee.

C. Incompletes

Incompletes for courses are discouraged. However, if a student should receive an incomplete, the work for that course must be completed within one calendar year. Check the following ASU website for further information:

<http://www.asu.edu/aad/manuals/usi/usi203-09.html>

D. Graded and Ungraded Graduate Courses

Courses which involve classroom instruction may be taken for a letter grade (A,B,C,D,E) or for a grade of “Y” (pass). Courses such as internships, reading and conference hours, applied projects, dissertations, and research hours, are generally recorded as a grade of “Y” for “pass.”

GRADUATE FACULTY

(Note: An asterisk after a faculty member’s name indicates those faculty who are approved to chair doctoral advisory committees; all faculty from Justice & Social Inquiry may chair Master’s advisory committees)

FACULTY OF JUSTICE & SOCIAL INQUIRY

Madelaine Adelman* (PhD–Duke University) Legal anthropology; gender violence; conflict; trans/nationalism and identity; Middle East and U.S.

David L. Altheide* (PhD–University of California – San Diego) Mass media; official information; deviance; and qualitative methods.

Gray Cavender* (PhD–Florida State University; JD–University of Tennessee) Law and social control; media.

Vanna Gonzales (PhD–University of California–Berkeley) Development of the welfare; institutional foundations of social capital; comparative social policy.

La Dawn Haglund* (PhD–New York University) Globalization; gender and development; political sociology.

John M. Johnson* (PhD–University of California-San Diego) Justice Theory; violence; human rights; qualitative methods.

Nancy C. Jurik* (PhD–University of California–Santa Barbara) Work and occupations; economic justice; feminist theory.

Anupma L. Kulkarni (PhD–Stanford University) Role of transitional justice processes in the development of democratic citizenship in states wracked by violence.

Pat Lauderdale* (PhD–Stanford University) Comparative sociology of law; political deviance; globalization and inequity; indigenous law.

Charles Lee (PhD-University of Southern California) Political theory; immigration.

Merlyna Lim (PhD–University of Twente, Enschede, The Netherlands) Science and technology; identity; cyberspace and cyberactivism.

Vera Lopez* (PhD-University of Texas–Austin) Juvenile delinquency; prevention research, fathering.

Arthur Mason (PhD–University of California–Berkeley) Environmental justice; policy and oil and gas development, especially in the Arctic region.

Doris Marie Provine* (PhD-Cornell University; J.D.-Cornell Law School) Race, gender and legal policy; courts; human rights.

Helen L. T. Quan* (PhD-University of California–Santa Barbara) Comparative politics; feminist methodology; international political economy; and urban studies.

Mary Romero* (PhD-University of Colorado) Racial justice; critical race feminism; narrative and ethnography.

Marjorie S. Zatz* (PhD-Indiana University) Sociology of law; race, gender and crime and court processing.

GRADUATE FACULTY DRAWN FROM OUTSIDE JUSTICE & SOCIAL INQUIRY

Maria Allison*, Community Resources and Development, ASU Downtown Campus (Graduate College, Tempe)

Lisa M. Anderson, Women and Gender Studies; Theater

Jose Ashford*, School of Social Work, ASU Downtown Campus

Robert Bartels, College of Law

Daniel Bernardi, Chicana and Chicano studies

Donald Blumenfeld-Jones, College of Education

Robert Bolin, School of Human Evolution and Social Change

M.A. Bortner, Community Resources and Development, ASU Downtown

Bryan Brayboy, College of Education

Heather Campbell, School of Public Affairs, ASU Downtown

A. Cheree Carlson, Hugh Downs School of Human Communication

Monica J. Casper, New College of Interdisciplinary Arts and Sciences

Felipe Gonzalez Castro*, Department of Psychology

John Chance, School of Human Evolution and Social Change

Pauline Cheong, Hugh Downs School of Human Communication

Frederick Corey*, Hugh Downs School of Human Communication

Evelyn Cruz, College of Law

Maria Cruz-Torres*, Women and Gender Studies Program

Thomas J. Davis*, Department of History

Peter de Marneffe, Department of Philosophy

Alesha Durfee, Women and Gender Studies Program

Carol Edelsky, Curriculum and Instruction

Edward Escobar, Chicana and Chicano Studies; History

Joseph Feller, College of Law

Mary Margaret Fonow*, Women and Gender Studies Program

David Foster*, Department of Languages and Literatures

Michael Goul, Information Systems

Marie Griffin, School of Criminology and Criminal Justice, ASU West Campus

Crystal Griffith, School of Theater and Film

Anna Guevarra, Social/Behavioral Sciences

Randel Hanson*, ASUP Social and Behavioral Sciences, ASU East Campus

John Hepburn*, School of Criminology and Criminal Justice, ASU West Campus

Stanlie James, African and African American Studies

Hjorleifur Rafn Jonsson, School of Human Evolution and Social Change

Jeffrey Juris, Department of Social & Behavioral Sciences

Yasmina Katsulis, Women and Gender Studies Program

Jennie Kronenfeld, School of Social and Family Dynamics

Stephen Kulis*, School of Social and Family Dynamics

Richard Lanyon*, Department of Psychology

Kathryn Lemery, Department of Psychology

Neal Lester, Department of English

Wei Li*, Asian Pacific American Studies

Carol Lujan, American Indian Studies

Christopher Lukinbeal, School of Geographical Sciences

Lisa Magana, Chicana and Chicano Studies

Eric Margolis*, Educational Leadership and Policy Studies

Jacqueline Martinez*, Hugh Downs School of Communication

Pamela McElwee, School for Global Studies

Cecilia Menjivar*, School of Social and Family Dynamics

Elsie G. Moore*, Division of Psychology in Education

Jeffrie Murphy, College of Law; Philosophy

Laura Peck*, School of Public Affairs

James Riding In*, American Indian Studies

Barbara Robles*, School of Social Work, ASU Downtown Campus

Nancy Rodriguez, School of Criminology and Criminal Justice, ASU West Campus

Amit Ron, Social and Behavioral Sciences

Anne L. Schneider* (PhD-Indiana University) Department of Political Science

Elizabeth Segal, School of Social Work, ASU Downtown Campus

Beth Blue Swadener*, Curriculum and Instruction

Stephen Toth, Language, Cultures and History

Sarah Tracy, Hugh Downs School of Communication

Angela Trethewey, Hugh Downs School of Communication

Takeyuki (Gaku) Tsuda, School of Human Evolution and Social Change

Carlos Velez- Ibanez*, Chicano and Chicano Studies

Margaret Urban Walker*, Department of Philosophy

Matthew Whitaker*, Department of History