

MASTERS OF PROFESSIONAL STUDIES IN CRIMINAL JUSTICE

Handbook
August 2020



FORT HAYS STATE UNIVERSITY
DEPARTMENT OF CRIMINAL JUSTICE

Forward thinking. World ready.



INTRODUCTION

The primary goals of the Graduate School are to encourage independent scholarship and develop competence in research or other creative activity. The objective of graduate study is not merely to take courses. The purpose is to plan a well-rounded, coherent program of courses and research that will contribute to the student's general academic goals and aspirations.

MASTER OF PROFESSIONAL STUDIES (MPS):

For admission to the MPS in Criminal Justice (On Campus/Online), you must have an earned bachelor's degree and a minimum 3.0 GPA on your last 60 hours of undergraduate study in addition to the specific program admission requirements. All transcripts must be **official** copies. International students that received a degree outside of the US and Canada must submit an official WES course-by-course evaluation that lists they have the equivalent of a Bachelor's degree from a regionally accredited university.

Submit 2 letters of recommendation and a personal statement including background and why applying to the MPS.

NON-DEGREE GRADUATE STUDENTS:

The Graduate School welcomes US students who wish to take graduate courses for credit, but not pursue a formal degree program. Such students are referred to as non-degree graduate students. The requirements for admission are: (1) a completed regionally-accredited bachelor's degree, and (2) a GPA of 2.5 or better on the last 60 hours of undergraduate coursework. Students desiring to apply for admission as a non-degree graduate student must complete the Graduate School's admission application and also submit an unofficial bachelor's transcript. Non-degree graduate students who have not been previously admitted within the past 5 years must pay the \$40 application fee. To apply as a non-degree student visit this link - - <https://fhsu.edu/academic/gradschl/admissions/index.html>

GRADUATE HANDBOOK

I. PROGRAM OVERVIEW

Many professionals like you are eager to take on a leadership role or take their careers to the next level, but the responsibilities of a full-time career and other obligations (to their families and/or communities) make it hard to fully commit to furthering their education.

Why enter Graduate School?

Consider these top reasons from our recent exit surveys of our graduates...promotion or advancement in your current career (43%), entry into a professional career (21%), self-improvement (12.5%), lifelong learning (8%), doctoral degree preparation (7%), changing careers (6.5%), and other (3%). Consider the satisfaction of our students with their graduate program (90.8%) and academic advisor (81.1%).

II. PROGRAM COMPONENTS/PLAN OPTIONS

Program of Study Summary

MPS Core Curriculum: 9 Credit Hours

Major Concentration: 9 Credit Hours

Major Electives: 9 Credit Hours

Culminating Experience: 3 Credit Hours

TOTAL: 30 Credit Hours



Core Curriculum (9 Credit Hours)

- CRJ 815 Advanced Criminological Theory (3 Credit Hours)
- CRJ 820 Advanced Criminal Justice Research Methods (3 Credit Hours)
- SOC 621 Advanced Sociological Research (3 Credit Hours)

Major Concentration (9 Credit Hours)

- CRJ 810 Criminal Justice Systems, Policies, and Practices (3 Credit Hours)
- CRJ 830 Advanced Administrative Practices (3 Credit Hours)
- CRJ 855 Situational Ethics (3 Credit Hours)

Major Electives (9 Credit Hours)

Choose three:

- CRJ 600 Internship in Criminal Justice (3 Credit Hours)
- CRJ 605 Workplace Violence (3 Credit Hours)
- CRJ 650 Crime and Media (3 Credit Hours)
- CRJ 660 Classic Readings (3 Credit Hours)
- CRJ 665 Corporate Crime (3 Credit Hours)
- CRJ 670 Independent Study (3 Credit Hours)
- CRJ 675 Seminar in Justice Studies (3 Credit Hours)
- CRJ 680 Violence in Society (3 Credit Hours)

With approval from your advisor, you may take selected Political Science, Information Networking and Telecommunications, Leadership Studies, Psychology, and Sociology courses within your area of concentration.

III. DEGREE REQUIREMENTS

Using Google Chrome, submit an Application for Graduate Admission at the appropriate website:

- **Domestic Students** On-campus and Virtual - - <https://webapps.fhsu.edu/admissions/Graduate.aspx>
- **International Students** On-campus and Virtual - - <https://webapps.fhsu.edu/admissions/International.aspx>
- **Non-Citizen Domestic Resident** On Campus and Virtual - - <https://webapps.fhsu.edu/admissions/International.aspx>

2. Pay the \$40 domestic application fee or \$50 international/Non-Citizen Domestic Resident application fee.

3. Provide the Graduate School with an official bachelor's degree transcript <https://www.fhsu.edu/academic/gradschl/admissions/transcript-request1> and master's degree transcript (if applicable) from a regionally accredited institution. The bachelor's transcript must include a minimum of 60 hours of graded credit. Official transcripts are transcripts sent directly from the institution's registrar to the Graduate School at Fort Hays State University. Transcripts mailed or brought in by the applicant are not official and, therefore, are not acceptable. The Graduate School will obtain the undergraduate transcript for FHSU students.



Non-degree students must provide a copy of a bachelor's or master's degree transcript from a regionally accredited institution.

For institutions outside the United States and Canada, A World Education Service (WES) International Course-by-Course Transcript Evaluation is required for translation.

4. Provide entrance examination scores as required by individual departments.
5. Provide letters of recommendation. Letters of recommendation must be submitted on letterhead and contain the signature of the author addressed to the Graduate School (600 Park Street Hays, KS 67601) or emailed (gradschool@fhsu.edu). Alternatively, you may invite references to complete an electronic recommendation form when submitting your application.
6. Provide any other documents required by specific departments (i.e. Criminal Justice), such as a personal statement or vita, background check release, writing sample, or digital art slides.
7. International students must provide evidence of their ability to speak English. Such evidence may be in the form of examinations given by recognized examining boards or in another form approved by the Graduate Dean. (For the specific statement on the language requirement, see International Checklist - - <https://www.fhsu.edu/academic/gradschl/admissions/international-check-list-may2020>)

For on-campus international applicants, the following deadlines will apply. You must be accepted to the program of study **and** have required immigration documentation on file with the International Student Services Offices **prior** to the deadline.

- October 1st for Spring Semester Start
- June 1st for Fall Semester Start
- Summer Starts Not Permitted

International students must provide the following immigration documents:

- **Information Form** - - <https://fhsu.edu/academic/gradschl/programs/information-form1.pdf>
- **Financial Form/Statement** - - <https://fhsu.edu/future-international/documents/International-Student-Financial-Data-Form/index>
- Copy of passport ID page

8. Virtual international students will be required to complete their applications by the individual program deadlines. Please see our programs page for information regarding program deadlines <https://fhsu.edu/academic/gradschl/admissions/index.html>

- A financial statement will not be required for online international students.

9. For Non-Citizen domestic residents, a version of the international application is required. Applicants in this category will be required to submit documentation of their resident status. Additional documents may be required.

10. All application materials become the property of the Graduate School; they may not be copied or returned to the student.

When the above materials have been added to the applicant's file in the Graduate School, the departmental graduate committee or its delegate will evaluate the file. This evaluation is to determine the type of recommended admission to the departmental program or recommended rejection of the application.

The department will follow these regulations:

- show a minimum grade point average of 2.50 (C plus) on the last 60 hours of undergraduate credit. (Departments may have a higher minimum grade point requirement average, so an applicant must check departmental admission requirements.);
- have adequate preparation in the area of specialization in the area of proposed study; and
- hold a degree from a regionally accredited institution.



The department will evaluate the documents, make a recommendation, and return the application to the Graduate School. The Graduate Dean determines the type of admission and admits the student or determines if the application should be rejected. Applicants not enrolling for the semester in which they are admitted may be required to reapply; check with your program for specifics.

International applicants may defer admission for a maximum of two semesters unless otherwise restricted by individual programs.

11. Intent to Graduate: All students must fill out an "Intent to Graduate" form and pay graduation fees no later than the first day of classes for the semester intended to graduate. The form is in Tiger Tracks under "Academics" in Online Services.

IV. FORMATION OF THE GUIDANCE COMMITTEE

Upon admission to the Graduate School, the student will be assigned a program advisor. This advisor is responsible for directing the student in the graduate program. The coursework for the master's degree must follow a structured plan approved by the faculty advisor and the Graduate Dean. At a minimum, the student's graduate committee shall consist of the advisor as chair and at least one other faculty member from the major field. If available within a program, a third faculty member from the related or minor field shall serve on this committee. Optionally, a faculty member who has no connection with the graduate student's degree program may be appointed to serve. The committee is responsible for developing the graduate degree program. This committee may also serve as the thesis/field study or catalog committee. Some departments have limited graduate faculty, but all efforts should be made for the committee members to hold graduate faculty status.

The advisor will counsel with the student, and together with the departmental graduate committee or its delegate, will arrange a program. *The degree program should include only the courses required for completion of the degree.* The student should become acquainted with the members of the graduate committee as quickly as possible and should consult with them, as well as with the advisor, about the graduate program.

The completed program, approved and signed by the major advisor, all committee members, the department chair, and the Graduate Dean, should be filed in the Graduate School on or before the completion of nine hours of graduate credit. The Graduate School staff will enter the program in the graduate degree audit system. The program may be viewed by student and advisor in Tiger Tracks. The student, the advisor, the departmental graduate committee, and the department chair must agree upon any changes in the approved graduate degree program. The advisor must send an amended program with the new date or appropriate documentation outlining any additions or deletions to the Graduate School for approval and for inclusion in the student's file.

The program of study serves an important function. It is the "guide" used by graduate students throughout their graduate study at Fort Hays State University, and it becomes part of their permanent record in the Graduate School.

V. ADVANCED RESEARCH PROJECT AND FINAL COMPREHENSIVE EXAMINATION

Each applicant for a graduate degree must satisfactorily pass a comprehensive examination over the subject fields of the program. The comprehensive examination is not merely a re-examination of materials covered in coursework, but it is a test of the graduate degree candidate's ability to integrate materials from the graduate major and any related or supporting fields.

Students must have an approved program of study and candidacy form on file in the Graduate School prior to signing up for comprehensive examinations. If a program of study or application for candidacy has not been filed, the advisor should be contacted.



The advanced research project is the written result of independent study or research on some topic in the program field of study for which the student may receive three hours of credit. The topic and procedural plan of the advanced research project must be approved by the student's graduate committee prior to the beginning of the study/project. The advisor and the departmental graduate committee or its delegate share responsibility for the student's work.

In addition to compiling the written proposal/project, the student will defend the project to his or her graduate committee as a presentation in person or via Zoom.

The MPS Comprehensive Exam is an integral part of the MPS degree in Criminal Justice. These exams are part of the program requirements where students (1) demonstrate knowledge of criminal justice issues, (2) demonstrate critical thinking regarding criminal justice issues, and (3) demonstrate the ability to articulate and defend a position on criminal justice issues. Thus, the comprehensive exam places emphasis not only on what a student may have learned, but also on the ability to develop a professional understanding of how to apply what they have learned. As MPS candidates it is expected students will demonstrate in the examination reasoned perspective on the literature in our field and the ability to integrate that literature to describe future developments.

Exam Structure:

The comprehensive exam is divided into three sections based on the core curriculum and major concentration courses needed to obtain the MPS in Criminal Justice degree. The first section is research methods and is based on CRJ 820: Advanced Criminal Justice Research Methods and SOC 621: Advanced Sociological Research. The second section is Criminological Theory and is based on CRJ 815: Contemporary/Advanced Criminological Theory and CRJ 855: Situational Ethics. The third section is Administration of Justice and is based on CRJ 810: Criminal Justice Systems, Policies & Practices and CRJ 830: Advanced Administrative Practices. Although there are no specific sections or specific questions directly from the major elective courses per se, the material from these courses is directly applicable to all sections of the comprehensive exam. A good working knowledge of criminal justice policy implications, criminal justice theory, criminal justice practices, and the operation of the criminal justice system are essential throughout the comprehensive exam.

The comprehensive exam is offered in the Fall Semester, in the Spring Semester, and during the Summer Semester. Examinations should be completed by the following dates:

- Fall: November 1st
- Spring: April 1st
- Summer: July 1st

Students must register to take comprehensive exam at least one month prior to the scheduled exam date. To register, the student is required to complete an MPS Comprehensive Examination Registration Form **and submit it to the graduate advisor**. The MPS Comprehensive Examination Registration Form can be obtained online at <https://fhsu.edu/academic/gradschl/Comprehensive-Exam-Signup/index.html>. If a student does not register with the graduate advisor at least one month prior to the exam, the student may not be allowed to take the exam that semester.

Students will be emailed the exam on a day of their choosing and will have 48-hours to return completed answers for the exam. All questions and parts of questions need to be answered in order to pass the examination. For each section, students are required to answer one question from a list of three possible questions. Students are expected to provide parenthetical citations for references in the text of their answers (provide author last name and date of publication). Note that citations to classes, class notes, and/or professors are not considered appropriate support. Citations to books, journal articles, government documents and the like are considered appropriate support.



Grading:

Each comprehensive exam will be graded by three members of the department's graduate committee. Upon completion of the exam, each student will be assigned a random number by the student's advisor. Only the number will appear on the exams for grading by committee members, not the student's name. Each of the three exam questions will be scored using the comprehensive exam grading rubric (see Appendix A). Using the rubric, committee members will assign students a score for each question. Committee members will meet to discuss exams where scores will be combined for each question and given a ranking:

<u>Combined Score</u>	<u>Ranking</u>
13 – 15	High Pass
9 – 12.9	Pass
6 – 8.9	Low Pass
1 – 5.9	Fail

Below are the possible outcomes for comprehensive exam questions:

- **High Pass or Pass on all sections:** *Those students who receive a High Pass or Pass on all 3 sections will have successfully completed their full comprehensive exam.*
- **High Pass or Pass on 2 sections and Low Pass on 1 section:** *Students who receive a Low Pass on one section will be allowed to re-write their answer for that section.*
- **High Pass or Pass on 2 sections and Fail on 1 section:** *Students who receive a Fail on 1 section will be given 3 new questions for that section and will have 48 hours to submit a new answer for grading. Should the new answer receive a Low Pass, students will perform a re-write. Should the new answer receive a Fail, students will have failed their full exam.*
- **Low Pass or Fail on 2 or more sections:** *Students who receive a Low Pass or Fail on 2 or more sections will have failed their full exam.*

Failing a Comprehensive Exam:

Once a student fails a comprehensive examination, they have the right to take the examination a second time, only if they have complied with the following procedures:

1. Select a comprehensive study advisor from among the faculty.
2. Develop a plan for studying for the examination, which may include reading, attending/auditing relevant graduate classes or comprehensive study sessions, and taking written practice examinations under time deadlines for feedback by faculty.
3. Obtain written certification in a letter from the advisor to the Chair certifying that a reasonable study plan has been completed.

Students who choose to retake a failed exam must do so the next time the exam is given. A student who fails a comprehensive a second time shall be terminated from the MPS in Criminal Justice program.

Exam Preparation:

Exam preparation begins with the first course you take in the MPS-CJ program. Notes taken in class and on textual material will be necessary in preparing for the examination. Students should review the texts and articles assigned for each class as they prepare for the exam. Additionally, students should remember the following when taking the exam:

- Relax. A certain amount of stress is beneficial; too much is detrimental. Understand that the information needed to pass the exam is most likely already in your knowledge base, and the vast majority of students pass the test on their first try.
- Read each question carefully; students need to know exactly what is being asked.



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Appendix A: Scoring Rubric for Comprehensive Exam

Student _____ Date _____ Committee Member _____

Circle the appropriated boxes in each category. Each student's performance will be scored in five categories: Understanding of Questions, Response to Questions, Support, Organization, and Language. The committee's ranking will be based upon a five point scale (5 = Exemplary, 4 = Strong, 3 = Competent, 2 = Marginal, 1 = Unacceptable). The minimum successful score will be "Competent" or better from a majority of the Committee, with no score being "Unacceptable".

	Understanding of Question	Response to Question	Support	Organization	Language
5 – Exemplary	Responds incisively and directly to the question asked.	Response to question is specific, defensible, and complex.	Provides substantial, well-chosen evidence (research or textual citations) used strategically.	Response contains appropriate, clear and adequate transitions between sentences and paragraphs.	Apt and precise diction, syntactic variety, clear command of Standard English.
4 – Strong	Most of the response is direct and relevant to the question asked.	Response to question is more general, but still accurate; analyses go beyond the obvious.	Provides sufficient and appropriate evidence and, makes effort to contextualize it.	Response contains distinct units of thought in paragraphs, coherently arranged; occasional weakness in transitions between sentences, paragraphs or thoughts.	Some mechanical difficulties; occasional problematic word choices or awkward syntax errors; occasional grammar errors; some wordiness.
3 – Competent	Responds adequately to the question asked; occasionally responds with unrelated information.	Response to question is overly general and disorganized; may have some factual, interpretive, or conceptual errors.	Provides some evidence but not always relevant, sufficient, or integrated into the response.	Response is uneven; paragraphs sometimes effective, but others are brief, weakly unified, or undeveloped; some awkward or missing transitions between thoughts.	Occasional major grammar errors (e.g., agreement, tense); frequent minor grammar errors (e.g., prepositions, articles); occasional imprecise diction; awkward syntax; wordiness.
2 – Marginal	Confuses some significant concepts in the question asked.	Response to questions is vague or irrelevant.	Evidence usually only narrative or anecdotal; awkwardly or incorrectly incorporated.	Repetitive, wanders.	Frequent major and minor grammar problems; frequent imprecise diction; wordiness; awkward syntax; repetitive sentence patterns; problems impede meaning.
1 – Unacceptable	Does not understand the question and/or concepts.	No discernable response to the question.	Little or no evidence cited to support responses.	Responses is arbitrary or not structured, illogical or not coherent.	Numerous grammatical errors and stylistic problems; English overwhelmingly non- Standard; errors in every sentence



VI. DEPARTMENTAL POLICIES: ACADEMIC PERFORMANCE

Meet the minimum GPA requirement of 3.0 on your last 60 undergraduate credit hours. Admission to and continuation in graduate study presupposes a high degree of initiative on the part of the student. It is the student's responsibility to carry on intellectual study at a high level and to initiate and follow necessary procedures to attain the degree. In no case will a requirement be waived or an exception granted because a student pleads ignorance of the requirements and policies stated in this catalog, in departmental guidelines, and/or elsewhere (e.g., website). It is the student's responsibility to: (1) follow all policies of the department, Graduate School, and university; (2) meet all requirements for the graduate degree; (3) meet all deadlines; (4) understand and follow all policies and procedures concerning academic honesty; (5) consult with the assigned advisor on all matters pertaining to the degree program or changes to the degree program; (6) promptly answer any notices from the advisor, faculty, department, dean, or other university officers; (7) enroll in only those courses for which the stated prerequisites have been met; (8) follow all departmental, Graduate School, and university policies on human subject and animal research; and (9) be familiar with the information in the department, Graduate School, and university publications including the university catalog. Any exceptions to regulations, policies or procedures contained in the Graduate School section of the university catalog or to Graduate School policies and procedures as stated elsewhere require the written and signed approval of the Graduate Dean. While the personnel of the Graduate School and the student's advisor will endeavor to aid in every way possible, the responsibility for any error in meeting the requirements of the Graduate School, as stated in the university catalog or elsewhere, and the requirements of the department of the program, rests with the student.

VII. DEPARTMENTAL POLICIES: INTEGRITY AND SAFETY IN RESEARCH AND CREATIVE ACTIVITIES

Graduate research takes many forms within departments at FHSU, but the unifying concept is collaborative faculty - student work on a scholarly project with the goal of developing generalizable peer-reviewed work as a final product.

Graduate research can be one of the most meaningful experiences at Fort Hays State University. Students have the opportunity to:

- learn through hands-on work outside the classroom and develop research skills for academic and professional pursuits
- identify academic and career interests
- develop a working relationship with a faculty mentor
- get a glimpse into graduate or professional school life
- learn what you like and don't like to do

The purpose of this policy is to express the University's policy and procedures relating to allegations of misconduct in research. For the purposes of this policy, the term "research" includes scholarly and/or creative works. **BACKGROUND:** This policy will apply to university researchers (faculty, staff, or student) who: a) engage in research misconduct, b) fail to conduct research in a responsible or ethical manner, c) fail to comply with requirements for the protection of human or animal subjects or the use of biotechnology, or d) fail to comply with legal requirements concerning research (e.g., export controls, technology transfer).



As used herein, "research misconduct" includes four categories of unacceptable actions:

- 1) An act of deception by the researcher in proposing, conducting, or reporting results of research intended for dissemination to the scholarly community. Deception is different from the honest error and ambiguity of interpretation that are inherent in the research process and that are normally corrected by further research. Examples of deception follow. a. Falsification of data: ranging from fabrication to deceptive and selective reporting, including the purposeful omission of conflicting data with the intent to falsify results. b. Plagiarism: representation of another's ideas, processes, results or work as one's own without giving appropriate credit. This also includes self-plagiarism, which is the use of one's own work from another context without citing that it was used previously. c. Misappropriation of others' ideas: the unauthorized use of privileged information (such as violation of confidentiality in peer review), however obtained.
- 2) A major and deliberate failure to comply with Fort Hays State University or sponsoring agency requirements affecting specific aspects of a research project; (e.g., the protection of human subjects, the use and care of animals, or the use of biotechnology).
- 3) Retaliation of any kind against a person who, in good faith, reported or provided information about suspected or alleged misconduct.
- 4) A major and deliberate failure to comply with other legal requirements

Misconduct in university research undermines the research enterprise and is harmful to the university community, the research community, and the public. Fort Hays State University has the responsibility to promote an environment that supports the ethical and responsible conduct of research and to establish and enforce policies and procedures that deal effectively and expeditiously with allegations or evidence of misconduct. This document outlines university procedures for handling allegations of misconduct. Fort Hays State University's procedure for reviewing allegations of misconduct in research are discussed here. Principles that guide the institutional review procedure follow.

- 1) The university will provide vigorous leadership in the pursuit and resolution of all charges of misconduct in research.
 - 2) The university will take care that the procedure pursued to resolve allegations of misconduct does not itself damage university research activities.
 - 3) The university will treat all parties with justice and fairness and be sensitive to the reputations and vulnerability of all parties.
 - 4) The procedure will preserve the highest attainable degree of confidentiality compatible with an effective and efficient response.
 - 5) The integrity of the procedure will be maintained by painstaking avoidance of real or apparent conflict of interest.
 - 6) The procedure will be as expeditious as possible.
 - 7) The university will document the pertinent facts at each stage of the process.
 - 8) The university will, to the extent that it is appropriate and allowable, recognize and discharge its responsibilities after resolving allegations of misconduct internally to all involved individuals as well as externally to the public, the sponsors of research, editors of relevant publications, and the research community.
- Prevention of Misconduct



The university has a responsibility to create and maintain an environment that supports the ethical and responsible conduct of research. This includes:

- 1) Communicating with faculty, staff, and students regarding the ethical and responsible conduct of research through policies, handbooks, and contractual agreements.
- 2) Defining roles for those with responsibility for preventing research misconduct. For example, ensuring appropriate research design, record keeping, training and monitoring student researchers, etc.
- 3) Encouraging inclusion of research ethics into the curriculum, such as seminars, direct instruction, online course completion (such as CITI), etc.

The university procedure for handling allegations of research misconduct involves three stages: inquiry, investigation, and resolution. Although this procedure is established specifically to handle allegations of research misconduct, it should be noted that the procedure is within the spirit of statements of the faculty "Code of Ethics," faculty "Academic Dishonesty and Disruptive Behavior," and student "Cheating" to be found in the FHSU Faculty and Unclassified Staff Handbook, as well as statements of "Academic Honesty" to be found in the FHSU University Catalog. Additionally, in accord with these sources, an individual disciplined for acts of research misconduct shall be entitled to seek redress through specific grievance procedures. Initiation of an Inquiry Fort Hays State University has a responsibility to pursue fully an allegation of research misconduct and to resolve questions regarding the integrity of research. In the inquiry and any investigation which may follow, the university will attempt to focus on the substance of the issues and be vigilant not to permit personal conflicts among colleagues to obscure the facts. In order to address all allegations of research misconduct expeditiously, Fort Hays State University designates the Dean of the Graduate School and the Office of Scholarship and Sponsored Projects (hereinafter referred to as "the Dean") as the administrator to whom allegations are to be reported. If the Dean has a conflict of interest with a case, the allegation will be pursued by another administrator designated by the Provost. The Dean will pursue all allegations to resolution. The Dean will consult in confidence with any individual who comes forward with an allegation of research misconduct. In the event that some concerns do not fall within the scope of this policy, the Dean will seek to assist resolution through appropriate university processes. If the Dean determines that the concern is addressed appropriately through the procedure herein, the subsequent inquiry and investigation processes will be discussed with the individual who has made the allegations. If the complainant chooses not to make a formal allegation, but the Dean believes there is sufficient cause for an inquiry, the matter may be pursued. Whether a case can be reviewed effectively without the involvement of the complainant depends upon the nature of the allegation and the evidence available. However, allegations that depend specifically upon the observations or statements of a complainant cannot proceed unless that individual waives the confidential status of the complaint. Other cases that can rely on documentary evidence may permit the complainant to remain anonymous. If cause appears sufficient, the Dean may initiate an inquiry even if the individual who originally came forward declines to make a formal allegation. In such a case, there is not "complainant" for the purposes of this document.

- 1) *Purpose* The person making the allegation of research misconduct will send a detailed letter to the Dean. The Dean will initiate an inquiry as the first step of the review procedure. In the inquiry stage, factual information is gathered and expeditiously reviewed to determine if an investigation of the charge is warranted. An inquiry is not a formal hearing; it is designed to separate allegations deserving of further investigation from frivolous, unjustified, or clearly mistaken charges.



- 2) *Structure* The inquiry process may be handled with or without a formal committee, at the discretion of the Dean. Regardless of the approach chosen, it is the responsibility of the Dean to ensure that the inquiry is conducted in a fair and just manner. If individuals are chosen to assist in the inquiry, they should have no real or apparent conflicts of interest with the case in question, be unbiased, and have an appropriate background for judging the issues being raised. Individuals with a conflict of interest should make this known to the Dean. Additionally, the Dean has the authority to determine if there is a perceived or real conflict of interest.

- 3) *Process* Inquiries are intended to determine if further investigation is needed, or if the report is frivolous, unjustified, or clearly mistaken. Even if the respondent leaves FHSU before the case is resolved, the university has the responsibility to continue the process and reach a conclusion. Furthermore, FHSU should cooperate with the process of other involved organizations. If indicated, the university's legal counsel may be asked to advise. Upon initiation of an inquiry, the Dean will notify the person accused of misconduct (respondent) in writing within ten working days of the allegations and of the process that will follow. If the committee method is to be used, the committee members will be designated and convened. The respondent will be given copies of written documents, if any, that support the allegations. To ensure the safety and security of any written documents associated with the allegation, committee members will be asked to review a copy of such documents only within the office of the Dean. When the inquiry is initiated, the respondent will be reminded of the obligation to cooperate in providing the material necessary to conduct the inquiry. Uncooperative behavior may result in immediate implementation of a formal investigation and other institutional sanctions. The respondent will be invited to present a written response to the allegations, and this response will become part of the case file maintained by the office of the Dean. Anonymity of the complainant cannot be guaranteed, particularly if that individual is the only person with direct information regarding the alleged misconduct. FHSU will seek to protect all parties against retaliation, as described in the university whistleblower policy. Because of the sensitive nature of an alleged case of research misconduct, the university will strive to resolve each case promptly. The inquiry phase will normally be completed and a written report of the findings filed for the institution's own record within thirty days of written notification to the respondent. If the committee anticipates that the established deadline cannot be met, a report citing the reasons for the delay and progress to date will be filed with the Dean and the respondent and other involved individuals will be informed.



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- 4) *Findings* of the Inquiry. The results of an inquiry enable the Dean to determine whether or not an investigation is warranted. Written documentation will summarize the process and findings of the inquiry. The complainant and respondent will be informed by the Dean of the outcome of the inquiry. Allegations found to require investigation will be forwarded to the investigative body discussed below. At this point, any federal agency sponsoring the research will be notified of a pending investigation by the Dean or a designee. If an allegation is found to be unjustified but submitted in good faith, no further formal action will be taken other than informing all involved parties. The proceedings of the inquiry, including the identity of the respondent, will be held in strict confidence to protect the parties involved. If confidentiality is breached, the university will take reasonable steps to minimize the damage to reputations that may result from inaccurate reports.

If an allegation is found to be unjustified and to have been maliciously motivated, disciplinary actions may be taken against those responsible in accordance with existing policies and procedures of the Kansas Board of Regents, Fort Hays State University, and the Memorandum of Agreement with the FHSU-AAUP. Investigation

- 1) *Purpose* An investigation will be initiated only after the results of an inquiry demonstrate that one is warranted. The investigation's purpose is to explore further the allegations and determine whether there has been research misconduct. In the course of an investigation, additional information may emerge that justifies broadening the scope of the investigation beyond the initial allegations. The respondent will be informed in writing when significant new directions of investigation are undertaken. The investigation will look carefully at the substance of the allegations and examine all relevant evidence.
- 2) *Structure* The investigating body will be comprised of an ad hoc committee appointed by the Dean. Members of the investigative committee may be chosen from within or outside the university. Those investigating the allegations will be selected in full awareness of the closeness of their professional or personal affiliation with the complainant or the respondent. Any perceived or actual conflict of interest should be disclosed, and the Dean has the authority to determine if the conflict, applies. The Dean has the authority to allow the participation of an individual who appears to have a conflict of interest if their particular expertise or technical knowledge is necessary for the investigation. It is important, however, that the committee have appropriate research expertise to assure the conduct of an effective investigation.



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- 3) *Process* Upon receipt of the inquiry finding that an investigation is warranted, the Dean will initiate the investigation promptly. The complainant and respondent will be notified in writing of the investigation; the written summary of the inquiry stage will be included with this notification. All involved parties are obligated to cooperate with the proceedings in securing additional data related to the case. In the event that involved parties are uncooperative, the university remains obligated to continue the investigation. All necessary information will be provided to the respondent in a timely manner to facilitate the preparation of a response. The respondent will have the opportunity to address the allegations and evidence in detail. In the interim, the university will, if necessary, act to protect the health and safety of research subjects, or the interests of students and colleagues. Administrative action could range from complete suspension to restrictions on the activities of the respondent. In the event that the research involves health and safety concerns for human subjects or animal, the IRB and the IACUC administrator(s) will be notified. Interim administrative action will be taken in full awareness of how it might affect other individuals and ongoing research within the institution. The written record for the investigative stage will be handled in the same manner as for the inquiry stage; i.e., one copy of the record will be given to the respondent and a second will be maintained in the office of the Dean and solely available for inspection by the committee. Federal sponsors of the research with suspected misconduct will be notified as soon as the decision is made to conduct a formal investigation. FHSU will seek assurances of confidentiality of this information from the sponsors. All significant developments during the investigation as well as the final findings of the committee will be reported to any sponsor of the research. When the investigation is concluded, all individuals and agencies initially notified of the investigation will be informed of its final outcome. The university will attempt to complete an investigation within 120 days of the initiation of the notification of the respondent. If the deadline cannot be met, an interim report will be submitted by the committee to the Dean with a request for an extension.
- 4) *Findings of the Investigation* The findings of the investigative committee must be submitted in writing to the Dean. The respondent and the complainant each will receive the full report of the investigation. When there is more than one respondent, each shall receive all those parts relevant to his or her role. A written summary will be forwarded to the provost. This confidential report will be kept secure and destroyed after seven years. For students, the confidential report will also be stored securely by the university compliance officer.
- 5) *Appeal/Final Review* In the event of a finding of research misconduct, Fort Hays State University will provide the respondent with an appeal opportunity. This appeal will proceed in accord with the established university grievance procedures.

Resolution

- 1) *No Finding of Misconduct* When the investigation finds no support for allegations of research misconduct, all federal agencies, sponsors, and others initially informed of the investigation will be notified promptly by the Dean. The findings of the investigation will be retained in a confidential and secure file within the Office of the Dean. If the allegations of misconduct were found to have been maliciously motivated, appropriate disciplinary actions may be taken against those responsible. If the allegations, however, incorrect, were found to have been made in good faith, no disciplinary measures will be taken and efforts will be made to prevent retaliatory actions.



- 2) A finding of no misconduct, but serious scientific errors were discovered. The respondent will be required to take appropriate steps to correct the errors, e.g., contact editors of publications, inform collaborators or other end users of the research. Documentation of the corrections will need to be provided to the Dean and the provost.
- 3) Finding of Misconduct Notification All agencies, sponsors, or others initially informed of the investigation will be notified promptly of the finding of misconduct. Consideration will also be given to formal notification of other involved parties.

The following list of such parties is illustrative but not exhaustive.

- 1) Co-authors, co-investigators, collaborators
- 2) Editors of journals in which fraudulent research was published
- 3) Sponsoring agencies and funding sources with which the individual has been affiliated
- 4) Professional societies
- 5) State professional licensing boardsEmployers
- 6) External agencies
- 7) When appropriate, criminal authorities

Disciplinary Action University disciplinary action will be in proportion to the misconduct. The following list of possible actions provides examples. University employees:

- 1) Take appropriate steps to correct the errors, (e.g., contact editors of publications, inform collaborators or other end users of the research).
- 2) Completion of research ethics training.
- 3) Special monitoring of future work, which could include other requirements by the IRB and/or IACUC, as warranted.
- 4) Removal from a particular research project.
- 5) Letter of reprimand to be placed in the permanent file of the respondent.
- 6) Probation.
- 7) Suspension of research privileges, including IRB and IACUC approvals.
- 8) Termination of employment.
 - a. Take appropriate steps to correct the errors, e.g., contact editors of publications, inform collaborators or other end users of the research.
 - b. Completion of research ethics training.
 - c. Special monitoring of future work, which could include other requirements by the IRB and/or IACUC, as warranted.
 - d. Removal from a particular research project.
 - e. Letter of reprimand to be placed in the permanent file of the respondent.
 - f. Probation.
 - g. Enrollment holds.
 - h. Administrative grade changes.
 - i. Program dismissal.
 - j. Expulsion from the university.



Decisions regarding disciplinary actions will be fair and appropriate for the nature of the misconduct. The investigatory committee will make recommendations to the Dean. After considering the evidence and the recommendations, the Dean will determine the most appropriate disciplinary actions. The Dean will then inform the respondent and relevant supervisors of the findings and the disciplinary actions. The respondent may appeal the decision based on university grievance procedures. Should the respondent refuse to comply with the decision, the investigatory team will reconvene and provide recommendations for other disciplinary actions, which may be more serious. In the event that termination of employment is recommended and supported by the Dean, the Dean will provide the results of the findings and the recommendations to the appropriate Vice President and/or Provost. Procedures for termination will be followed. If the Vice President and/or Provost determine that termination is not indicated, the investigatory committee and the Dean will reconvene and determine the required disciplinary actions to be implemented. **EXCLUSIONS OR SPECIAL CIRCUMSTANCES:** In most cases, assurance of student ethics and management of misconduct in the class setting should remain under the control of the class instructor and is subject to university policies contained in the Student Code of Conduct. However, should egregious student research misconduct occur that results in adverse reported events to the IRB or IACUC or the instructor deems the misconduct sufficient to warrant investigation this policy shall apply.

VIII. STUDENT CONDUCT AND CONFLICT RESOLUTION

A graduate student who believes that a course grade, a professional disposition decision, or the result of a learning experience (e.g. academic dishonesty allegation or penalty, comprehensive examination, fieldwork, etc.) has been assigned in an arbitrary and capricious manner by the instructor, program, may pursue a resolution of the dispute by submitting an appeal. The time limit for filing this appeal shall be within six months of the end of the academic semester in which the evaluation or decision has occurred. The student should carefully consider his/her own performance prior to submitting an appeal. The process is designed to resolve a dispute at the lowest possible level. Attempting to resolve the dispute with the instructor or program is the first necessary step before further action can be initiated. The Appeals process has not been designed to produce changes which are the result of a reevaluation of an instructor's professional judgment about academic performance and the substantive content of assignments completed by a student. In other words, the focus of the appeal is procedural due process (e.g. course management, errors in application of the course grading arrangements, review of professional dispositions, etc.); not about the rightness or wrongness of the faculty member's content expertise or judgments about the relevancy of assigned readings, choice of materials, etc. When a student feels that an assigned grade or result has been applied with arbitrary or capricious standards or procedures, and when the initial informal student-instructor or program level consultations have failed to resolve the situation, the following steps and procedures will be utilized:

1. Appeal to the department chair. (Note: in the case of MLS, MPS, & MBA appeals, a course appeal will be reviewed by the department chair in the department offering the course. A program appeal will be given to the Dean of the College of Arts, Humanities, and Social Sciences for the MLS, the Dean of the College of Health and Behavioral Sciences for the MPS, and, in the case of the MBA program, the Dean of the College of Business and Entrepreneurship with advisory copies routed to the academic department chairs involved. Other programs that may not clearly be assigned to an academic department shall be clarified by the graduate dean.) The student will submit the approved Graduate School Appeals Form to the department chair with attachments to support his/her case. The department chair will investigate the issue by interviewing all parties involved. Although legal counsel is not considered appropriate or necessary to such a proceeding, the appellant



may request the presence of an advisor or advocate. The advisor or advocate must be a graduate student at FHSU at the time of the appeal. The purpose of the inquiry is fact-finding. The department chair will then communicate his/her recommendation to the student in writing within ten (10) working days of receipt of the appeals form. This documentation will be attached to the Graduate School Appeals Form and become part of the record of the appeal. This written communication shall be sent by electronic mail as well as by standard mail to the mailing address given by the student on the appeal form. If the student wishes to continue to resolve the appeal process, he/she may pursue step 2, below.

2. Appeal to the graduate dean. The department chair will forward the record of the appeal to the graduate dean. The graduate dean shall investigate the appeal by establishing a three member hearing committee consisting of university graduate faculty. The graduate dean shall convene the committee, issue a charge, and then withdraw from the proceedings. Although legal counsel is not considered appropriate or necessary to such a proceeding, the appellant may request the presence of an advisor or advocate as defined in step 1, above. The purpose of the inquiry is fact-finding. The appeal committee will make a recommendation to the graduate dean. In response, the graduate dean shall issue his/her recommendation to the provost with copies to all involved parties and the appropriate college dean within ten (10) working days. This documentation will be attached to the Graduate School Appeals Form and become part of the record of the appeal. This written communication shall be sent by electronic mail as well as by standard mail to the mailing address given by the student on the appeal form. If the student wishes to continue to resolve the appeal process, he/she may pursue step 3, below.

3. The provost shall consider the record of the appeal, and the recommendations of the department chair, the hearing appeal committee and graduate dean to render a written decision. Copies of this document will be sent to all parties involved in the appeal including the student, instructors, department chair, and graduate dean. The decision shall embody one of the following: a. agreement with the instructor, program, or committee's original assignment of grade, sanction, or result, b. a change of the original assigned grade, sanction, or result. A change of grade will be noted on the grading record as an administrative grade change by the provost, c. if possible, a retake of the course with another instructor, d. other remedy determined by the Provost to be reasonable in light of the circumstances of the appeal. In all instances, face-to-face meetings will be the preferred method of communication and parties involved should endeavor to make that possible. However, in situations where meeting face-to-face is not possible, communication may occur over telephone and/or electronic mail. The method of communication used by parties in this process shall have no effect upon the appeal.



IX. UNIVERSITY RESOURCES

Intent: This section provides a list of university resources available to all graduate students with particular attention to those that apply to the discipline/mission of the unit.

Graduate School

Picken Hall 306

Phone: 785-628-4236

Email: gradschool@fhsu.edu

Facebook: <https://www.facebook.com/FHSUGraduateSchool/>

Criminal Justice Department

Rarick Hall 233

Phone: 785-628-5668

Email: criminaljustice@fhsu.edu

Facebook: <https://www.facebook.com/FHSCriminalJustice/>

Degree Transcript - - <https://www.fhsu.edu/academic/gradschl/admissions/transcript-request1>

Financial Aid - - <https://fhsu.edu/finaid/index.html>

Tuition and Fees - - https://www.fhsu.edu/sfs/students_parents/tuition/