

Departmental Honors Program Information and Application Department of Criminal Justice and Criminology (CJC)

Departmental Honors

The University's departmental honors program, administered by the Honors College, is designed to recognize students who exhibit an outstanding level of academic achievement in their majors. Students receiving departmental honors are not required to be members of the Honors College. Students receiving university honors may also receive departmental honors but must meet department requirements in addition to Honors College requirements. A student is not required to be in the Honors College to complete departmental honors.

Eligibility. Students interested in receiving Departmental Honors in Criminal Justice and Criminology can apply to the program during the sophomore year. The requirements are:

- Initial meeting with the CJC Honors Representative
- Completed application
- Minimum CJC GPA of 3.50
- Minimum overall GPA of 3.25
- Has arranged for a full time faculty mentor to oversee the honors thesis

Requirements for receiving departmental honors. To be awarded Departmental Honors in Criminal Justice and Criminology, students must:

- Be admitted to the CJC Departmental Honors program based on the application approval levels.
- Begin during the fall term of the junior year.
- Maintain a minimum GPA of 3.50 in Criminal Justice and Criminology coursework and a minimum cumulative GPA of 3.25. If this requirement is not continually met, the departmental honors candidate will be removed the program until the GPAs are restored.
- Complete 1 hour of credit in CJC 390 (Honors Colloquium in Criminal Justice and Criminology) during the fall semester of the junior year.
- Enroll for the honors thesis (HONRS 499) during the fall semester of the senior year (bearing in mind that there may be a need for an Incomplete from the fall to complete the project in the spring term).
- Submit one copy of the honors thesis **signed by the faculty mentor** to the CJC Honors Representative.
- Complete any other requirements set forth by the University Honors College.

Honors thesis. The honors thesis must meet the criteria for a University honors thesis. In addition:

- The faculty mentor (or one of the faculty mentors if there is more than one) must be full time faculty in the Department of Criminal Justice and Criminology.
- The project must be approved by a representative of the Honors College prior to beginning the project.
- Collaborative theses (between two or more students) will not be permitted.
- The thesis must be written in current APA format.
- There is no maximum or minimum page limit.
- The student must submit the completed honors thesis to the faculty mentor for evaluation at least 30 days prior to the end of the semester or term in which the student plans to graduate.
- A thesis completed for University Honors may be used to meet the departmental honors thesis requirement; however, that thesis must meet **the requirements for receiving** departmental honors.
- The honors thesis/project may consist of any of the following:
 1. Empirical thesis, which includes a prospectus and data collection
 2. Empirical thesis, which includes a prospectus and archival data or data already collected
 3. Meta-analysis
 4. Philosophical position or one in support of certain point of view (hypothesis, theory)
 5. Other formats or types of projects may be approved by the CJC Honors Representative and the department chair.

CJC 390. To receive Departmental Honors in Criminal Justice and Criminology, students must complete 1 credit of CJC 390. The course is offered for 1 credit during the Fall Semester and is open only to students completing departmental honors; students must receive a grade of B or higher in this course to continue in the departmental honors program. CJC 390 is designed to allow students completing honors theses the opportunity to discuss their work with other thesis students, provide feedback to one another, and reflect on the research process. To enroll in the course, a student must have been approved for departmental honors and have the permission of the instructor.

HONRS 499 (Thesis or Creative Project). To receive credit for the time spent working on the thesis, students must also enroll in HONRS 499 (Honors Thesis or Creative Project). HONRS 499 is worth 3.0 credit hours.

Student responsibilities. It is the student's responsibility to initiate the departmental honors process and to complete all administrative requirements.

- After their application for departmental honors has been approved students must obtain a departmental honors card from the Honors College office (at the Honors House) and return the completed card to the Honors College. Students can receive Departmental Honors only if the Honors College has a card on file for them.
- The student must meet with a representative of the Honors College to have the thesis or creative project approved and to obtain a thesis packet.

- File a signed thesis proposal project form with the Honors College and a copy of the signed form to the CJC Departmental Honors Representative prior to commencement of the research.
- The student must submit the completed honors thesis to the faculty mentor for evaluation at least 30 days prior to the end of the semester or term in which the student plans to graduate.
- Submit a signed hard copy and an electronic copy of the final thesis to the CJC Departmental Honors Representative.

Faculty mentor responsibilities. The faculty mentor:

- Has primary responsibility for overseeing all phases of the project including the literature review, research design, obtaining IRB approval (if applicable), data collection, and data analysis;
- Ensures that the student meets all administrative requirements for departmental honors;
- Signs the thesis cover page to indicate that the thesis meets all requirements for an honors project;
- Assigns a grade in HONRS 499 as appropriate.

DEPARTMENTAL HONORS IN CRIMINAL JUSTICE AND CRIMINOLOGY (CJC)
APPLICATION FORM

Name _____ BSU ID: _____
 Last *First* *MI*

Local address _____ Local Phone: _____

_____ Email: _____

Home address _____ Home Phone: _____

Do you meet the minimum criteria?

Current overall GPA: _____

Total credit hours completed to date (must have sophomore standing): _____

CJC GPA (must be at least 3.50): _____

Overall GPA (must be at least 3.25) _____

If you meet the minimum criteria and have a Faculty Mentor (*must be a full time faculty member in the Department of Criminal Justice and Criminology*) who is willing to supervise your project, then you may be eligible for admissions to the Departmental Honors in Criminal Justice and Criminology Program. You will be notified by mail or email if you are accepted into the program, once your records are reviewed.

I hereby grant permission to authorized university personnel to review my academic records for my application for the Departmental Honors in Criminal Justice and Criminology Program.

Student's Signature: _____

Date: _____

I, _____, hereby agree to oversee this student's Honors Thesis/Project and have reviewed the faculty mentor responsibilities.

Honors Thesis Working Title: _____

Mentor's Signature: _____

Date: _____

I, _____, have reviewed the application and verify that the student qualifies to enter the Departmental Honors in Criminal Justice and Criminology Program.

Signature: _____ Date: _____
CJC Departmental Honors Representative

I, _____, have reviewed the application and verify that the student qualifies to enter the Departmental Honors in Criminal Justice and Criminology Program.

Signature: _____ Date: _____
Department Chair