JUDICIAL STUDIES PROGRAM

QUICK REFERENCE GUIDE
(in general order of completion)

Admission Applications
- Complete, submit and pay $60 fee on-line with back up materials submitted/uploaded to application by:
  - Spring – December 15
  - Fall – July 15

Program Time
- Master’s Degree – you have 6 years to complete all degree requirements.
- Ph.D. Degree – you have 8 years, beyond the Master’s, to complete all degree requirements.

Declaration of Advisor
- Declaring your academic advisor (UNR faculty member) until your committee is established. This is typically the Program Director.
- Master’s Students - Due 1 year or 2 semesters after being admitted into the Master’s program (i.e. admitted spring 14, declare by spring 15).
- Ph.D. Students – Due 2 years or 4 semesters after being admitted into Ph.D. program.

Coursework
- Consistently take all necessary coursework. Utilize the Course Tracking form to track your progress.
- You can take up to 10 credits from NJC/NCJFCJ (depending on major) before admission and receive retro-credit as long as the credits were not taken more than 7 years before admission.
- You must be registered in at least one course in the spring and one course if the fall to remain in good standing. (NOTE: Please keep in mind that spring courses are courses offered November through May, and fall courses are courses offered May through October.)
- If you cannot take a course in a semester, you must file a Leave of Absence form by the dates below to remain in good standing.
  - spring – submit by January 8
  - fall – submit by August 8.
- If you do not file the Leave of Absence you will lose your graduate standing and you will not be able to register for courses until you file a Notice of Reinstatement and pay the $60 fee. If the leave, without filing a Leave of Absence, is more than one semester, the Graduate School may require you to reapply to the program.

Prospectus
- Prospectus is an outline of your thesis research topic and must be approved by Program Director. (See JS Thesis/Dissertation Guide.)
- Master’s Students - Due 1 ½ years or 3 semesters after being admitted into program.
- Ph.D. Students – Due 2 ½ years or 5 semesters after admission into Ph.D. program.
Program of Study
-Program of study lists courses taken to date, courses planning to take to complete coursework, and committee members. Committee members should have knowledge of the topic area so can adequately assist/advise on thesis development, and must be approved by the Program Director. The Committee members and Program Director must sign form.
-Master’s Students - Due upon approval of prospectus and thesis committee (approximately 1½-2 years in program).
-Ph.D. Students – Due upon approval of prospectus and thesis committee (approximately 2½ to 3 years in program).

Committee Make-Up
-Master’s Committee – 3 or 4 members. Chair (UNR faculty member), NJC/NCJFCJ representative depending on major, UNR/NJC/NCJFCJ or outside representative, Graduate School representative (UNR faculty member). If third member is a UNR faculty member, they can serve as member and Graduate School representative.
-Ph.D. Committee – 5 members. Chair (UNR faculty member), NJC/NCJFCJ representative, Graduate School representative (UNR faculty member), 2 additional members from UNR/NJC/NCJFCJ or outside representatives. All non-UNR members must submit a vitae to be submitted with Program of Study for approval by the Program Director and Graduate School.

-Advancement to Candidacy (Ph.D. only)
-Acknowledgement by student and committee that the student has completed all coursework, passed the comprehensive exam, and that the dissertation is near completion so is ready to apply for graduation. Form must be signed by committee members and Program Director by:
  -Spring – February 15
  -Summer – April 15
  -Fall – September 15

Application for Graduation
-Complete, submit and pay $75 fee on-line by:
  -Spring – March 1
  -Summer – May 1
  -Fall – October 1

SafeAssign
-When committee deems thesis/dissertation is about in final form, the document must be run through the SafeAssign program (plagiarism program). The document must meet a 17% or lower rate or it will not be accepted for graduation. The document is submitted to program who facilitates the scan and checks final formatting before submission. Submit to program by:
  -Spring – April 20
  -Summer – July 20
  -Fall – November 15
Thesis/Dissertation Defense
   -Master’s – The Thesis Committee can waive this requirement if they desire.
   -Ph.D. – This is required by:
      -Spring – April 20
      -Summer – July 20
      -Fall – November 15

Notice of Completion/Final Approval/Microfilm Agreement/Binding Fee
   -Notice of Completion form confirms student has completed all the necessary requirements for the degree. The Notice of Completion must be signed by all committee members and Program Director.
   -The Final Approval form signed by committee chair sent to JS Program.
   -The final thesis/dissertation is submitted electronically.
   -Microfilm Agreement is completed when uploading final thesis/dissertation. There is a fee should you want UMI to copyright your work on your behalf.
   -Bound program copy - $56 - Students are required to purchase one bound copy of their thesis/dissertation with that copy being sent to the JS Program.
   -Binding fee – Thesis $85 - Dissertation $95 – paid directly to Cashier’s office - all by:
      -Spring – June 1
      -Summer – August 1
      -Fall – December 1
COURSE TRACKING
MASTER’S DEGREE

Trial Court Major – 32 crs*

Required:
___ JS 610 – General Jurisdiction, 4 crs
   OR JS 611 – Special Court Jurisdiction: Advanced, 4 crs
   OR JS 612 – Administrative Law: Fair Hearing (ALJs only), 4 cr
___ JS 615 – Judicial Writing, 2 crs
___ JS 710 – History and Theory, 3 crs
___ JS 797 – Thesis, 6 rs

NJC electives:
JS ________________________________, 2 crs
JS ________________________________, 2 crs
JS ________________________________, 2 crs
JS ________________________________, 2 crs

UNR electives:
JS ________________________________, 3 crs
JS ________________________________, 3 crs
JS ________________________________, 3 crs

Juvenile and Family Court Major – 32 crs*

Required:
___ JS 610 – General Jurisdiction, 4 crs
   OR JS 611 – Special Court Jurisdiction: Advanced, 4 crs
___ JS 615 – Judicial Writing, 2 crs
___ JS 660 - Core College: Role of the Judge, 2 crs
___ JS 710 – History and Theory, 3 crs
___ JS 797 – Thesis, 6 rs

NCJFCJ electives:
JS ________________________________, 2 crs
JS ________________________________, 2 crs
JS ________________________________, 2 crs

UNR electives:
JS ________________________________, 3 crs
JS ________________________________, 3 crs
JS ________________________________, 3 crs

*If have more courses/crs then needed for degree, use older courses/crs first, reserving remainder for second degree or Ph.D.
Ph.D. DEGREE

73 crs

Required:
- JS 610 – General Jurisdiction, 4 crs
- OR JS 611 – Special Court Jurisdiction: Advanced, 4 crs
- OR JS 612 – Administrative Law: Fair Hearing (ALJs only), 4 cr
- JS 615 – Judicial Writing, 2 crs
- JS 710 – History and Theory, 3 crs
- JS 795 – Comprehensive Exam, 1 crs
- JS 799 – Dissertation, 24 crs

NJC electives:
- JS ____________________________, 2 crs
- JS ____________________________, 2 crs
- JS ____________________________, 2 crs
- JS ____________________________, 2 crs
- From Master’s

UNR electives:
- JS ____________________________, 3 crs
- JS ____________________________, 3 crs
- JS ____________________________, 3 crs
- From Master’s
- JS ____________________________, 3 crs
- JS ____________________________, 3 crs
- JS ____________________________, 3 crs
- JS ____________________________, 3 crs
- JS ____________________________, 3 crs
- JS ____________________________, 3 crs